

# ELEVATOR AND ESCALATOR DAILY SAFETY CHECKLIST

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## Introduction

Elevator and escalator injuries are rare, but when they do occur, they can be severe. Most states and localities require elevator inspections by trained professionals or by local government officials at specific intervals. In some jurisdictions, such inspections are the responsibility of the general liability insurance carrier or their designee.

This bulletin reviews the causes of elevator and escalator injuries and includes a self-inspection checklist that you can use between inspections to assure your elevators and escalators are operating safely and at peak efficiency.

## Common causes of elevator injuries:

- Trips and falls when the car does not level properly at the landing floor
- Closing doors that do not stop or retract
- Rapid descents or “jerking” ascents
- Stress caused by being trapped in a stalled elevator

## Common causes of escalator injuries:

- Loss of balance while entering or exiting
- Loss of balance from “jerking” or erratic motion of the unit
- Catching of loose clothing or footwear in the “comb plate” (the comb-like device at the top and bottom of the unit) or in the side balustrades
- Slips and falls from slippery surfaces caused by excessive application of lubricants

## **Elevator maintenance contractors and risk transfer**

Elevator maintenance contractors usually refuse a property owner's request for a "hold harmless" agreement or to be included as an additional named insured on their policy. As one might imagine, these companies are frequently targets of legal action by elevator and escalator passengers, and sometimes building owners. Nevertheless, insist on a current certificate of insurance showing evidence of workers' compensation, general liability, property, and umbrella coverage before contracting with any elevator maintenance company.

### **The value of self-inspections**

Daily, non-technical inspections of all elevator and escalator equipment pays-off in several ways:

- Early repairs to damaged units can be corrected promptly, with less risk and inconvenience to tenants and visitors.
- Gradual degradation of components on older units can be noted and corrected before a major failure occurs.
- Self-inspections also help to document your efforts to maintain equipment and may benefit your defense in the event of a claim.

## **Elevator/Escalator Self-Inspection Form**

The following checklist can be used to verify the condition of your elevator and/or escalator equipment between scheduled maintenance periods. A good way to train your maintenance and building management staff is by a walk-through inspection with your elevator maintenance contractor.

### **Additional Information**

Refer to [ASME A17.1-2019](#), Safety Code for Elevators and Escalators or your local building code enforcement office for questions about local elevator and escalator maintenance requirements.

If you're in Canada, CSA B44-2019, has been revised. [ASME A17.1/CSA B44-2019: Safety Code For Elevators And Escalators](#) serves as a basis for the design, construction, installation, operation, testing, inspection, maintenance, alteration, and repair of elevators, dumbwaiters, escalators, moving walks, and material lifts.

# ELEVATOR AND ESCALATOR DAILY SURVEY

Location

Date

Surveyed by

## Type of Unit

Passenger elevator - Hydraulic

Rope unit

Freight elevator - Hydraulic

Rope unit

Escalator

General checklist	
1	Who is responsible for maintaining elevators and escalators at this location?
2	How frequently are they maintained?
3	How is maintenance documented?
4	Is the maintenance schedule current?

Elevator checklist		Yes	No
1	Are doors secured at each level, any openings?		
2	Are car(s) level within 1/2 inch (+/-) at each level?		
3	Is floor material intact in cars and at landings?		
4	Do infrared beams, leading edge interlocks function properly?		
5	Do car doors open between floors?		
6	Is car roof/side door secured against unauthorized opening from within the car?		
7	Is emergency lighting operational (is test switch available)?		
8	Is emergency notification system operational (bell/telephone/both)?		
9	Is emergency stop switch operational?		
10	Are there any unprotected shaftways or car openings?		
11	Is elevator equipment room(s) secured without extraneous storage or hydraulic fluid leaks (hydraulic units only)?		
12	Does electrical room (if accessible with authorization) have a covered electrical control panel? Any extraneous storage?		
13	Is there a Di-electric (insulated) mat on the floor by the electrical control panel? Is it in good visual condition (no tears, curling)?		
14	Is the Inspection Certificate posted in each car and in the building superintendent's office (as required by local ordinance)?		
15	Is documented annual (frequency based on local ordinance requirements) service with Certificate of Insurance provided?		
16	Are proper warnings posted in all elevators (e.g., "do not use in event of fire," "maximum load" of number of persons and/or weight)?		

Comments:

Escalator checklist		Yes	No
1	Are handholds smooth and free of cracks or damage?		
2	Are all treads intact and free of damage?		
3	Are protected emergency stop switches accessible and functioning? (There is usually an emergency stop switch at the two levels plus switches below the tread along the balustrade. NEVER attempt to stop or start an escalator while passengers are on the unit)		
4	Are comb-plates intact (no broken, missing teeth)?		
5	Is additional lighting provided at top and bottom of each landing?		
6	Is under-tread lighting operable?		
7	Are angles between escalators and floors/other escalators protected by guards that hide acute angles?		
8	Has silicon or lubricant overspray made landing surface slippery?		
9	Is emergency lighting available to illuminate escalator(s) in case of a power outage?		
10	Is documented annual (frequency based on local ordinance requirements) service with Certificate of Insurance provided?		

Comments:

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