

# INSTRUCTIONS FOR CREATING SUBFORM: 8.2-EL-Semi-Annual

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

## **STEP 1: Create an Info Text field**

**Content:** SCHINDLER

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

**Description:** 8.2-SA-EL-1: Inspections as per ASME A17.1, A17.2 and A17.3 including Periodic inspection: Semi-Annualy Periodic Tests: Category 1

**Options:** Yes, No

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

**Description:** 8.2-SA-EL-20: Check controllers and selectors. Clean with blower, check the alignment of switches, relays, timers, contacts, hinge pins, and other controller components, adjust and lubricate.

**Options:** Yes, No

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

**Description:** 8.2-SA-EL-20A: Check all resistance tubes and grids. Check oil in overload relays, settings, and operation of overloads. Clean and inspect fuses and holders and all controller connections

**Options:** Yes, No

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

**Description:** 8.2-SA-EL-21: In the hoistway, examine guide rails, cams and fastenings, hoist and governor wire ropes, and a counterweight. Inspect and test the limit and terminal switches. Check and adjust car shoes, gibs, or roller guides.

**Options:** Yes, No

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

**Description:** 8.2-SA-EL-21A: Adjust or replace as needed. Lubricate hoist wire ropes in accordance with ASME A17.1 Section 8.6.4.1

**Options:** Yes, No

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

**Description:** 8.2-SA-EL-22: Clean all overhead beams, sills, the bottom of the platform, car tops, and hoistway walls

**Options:** Yes, No

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

**Description:** 8.2-SA-EL-23: Check car and counterweight run by and clearances. Adjust to meet all ASME A17.1 requirements.

**Options:** Yes, No