



**Division of Hotels and Restaurants
Bureau of Elevator Safety**

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Maintenance Control Program Checklist

This checklist is provided as general guidance outlining the minimum requirements for a maintenance control program (MCP) under ASME A17.1-2013, as adopted by Rule 61C-5.001, Florida Administrative Code. Elevator personnel and owners should consult Section 8.6, ASME A17.1-2013, for specific requirements.

See Figure Y-1 in Non-Mandatory Appendix Y, ASME A17.1-2013 for additional guidance relating to on-site documents and records requirements.

Note: Electronic means to view must be provided on-site by elevator owner or lessee as per Rule 61C-5.0015(2), Florida Administrative Code.

✓	CODE	MINIMUM REQUIREMENT
8.6.1.2 General Maintenance Requirements		
	8.6.1.2.1	Written MCP shall specify exams, tests, cleaning, lubrication, and adjustments at regular intervals and:
	(a)	Provided for each unit and be viewable on site at all times (electronic or hard copy).
	(b)	Include maintenance tasks and procedures, examinations, and tests.
	(c)	Reference On-Site Documentation needed to fulfill 8.6.1.2.1(b) and On-Site Maintenance Records for completion of 8.6.1.4.1(a).
	(d)	Instructions posted for locating on-site hard copy or electronic viewing of MCP maintained remotely.
	(e)	Procedures and intervals based on: (1) Age, condition and wear; (2) Design and inherent quality; (3) Usage; (4) Environmental conditions; (5) Improved technology; (6) Manufacturer's recommendation and original equipment certification for SIL Rated devices or circuits; and (7) Manufacturer's recommendation for A17.7 devices
	(f)	Written procedures for tests; inspections; maintenance; replacements; adjustments; and repairs for detection means for traction loss, broken suspension member, residual-strength, and related circuits.
	8.6.1.2.2	On-Site Documentation – (a), (b), and (c) must be written, permanent, hard copy in machine room, machinery space, control room, control space, or at the means necessary for test.
	(a)	Wiring Diagrams -Must be updated as code changes and alterations occur.
	(b)	Written procedures for inspections and tests not in A17.2 and procedures and methods for maintenance, repairs, replacements, and adjustments for (1) Those specifically identified to be written in code (2) Unique maintenance procedures or methods for inspection, tests, and replacement for all SIL rated E/E/PES electrical protective devices and circuits (3) Unique maintenance procedures or methods for inspection, tests, and replacement of equipment under alternative arrangements (variance) and provided by manufacturer or installer (4) Unique maintenance procedures or methods for inspection and test under A17.7, Code Compliance Document
	(c)	Written check-out procedures (See s. 8.6.4.19.10 [E/E/PES], s. 8.6.4.20.8 [Leveling with doors open], s. 8.6.8.15.7 [Overspeed valve] & s. 8.6.8.15.13 [Reversal stopping device])
	(d)	Written procedures for evacuation and glass cleaning (when applicable) – available on-site
8.6.1.4 Maintenance Records		
	8.6.1.4	Instructions on controller for how to locate and view all Maintenance Records

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8.6.1.4 Maintenance Records (continued)		
	8.6.1.4.1	On-Site Maintenance Records viewable for elevator personnel if not kept in the machine room/space or control room/space with all 8.6 tasks and requirements according to MCP established intervals.
	(a)	MCP Records (1) Lists maintenance tasks, tests, examinations, and adjustments and specified intervals (2) Based criteria in 8.6.1.2.1(e) above (3) Viewable on-site (paper or electronic) and include: a. Site name and address; b. Service provider name; c. Conveyance license(serial) number and type; d. Date of record; e. Description of task, interval and associated requirements of 8.6; f. Indicate completion of tasks
	(b)	Repair and Replacement Records – 5 years retention by owner Permanent instructions provided for locating records and means to view (if electronic) 1. Explanation of repair or replacement 2. Date and time 3. Name of technician
	(c)	Other Records – 5 years retention, instructions to locate on controller or means necessary for test, include date and name of person or firm performing task. (1) Record of oil usage (2) Firefighter's operation check- 8.6.11.1 (3) Periodic tests – see 8.6.1.7 – Tag requirement (4) Document A17.6 – Suspension means replacement criteria
	(d)	Permanent acceptance records (see s.8.10.1.1.4) and tag (see s.8.10.1.1.5) for units installed under A17.1 2010 code or later
	8.6.1.4.2	Callback records maintained and available, including reported trouble, dates, time, and corrective action. Instructions to report trouble calls on controller or means necessary for test.
	8.6.1.5.1	Code Data Plate – see requirements in 8.9
8.6.4 Maintenance and Testing of Electric Elevators		
	8.6.4.19.10	E/E/PES – written checkout procedure provided by person or firm installing
	8.6.4.20.8	Leveling – written checkout procedure provided by person or firm installing or maintaining
8.6.5 Maintenance and Testing of Hydraulic Elevators		
	8.6.5.16.5	Overspeed valve – written procedure from valve manufacturer or person or firm maintaining
8.6.8 Maintenance and Testing of Escalators		
	8.6.8.15.7	Reversal stop switch – written checkout procedure provided by person or firm maintaining
	8.6.8.15.13	Handrail – written checkout procedure provided by person or firm maintaining
8.6.11 Special Provisions		
	8.6.11.4.2 & 8.6.11.4.3	Glass cleaning – written procedure on premises identifying hazards and detailing safety precautions
	8.6.11.5.2	Emergency Evacuation Procedure on premises
	8.6.11.6.2	Escalator Startup Procedure
	8.6.11.7	Means Specified (MRL) Procedure – written and posted in permanent manner, plain view
	8.6.11.8	Egress and Re-entry Procedure – written and posted in permanent manner, plain view
	8.6.11.9	Retractable Platform Procedure – written and posted in permanent manner, plain view