



# Elevator 101:

## Preventative Maintenance Checklist

### Doors and floors

- Ensure that doors are opening and closing smoothly
- Inspect doors for dents, scratches, or other signs of damage
- Ask housekeeping or building maintenance to keep floors in broom-swept condition
- Remove any visible debris from the door sill
- Inspect floors for signs of water or water damage

### Walls and lighting

- Inspect walls for dents, scratches, or other signs of damage
- Remove outdated signs or information from the cab notice board
- When moving large or heavy items, use cab pads to protect them from damage
- Determine if there are any burned-out lights and replace them

### Buttons

- Inspect interior and exterior control panel for any damaged or poorly functioning buttons
- Spray a natural, non-toxic disinfectant or polish onto a cloth before applying to cab surfaces

### Additional tip

- Ensure cab emergency phone connects with Schindler's Customer Service Network (1.800.225.3123) or designated emergency response provider