



Monthly Maintenance Checklist

Machine Room	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
Clean Machine/M-G Set/Etc.												
Motor Oil Levels												
Check Worm/Gear/Thrust												
Check Seals and Packings												
Check Brake Operation & Linings												
Clean Brake Core & Lub Pivots												
Check Controller Relays & Contacts												
Check Timers - Overloads/Resistors												
Check Governor Switches & Sheave												
Check Selector Cables/Chains/etc.												
Clean End Bells/Comms/Brush Gear												
Check Brushes/Replace if Required												
Cab and Doors												
Check Floor Stops												
Check Door Operation												
Check Door Gibs												
Clean/Lub/Check Car Hanger/Gate Sw.												
Clean/Lub Check Hatch Doors & Locks												
Check/Replace Lamps-Car Hall PI's												
Test Phones												
Test Alarm & Emergency Light												
Hatchway												
Clean Cartop & Operator												
Check Door Operator & Belts												
Clean & Lubricate Rails												
Check Rail Brackets												
Clean & Check Selector Taps/Switches												
Check Car Shoes/Roller Guides												
Check Cables for Wear/etc.												
Check Shackles/Equalize Ropes												
Clean/Lub Check Sheaves												
Pit												
Clean Out Debris												
Check Gov. & Tape Tesion Sheaves												
Check Buffers/Springs/Oil Type												
Clean/Lub/Check Safeties												