

Elevator Inspection

Log the condition of doors, controls, lighting and safety features in one check. Track issues across routine inspections to stay ahead of maintenance.

Title: _____

Severity: _____ Site: _____

Date / Time: _____ Completed by: _____

Inspection Details

1 Location *

Address or coordinates

2 Lift/elevator identification number *

3 Lift type *

- Passenger Goods Service Platform
 Dumbwaiter Other

4 Date of inspection *

5 Time of inspection

6 Inspector name *

7 Inspection type *

- Routine Periodic Post-repair Post-incident
 Pre-commissioning

General Condition

- 8 Machine room clean and free from storage
 Yes No N/A
-
- 9 Machine room lighting adequate
 Yes No N/A
-
- 10 Machine room temperature within acceptable range
 Yes No N/A
-
- 11 Machine room door secure and properly labelled
 Yes No N/A
-
- 12 Controller and electrical components in good condition
 Yes No N/A
-
- 13 Oil leaks present on machinery
 Yes No N/A
-
- 14 Emergency phone/intercom functioning
 Yes No N/A
-
- 15 General condition notes

Car Interior

16 Car lighting operational

Yes

No

N/A

17 Floor covering in good condition

Yes

No

N/A

18 Car walls and ceiling free from damage

Yes

No

N/A

19 Handrails secure (if fitted)

Yes

No

N/A

20 Mirror in good condition (if fitted)

Yes

No

N/A

21 Ventilation adequate

Yes

No

N/A

22 Car operating panel in good condition

Yes

No

N/A

23 All buttons functioning correctly

Yes

No

N/A

24 Alarm button operational

Yes

No

N/A

25 Overload device functioning

Yes

No

N/A

26 Car interior photos

Attach file here

Doors

27 Landing doors closing and locking correctly

Yes

No

N/A

28 Car doors operating smoothly

Yes

No

N/A

29 Door safety edges/sensors functioning

Yes

No

N/A

30 Door tracks clean and free from debris

Yes

No

N/A

31 Gap between car and landing doors within tolerance

Yes

No

N/A

32 Door re-opening device operational

Yes

No

N/A

33 Door condition notes

Safety Devices

34 Emergency lighting operational

Yes

No

N/A

35 Fire service switch functioning (if fitted)

Yes

No

N/A

36 Overspeed governor in good condition

Yes

No

N/A

37 Safety gear in good condition

Yes

No

N/A

38 Buffers in good condition

Yes

No

N/A

39 Pit stop switch operational

Yes

No

N/A

40 Car top stop switch operational

Yes

No

N/A

41 Rope/belt condition satisfactory

Yes

No

N/A

42 Guide rails in good condition

Yes

No

N/A

43 Safety device notes

Pit Area

44 Pit accessible and clean

Yes

No

N/A

45 Pit lighting operational

Yes

No

N/A

46 Pit free from water ingress

Yes

No

N/A

47 Pit ladder secure (if fitted)

Yes

No

N/A

48 Pit stop switch accessible and operational

Yes

No

N/A

49 Pit area photos

Attach file here

Signage and Compliance

50 Rated capacity displayed in car

Yes

No

N/A

51 Emergency instructions displayed

Yes

No

N/A

52 Current insurance certificate displayed

Yes

No

N/A

53 LOLER thorough examination up to date

Yes

No

N/A

54 Date of last thorough examination

55 Examining body

Outcome

56 Overall condition *

Satisfactory

Minor issues noted

Major issues noted

Unsafe - taken out of service

57 Defects found

Yes

No

N/A

58 Description of defects

59 Photos of defects

Attach file here

60 Lift safe to remain in service *

Yes

No

N/A

61 Recommended actions

62 Follow-up required by date

Sign-off

63 Inspector signature *

Signature

64 Additional comments
