

ELEVATOR SAFETY INSPECTION CHECKLIST

Location _____	Building _____
Elevator Number _____	

1. Is a current copy of the elevator inspection certificate posted? YES NO
2. Does the certificate contain the following information?
 - Date of Inspection YES NO
 - Signature of Inspector YES NO
 - Serial Number YES NO
3. Does the elevator have an emergency telephone system? YES NO
4. Is the emergency telephone system operational? YES NO
 - 4(a) Is public Safety able to identify your location? YES NO
5. Is a sign or plate indicating the elevator's maximum capacity posted in plain view? YES NO
6. Is the elevator properly lighted? YES NO
7. Are safety shields installed over the light fixture? YES NO
8. Is the elevator easily accessible by people with disabilities? YES NO
9. Are floor landings in good repair? YES NO

- 10. Is the elevator door working properly? YES NO
- 11. Is the elevator free of noises and vibrations while operating? YES NO
- 12. Is elevator door sensor operating properly? YES NO
- 13. Is there a visible sign indicating not to use the elevator in case of fire?
If fire sign is missing indicate floor _____ YES NO
- 14. Is the audible signal operating properly? YES NO
- 15. Are the direction indicator lights working properly? YES NO
- 16. Are the call buttons for all floors working properly? YES NO

Comments

Inspected by _____ Date _____

Directed to _____ for corrective action Date _____