

| Schedule No. | MAINTENANCE SCHEDULE FOR ELECTRIC PASSENGER, GOODS AND SERVICE LIFTS | |
|--------------|---|-----------|
| | Description of Job | Frequency |
| 1 | (a) Top up lift machine gearbox and lubricate bearings. | Weekly |
| | (b) Check brake for correct mechanical action. Ensure linings and drums are free from oil or grease. | Weekly |
| | (c) Clean overspeed governor and lubricate. | Weekly |
| | (d) Inspect bearings of drums, sheaves and pulleys. Lubricate. | Weekly |
| | (e) Inspect motor/generator/exciter commutators and sliprings operating under working conditions and stationary. Lubricate bearings. | Weekly |
| | (f) Clean, inspect and adjust controller contacts, interlocks and dashpots. Lubricate. Observe and adjust operation sequence and timing of contactors. | Weekly |
| | (g) Clean floor selector, check action and adjust. Lubricate drive gear. | Weekly |
| | (h) Top up counterweight guide shoes lubricators. | Weekly |
| | (i) Clean up lift well as necessary. Clean pit. Inspect condition of lift well enclosure. | Weekly |
| | (j) Clean guides and lubricate where applicable. | Weekly |
| | (k) Check limit switches, direction switches and their operating devices. Ensure rollers and spindles are free to rotate. Lubricate. | Weekly |
| | (l) Inspect car exterior and clean car top. Top up car guide shoe lubricators. Inspect tensioning devices for correct adjustment. Clean and inspect door operating gear and check for oil leaks. Lubricate. | Weekly |
| | (m) Check door locks for safe operation. Ensure rollers and spindles are free to rotate. Lubricate. | Weekly |
| | (n) Check that car and landing doors operate freely and bottom tracks are clear of debris. | Weekly |

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| | <p>(o) Ride in car, observe and record irregularities in starting, stopping and general running.</p> <p>(p) Check for correct operation: Car controls, car door switches, door re-opening device, emergency stop, alarm bell and intercom system. Inspect condition of car interior and floor covering. Observe levelling accuracy.</p> <p>(q) Test operation of landing buttons, indicators and fireman switch.</p> | <p>Weekly</p> <p>Weekly</p> <p>Weekly</p> |
| 2 | <p>(a) Inspect lift machine gearing and bearings. Ensure keys and fixing bolts are secure.</p> <p>(b) Inspect brake coupling and linings for wear. See that keys and fixing bolts are secure. Check that brake release gear and hand winding wheel are readily available.</p> <p>(c) Check drums, sheaves and pulleys for visible cracks, ensure keys and fixing bolts are secure. Inspect bearings and sheave grooves.</p> <p>(d) Check condition of wire ropes (including suspension ropes). Ensure wire ropes are evenly tensioned.</p> <p>(e) Inspect overspeed governor for wear. Ensure keys and fixing bolts are secure.</p> <p>(f) Extract dust from interiors of motors and generators. Inspect bearings, ensure fixing bolts are secure.</p> <p>(g) Inspect floor selector bearings. Check connections and flexes. Inspect driving rope, tape or chain for wear and correct tension.</p> <p>(h) Inspect and operate by hand the slack rope switch, safety-gear switch, broken tape or rope switch and overspeed governor switch.</p> | <p>Monthly</p> <p>Monthly</p> <p>Monthly</p> <p>Monthly (new wire ropes shall be checked fortnightly for at least 2 months after installation)</p> <p>Monthly</p> <p>Monthly</p> <p>Monthly</p> <p>Monthly</p> |

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| | <p>(i) Inspect guides for wear and ensure fixings are secure.</p> <p>(j) Check counterweight clearances for rope stretch. Inspect rope equalizer. Ensure main tie bolts are secure. Inspect guide shoes for wear and 'float'. Ensure filler weights are properly positioned and secure. Check safety-gear for guide clearance and free movement.</p> <p>(k) Open, clean and inspect limit switches, direction switches. Inspect fixed ramps and inductor plates.</p> <p>(l) Ensure spring buffers are secure. Clean oil buffers and top up. Check for oil leaks.</p> <p>(m) Inspect conditions of landing and car sill nosings and check car clearance. Inspect lock beaks, door rollers and spindles for wear. Inspect door inter-connecting wires or chains for wear and correct tension.</p> <p>(n) Ensure car frame bolts are secure. Check guide shoes for minimum 'float'. Ensure car body is secure in frame. Check safety-gear for guide clearance and free movement. Check tension of safety rope. Inspect door operating mechanism for wear and ensure driving sprockets, keys and fixing bolts are secure. Ensure that the 'pick-up' between car and landing doors is correctly aligned.</p> <p>(o) Open, clean and inspect car controls, floor switches, door switches. Check action of emergency opening and movable floor. Inspect car lighting.</p> <p>(p) Inspect travelling cables and their anchorages.</p> <p>(q) Open, clean and inspect landing button boxes and ensure that they and any indicator boxes are securely fixed.</p> | <p>Monthly</p> <p>Monthly</p> <p>Monthly</p> <p>Monthly</p> <p>Monthly</p> <p>Monthly</p> <p>Monthly</p> <p>Monthly</p> |
| 3 | <p>(a) Open, clean and inspect landing door locks.</p> <p>(b) Carry out electrical load test on emergency lighting, batteries and battery charger for a period of 1 hour.</p> | <p>Three monthly</p> <p>Three monthly</p> |

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| | (c) Inspect and operate by hand the ascending car overspeed protection device switch and rope break protection device. | Three monthly |
| 4 | (a) Renew wire ropes (including suspension ropes). (b) Test overspeed governor, safety gear, ascending car overspeed protection device, uncontrolled car movement protection device and rope break protection device on no load. (c) Test overspeed governors, safety gear, ascending car overspeed protection device, uncontrolled car movement protection device and rope break protection device on full load. (d) Test by simulation of overload device. (e) Test by simulation of homing key switch. | When the ropes reach the parameters or conditions stated in the Code of Practice for Lift Works (i) After major repair or major replacement that affects the operations of the device. (ii) Every year (i) After major repair or major replacement that affects the operations of the device. (ii) Every 5 years Every year Every year |

Remarks: The word ‘**Door**’ in the Schedule means any sliding or hinged part which gives access to the car or lift well enclosure.