

# Checklist for Daily Inspection of the Safe Operating Condition of Escalators

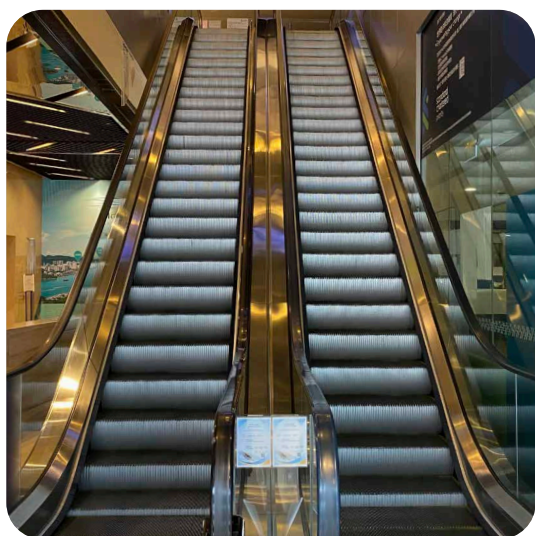


According to the Lifts and Escalators Ordinance (Cap 618), the responsible person for an escalator (e.g. the owner, property management company, property management personnel, etc.) has the legal responsibility to ensure that the escalator and all its associated equipment or machinery are kept in a proper state of repair and in safe working order. To meet this requirement, the responsible person should not only engage a registered escalator contractor to carry out periodic maintenance works on the escalator at intervals not exceeding one month, but should also pay close attention to the running state of the escalator and check the operating condition of the escalator and its associated equipment daily before it commences operation. To facilitate early identification of common problems that affect escalator safety, the Electrical and Mechanical Services Department has designed this checklist for reference and use by frontline staff.

Name of the Building: \_\_\_\_\_ Location ID of the Escalator: \_\_\_\_\_

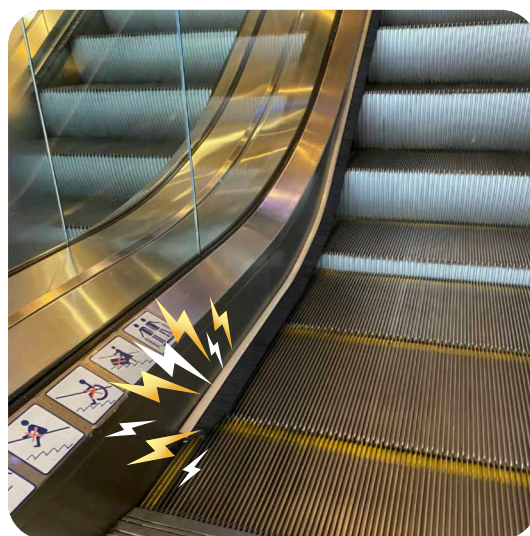
Escalator No.: \_\_\_\_\_ Inspection Date: \_\_\_\_\_

Please select the appropriate answer for each question according to the condition of the escalator. If the answer to any question is "No", professional advice from the registered escalator contractor should be sought as soon as possible. Property management staff may photocopy this checklist if required.



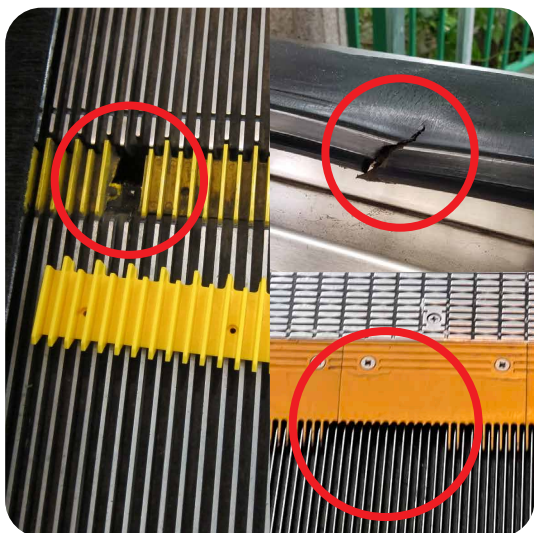
**The escalator starts, stops and runs normally**

☐ **YES** ☐ **NO**



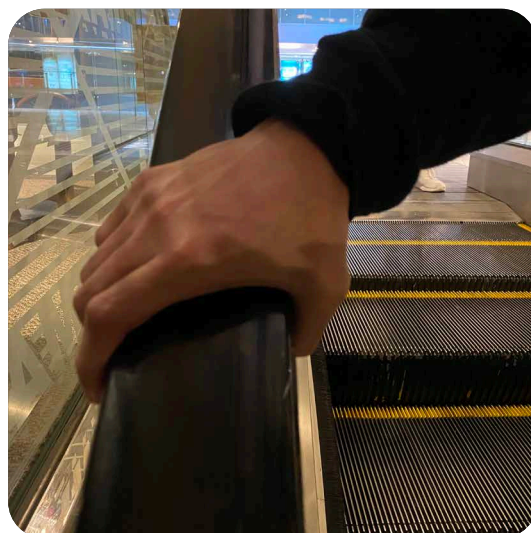
**There is no abnormal sound when the escalator is operating**

☐ **YES** ☐ **NO**



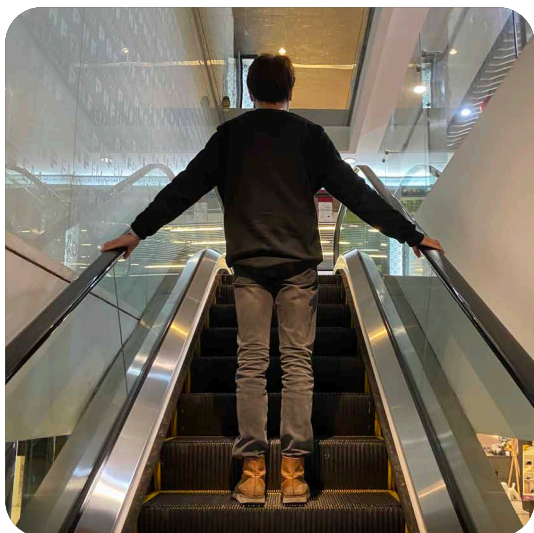
The steps, combs and handrails of the escalator are intact and not damaged

☐ YES ☐ NO



When pulled by hand, the handrail has no slackening

☐ YES ☐ NO



The left and right handrails have the same speed and are synchronized with the steps

☐ YES ☐ NO



A valid use permit and the emergency contact number of the registered escalator contractor are displayed in a conspicuous position

☐ YES ☐ NO

Remarks: \_\_\_\_\_