



# Your Elevator Checklist

## Winter

### Regular Checks During Winter

- Machine room temperature (50-70°F minimum)
- Eliminate air leakages in machine room
- Ensure steel rails are lubricated
- Ensure all door tracks are clear of debris

### When Anticipating a Storm

- Check pit condition
- Check the function and charge of battery backup
- Barricade the motor room
- Close hoistway vents and openings

### During a Flood

- Move elevator cars to the top floor
- Shut down the system and power
- Ensure there are no remaining building occupants who depend on the elevators to evacuate

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