



**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 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.

✓	CODE	MINIMUM REQUIREMENT
<b>8.6.1.2 General Maintenance Requirements</b>		
	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.
	(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 for SIL Rated devices; and (7) Manufacturer's recommendation for A17.7 devices
	(f)	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 means necessary for test.
	(a)	Wiring Diagrams
	(b)	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 by 8.6 (2) Unique maintenance procedures or methods for tests, inspections, and replacement for all SIL rated devices and circuits (3) Unique maintenance procedures or methods for tests, inspections, and replacement of unique or product specific items provided by manufacturer or installer (4) Unique maintenance procedures or methods for inspection and test under A17.7
	(c)	Written check-out procedures (See s. 8.6.4.19.10, s. 8.6.4.20.8, s. 8.6.8.15.7 & s. 8.6.8.15.13 below)
	(d)	Written procedures for evacuation and glass cleaning (when applicable) – available on-site
<b>8.6.1.4 Maintenance Records</b>		
	8.6.1.4	Instructions on controller for how to locate
	8.6.1.4.1	On-Site Maintenance Records

<b>8.6.1.4 Maintenance Records (continued)</b>		
	(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 associate requirements of 8.6; f. Indicate completion of tasks
	(b)	Repair and Replacement Records – 5 years retention by owner
	(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 and tag
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
<b>8.6.4 Maintenance and Testing of Electric Elevators</b>		
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
<b>8.6.5 Maintenance and Testing of Hydraulic Elevators</b>		
8.6.5.16.5		Overspeed valve – written procedure from valve manufacturer or person or firm maintaining
<b>8.6.8 Maintenance and Testing of Escalators</b>		
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
<b>8.6.11 Special Provisions</b>		
8.6.11.4.2 & 8.6.11.4.3		Glass cleaning – written procedure on premises identifying hazards and detail 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