

## INSTRUCTIONS FOR CREATING SUBFORM: 8.2-EL-Monthly

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

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

**Description:** 8.2-M-EL-10: Inspect the hoistway and pit Clean and lubricate equipment as required—service guide rail lubricators.

**Options:** Yes, No

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

**Description:** 8.2-M-EL-11: Observe operation of the motor-generator, governor, traction machinery sheaves

**Options:** Yes, No

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

**Description:** 8.2-M-EL-12: Test manual and emergency control

**Options:** Yes, No

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

**Description:** 8.2-M-EL-13: Check oil level in car and counterweight oil buffers add oil as needed

**Options:** Yes, No

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

**Description:** 8.2-M-EL-14: Visually inspect controller, selector, contacts, and relays. Check adjustment and repair as required

**Options:** Yes, No

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

**Description:** 8.2-M-EL-15: Check hoistway doors. Clean, lubricate, and adjust tracks, hangers, eccentrics, linkage, gibs, and interlocks

**Options:** Yes, No

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

**Description:** 8.2-M-EL-16: Clean, adjust, and lubricate car door or gate tracks, pivots, gibs, hangers, car grille, and stile channels

**Options:** Yes, No

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

**Description:** 8.2-M-EL-31: Phase I recall and minimum one-floor Phase II operation of Firefighter's service, as defined in ASME 17.1

**Options:** Yes, No

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

**Description:** 8.2-M-EL-7: Observe full operation of elevator

**Options:** Yes, No

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

**Description:** 8.2-M-EL-8: Check door operation clean lubricate, and adjust brake checks linkages gears wiringm motor, check keys, set screws, contacts, chains and cams

**Options:** Yes, No

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

**Description:** 8.2-M-EL-9: Inspect interior of cab, telephone, or coms system, normal and emergency lighting, emergency call system

**Options:** Yes, No