



At the heart of your building

**UNITEC**

# Your Elevator Checklist

WINTER

## Regular checks during winter

- Machine room temperature (50 - 70°F minimum)
- Eliminate air leakages in machine room
- Ensure steel rails are lubricated
- Ensure all door tracks are clear of debris

## When anticipating a storm

- Check pit condition
- Check the function and charge of the battery backup
- Barricade the motor room
- Close hoistway vents and openings

## During a flood

- Move elevator cars to the top floor
- Shut down the system and power
- Ensure there are no remaining building occupants who depend on the elevators to evacuate

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