

## SAFETY INSPECTIONS 6F ELEVATORS

### 1. GENERAL

- 1.01 This practice is to be used as a guide for building supervisors in performing the safety inspections of elevators. These periodic safety inspections do not supersede the elevator inspections performed by outside inspectors that comply with the applicable elevator code (ANSI Code A.17.2).
- 1.02 Whenever this section is reissued, the reason(s) for reissue will be listed in this paragraph.
- 1.03 Periodic elevator inspections are performed by the building supervisor to ensure the employees' safety and to check the quality of elevator maintenance provided by the contractor.

### 2. PERSONAL SAFETY

- 2.01 There are many potential hazards involved in the inspection of elevators; therefore, all personnel conducting the inspections should take added safety measures. Some of the common safety items are listed below, but this list is not complete. Extreme care should be taken by the inspectors because any accident involving elevators may not be only disabling, but also may be fatal.
1. The inspectors should be suitably clothed before starting the inspection. Loose clothing such as neckties should be tied securely, and buttons should be kept buttoned.
  2. The inspector should always watch for moving objects such as elevator cars, counter weights, etc.
  3. When working in the elevator pit, the inspector should always keep clear of descending counter weights. The power supply line disconnect switch should be opened when it is desired to prevent elevator movement.
  4. When working in the pit, the overhead distance (between the bottom of the car and the pit) should be watched very carefully. If sufficient working distance is not available, some sort of blockage should be installed to block the descending car while working in the pit.
  5. Before starting the inspection of an elevator, the inspector should first determine the proper position for all operating devices, emergency stop switches and any other safety devices.
  6. Inspectors should never enter pits containing water when carrying electric lamps on extension cords. A number of fatal accidents have occurred under such conditions due to faulty wiring or sockets.

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### 3. ELEVATOR CARS

3.01 Examine car doors or gates and note any broken, bent or sprung members. Operate doors to determine that they operate freely.

3.02 Where a power-closed car is provided with a re-opening device, which is required for new automatic elevators, the device should be tested as follows:

1. Retractable Safety Edges on the Door: Retract the safety edges while the doors are being closed, and note whether car doors stop and re-open.
2. Electronic Safety Edge of the Door: The inspector should pass his hand in front of the leading edge of the car at various positions while it is being closed. The doors should stop and re-open. (See note below.)
3. Photoelectric Device: Note the location of the light beams with relation to the car floor. While the doors are being closed, obstruct the light beam which should cause the doors to stop and re-open. When invisible beams are used, the position of the beam can be determined by an examination of the equipment.

NOTE: In any of the above tests, where the inspector uses his/her hands to test the re-opening device, do not insert hands when the door is nearing its fully closed position.

3.03 Determine that the car enclosure is structurally sound and is securely fastened to the platform. Note that the capacity certificates are posted in the car.

3.04 Examine whether sufficient illumination is provided and whether lighting fixtures inside the car are securely fastened and have required protection. If ventilation fans are provided inside the car, they should be properly guarded, adequately supported and securely fastened.

3.05 Check all switches inside the car. Test the operation of the emergency stop buttons and emergency alarm signals for compliance with the applicable code (Rule 211 of ANSI Code A17.1). If a telephone is provided in the car, ensure that it is operable.

3.06 Check car leveling and car operation when it is stopped. Car should be leveled with the floor when it is stopped and the door is opened.

### 4. ELEVATOR PITS

4.01 On entering the pit, the pit stop switch (if provided) should be opened and where adequate undercar clearance is not available, temporary blocking should be provided to ensure the necessary clearance.

4.02 Note that the pit is clear of refuse, water, or combustible material

and is not used for general storage. If a sump pump is provided in the pit, it should be operable.

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## 5. ELEVATOR MACHINERY ROOM

5.01 The general purpose inspections of the elevator machinery room should be limited to the see, smell and hear type. If the inspector sees some unusual things in the machinery room or smells some odor or hears unusual noise, it should be noted. Unless the inspector is familiar with the operation of various elevator machineries and associated control devices, he/she should not touch or operate any of the devices in the room. Malfunction of any such devices could be harmful not only to the inspector but the passenger(s) riding the elevator at the time of the inspection.

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