READY TO INSPECT — FIELD CHECKLIST

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 combline lighting lit where fitted.
  1 photo required
- [ ] Step travel watched for noise, rocking or uneven rise
  Steps flattening smoothly into the combs at each landing, no step rocking, knocking or scraping heard along the run, anything unusual reported to the elevator contractor.
  No 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
- [ ] Ceiling and floor-opening guards observed where fitted
  Guard at each point where the balustrade meets a soffit or floor edge present and secure, deck anti-slide devices intact, nothing hung or stacked within a rider's reach.
  No photo required

Safety devices and signage

- [ ] Riders held off both landings before the stop test
  Stanchions or a staff member at the top and bottom approaches and the steps empty before a stop button is pressed, so no rider is thrown when the unit stops.
  1 photo required
- [ ] 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

Records

- [ ] Certificate of operation posted and in date
  Current certificate issued by the AHJ posted in its displayed location, unit number matching this escalator and the expiry not passed.
  1 photo required
- [ ] Contractor's maintenance record checked for the quarter
  Maintenance record kept on site shows the licensed mechanic's visits for the quarter, with callbacks and open repairs listed.
  No photo required
- [ ] Quarterly findings reported to the elevator contractor
  Each defect seen on the round logged with its location and date and sent to the elevator contractor, the unit taken out of service by staff where the site procedure says so.
  No photo required