

Escalator PM Checklist

Actions and activities recommended in this guide should only be attempted by trained and certified personnel operating in a manner that complies with all safety requirements. If such personnel are not available, the actions recommended here should not be initiated. These are general guidelines and are not specific to an individual inspection or escalator. Frequencies indicated are based on a comparison of intervals from various industry sources and are provided solely for planning purposes.

Task ID	Task Name	Task Text	Frequency	Every Visit	Daily	Weekly	Monthly	Quarterly	Semi-Annually	Annually
ESC-001	Maintenance Logs	The escalator mechanic must fill out a log and note any observations, problems, and recommendations. Completing a comprehensive report of the inspection including photos of any defective equipment and a description of any operational issues is essential. Well documented reports are required for regulatory compliance, fire safety requirements and maintenance logs.	Every Scheduled Visit				X			
ESC-002	Notices of Maintenance	Notify tenants that scheduled maintenance is occurring. Use required signage, barriers, and notices to comply with all safety regulations. Avoid high foot traffic periods.	Every Scheduled Visit		X					
ESC-003	Lockout/Tagout	Implement Lockout/Tagout to comply with all safety regulations as required by maintenance procedure.	Every Scheduled Visit	X						
ESC-004	Lighting Inspection	Inspect and ensure that demarcation lights are fully functional.	Monthly				X			
ESC-005	Signage Inspection	Inspect and ensure that required caution and safety signage is posted and clearly visible.	Monthly				X			
ESC-006	Lubrication	Remove pit covers/landing plates and inspect, clean, maintain and lubricate as necessary all parts of the machinery including but not limited to: <ul style="list-style-type: none"> • step chains and rollers • step rollers • top and bottom pit areas • machine brake • automatic chain oilers 	Monthly				X			
ESC-007	view additional PM Checklists -									
ESC-008	Preventive Maintenance for Major									
ESC-009	Equipment, HVAC, and Building									
ESC-010	Maintenance on our website.									
ESC-011										
ESC-012										
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