

	RESOURCE LIBRARY - TECHNICAL SERVICES Elevator Safety Checks	<i>CODE:</i> 07.01.043
		<i>EDITION:</i> 1
		<i>PAGE</i> 1 OF 2

Purpose:

目的

Ensure elevator operating well
 确保酒店电梯安全稳定运行。

Policy:

政策

Implement policy and procedure of elevator strictly
 严格按照电梯操作制度执行。

Procedure:

程序

1. Electric duty engineer should be responsible for safety of elevator
 电梯安全责任人为电气值班工程师;
2. Inspect item everyday
 每天对电梯进行一次检查, 检查项目:
 - 2.1 Lighting in car box is normal
 轿厢照明正常;
 - 2.2 Air conditioner operating well
 空调运行正常;
 - 2.3 No tremble or noise in operation
 运行时无抖动及异响;
 - 2.4 No damage in panel which displays normal
 面板完好无破损, 显示正常;
 - 2.5 Telephone to fire center is normal
 和消防中心对讲电话正常;
 - 2.6 Deal with problems inspected in time and report to leaders after stopping elevator if staff could not solve the problem and effect operation. Then put maintenance signage before elevator.
 检查时发现问题及时处理, 若不能处理且影响安全运行, 紧急停用电梯并上报, 并在1F和1F电梯厅门口放置维修指示牌。
3. Keep elevator in L25 while coming into car box, and switch at slow speed position and then go on the roof.
 进入轿厢顶时, 应保持电梯停在最高层, 把转换开关打到慢车位置, 然后再踏上机顶;
4. Keep body inside while working at roof of car box, and don't grasp steel role.
 在轿厢顶工作时, 身体不要探出轿厢外, 不要扶钢丝绳, 不要站在轿厢工字钢上;
5. Ensure safety before repeating order with maintenance associate inside
 维修人员站在电梯轿厢上与轿厢内人员重复前指令时, 一定要保障安全;
6. Turn off switch and open lighting in bottom of elevator. Pay attention to water and oil at the same time.
 在进入井道底部工作之前, 要断开井底开关, 打开井底照明, 应注意观察是否水、油污等;

	RESOURCE LIBRARY - TECHNICAL SERVICES Elevator Safety Checks	<i>CODE:</i> 07.01.043
		<i>EDITION:</i> 1
		<i>PAGE</i> 2 OF 2

7. Ensure other electric motors are in safe mode
其他电机是否落下和处于绝对安全状态
8. Force open exterior door slowly and ensure colleague is safe while inspecting position of car box
.强制打开外门时要慢 先观察轿厢所处的位置, 确保人员安全。