

**Additional Detailed Scope of Work**  
**Elevator Maintenance**

Each quarter, vendor should ensure:

- Elevator doors are operating properly
- Fire alarm system is operating properly
- Car lights, stop switches, and alarm bells are in proper working order
- To observe stop and leveling at all floors
- All mechanisms (including motors, wires, belts, piston, brakes, controllers etc.) are operating properly
- There is no damage to any part of the elevator
- Phone is in proper working order
- Oil levels in mechanical room are sufficient
- The pit is free of debris, water, or dirt
- All elevator components are cleaned, lubricated, and adjusted properly
- Check piston for scratches or marks and grease packings
- Clean piston and cylinder head with cloth
- Clean and lube all hoistway switches
- Clean and check contacts and actuators
- Clean and lubricate hoistway door hangers

Each year, vendor should ensure:

- The annual no load safety test is performed, according to state requirements
- Check lubrication of ball and roller bearings

**If Vendor has other recommendations, please be sure to note them in the quote.**