

# INSTRUCTIONS FOR CREATING SUBFORM: 8.2-ES-Bi-Weekly

**Follow these steps to create the form fields:**

## **STEP 1: Create a Single Select field**

**Contractor:** SCHINDLER

**Description:** 8.2-2M-ES-10: WEEKA: Check demarcation lights, comb lights, newel light, handrail lightsand landing lights Relamp as necessary

**Options:** Yes, No

## **STEP 2: Create a Single Select field**

**Contractor:** SCHINDLER

**Description:** 8.2-2M-ES-10A: WEEKB: Check demarcation lights, comb lights, newel light, handrail lightsand landing lights Relamp as necessary

**Options:** Yes, No

## **STEP 3: Create a Single Select field**

**Contractor:** SCHINDLER

**Description:** 8.2-2M-ES-11: WEEKA: Internal Safeties

**Options:** Yes, No

## **STEP 4: Create a Single Select field**

**Contractor:** SCHINDLER

**Description:** 8.2-2M-ES-11A: WEEKB: Internal Safeties

**Options:** Yes, No

## **STEP 5: Create a Single Select field**

**Contractor:** SCHINDLER

**Description:** 8.2-2M-ES-12: WEEKA: Check tension and operation of broken step chain (carriage) devices,

**Options:** Yes, No

## **STEP 6: Create a Single Select field**

**Contractor:** SCHINDLER

**Description:** 8.2-2M-ES-12A: WEEKB: Check tension and operation of broken step chain (carriage) devices,

**Options:** Yes, No

## **STEP 7: Create a Single Select field**

**Contractor:** SCHINDLER

**Description:** 8.2-2M-ES-13: WEEKA: Check all bearings, chains, belts, rollers, cables, pulleys, and other moving components to ensure they are in proper operating condition and properly adjusted

**Options:** Yes, No

## **STEP 8: Create a Single Select field**

**Contractor:** SCHINDLER

**Description:** 8.2-2M-ES-13A: WEEKB: Check all bearings, chains, belts, rollers, cables, pulleys, and other moving components to ensure they are in proper operating condition and properly adjusted

**Options:** Yes, No

## **STEP 9: Create a Single Select field**

**Contractor:** SCHINDLER

**Description:** 8.2-2M-ES-14: WEEKA: Check all ceiling intersection guards, deck barricades, and anti-slide devices. Replace/repair as necessary.  
**Options:** Yes, No

**STEP 10: Create a Single Select field**

**Contractor:** SCHINDLER  
**Description:** 8.2-2M-ES-14A: WEEKB: Check all ceiling intersection guards, deck barricades, and anti-slide devices. Replace/repair as necessary.  
**Options:** Yes, No

**STEP 11: Create a Single Select field**

**Contractor:** SCHINDLER  
**Description:** 8.2-2M-ES-2: WEEKA: Clean inspect controllers fault finders relays fuses switches timers shunts and contacts  
**Options:** Yes, No

**STEP 12: Create a Single Select field**

**Contractor:** SCHINDLER  
**Description:** 8.2-2M-ES-26: WEEKA: Inspect step lateral lateral clearance Adjust as necessary  
**Options:** Yes, No

**STEP 13: Create a Single Select field**

**Contractor:** SCHINDLER  
**Description:** 8.2-2M-ES-26A: WEEKB: Inspect step lateral lateral clearance Adjust as necessary  
**Options:** Yes, No

**STEP 14: Create a Single Select field**

**Contractor:** SCHINDLER  
**Description:** 8.2-2M-ES-27: WEEKA: Inspect panels or covers such as balustrades, skirts, decks for newels, and ceiling intersection guards Ensure all panels, covers and trim are in place, secured, and free from excessive gaps, pinch points, sharp edges, and/or tripping hazards  
**Options:** Yes, No

**STEP 15: Create a Single Select field**

**Contractor:** SCHINDLER  
**Description:** 8.2-2M-ES-27A: WEEKB: Inspect panels or covers such as balustrades, skirts, decks for newels, and ceiling intersection guards Ensure all panels, covers and trim are in place, secured, and free from excessive gaps, pinch points, sharp edges, and/or tripping hazards  
**Options:** Yes, No

**STEP 16: Create a Single Select field**

**Contractor:** SCHINDLER  
**Description:** 8.2-2M-ES-28: WEEKA: Inspect threshold and pit cover plates Adjust as necessary  
**Options:** Yes, No

**STEP 17: Create a Single Select field**

**Contractor:** SCHINDLER  
**Description:** 8.2-2M-ES-28A: WEEKB: Inspect threshold and pit cover plates Adjust as necessary  
**Options:** Yes, No

**STEP 18: Create a Single Select field**

**Contractor:** SCHINDLER

**Description:** 8.2-2M-ES-29: WEEKA: Inspect all safety switches Adjust as necessary

**Options:** Yes, No

### STEP 19: Create a Single Select field

**Contractor:** SCHINDLER

**Description:** 8.2-2M-ES-29A: WEEKB: Inspect all safety switches Adjust as necessary

**Options:** Yes, No

### STEP 20: Create a Single Select field

**Contractor:** SCHINDLER

**Description:** 8.2-2M-ES-2A: WEEKB: Clean inspect controllers fault finders relays fuses switches timers shunts and contacts

**Options:** Yes, No

### STEP 21: Create a Single Select field

**Contractor:** SCHINDLER

**Description:** 8.2-2M-ES-3: WEEKA: Handrail / Handrail Safeties Lubricate and adjust handrail tension

**Options:** Yes, No

### STEP 22: Create a Single Select field

**Contractor:** SCHINDLER

**Description:** 8.2-2M-ES-34: WEEKA: Inspect cleated risers for engagement between the riser cleats and the slots on the adjacent step tread. Adjust as necessary

**Options:** Yes, No

### STEP 23: Create a Single Select field

**Contractor:** SCHINDLER

**Description:** 8.2-2M-ES-34A: WEEKB: Inspect cleated risers for engagement between the riser cleats and the slots on the adjacent step tread. Adjust as necessary

**Options:** Yes, No

### STEP 24: Create a Single Select field

**Contractor:** SCHINDLER

**Description:** 8.2-2M-ES-35: WEEKA: Inspect clearance on either side of steps betweenadjacent skirt panels. Clearance shall not be greater than 3/16 inch without step safety side plates. adjust as necessary.

**Options:** Yes, No

### STEP 25: Create a Single Select field

**Contractor:** SCHINDLER

**Description:** 8.2-2M-ES-35A: WEEKB: Inspect clearance on either side of steps betweenadjacent skirt panels. Clearance shall not be greater than 3/16 inch without step safety side plates. adjust as necessary.

**Options:** Yes, No

### STEP 26: Create a Single Select field

**Contractor:** SCHINDLER

**Description:** 8.2-2M-ES-37: WEEKA: Check drive motors for any irregularities, proper lubrication Lubricate and adjust as necessary

**Options:** Yes, No

**STEP 27: Create a Single Select field**

**Contractor:** SCHINDLER

**Description:** 8.2-2M-ES-37A: WEEKB: Check drive motors for any irregularities, proper lubrication Lubricate and adjust as necessary

**Options:** Yes, No

**STEP 28: Create a Single Select field**

**Contractor:** SCHINDLER

**Description:** 8.2-2M-ES-38: WEEKA: Inspect Conveying system Maintain entrance & exit safety zones in accordance with ASME A17.1

**Options:** Yes, No

**STEP 29: Create a Single Select field**

**Contractor:** SCHINDLER

**Description:** 8.2-2M-ES-38A: WEEKB: Inspect Conveying system Maintain entrance & exit safety zones in accordance with ASME A17.1

**Options:** Yes, No

**STEP 30: Create a Single Select field**

**Contractor:** SCHINDLER

**Description:** 8.2-2M-ES-3A: WEEKB: Handrail / Handrail Safeties Lubricate and adjust handrail tension

**Options:** Yes, No

**STEP 31: Create a Single Select field**

**Contractor:** SCHINDLER

**Description:** 8.2-2M-ES-4: WEEKA: Inspect handrail drive belts, chains, and rollers for wear, proper tension, and abnormal noise and replace as necessary

**Options:** Yes, No

**STEP 32: Create a Single Select field**

**Contractor:** SCHINDLER

**Description:** 8.2-2M-ES-4A: WEEKB: Inspect handrail drive belts, chains, and rollers for wear, proper tension, and abnormal noise and replace as necessary

**Options:** Yes, No

**STEP 33: Create a Single Select field**

**Contractor:** SCHINDLER

**Description:** 8.2-2M-ES-5: WEEKA: Brake functions shall be checked, repair as required. The brake shall be adjusted to meet all ASME A17.1 requirements and manufacturer's specifications

**Options:** Yes, No

**STEP 34: Create a Single Select field**

**Contractor:** SCHINDLER

**Description:** 8.2-2M-ES-5A: WEEKB: Brake functions shall be checked, repair as required. The brake shall be adjusted to meet all ASME A17.1 requirements and manufacturer's specifications

**Options:** Yes, No

**STEP 35: Create a Single Select field**

**Contractor:** SCHINDLER

**Description:** 8.2-2M-ES-6: WEEKA: Comb Plate ! Comb Plate Teeth Remove any debris. Clean comb plate and comb plate teeth thoroughly

**Options:** Yes, No

**STEP 36: Create a Single Select field**

**Contractor:** SCHINDLER

**Description:** 8.2-2M-ES-6A: WEEKB: Comb Plate ! Comb Plate Teeth Remove any debris. Clean comb plate and comb plate teeth thoroughly

**Options:** Yes, No

**STEP 37: Create a Single Select field**

**Contractor:** SCHINDLER

**Description:** 8.2-2M-ES-7: WEEKA: Inspect all Steps ! Treads Remove any debris. Clean steps/treads thoroughly

**Options:** Yes, No

**STEP 38: Create a Single Select field**

**Contractor:** SCHINDLER

**Description:** 8.2-2M-ES-7A: WEEKB: Inspect all Steps ! Treads Remove any debris. Clean steps/treads thoroughly

**Options:** Yes, No

**STEP 39: Create a Single Select field**

**Contractor:** SCHINDLER

**Description:** 8.2-2M-ES-8: WEEKA: Decking and Ballistrades Treat the exposed surface of the skirt panels adjacent to the steps with a friction-reducing spray material such as Certified Laboratories "ACCEL"; or approved equal.

**Options:** Yes, No

**STEP 40: Create a Single Select field**

**Contractor:** SCHINDLER

**Description:** 8.2-2M-ES-8A: WEEKB: Decking and Ballistrades Treat the exposed surface of the skirt panels adjacent to the steps with a friction-reducing spray material such as Certified Laboratories "ACCEL"; or approved equal.

**Options:** Yes, No

**STEP 41: Create a Single Select field**

**Contractor:** SCHINDLER

**Description:** 8.2-2M-ES-9: WEEKA: Check the start key switches to ensure proper operation. Stop switches, and audible alarms shall be operational

**Options:** Yes, No

**STEP 42: Create a Single Select field**

**Contractor:** SCHINDLER

**Description:** 8.2-2M-ES-9A: WEEKB: Check the start key switches to ensure proper operation. Stop switches, and audible alarms shall be operational

**Options:** Yes, No