

VALLEYCARE
OLIVE VIEW-UCLA MEDICAL CENTER/HEALTH CENTERS
DEPARTMENT: FACILITIES
POLICY & PROCEDURE

NUMBER: 611
VERSION: 1

SUBJECT/TITLE: **ELECTRIC ELEVATORS**

POLICY: The Elevator Mechanic maintains the elevators in accordance with State Regulations.

PURPOSE:

PROCEDURE:

WEEKLY:

1. Clean in the machine room: the machine brake, motor generator set, starter overloads, floor selector and drive governor, controller, pumping unit, relays, resistors, condensers, timers, fuses, transformers and rectifiers contacts.
2. Top of car clean: guide shoes, oilers, roller guides, leveling switches and terminals, stopping switches, hoist ropes, governor rope, 2:1 sheaves, car and CST, retiring cam device, gate or door contact, door operator, motor belts, limit switches, hangers gear unit oil, check clutch and rotating hoist.
3. Hoistway – Clean up limits and cam slowdown switches, travel cable-junction box, hoistway doors, hangers, tracks closers, interlocks deflector or secondary sheaves.
4. Pit-clean guide shoes – safe-safeties, governor tension sheave, comp. Ropes and sheaves, chain and guide oil, or spring buffers, travel cables junction box-down limits.
5. Clean operational leveler, car operating panel, car position indicator, hall buttons, hall lanterns. P.I., safety edge-electric eye, check oil level and check pit can.

MONTHLY:

Lubricate the governor tension sheave, governor, guide rail, hydraulic pump unit selector machine gear box, gearless brake pins and pivots, car and hoistway door hangars, track closers, as per manufacturer's specifications.

QUARTERLY:

Lubricate door operator drive arm roller, and check quarterly, oil buffers and hoist ropes. Governors and compensating ropes. Check and measure, record, condition of the:

1. Main line voltage
2. Signal lamp voltage

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- 3. Control circuit voltage
- 4. Door operator rectifier voltage

Also check and record condition of starter contacts, time relay contacts, and door relay contacts. Check low oil timer – time in seconds. Door timer – indicate time in seconds. Check power unit oil level, pilot section strainers and check safety edge – lite ray.

SEMI-ANNUALLY:

Lubricate the idler and deflector sheaves as per specification.

ANNUALLY:

Lubricate as per manufacturer’s specification and as required, the hoist motors/M.G. sets and hoisting machine – gearless

DEPARTMENTS: FACILITIES

DEFINITIONS:

References:	
Approved by: Robert Ross (Director, Facilities)	Date: 08/12/2009
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