**Canadian Elevator Contractors Association Maintenance Requirements Log**

**Platform Lifts and Stair Lifts for Barrier–Free Access**

**CSA B355: 2019**



**www.ceca-acea.org**

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| **AHJ Installation Number:** | **Registered Device Address:** | **Registered Contractor:** |
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| **Device Identification:** | **Contractor Registration Number:** |
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| **Device Type: (i.e. Vertical platform lift (VP), Stair platform lift (SP), Stair lift (S))** | 1. **Per CSA B355:19 the maintenance frequency shall be based on equipment age, condition, wear, design qualities, usage, environment and/or technology to effectively maintain equipment in compliance with the code of installation or alteration. The AHJ may impose frequencies other than those prescribed or recommended by CSA B355:19 or the Manufacturer.** 2. **AHJ prescribed frequencies are noted in the attached log sheets. Please refer to your local AHJ for any local jurisdiction code modifications.** | |
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| **RECORD OF MAINTENANCE VISIT** | | |

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| **Year** | **J** | **F** | **M** | **A** | **M** | **J** | **J** | **A** | **S** | **O** | **N** | **D** |
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| **Note: Mechanics are required to initial tasks once complete and compliant.** |
| **Device Type(s): Vertical Platform Lift (VP), Stair Platform Lift (SP) and Stair Lift (S)** |
| **Frequency: In Months. ‘A’ denotes Allowable, either Mandated (M) or Recommended (R). ‘I’ denotes Implemented on this device and minimum frequency should be noted by the contractor.** |
| **Frequency: Shall be indicated on the Logbook in the implemented column at the time the Maintenance Requirements and Logbook are initiated.** |

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| **B.3.3 Lubrication** | **Device Type** | **Frequency (Months)** | | **MECHANIC TO INITIAL WHEN TASK IS COMPLETE AND COMPLIANT** | | | | | | | | | | | |
|  | **A** | **I** | **J** | **F** | **M** | **A** | **M** | **J** | **J** | **A** | **S** | **O** | **N** | **D** |
| B.3.3 (a) Wire ropes, where provided, shall be lubricated as recommended by the lift manufacturer | VP | 6M |  |  |  |  |  |  |  |  |  |  |  |  |  |
| B.3.3 (c) Lift guiding members shall be lubricated where required. A means shall be provided at the base of the guiding members to collect excess lubricant. | VP | 6M |  |  |  |  |  |  |  |  |  |  |  |  |  |
| B 3.3 (f) All moving parts of carriage safety mechanisms shall be lubricated and kept clean and free of rust and dirt. | VP, SP, S | 6M |  |  |  |  |  |  |  |  |  |  |  |  |  |
| **B.3.4 Hydraulic Components** | **Device Type** | **Frequency (Months)** | | **MECHANIC TO INITIAL WHEN TASK IS COMPLETE AND COMPLIANT** | | | | | | | | | | | |
|  | **A** | **I** | **J** | **F** | **M** | **A** | **M** | **J** | **J** | **A** | **S** | **O** | **N** | **D** |
| B.3.4.1 (a) The packing glands to be examined and tightened or replaced to prevent excessive loss of fluid. | VP | 6M |  |  |  |  |  |  |  |  |  |  |  |  |  |
| B.3.4.1 (b) Oil leakage collected from the cylinder shall not exceed 5L. | VP | 6M |  |  |  |  |  |  |  |  |  |  |  |  |  |
| B.3.4.1 (c) The level of oil in the reservoirs shall be checked and, where necessary, adjusted to comply with the prescribed minimum and maximum levels. | VP | 6M |  |  |  |  |  |  |  |  |  |  |  |  |  |
| B.3.4.2 Relief Valve setting test shall be carried out by applying pressure from the pump after closing the main shut-off valve. The relief valve setting shall be resealed if it is altered or if the seal is broken. Ref. Clause 6.6.2. | VP | 12M |  |  |  |  |  |  |  |  |  |  |  |  |  |
| B.3.4.3 Exposed cylinders to be inspected annually. Cylinders that are not exposed shall be tested for leakage as follows: after a minimum of 15 min, a change in carriage position that cannot be accounted for by visible oil leakage or temperature change shall indicate a leak in the unexposed position of the cylinder or piping. | VP | 12M |  |  |  |  |  |  |  |  |  |  |  |  |  |
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| **B.3.5 Controller contactor and relays** | **Device Type** | **Frequency (Months)** | | **MECHANIC TO INITIAL WHEN TASK IS COMPLETE AND COMPLIANT** | | | | | | | | | | | |
|  | **A** | **I** | **J** | **F** | **M** | **A** | **M** | **J** | **J** | **A** | **S** | **O** | **N** | **D** |
| B.3.5 Controller contactors and relays shall be kept clean and free of dirt and, where necessary, shall be lubricated as recommended by manufacturer. | VP, SP, S | 12M |  |  |  |  |  |  |  |  |  |  |  |  |  |
| **B.4.2 Examination and Test of Safeties** | **Device Type** | **Frequency (Months)** | | **MECHANIC TO INITIAL WHEN TASK IS COMPLETE AND COMPLIANT** | | | | | | | | | | | |
|  | **A** | **I** | **J** | **F** | **M** | **A** | **M** | **J** | **J** | **A** | **S** | **O** | **N** | **D** |
| B.4.2.1 Examine & Operate all Safeties: All working parts shall be examined and the safeties operated by hand to determine if they are in safe operating condition. | VP, SP, S | 12M |  |  |  |  |  |  |  |  |  |  |  |  |  |
| B.4.2.2 Test Safeties with no load and while the carriage is moving in the down direction as described by B.4.2.2 (a), (b), (c), (d), or (e). |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| B.4.2.2 (a): Type A governor-operated safeties engaged by tripping the governor by hand while the carriage is in motion. | VP, SP, S | 12M |  |  |  |  |  |  |  |  |  |  |  |  |  |
| B.4.2.2 (b): The governor is first set by hand and the carriage lowered onto the safeties. | VP, SP, S | 12M |  |  |  |  |  |  |  |  |  |  |  |  |  |
| B.4.2.2 (c): Type A safeties without a governor engaged by obtaining the necessary slack cable to cause them to function. | VP, SP, S | 12M |  |  |  |  |  |  |  |  |  |  |  |  |  |
| B.4.2.2 (d): Other types of safety devices, as permitted in Clauses 7.2.5.2 and 7.2.5.3, tested in accordance with the manufacturer's instructions. | VP, SP, S | 12M |  |  |  |  |  |  |  |  |  |  |  |  |  |
| B.4.2.2 (e): Safeties of a type that cannot be tested by simulation of a suspension failure or overspeed or testing by manual means shall be closely examined to ensure all moving parts are free & well lubricated. Ref. Clause 7.2.5.3 and 7.2.5.4. | VP, SP, S | 12M |  |  |  |  |  |  |  |  |  |  |  |  |  |
| **B.4.3 Other Tests** | **Device Type** | **Frequency (Months)** | | **MECHANIC TO INITIAL WHEN TASK IS COMPLETE AND COMPLIANT** | | | | | | | | | | | |
|  | **A** | **I** | **J** | **F** | **M** | **A** | **M** | **J** | **J** | **A** | **S** | **O** | **N** | **D** |
| B.4.3.1 All circuits or parts, or both, relating to protection in the event of failure shall be tested to determine that they function in accordance with Clause 8.4.2. | VP, SP, S | 12M |  |  |  |  |  |  |  |  |  |  |  |  |  |
| B.4.3.2 Test Governor tripping speed in accordance with Clause 7.2.5.4. | VP, SP, S | 12M |  |  |  |  |  |  |  |  |  |  |  |  |  |
| **B.4.4 Wire Ropes** | **Device Type** | **Frequency (Months)** | | **MECHANIC TO INITIAL WHEN TASK IS COMPLETE AND COMPLIANT** | | | | | | | | | | | |
|  | **A** | **I** | **J** | **F** | **M** | **A** | **M** | **J** | **J** | **A** | **S** | **O** | **N** | **D** |
| B.4.4.1 Inspection of Wire Ropes |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Inspect Wire Ropes (except governor ropes). | VP, SP | 12M |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Inspect Governor Ropes. | VP | 6M |  |  |  |  |  |  |  |  |  |  |  |  |  |
| **B.4.5 Landing and carriage doors or gates** | **Device Type** | **Frequency (Months)** | | **MECHANIC TO INITIAL WHEN TASK IS COMPLETE AND COMPLIANT** | | | | | | | | | | | |
|  | **A** | **I** | **J** | **F** | **M** | **A** | **M** | **J** | **J** | **A** | **S** | **O** | **N** | **D** |
| B.4.5 (a) Examine interlocks, locks, and contacts | VP | 6M |  |  |  |  |  |  |  |  |  |  |  |  |  |
| B.4.5 (b) Examine unlocking devices | VP | 6M |  |  |  |  |  |  |  |  |  |  |  |  |  |
| B.4.5 (c) Examine vision panels | VP | 6M |  |  |  |  |  |  |  |  |  |  |  |  |  |
| B.4.5 (d) Check self-closing devices | VP | 6M |  |  |  |  |  |  |  |  |  |  |  |  |  |
| B.4.5 (e) Confirm opening force of doors or gates | VP | 6M |  |  |  |  |  |  |  |  |  |  |  |  |  |
| **B.4.6 Driving Machine Brakes** | **Device Type** | **Frequency (Months)** | | **MECHANIC TO INITIAL WHEN TASK IS COMPLETE AND COMPLIANT** | | | | | | | | | | | |
|  | **A** | **I** | **J** | **F** | **M** | **A** | **M** | **J** | **J** | **A** | **S** | **O** | **N** | **D** |
| B.4.6.1 Annual examination and test of brakes | VP, SP, S | 12M |  |  |  |  |  |  |  |  |  |  |  |  |  |
| B4.6.2 Unscheduled brake test | VP, SP, S | As req’d |  |  |  |  |  |  |  |  |  |  |  |  |  |
| **B.4.7 Carriage emergency lighting test** | **Device Type** | **Frequency (Months)** | | **MECHANIC TO INITIAL WHEN TASK IS COMPLETE AND COMPLIANT** | | | | | | | | | | | |
|  | **A** | **I** | **J** | **F** | **M** | **A** | **M** | **J** | **J** | **A** | **S** | **O** | **N** | **D** |
| B.4.7 Test carriage emergency lighting system. | VP, SP, S | 6M |  |  |  |  |  |  |  |  |  |  |  |  |  |
| **B.5 Other Devices -Test and Examine** | **Device Type** | **Frequency (Months)** | | **MECHANIC TO INITIAL WHEN TASK IS COMPLETE AND COMPLIANT** | | | | | | | | | | | |
|  | **A** | **I** | **J** | **F** | **M** | **A** | **M** | **J** | **J** | **A** | **S** | **O** | **N** | **D** |
| Alarm and Warning signal Clause 8.3 | VP, SP, S | 6M |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Audiovisual Warning Signal Clause 8.3 | VP, SP, S | 6M |  |  |  |  |  |  |  |  |  |  |  |  |  |
| \*Emergency Communication Device 8.3.5 | VP, SP | 6R |  |  |  |  |  |  |  |  |  |  |  |  |  |
| \*Time Delay Clause 8.4.1.2 | VP | 6R |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Automatic Levelling Clause 8.2.4 | VP | 6M |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Chair Carriage Rotation Clause 7.4.3 | S | 6M |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Emergency Battery Backup System Clause 8.3 | VP, SP, S | 6M |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Emergency Moving of Carriage Clause 6.1.4 | VP, SP, S | 6M |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Foldable Seat Clause 7.6.6 | VP, SP, S | 6M |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Levelling Tolerances Clause 8.2.4 | VP, SP | 6M |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Operating devices Clause 8.2 | VP, SP, S | 6M |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Power-assisted Swing Doors or Gates Clause 5.2.1.3 | VP | 6M |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Pressure Switch Clause 6.6.8 | VP | 12M |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Sensitive edges and surfaces Clause 7.2.4 | VP, SP, S | 6M |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Speed-Limited devices Clause 6.6.5 | VP | 12M |  |  |  |  |  |  |  |  |  |  |  |  |  |
| \*Key Switches (or other means of restricted access) | VP, SP, S | 12R |  |  |  |  |  |  |  |  |  |  |  |  |  |
| \*Capacity Labels Clause 4.5.4 | VP, SP, S | 12R |  |  |  |  |  |  |  |  |  |  |  |  |  |
| \*Data Plate and Signs Clause 9 | VP, SP, S | 12R |  |  |  |  |  |  |  |  |  |  |  |  |  |
| \*Operating Instructions | VP, SP, S | 12R |  |  |  |  |  |  |  |  |  |  |  |  |  |
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| \*Not currently in B355 Annex B, however these procedures are recommended. |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| **B.7 Maintenance of screw and nut drives** | **Device Type** | **Frequency (Months)** | | **MECHANIC TO INITIAL WHEN TASK IS COMPLETE AND COMPLIANT** | | | | | | | | | | | |
|  | **A** | **I** | **J** | **F** | **M** | **A** | **M** | **J** | **J** | **A** | **S** | **O** | **N** | **D** |
| B.7.1.1 General Maintenance. | VP | 6M |  |  |  |  |  |  |  |  |  |  |  |  |  |
| B.7.1.2 Backup Safety Nut. | VP | 6M |  |  |  |  |  |  |  |  |  |  |  |  |  |
| B.7.2 Acme thread drive screws | VP | 6M |  |  |  |  |  |  |  |  |  |  |  |  |  |
| **B.8 Rack and Pinion Drives** | **Device Type** | **Frequency (Months)** | | **MECHANIC TO INITIAL WHEN TASK IS COMPLETE AND COMPLIANT** | | | | | | | | | | | |
|  | **A** | **I** | **J** | **F** | **M** | **A** | **M** | **J** | **J** | **A** | **S** | **O** | **N** | **D** |
| B.8.1 (a) Lubricate Racks | VP, SP, S | 6M |  |  |  |  |  |  |  |  |  |  |  |  |  |
| B.8.1 (b) Examine Racks tightness & stability. | VP, SP, S | 6M |  |  |  |  |  |  |  |  |  |  |  |  |  |
| B.8.1 (c) Examine Racks for excess wear & physical damage. | VP, SP, S | 6M |  |  |  |  |  |  |  |  |  |  |  |  |  |
| B.8.2 Examine the pinion. | VP, SP, S | 6M |  |  |  |  |  |  |  |  |  |  |  |  |  |
| **B.9 Chain & Chain Sprocket Drive** | **Device Type** | **Frequency (Months)** | | **MECHANIC TO INITIAL WHEN TASK IS COMPLETE AND COMPLIANT** | | | | | | | | | | | |
|  | **A** | **I** | **J** | **F** | **M** | **A** | **M** | **J** | **J** | **A** | **S** | **O** | **N** | **D** |
| B.9 (a) Examine Drive Chains. | VP, SP | 6M |  |  |  |  |  |  |  |  |  |  |  |  |  |
| B.9 (b) Check chain tension. | VP, SP | 6M |  |  |  |  |  |  |  |  |  |  |  |  |  |
| B.9 (c) Check Drive Chain alignment. | VP, SP | 6M |  |  |  |  |  |  |  |  |  |  |  |  |  |
| B.9 Examine Sprockets for wear and physical damage. | VP, SP | 6M |  |  |  |  |  |  |  |  |  |  |  |  |  |
| **B.10 Rope Chain & Rope Sprocket Drive** | **Device Type** | **Frequency (Months)** | | **MECHANIC TO INITIAL WHEN TASK IS COMPLETE AND COMPLIANT** | | | | | | | | | | | |
|  | **A** | **I** | **J** | **F** | **M** | **A** | **M** | **J** | **J** | **A** | **S** | **O** | **N** | **D** |
| B.10 (a) Examine Rope Chain. | VP, SP, S | 6M |  |  |  |  |  |  |  |  |  |  |  |  |  |
| B.10 (b) Check Rope Tension. | VP, SP, S | 6M |  |  |  |  |  |  |  |  |  |  |  |  |  |
| B.10 (c) Check Sprockets for alignment and wear. | VP, SP, S | 6M |  |  |  |  |  |  |  |  |  |  |  |  |  |
| B.10 (d) Lubricate. | VP, SP, S | 6M |  |  |  |  |  |  |  |  |  |  |  |  |  |

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| **Repair and Replacement Records** | | |
| **Dates Performed** | **Corrective Action** | **Initials** |
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| **Additional Requirements per AUTHORITY HAVING JURISDICTION: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**  **Note: Per B355 the maintenance frequency shall be carried out at intervals no longer than six months. However, based on the age and inherent quality of the equipment, the frequency and method of usage, and the original manufacturer's instructions, the maintenance methods may be amended or altered and required intervals may be reduced. The AHJ may impose tasks or frequencies other than those prescribed or recommended by B355 or the Manufacturer. Please record these on this sheet.**  **Please refer to your local AHJ for any local jurisdiction code modifications.**  **Other notes:** | | | | | | | | | | | | | | | |
| **Maintenance Tasks** | **Device Type** | **Frequency (Months)** | | **MECHANIC TO INITIAL WHEN TASK IS COMPLETE AND COMPLIANT** | | | | | | | | | | | |
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| **OTHER REQUIREMENTS:** | | | | | | | | | | | | | | | |
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**Mechanic Signature Register: Certificate Numbers for all Mechanics must be listed.**

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| **Mechanics Printed Name** | **Mechanics Licence No. (if applicable)** | **Signature** | **Initials** | **Mechanics Printed Name** | **Mechanics Licence No. (if applicable)** | **Signature** | **Initials** |
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