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Annual/Periodic Elevator Pre-Inspection Checklist

General:

1. When was the last annual safety test performed by the elevator maintenance company?
(note: testing is valid for one year)
2. If applicable, when was the last annual smoke/heat detector test performed by the fire alarm company?
(note: testing is valid for one year)

Elevator Cab(s):

1. Is the elevator's emergency phone working?
2. Are the emergency lights and bell operational?
3. Are all buttons working?
4. Are the handrails tightly secured to the cab wall?
5. Are fire warning and no smoking signs posted?

Elevator Machine Room:

1. Is the fire extinguisher in the elevator machine room up to date? (note: extinguisher is good for one year)
2. Is the elevator machine room clear of non-elevator related items and generally clean?
3. Is the machine room door self closing and self locking?
4. Is the elevator maintenance log posted in the elevator machine room?
5. Are the annual elevator safety test forms and fire alarm testing forms (if applicable) posted in the elevator machine room?

Additional information can be found on our website

www.AllsafeElevators.com

Please Note: This form is to help the customer alleviate the need for re-inspection. This form does not in any way guarantee that there will not be any violations at the day of inspection. This form is in no way a legal or binding document of any inspected items.