

5. Useful Forms/ Check List – Samples

5.3 Check List for Periodic Maintenance of an Escalator

For keeping the escalator and its associated equipment or machinery in safe working order, at least the following applicable items are to be checked for proper condition, and attended to if necessary, in accordance with a schedule recommended by an escalator manufacturer :

| Maintenance Items | Examples of checks |
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| a) clearances between consecutive steps/ pallets and between the steps/pallets and the skirt panels | Check clearances and operation |
| b) drums, pulleys and moving parts | Check operation |
| c) machine room cleanliness | Check condition |
| d) any irregularities in running the escalator/ passenger conveyor | Check operation |
| e) safety devices, such as skirt panel switches, handrail inlet switches, emergency stop switches, broken drive/step chain devices, overspeed governor, speed monitoring device that for detection of overspeed or unintentional reversal of the direction of travel, step sagging devices, missing step devices, comb plate switches, etc. | Check condition |
| f) main drive system including drive chain and sprocket | Check condition Check for tension and wear Check bearing for wear Check lubrication |
| g) step/pallet rollers and step/pallet chain | Check for tension and wear Check lubrication |
| h) handrail | Check for free running and condition Check tension Check synchronization between step/pallet band and the handrail |
| i) operational brake and auxiliary brake (if equipped) including their braking efficiencies | Check braking system Check parts for wear |
| j) comb | Check condition Check meshing with step s. palletsor belt |
| k) lubricating pump and oil | Check operation |
| l) motor gear box | Check gear and associated parts Check lubrication |
| m) lighting system | Check operation |

| Maintenance Items | Examples of checks |
|--|--------------------|
| n) floor intersection guards and any safeguards against adjacent building obstacles from causing injury to users | Check condition |
| o) safety notices and signs | Check condition |