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Maintenance Records

Date: 2-2-2015, revision to document dated 3-26-2013, 2-20-2009 and 3-22-2005

Subject of Revision:

Updated with latest codes and information

Maintenance Record Requirements

ASME A17.1 (2013), 8.6.1.4 requires Maintenance records to be kept for every elevator, escalator and moving walk, dumbwaiter and type B material lift to document compliance with Section 8.6 - Maintenance, Repair, Replacement and Testing.

Requirement in Section 8.6 - Maintenance, applies to all new and existing equipment per the introductory paragraph to this section.

A17.1, 8.6.1.4.1 requires the maintenance record to include the following:

(a). Maintenance Control Program Records – a record of the maintenance tasks, tests, examinations and adjustments.

Retain for most recent 5 years.

(b). Repair and Replacement Records.

Retain for most recent 5 years.

(c). Other Records

- Quarterly record of oil level and oil usage for hydraulic elevators and hydraulic dumbwaiters. May be performed by owner or authorized personnel if properly trained. See A17.1, 8.6.5.7 and SPS 318.1708(2)(g).
Retain for most recent 5 years.
- Quarterly record of findings of firefighters emergency operation with the identification of the person performing the check. May be performed by owner or authorized personnel if properly trained. See A17.1, 8.6.11.1 and SPS 318.1708(2)(k).
Retain for most recent 5 years.
- Annual (category 1) and 5-year (category 5) test reports. Annual and 5-year tests must be performed by licensed elevator personnel. See A17.1, 8.6.1.7 and SPS 318.1708(2)(h), (i), (j) and (L).
Retain for most recent 5 years.

- Examinations after shutdown due to traction loss, after safety application, operation during testing of the fire alarm system for occupant evacuation elevators and after shutdown due to operation of broken suspension-member detection means.
See A17.1, 8.6.11.11 through 8.6.11.14.
Retain for most recent 5 years.
 - Record to document compliance with suspension means replacement criteria of ASME A17.6.
See A17.1, 8.6.1.4.1(c)(4).
Retain for most recent 5 years.
- (d). Written record of acceptance inspections as required by 8.10.1.1.4 and 8.10.1.1.5.
See A17.1, 8.6.1.4.1(d).
Retain permanently.
- (e). Record of trouble calls addressed in 8.6.1.4.2.
Retain for most recent 5 years.

Maintenance Record Location

Maintenance records shall be located as follows, as required by SPS 318.1708(2)(b) 5.

- a. For an elevator, escalator, moving walk, dumbwaiter or type B material lift serving a commercial building and having a machine room, control room, or control space accessed directly from a building floor level or the roof, the maintenance records shall be located in that machine room or control room or space.
- b. For an elevator, escalator, moving walk, dumbwaiter or type B material lift serving a commercial building and having an inspection and test panel, the inside cover of the inspection and test panel shall provide instructions for locating the maintenance records. Instructions shall be permanently legible with lettering not less than 1/8 in height.
- c. For an elevator, escalator, moving walk, dumbwaiter or type B material lift serving a dwelling unit, either the maintenance records shall be at the controller, or the front of the controller shall provide instructions for locating the maintenance records. Instructions shall be permanently legible with lettering not less than 1/8 inch in height.

Maintenance Record Availability

Maintenance records shall be viewable on site by elevator personnel at all times from the time of the acceptance inspection and tests or from the time of equipment installation or alteration as required by A17.1, 8.6.1.4.1(a)(3).

Maintenance Record Format and Copies

Maintenance records shall be transferred to the paper copy of the document by the installing or service contractor within 3 months of the maintenance, repair, replacement or alteration as required by SPS 318.1708(2)(b) 1.a.

Maintenance records, maintenance control program and wiring diagrams may be damaged or misplaced therefore the owner is encouraged to retain another copy elsewhere.

Ending of a service agreement does not allow a service company to claim these documents. These are the property of the conveyance owner, not a conveyance installer or service company. They may be removed only with the permission of the owner as required by SPS 318.1708(2)(b) 1.b.

Maintenance Records for Existing Conveyances

The requirement for keeping maintenance records first appeared in the Wisconsin Administrative Code effective April 1, 2004. Maintenance records should exist for at least the past 5 years or to the installation of the conveyance, whichever is earlier.

Maintenance Records for Platform Lifts and Stairway Chairlifts

The current adopted ASME A18.1 Safety Standard for Platform Lifts and Stairway Chairlifts does not include requirements for keeping a maintenance record, maintenance control program or wiring diagrams. An owner of a platform lift or stairway chairlift may request such documents from the installer or service contractor.

Maintenance Records for Conveyances Serving Single Dwellings

The requirements for maintenance records and other documentation apply to elevators, dumbwaiters and type B material lifts serving single dwellings even though these are no longer required to have periodic inspections and tests after the initial acceptance inspection.