

Company Name: _____

Maintenance Forms & Logs

Date: _____

Log ID: _____

Version: 1.0

Passenger Elevator Machine Room Visual Inspection And Log

1.0 Form Objective & Asset Scope

This maintenance log is designed to track the visual inspection of passenger elevator machine rooms in commercial and multi-residential buildings. The purpose is to identify potential safety hazards, fluid leaks, abnormal noises, and equipment degradation before they lead to service interruptions or safety code violations. Regular inspection supports compliance with ASME A17.1/CSA B44 and extends elevator system reliability.

2.0 Administrative & Asset Details

Date: _____

Technician Name: _____

Building Name / Address: _____

Elevator Unit Number / ID: _____

Machine Room Location (e.g., Roof, Basement): _____

Hour Meter Reading (if applicable): _____

3.0 Inspection / Parameter Checklist

- ☐ Pass ☐ Fail - Verify machine room door is self-closing, self-locking, and labeled with 'Elevator Machine Room – Authorized Personnel Only'.
- ☐ Pass ☐ Fail - Check for adequate lighting (minimum 50 lux at floor level) and emergency lighting operation.
- ☐ Pass ☐ Fail - Inspect floor for oil, grease, or water accumulation; ensure no tripping hazards.
- ☐ Pass ☐ Fail - Examine traction machine and gearbox for oil leaks, unusual noise, or vibration.
- ☐ Pass ☐ Fail - Check brake assembly for proper clearance, no excessive dust, and no signs of overheating.
- ☐ Pass ☐ Fail - Inspect governor assembly and tension sheave for free movement and proper cable alignment.
- ☐ Pass ☐ Fail - Verify controller cabinet is closed, free of dust/debris, and cooling fan is operational.
- ☐ Pass ☐ Fail - Check all electrical disconnects are labeled, accessible, and in good condition.
- ☐ Pass ☐ Fail - Inspect wire ropes for broken strands, corrosion, or uneven tension.
- ☐ Pass ☐ Fail - Verify machine room ventilation or air conditioning is functioning within specified temperature range (10–40°C).
- ☐ Pass ☐ Fail - Check fire extinguisher presence, inspection tag current, and unobstructed access.
- ☐ Pass ☐ Fail - Inspect machine room ceiling, walls, and floor for water intrusion or structural damage.

4.0 Deficiencies & Work Order Generation

Issue Description (include location and severity): _____

Corrective Action Taken: _____

Parts Required (include part numbers if known): _____

Work Order Number Generated: _____

Priority (Critical / High / Medium / Low): _____

5.0 Sign-off & Return to Operations

Maintenance Technician Signature: _____ Date: _____

Technician License Number (TSSA or Provincial): _____ Date: _____

Building Owner/Manager Review (if required): _____ Date: _____

Date of Next Scheduled Inspection: _____ Date: _____

Regulatory Disclaimer: This maintenance log is a generic template. The end-user assumes all liability for validating all inspection parameters, PM frequencies, and tolerances against specific OEM machinery manuals before active shop floor deployment.