

Checklist for Daily Inspection of the Safe Operating Condition of Lifts



According to the Lifts and Escalators Ordinance (Cap 618), the responsible person for a lift (e.g. the owner, property management company, property management personnel, etc.) has the legal responsibility to ensure that the lift 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 lift contractor to carry out periodic maintenance works on the lift at intervals not exceeding one month, but should also pay close attention to the running state of the lift and check the operating condition of the lift and its associated equipment daily before it commences operation. To facilitate early identification of common problems that affect lift 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 Lift: _____

Lift No.: _____ Inspection Date: _____

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



The lift operates normally when it starts, runs and stops, and there is no abnormal sound when the lift operates

☐ **YES** ☐ **NO**



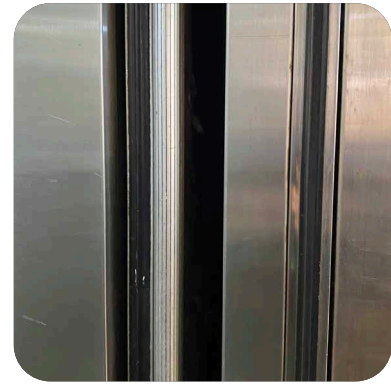
The lift doors open and close smoothly, and there is no abnormal sound when the lift door operates

☐ **YES** ☐ **NO**



When the lift arrives at the destination floor, the level difference between the lift car and the landing floor would not pose a tripping hazard to users entering/leaving the lift

☐ YES ☐ NO



The lift door re-opening device(s) (for example: safety edges, light beam sensors, light curtains etc.) are effective

☐ YES ☐ NO



The floor displays and/or operating buttons in the lift car and on each landing function normally and are not loose or damaged, and no exposed wire is present

☐ YES ☐ NO



A valid use permit is displayed in a conspicuous position in the lift

☐ YES ☐ NO



The walls and other accessories of the lift car (including false ceilings, handrails, decorative panels, etc.) are in good structural condition and are installed with sufficient stability

☐ YES ☐ NO



The access to the lift machine room is not obstructed

☐ YES ☐ NO

Remarks: _____