SCOPE OF WORK FOR ELEVATOR MAINTENANCE   UK HEALTHCARE

INTENT

It is the intent of these specifications to provide the University with uniform service from experienced and reliable elevator service contractors. It is required that each contractor under this agreement shall perform service in a workmanlike manner, provide a safe and comfortable ride, keep equipment in penthouse, bottom of pit and premises in general in an orderly, free of trash and debris, condition, and provide trained (current technology), experienced mechanics. These mechanics shall be skilled in the elevator trade and be courteous and cooperative with the University of Kentucky staff, students and general public in all respects.

DEFINITIONS:

1. FULL MAINTENANCE - Full maintenance service specifics a regular and systematic examination of the elevator equipment as specified herein and to include necessary repairs and replacements throughout the life of the contract. (Normal working Hours for the MCPPD is from 6:00 AM to 6:00 PM Monday-Friday)

2. REPAIR - Shall mean (including but not limited to) the renewal, replacement, adjustment, etc. of all items covered by the specifications to return any and/or all functions, parts, machines, wiring, etc. to the condition of normal and safe operation as originally designed and/or as intended by the original elevator manufacturer.

3. CONTRACTOR – Oracle Elevator

4. USING DEPARTMENT - Physical Plant Division Medical Center within the University who is responsible for payment and responsible for operation of equipment.

5. INSPECTION - A regularly scheduled visit to a specific elevator or bank elevators for the sole purpose of cleaning, inspecting, etc. for the determining of the condition of and/or the scheduling of maintenance/repair operations to the elevator or bank of elevators. Merely answering a trouble call will not satisfy the definition of an inspection.

6. TROUBLE CALL - A visit necessitated by a problem with and/or a breakdown of an elevator needing immediate attention by the service personnel of the contractor and which is initiated by the owner.

TENURE OF CONTRACT AND TERMINATION RIGHTS

Contract period shall be from July 1, 2012 to June 30, 2013, with the option to renew for five (5) additional years in one (1) year increments. The University shall be authorized to terminate for its own convenience all contracts for the procurement of supplies and services when the purchasing official has determined that such termination will be in the University's best interests. When it has been determined that a contract should be terminated for the convenience of the University, the Purchasing Division shall be authorized to negotiate a settlement with the contractor according to terms deemed just and equitable by the Purchasing Division. Compensation to a contractor for lost profits on a contract terminated for convenience of the University shall not exceed an amount proportionate to the sum that the contractor's total expected margin of profit on the contract bore to the contract price, based on the total out of pocket expense incurred by the contractor as of the date of termination of the contract.

Wherever a contract is terminated for the convenience of the University, the contractor shall have the burden of establishing the amount of compensation to which the contractor believes to be entitled, by submitting the bid or proposal for the contract, and evidence of expenses paid or incurred in performance of the contract from the date of award through the date of termination.
CONTRACT PRICE

Owner shall pay contractor on a monthly basis during the term of this agreement for work performed.

1. Owner shall pay, in addition to the price and tax imposed by any existing or future law and the amount of any tax imposed on the contractor, contractor supplies or the owner under any statute, court decision, rule or regulation becoming effective after the date of this proposal which is based on or incident to the transfer, use, ownership or possession of the materials or equivalent involved in the performance hereof or the services rendered thereunder.

2. The proposal, when accepted by University and approved by contractor's authorized representative, shall constitute the contract, and all prior representations or agreements not incorporated herein are superseded.

3. The contract price shall be adjusted in the manner stated herein: Contract price Adjustments will be allowed only upon contract anniversary date. Any adjustments allowed shall be firm for the duration of that one (1) year period. The maximum allowable adjustment shall be the percentage of change in the United States Producer Community Price Index, Table 6, Producer Price Indexes and percent changes for commodity groupings and individual items (Elevators, escalators, and other lifts, code #1142) as measured over the twelve month period ending at ninety (90) days prior to the contract anniversary date. Any adjustments in pricing must be approved by both the Contractor and the University of Kentucky Purchasing Division.

   No adjustments in price resulting from this Price Adjustment Provision shall increase the contract price no more than the maximum price permitted by any applicable legally issued Government Regulations in effect at the time that such adjustment is made. No single year adjustment shall increase the contract price by more than ten percent (10%).

PERFORMANCE BOND

1. The contractor shall furnish a Performance and Payment Bond in an amount equal to one hundred percent (100%) of the annual contract price as security for the faithful performance of this contract and the payment of all persons performing labor, including the payment of all unemployment contributions, which become due and payable under Kentucky Unemployment Insurance Law and furnishing materials in connection with this contract.

   The successful Contractor(s) shall be required to place all insurance coverage’s (Liability and Performance Bond) required by the laws of this State with a licensed resident local agent of Kentucky, who represents insurance companies authorized to do business in the State of Kentucky.

TAXES AND WORKER’S COMPENSATION, ETC.

Kentucky Sales and/or Use Tax – Contractors are informed that construction/service contracts for the Commonwealth of Kentucky are not exempt from the provisions of the Kentucky Sales and/or Use tax. All adjustments and allowances for the current sales/use tax shall be provided for in the bid amount and no later adjustments to the contract sum will be permitted and/or made on this basis.

Federal Excise Tax – The Commonwealth of Kentucky is entitled to exemption from Federal Excise Tax. All Contractors or Subcontractors shall take this into consideration in their proposal price.

Taxes, Workmen’s Compensation, etc. – The Contractor will be required to accept liability for payment of all payroll taxes or deductions required by local, state, and federal law, including but not limited to old age pension, social security, or annuities, Workmen’s Compensation Insurance shall be carried to the full amount as required by Kentucky Statutes. Contractors shall be in full compliance with KRS 341 and required Kentucky Statutes. Contractor shall be in full compliance with KRS 341 and 342.
COMPLIANCE WITH KENTUCKY WORKER’S COMPENSATION AND UNEMPLOYMENT INSURANCE LAW KRS 45A:480

The successful contractor will be required to assure, by affidavit that all contractor and subcontractors employed, or will be employed, under the provisions of the contract shall be in compliance with Kentucky requirements for Worker’s Compensation Insurance according to KRS Chapter 342 and Unemployment Insurance according to KRS Chapter 341.

CONTRACTORS OBLIGATIONS

The Contractor shall and will, in good workmanlike manner, do and perform all work and furnish and supply all materials, machinery equipment, facilities and means, except as herein otherwise expressly specified, necessary or proper to perform and complete all the work required by the contracts issued under these specifications and terms and conditions. The Contractor alone shall be responsible for the safety, efficiency, and adequacy the contractors plant, appliances, and the methods and for any damage which may result from their failure or their improper construction or maintenance of equipment. The contractor shall observe, comply with, and be subject to all terms, conditions, and shall do, carry on, and complete the entire work to the satisfaction of the University.

CALL BACK SERVICE

Call back service shall be required as hereinafter specified. Call back may be initiated by MCPPD staff only. If the cost of the work requested is not covered by this contract, the contractor must obtain a written authorization from the MCPPD staff person prior to responding to the call or beginning any work. Once the contractor receives written authorization to proceed the contractor shall complete the assigned work. A list of MCPPD current staff members can be obtained from the MCPPD Designated Representative.

AUTHORIZED PERSONS ARE:

Medical Center Physical Plant, Ed McClure, Director of Physical Plant
or Ed McClure, Assistant Director.

Mr. McClure* may opt to add other individuals in the organization to approve callbacks.

* The above department(s) may opt to add other individuals in their organization to approve callbacks.

The Contractor will not be required to answer callback service from persons other than those specified. The Contractor will be accepting liability for callbacks from other than the individuals listed above.

CONTRACTORS

The successful contractor may delegate or sublet the work to be performed under this contractor, to an authorized agent or branch located in the Commonwealth of Kentucky owned by the successful bidder. The contractor may not sublet to a firm having no direct business relation or association with the contractor. If it is the intent of the contractor to sublet or delegate all or any part of the work to be performed, it is necessary that such intent be stated by the contractor in this proposal.

ELIGIBILITY OF CONTRACTOR

The Contractor must currently employ sufficient number of employees to maintain this contract. Each contractor shall submit as part of the Form of Proposal a resume indicating experience and qualifications of Elevator Service Mechanics.
1. Contractor must have a regular and well-established place of business in the Lexington/Fayette County.
2. Contractor must have been engaged in and rendering the type of service required under this contract for a period of not less than five (5) years.
3. Contractor must maintain adequate number of employees to service this contract, state number of employees who will be assigned to this contract. Mechanics must be located within the Lexington/Fayette County.
4. Contractor must maintain and adequate stock of replacement parts, within the Lexington/Fayette County.
5. Contractor must file a financial statement with the University of Kentucky Purchasing Division (Such statement shall indicate dollar value, breakdown on parts, tools, service vehicles, etc.
6. Contractor must have successfully concluded all contracts for equipment described or subcontracts with the University of Kentucky for the past five (5) years.

ADDENDA

Any "Addenda" or "Instruction to Bidders" issued by the University of Kentucky, Purchasing Services Division prior to the time for receiving bids shall be covered in the proposal and in closing a contract they shall become a part thereof. Such "Addenda" shall be acknowledged on the Proposal.

METHOD OF PAYMENT

Contractor shall submit monthly invoices and itemized by elevator on ones own form to the University of Kentucky for work performed covered by the "Full Maintenance" program. Invoices submitted for work not covered shall be received by the University within 30 days after the work was performed. Copies of the maintenance work tickets must be attached with full explanation of work performed, complete with, but not limited to, dates, times and person authorizing the work.

AFTER HOUR CALL BACKS

Changes for After Hour Calls shall be at the rate equal to the difference between the Contractor’s overtime rate and their regular rate. Time charges will be actual hours on the premises. Additional charges for time and travel will not be paid.

OBSOLETE EQUIPMENT

Any mechanical or electrical part, component, or assembly that must be replaced, repaired, or renewed as a result of normal wear or breakage, but is unavailable from the manufacturer due to obsolescence, still remains the Contractor’s responsibility to replace, repair, or renew from another reliable source.

PROTECTION OF PREMISES

The contractor shall provide and properly maintain protection as required by the governing laws, rules, regulations and ordinances, together with such additional protection as may be required for the safety of workmen and the public.

DAMAGED FACILITIES

This contractor shall repair and/or replace damaged sections of existing utilities and structures caused by work performed under this contract.

DISAGREEMENT AND FAILURE TO PERFORM

1. The University of Kentucky, Purchasing Division shall be responsible for making final decisions when disputes between the University of Kentucky, using department, and the Elevator Contractor occur.
During the term of the contract or any extensions thereof, in the event that disputes regarding proper
maintenance, repairs or other contractual matters by the Contractor should arise the Purchasing Division
of the University of Kentucky reserves the right to obtain the services of the Commonwealth of Kentucky
Elevator Inspector and/or an outside consultant to evaluate the vendor compliance.

3. The University's decision as to the Contractor's responsibility in fulfilling this contract obligation
shall be final. If the Contractor fails to make correction to elevators as directed by the inspector through
the University, any and/or all contracts held by the Contractor will be canceled.

VANDALISM REPAIRS

Vandalism repairs shall be handled as trouble/service calls. Labor cost for vandalism repair will not be
charged to the University except when the labor exceeds two (2) hours. Then the Contractor shall bill the
University for all time over two (2) hours. Replacement of parts as a result of vandalism will be
considered as extra cost. Travel time will not be included in computing the time spent for vandalism
repairs.

An appointed representative from the University of Kentucky must inspect and approve all repairs to be
made under the Vandalism Clause, prior to beginning repairs.

The elevators covered by this contract are used frequently to transport many carts and large pieces of
equipment form floor to floor. As a result of this cart traffic, the doors are subject to heavier wear and tear
than may be found at other passenger elevator installations. This increased wear and tear requires that
door gibbs, safety edges, door hangers, and etc., need more frequent adjustment, repair, or replacement,
than may be encountered at other passenger elevator installations. These maintenance repairs are to be
included as part of the maintenance agreement and are not considered vandalism.

ADD-ONS

The University may have need to add new elevator(s) to the existing Maintenance Price Contracts. The
unit(s) may be one(s) that have recently come off warranty or that have been out of use, and for one
purpose or another put back into operation.

REPAIRS NOT COVERED BY PRICE CONTRACT

For elevator repairs that are not covered by price contract, the University may choose to allow the current
holder of the maintenance price contract to submit proposals as described below.

The materials charge will be at manufacturer's cost plus 15%. A copy of the manufacturers price list (as
proof of purchase) shall be submitted along with the invoice when billing the agency for repairs of this
nature. Manufacturer's invoice will suffice in lieu of the price list. Authorized representative from
UNIVERSITY OF KENTUCKY must approve prior to installation.

NOTE* Contractor shall show proof of parts replaced, (present replaced parts) to the authorized
representative of UNIVERSITY OF KENTUCKY

DRAWINGS, WIRING SCHEMATICS, AND SPECIFICATIONS

1. Each contractor will satisfy oneself as to the drawings, schematic, and specifications that are
available at each location. It is the contractor responsibility to acquire all needed information in
order to perform and provide the services as specified.
2. It is the elevator contractor's responsibility to maintain existing drawings and technical information, and to turn this and ALL other information over to the using agency at the end of the contract period.

**SPECIAL CONDITIONS FOR ALL ELEVATORS:**

A. No elevator will be removed from service, except in cases of hazard to life, and/or extensive equipment damage without prior clearance with designated owner's representative.

B. When an elevator is out of service for whatever reason, signs shall be placed at all floor entrances to that elevator indicating that the elevator is out of service.

C. Response to any call back during regular or over time hours shall be within 60 minutes. (With passengers trapped in an elevator, the University will require 15 minutes response during normal working hours.)

D. At any time an elevator is out of service for reasons other than scheduled preventative maintenance, a mechanic will be provided for each such elevator out of service whether during regular or overtime hours.

E. The elevator contractor shall maintain an adequate inventory of consumable and accessible parts in the area for all units under contract. The University reserves the right to inspect facilities to verify inventories if necessary.

F. The elevator contractor shall furnish annual written reports on conditions of each unit to the authorized representative of using department with copies to the Purchasing Division. These reports are due on May 1, of each year.

G. The elevator contractor shall notify the authorized representative of the MCPPD before specified inspections are performed during normal working hours. *(6:00 A.M. to 6:00 P.M.) Monday through Friday.*

H. The elevator contractor shall keep "down time" of all units to minimum by stocking readily available parts and providing additional trained technicians as necessary. Down time due to major equipment malfunctions (down time greater than (4) hours) shall constitute immediate notification to authorized representative of the using department, the description of repairs needed and completion date. Any changes in the completion date shall necessitate additional notification with reasons for delay.

I. Each elevator service mechanic shall be familiarized with and given a copy of these specifications in order to know that which is required of him and/or the elevator contractor.
SPECIAL CONDITIONS FOR HOSPITAL ELEVATORS

1. The elevator contractor shall maintain an adequate inventory of consumable and accessible parts in Lexington, KY for all units under this contract. The University reserves the right to inspect the facilities to verify inventories if necessary.

2. The Elevator Contractor shall furnish annual written reports on conditions of each unit to the Medical Center, Physical Plant Division authorization representative. A weekly report shall be submitted showing the problems reported and action taken to resolve problem. This report is to be submitted to Ed McClure, Physical Plant Medical Center. This report must be submitted before the end of the year in order to receive final months payment. Monthly meetings may be required to discuss elevator problems and how they can be resolved.

At the first monthly meeting the Elevator contractor and Medical Center Physical Plant Medical Center will work jointly in developing an inspection report which is to be submitted monthly by the elevator contractor.

3. The elevator contractor shall notify the authorization representative of the Medical Center, Physical Plant Division, before making repairs or renewals, which would create and additional cost to the Medical Center. Such notifications shall include description of repairs needed, cost of repairs and completion date of repairs.

4. The elevator contractor shall respond to any call backs as specified in the general conditions and specifications: however the elevator contractor shall furnish a trained mechanic on site within one (1) hour of receiving such notification of any situation. The elevator mechanic shall work continuously until such elevator is safely placed back in service and repairs are accomplished.

NOTE * If more than one (1) elevator is down for more than four (4) hours, additional mechanics will be brought in to repair such units.

5. The elevator contractor shall notify the authorized representative of the Medical Center Physical Plant Division before “Specified Inspections” are performed during normal working hours (6:00 AM to 6:00 PM) Monday through Friday.

6. The elevator contractor shall keep “Down Time” of all units to a minimum by stocking readily available parts and providing additional trained mechanics as necessary. Down Time due to major equipment malfunctions (down time greater than four (4) hours shall constitute immediate notifications to the authorized representative of the Medical Center Physical Plant Division, the description of repairs needed, and completion date.) Any changes in completion date shall necessitate additional notifications with reasons for delay.

7. No elevator will be removed from service, except in cases of hazard to life, and or/extensive equipment damage, without prior clearance with designated owner’s representative.

8. When an elevator is out of service for whatever reason, signs shall be placed on all floor entrances to that elevator indicated that the elevator is out of service.

9. Response to Any call back during regular or overtime hours shall be within 60 minutes, (with passengers trapped in an elevator) the hospital will require 15 minutes response during normal working hours*). t any time an elevator is out of service for reasons other than scheduled preventative maintenance, a mechanic will be provided for each elevator out of service whether during regular or overtime hours.

10. The hospital elevators on occasion contain hospital type debris in the elevator pits. The elevator contractor is responsible to clean these pits. The elevator contractors staff need be trained in universal precautions and take the proper protective measures to ensure that their staff are
protected from needle sticks and other potential hazards that they are faced with in a hospital
environmental.

**PERFORMANCE REQUIREMENTS:**

The Contractor agrees to maintain the original contract speed in feet per minute, the original performance
time, including acceleration and retardation as designed and installed by the manufacturer and to perform
the necessary adjustments as required to maintain the original door opening and closing time within limits
or applicable codes.

**FULL MAINTENANCE SPECIFICATIONS**

1. Full maintenance service specifies a regular and systematic examination of the elevator
equipment as specified herein and to include necessary repairs and replacements throughout the
life of the contract. Examinations are to be made on a regular basis or as necessity demands. If
the bid documents indicate one (1) inspection per week but elevator usage dictates a need for
more frequent servicing, the contractor shall be required to provide whatever is necessary to
maintain the unit in good repair. However, the minimum number of inspections per month, as
indicated in the Form of Proposal, shall be performed. The inspection personnel are to contact
the Medical Center Physical Plant Designated Representative, at the beginning of each visit, in
order to be advised if any particular point should be given special attention.

**NOTE:** A trouble call can be used as an opportunity to do an inspection/servicing; however, a trouble call
for repairs only **shall not** be substituted for a regularly scheduled inspection/servicing.

2. The Contractor agrees to maintain the entire elevator equipment as hereinafter described on the
terms and conditions subsequently set forth. Trained men will be directly employed and
supervised. If all or any part of the service to be rendered under this contract is delegated to
authorized branches or agents, it is understood that the contractor is solely responsible to the
University of Kentucky for meeting and fulfilling all terms and conditions of this contract. The
contractor will be qualified to keep the equipment properly adjusted and use all reasonable care
to maintain the elevators in proper and safe operating condition.

To cover the following:

**Cover all Traction and/or drum type Elevators**

The contractor shall regularly and systematically, as required and as conditions warrant, examine, adjust,
lubricate, repair or replace (including but limited to) machine, motor, motor bearings, motor windings,
starters, armatures, brake, brake coils, brake lining, resistance for operating and motor circuits, worms,
gears, thrust bearings, sheave bearings, machine bearings, controllers, selectors, relay panels, signal
machines, motor generator sets, motor generator starting panels. This contract also includes the
maintaining of all necessary elevator equipment, including but not limited to signals, interlocks, door
hangers, door closers, retiring cams, car and landing door operators, safety edges, switched, SCR drives,
microprocessors, computers, card readers, computer peripheral equipment and/or software and wiring of
car lights. A special tool F.A.S.T. (Field Adjustment and Service Tool), is required to diagnose some
systems and to make changes and adjustments to some systems.

**B. The Contractor agrees to:**

1. Properly lubricate guide rails, and renew guide gibbs and rollers when necessary, to insure
smooth quiet operation.

2. a. Inspect and test all safety devices and governors, and equalize the
tension on all hoisting ropes, as per the elevator safety requirements as covered by the

b. All tests recommended in Section 1001 "Periodic Tests and Inspections" including annual no load and five year full load, shall be required with the exception of the 6 month test in section 1001. 6A. The twelve month test in that section will be required.

c. After award of contract, the contractor shall submit to the University within a reasonable time, an approximate schedule of when tests will be performed on the particular agency's units. This schedule shall include: (1) date of last test, (2) approximate month in which the currently required test will be performed.

3. Renew all wire ropes as often as necessary to maintain an adequate safety factor, and repair or replace conductor cables.

4. Furnish high grade lubricants.

5. During regular service calls the contractor will check and replace as needed indicator lights and pushbutton lights as necessary.

6. Furnish annual report on conditions of elevator and tests performed. This report shall be submitted to the agency by June 1 of each year.

7. Service and maintain all Fireman's Service equipment and wiring.

8. Maintain, repair and/or replace car fan.

9. Document on PM W/O assigned the referenced date time work completed.

C. The Contractor is not required to:

1. Refinish, repair, or replace the elevator cabs, handrails, car floors, hoistway enclosure, doors, door frames, sills, and Oil Hydraulic piston cylinders.

2. Make repair or renewals by reason of negligence or misuse of the equipment beyond the control of the contractor, except normal wear and tear.

3. Install new attachments as recommended by insurance companies, or governmental authorities.

4. Be liable for any loss, damage or delay caused by strikes, lockout, fires, (except such fire or explosions as may be caused by the acts or omissions of the Contractors) explosion, theft, floods, riot, civil commotion, war, malicious mischief, Act of God, or any cause beyond the Contractor's control.

5. Be liable for injuries or damage to persons (other than contractor's employees) or property except those directly due to the acts or omissions of the contractor.

6. Furnish and install overhead light bulbs in cars.

D. All work to be normally scheduled and performed during regular working hours on regular working days of the elevator trade.
If an emergency exists, necessary overtime callback service as in general use in the elevator trade will be made. Notice of emergency shall be given the Contractor by Designated Representative of the Medical Center Physical Plant of the University. Refer to the Form of Proposal for individual units that will require overtime call back service to be included in the monthly maintenance charge. For units with overtime callbacks excluded, unit prices shall be submitted for labor and mileage charges should an overtime callback be required. The contractor will be reimbursed for these charges in addition to the regular monthly charge.

PREVENTATIVE MAINTENANCE TASK SCHEDULE See the attached for weekly scheduled items.

MONTHLY ITEMS – CHECKPOINTS (ELEVATOR) Actual PM Schedules for the Hospital attached.

**Machine Room**: Remove dust from drive machines, motor generator sets, and control cabinets. Sweep floor, relamp inoperative machine room lights, and remove trash. Inspect controllers, signal, scheduling, and dispatch panels, selectors, and selector tapes; and make maintenance adjustments necessary for proper operations.

**Pits**: Dust ironwork, sweep floor, empty drip pans, relamp inoperative lights, remove trash, and check for leaks. Check run by, buffer switch, compensating switch, and emergency stop switch, and make maintenance repairs and adjustments necessary for proper operation.

**Motors**: Hoist motor, motor generator, regulators, and exciters. Inspect oil level, oil pick up, and belts and operation. Check for noise, leaks and excessive heat. Lubricate the bearings in accordance with manufacturer’s specifications. Renew brushes as necessary for proper operation. Keep end bells, commutators, and brush riggings clean.

**Geared Machines**: Inspect worm gear for bottoming and backlash, thrust end play, bearing wear, oil pick up, oil level, and packing. Check gear case for leaks.

**Brakes**: Observe operation of brake. Inspect drum and shoe clearance and adjust as necessary for proper operation. Clean and lubricate pivot points.

**Car Gate**: Clean, lubricate, and inspect hangers, and all related gate operating mechanisms. Check rollers, upthrust, interlock, gear box, motor brushes, door control box, cables, safety edge, light rays, gib sills, proper operating speed, and force close speed. Make necessary maintenance repairs, and adjust for proper operation.

**Speed Governor**: Observer operation, including tension sheave. Check electrical switches for proper operation, and inspection seals are in place and not broken. Clean and lubricate pivot points.

**Lighting**: Relamp all inoperative, lights including but not limited to hoist way hall landings, position indicators, car stations, and dome lights. Clean light diffusers and car stations as necessary.

**Miscellaneous**: Check that emergency procedure sign is in place, and check to insure inspection certificate (or copy) is current and in place. Report any deficiencies to the ordering official. Check top and side exits and related switches for proper operation. Repair or replace parts as necessary to insure operation in accordance with manufacturer’s specification. Perform operational test of alarm bell, emergency stop switch, communications systems, fire recall service (key capture and smoke detector) and any other emergency recall features. Adjust or repair systems as necessary to obtain proper operation. Contractor shall provide the ordering official with documentation identifying each test performed, date of the test, and the results of each test.

**QUARTERLY ITEMS**
1. **Guides**: Clean, lubricate, and properly adjust, all roller guides, guide shoes, and rail oilers.

2. **Car Top**: Remove all dirt, dust, and oil from top car. Clean and lubricate fans.

3. **Emergency Lighting**: Check operation and replace parts as necessary to obtain proper operation of all emergency lights.

4. **Solid State Components and Circuit Boards**: Inspect printed circuit boards and all other solid state devices for cleanliness, condensation spots, evidence of heating, or deterioration. Check to insure proper operation of all other solid state devices. Replace all necessary parts to obtain proper operation.

5. **Leveling**: Inspect leveling operation. Clean and lubricate switches, vanes, and all other related parts and adjust to obtain proper leveling at all landings, in both the UP and DOWN direction, within 1/4 of inch above or below landing sill.

**SEMI-ANNUAL ITEMS CHECKPOINTS (ELEVATORS)**

1. **Cables**: Inspect, lubricate, and properly adjust hoist cables, compensating cables, governor cables, and traveling cables to their manufacturer’s specifications. Check all cable fastenings. Inspect guide rails and counterweight. Check and adjust the slow down limit switches. Adjust all other items, as necessary, to obtain proper equipment operation.

2. **Sheaves**: Inspect, clean, and lubricate in accordance with manufacturer’s specifications, all deflector, compensating, and top of car sheave.

3. **Motors**: Inspect connections, armature, and rotor clearances on hoist motor and motor generator; then clean and adjust as necessary to obtain operation.

**SEMI-ANNUAL ITEMS (CHECKPOINTS (D-1) OPERATED DOOR)**

1. Inspect general arrangement of the door, door mechanisms, mounting, guides, windlocks, anchors bolt, counterbalances, and weather stripping. Clean, tighten, and adjust same.

2. With power turned on, operate door from UP limit stop DOWN limit stop, and at intermediate stop positions. Observe door operation and performance of brakes, limit switches, drive motor, gear box, and all other door system components. Clean all component parts and make any required adjustments to obtain optimum door performance.

3. Check operation of the electric eyes, treadle, and all other mechanical and electrical devices that operate or control the door. Clean and adjust all such devices to the manufacturer’s specifications.

4. Check the door operation in the manual code. Observe operation of the brake release, motor disengagement function, hand pull device, chain sprockets, clutch, and all other components that complete the manual operation of the door.

5. Examine the drive motor, motor starter, start/stop push buttons, etc. Vacuum or blow out dust and dirt, and finish cleaning by wiping off exterior of these items.

6. Inspect door operator gearbox and change oil. Fill oil reservoir to the maxium line determined by the manufacturer.

7. Lubricate all items and points in the operation system that require such as determined by the equipment manufacturer’s specification.
8. Thoroughly clean all parts of the door system and touch up all painted surfaces that do not have a finish coat of paint on them.

**ANNUAL ITEMS – CHECK POINTS (ELEVATORS)**

1. **Brakes:** Completely dismantle brake assembly, clean, and inspect for wear. Replace defective parts for proper operation. Lubricate bearing, pins and pivot points.

2. **Selector:** Inspect, clean, lubricate, replace parts, and make repairs or adjustments as necessary for proper operation of selector unit including cables, chains, clutches, cams, gears, fuses, motor brushes, wiring, connections, contacts, relays, tapes, tape tension sheaves, broken tape switch, and tape wipers.

3. **Controller:** Thoroughly clean controller with blower or vacuum. Inspect and check operation of switches, relays, timers, capacitors, resistors, contacts, overloads, wiring, connection, fuses, overload oil levels, and overload settings. Check for MG shutdown, high call reversal, zone control, and load by-pass door failure time. Check programming up peak, down peak, off-hours, and off peak. Replace defective parts and adjust controller for proper operation.

4. **Hoist way Doors:** Clean, inspect, and lubricate all door operating mechanisms including but not limited to rollers, upthrusts, interlocks, clutches, self closing gibbs, and sills. Place work parts, repair or adjust door mechanisms as necessary to obtain proper operation.

5. **Hoist ways:** Clean rails, beams, and all related iron work in hoist way. Dust hoist way walls. Clean top, bottom, and sides of car. Clean counterweight.

6. **Hoist Machine and Motor Generator:** Clean with blower or vacuum. Clean end bells, brush riggings, and commutator.

7. **Buffers:** Check oil level and operation of switches. Add oil or adjust switches as necessary for proper operation. Manually compress buffer and test for proper return in accordance with ASME/ANSI A17.1 Safety Code Elevators and Escalators, Rule 201.4e(1).

8. **Scheduling Dispatch and Signal Boards:** Clean with blower or vacuum. Inspect and check operation of all switches, relays, timers, fuses, capacitors, resistors, contacts, overloads, wiring, and connections. Replace work parts and adjust for proper operation.

9. **Motors:** Change oil in hoist motor, M.G. Set geared machines, and gear boxes with lubricants as specified by the equipment manufacturer(s).

10. **Safeties:** Clean, inspect, lubricate, and manually operate all safety mechanisms. Replace parts or adjust as necessary to obtain proper operation of safety devices.