

Escalator annual maintenance checklist

The annual escalator service is the deep pass: the measurements, cleanings and tests a quarterly round doesn't reach. This checklist keeps the full service on record with the photos that make it defensible later. Work is commonly verified against ASME A17.1 safety code for elevators and escalators, manufacturer's published instructions. Confirm the edition your authority having jurisdiction has adopted.

Who runs it: The facilities lead walking the annual service alongside the licensed elevator contractor and recording observations, while the contractor performs the code-required tests and adjustments. When: Once a year, timed to the elevator contractor's scheduled service so the pit and machine space are open and the safety devices are exercised while the unit is under their control.

Safety devices exercised by the contractor

- ☐ **Step, skirt and comb safety devices observed during the contractor's test**
Skirt-obstruction, missing-step, comb-impact and handrail-entry devices exercised by the contractor and seen stopping the unit, results noted against what the contractor records. 2 photos required
- ☐ **Broken-step-chain and speed governor checks observed**
Contractor's checks of the step chain and overspeed governor witnessed, the unit seen shutting down on the intended fault rather than assumed. 1 photo required

Pit and machine space

- ☐ **Pit and truss interior housekeeping observed**
Pit and step-band area free of accumulated lint, debris and lost items, no oil pooling under the drive, access panels refitted after the contractor's work. 2 photos required
- ☐ **Machine space, drive and lighting observed**
Drive machine and controller free of leaks or scorching, machine-space lighting and the stop switch functional, nothing stored in the space. 1 photo required

Documentation

- ☐ **Contractor findings and open items recorded on the building side**
Any deficiency the contractor calls out logged with a photo and a date on the site record so it can be tracked to closure separate from the contractor's report. 1 photo required