

Escalator quarterly maintenance checklist

A quarterly escalator round is short on purpose: it catches the wear items that fail between annual services. This checklist is sized for a tech with a phone. Every item says what to look at and the photo that proves the round happened. 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 building engineer or facilities tech walking the escalator on the quarterly round, recording what is seen rather than performing the elevator contractor's service. When: Every quarter, walked at both landings with the unit running and again stopped, so the entry guards and combs are seen in motion and at rest.

Combs and steps

- ☐ **Comb plate teeth observed at both landings**
Combs meshing into the step grooves at each landing, no broken, chipped or missing teeth, comb plate secure and not lifted at a corner. 2 photos required
- ☐ **Step-to-skirt gap and skirt brushes checked**
Gap between the step and the skirt panel even and tight down both sides, skirt deflector brushes present, continuous and not flattened or torn away. 2 photos required
- ☐ **Step surface, demarcation and lighting observed**
Step treads and yellow step demarcation lines intact, no cracked or sunken steps, step-level and combine lighting lit where fitted. 1 photo required

Handrails and balustrade

- ☐ **Handrail condition and speed observed against the steps**
Handrail surface unsplit and free of pinch points, tracking in its guide, moving with the steps and not visibly lagging or racing. 2 photos required
- ☐ **Handrail entry guards and inlets checked**
Guard fitted where the handrail enters the newel, no gap that could draw in a finger, inlet switch cover intact. 1 photo required
- ☐ **Balustrade panels and deck observed**
Interior panels and glass free of cracks or loose joints, no exposed fastener or lifted deck edge along the run. 1 photo required

Safety devices and signage

- ☐ **Emergency stop buttons observed stopping the unit**
Stop button at each landing pressed and the unit seen coming to a controlled stop, button not painted over, seized or obstructed, then restarted per the site procedure. 2 photos required
- ☐ **Caution signage and landing housekeeping checked**
Handrail-caution and no-stroller signage present and legible at both landings, landing plates flush, nothing stored or spilled at the approaches. 1 photo required