

## Platform Lift - Quarterly Operation Checkout Log

Building Name & Address:			
MOA Tag #:		YEAR of Tests:	

	1 <sup>st</sup> Quarter: January - March			2 <sup>nd</sup> Quarter: April - June			3 <sup>rd</sup> Quarter: July - September			4 <sup>th</sup> Quarter: October - December		
Name of Company Performing Test												
Name of Person Performing Test												
Date of Test												
1 – LOWER LANDING CALL CONTROLS – Can lift be called to landing from upper floor using landing control buttons.	YES	NO		YES	NO		YES	NO		YES	NO	
2 – MIDDLE LANDING CALL CONTROLS – Can lift be called from both upper and lower landing floors using controls buttons.	YES	NO	N/A	YES	NO	N/A	YES	NO	N/A	YES	NO	N/A
3 – UPPER LANDING CALL CONTROLS – Can lift be called to landing from lower floor using landing control buttons.	YES	NO		YES	NO		YES	NO		YES	NO	
4 – PLATFORM CALL CONTROLS – Can lift be controlled and operated in both directions using the platform control buttons.	YES	NO		YES	NO		YES	NO		YES	NO	
5 – PLATFORM EMERGENCY STOP SWITCH – Does the stop Button / Switch work properly and prevent the lift from running when in its “STOP” position.	YES	NO		YES	NO		YES	NO		YES	NO	
6 – PLATFORM LIFT EMERGENCY STOP SWITCH ALARM – Does the stop switch initiate an Audible Alarm when in its “STOP” position.	YES	NO		YES	NO		YES	NO		YES	NO	
7 – PLATFORM ALARM SWITCH / BUTTON – Does the Alarm button / switch initiate an Audible Alarm when depressed.	YES	NO		YES	NO		YES	NO		YES	NO	
8 – PLATFORM EMERGENCY PHONE / INTERCOM – Does the phone / intercom work and can communication be established with Authorized Persons.	YES	NO	N/A	YES	NO	N/A	YES	NO	N/A	YES	NO	N/A
9 – PLATFORM LIFT LANDING DOORS – Do the landing doors / gates remain locked when the lift is not at that landing and it is moving or parked at a different landing.	YES	NO		YES	NO		YES	NO		YES	NO	
10 – PLATFORM LIFT LANDING DOORS – Do the landing doors / gates, self-close to their proper closed and locked position.	YES	NO		YES	NO		YES	NO		YES	NO	

**Note** - Answering **NO** to any portion of this test would indicate a Failure that would require further investigation & correction by the **Lift Service Contractor**.

Description of Problems Found and date of correction:	

\* This test form must remain on site and be made available to Elevator / Lift Personnel. Any answer of “No” for any part of the test is an indicator of a failure and the deficiency associated with this failed test will need to be corrected and the corrective action taken recorded on this form or in the elevator service repair records.