

Check List to verify to Elevators Maintenance Companies

- ✓ Have the elevators the City Government installation Approval?
- ✓ After a modernization, the elevators were approved again by the City Government?
- ✓ Has the building a Maintenance handbook?
- ✓ Are the data updated in the mentioned handbook?
- ✓ When you changed the Maintenance Company or Building Manager, did you inform the changes to the City Government?
- ✓ Do you pay all the payments for the Building Civil Responsibility Insurance?
- ✓ Do you know if the Elevators Maintenance Company has the Government License renewed?
The Maintenance License has a concrete expired date?
- ✓ When was the last time of the Technical Revision made by the Technical Advisor?
- ✓ The report of this revision is always the same?
- ✓ Does the Elevator Maintenance Company have 24 hours, 7 days a week service?
- ✓ When was the last time the guide rails were cleaned? (Maximum one year)
- ✓ When was the last time that the safety block and governor were tested? (maximum 6 months)
- ✓ When was the last time the safety limits were tested? (maximum 6 months)
- ✓ When was the last time the rope wires were inspected?
- ✓ Does the emergency stops button works correctly?
- ✓ Does the emergency alarm works properly?
- ✓ How is the leveling of the car?
- ✓ Do the signaling systems work OK?
- ✓ Do you have a copy of the Maintenance Elevator Company's Civil Responsibility Insurance?
What about payment for the mentioned Insurance contract?
- ✓ Do you have a list of the personnel that are working in your building and a copy of the Working Risks Insurance contract for each one?
- ✓ Do you check consistency between both information?
- ✓ Do you have a copy of the receipt issued for the monthly payment of the workers expenses (SUS, ART and Medical Insurance)?
- ✓ Do you check if the technicians that are working in your building are included in the above mentioned information?

Pay attention in the insurance contracts because always includes a special clause that if there is some legal point that is not complied by the Building or the Elevator Maintenance Company, the Insurance company will not support the cost and expenses of an accident, it means the insurance will not cover at all the incident.