



## **Division of Oil and Public Safety**

### **Conveyance Program**

#### **Conveyance Maintenance Control Program Checklist for Owners**

The following checklist provides Conveyance Owners or Responsible Parties a tool for verifying that a compliant Maintenance Control Program (MCP) is in place for each regulated conveyance as required by State of Colorado Conveyance Regulations and ASME A17.1 Safety Code for Elevators and Escalators as adopted by the State of Colorado. The checklist should be used as a guide and is not intended to be all inclusive.

#### **General Requirements**

- ☐ Installed or Altered (Major or Substantial) prior to January 1, 2000.
- ☐ Installed or Altered (Major or Substantial) after January 1, 2000.
- ☐ Listing of the required Maintenance Tasks and intervals they are to be performed (i.e., cleaning, lubricating and adjustments of the equipment)
- ☐ Documentation of the applicable code required examinations and tests
- ☐ The specified scheduled maintenance intervals based on the type of equipment
- ☐ Written procedures for testing, inspection, maintenance, Replacements, adjustments and any other procedures included in On-site Documentation requirements.

#### **On-Site Documentation**

- ☐ Up-to-Date wiring diagrams that detail the circuits of all electrical protective safety devices
- ☐ Written check-out procedures for devices and components requiring them
- ☐ Unique procedures for all Maintenance, inspections and tests that are not described in ASME A17.2 Guide for Inspection of Elevators, Escalators, and Moving Walks
- ☐ Written Procedures for evacuation by Emergency Personnel
- ☐ Written procedures for cleaning the exterior of cars and the interior of hoistways that have transparent enclosures (where applicable)

#### **Maintenance and Inspection Records**

- ☐ Description of maintenance tasks performed to include dates when the task was performed
- ☐ Last 5 years of completed inspection and test reports
- ☐ Documentation of all adjustments, Repairs and Replacements performed to include dates completed.
- ☐ Written record of oil level verification
- ☐ Up-to-Date Monthly Firefighters Service Emergency Operation check log
- ☐ Up-to-Date Quarterly verification of emergency two-way communication log
- ☐ Last 5 years of completed Periodic Inspection reports
- ☐ All Acceptance Inspection reports (Acceptance reports to be retained for the life of the equipment)
- ☐ Current Certificate of Operation issued by the applicable Authority Having Jurisdiction
- ☐ List of Authorized Personnel

For further explanation or examples of the requirements listed on this checklist please contact our office or your current elevator service provider.

