



## Maintenance Records FAQs

### **1. What type of maintenance records are required for new and existing elevators?**

**A:** ASME A17.1 (2007), 8.6.1.4 applies to new and existing elevators, requiring maintenance records to be kept for every elevator, dumbwaiter, escalator and moving walk.

This requirement is in Section 8.6 - Maintenance, therefore it applies to all new and existing equipment.

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

- (a) descriptions of maintenance tasks performed and dates.
- (b) descriptions and dates of examinations, tests, adjustments, repairs and replacements.
- (c) descriptions and dates of call backs (trouble calls) or reports to elevator personnel by any means including the corrective action taken.
- (d) written record of the findings of the check of fire-fighter's emergency operation required by 8.6.11.1. This includes monthly operation of the Phase I Emergency Recall Operation key switch (if provided with Phase I) and at least one floor operation under Phase II Emergency In-Car Operation (if provided with Phase II).

The maintenance record will also include the name of the person or firm performing the maintenance, examination, test, adjustments, repair or replacement.

The maintenance record is not expected to include specific maintenance or repair procedures or instructions, model numbers, part numbers or times necessary to complete the work.

For additional information regarding conveyances serving commercial buildings, see "[Information for Owners of Conveyances Serving Commercial Buildings in Wisconsin.](#)"

### **2. Do maintenance records have to be compiled for existing elevators?**

**A:** The effective date of this code requirement was April 1, 2004. For conveyances installed prior to that date, maintenance records are required to be kept beginning on that date. Researching maintenance of older conveyances that occurred prior to April 1, 2004 is recommended but not required.

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### **3. In what form and in what location are maintenance records to be kept?**

**A:** A17.1 (2007), 8.6.1.4.2 requires the maintenance records to be available to elevator personnel including mechanics and inspectors.

Although the A17.1 Handbook is not adopted as code, it is written by a member of the A17.1 Standards Committee as a tool for clarifying code issues. The handbook states: "The key is that records must be kept and made available when requested."

In keeping with the intent of the requirement, the position of this Department is that maintenance records can be kept in electronic form as long as they can be produced on site at the time the service call or inspection is taking place. In many cases, this will be best accomplished by keeping a copy of the records in the machine room or control room or space where the conveyance has such a room or space. A copy should be kept in another location in case the copy in the machine room or control room or space becomes misplaced.

The maintenance log is the property of the owner and must remain in the owner's possession after service work is completed. Ending of a service agreement does not allow a service company to claim the maintenance record.

Nothing in these requirements prohibits a conveyance service company from keeping more detailed records off site for their own use.

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