

# Metro Elevator Operator Training Checklist

JOB NAME \_\_\_\_\_ LOCATION \_\_\_\_\_

- Visual Inspection Of Elevator Before Operation Each Morning. \_\_\_\_\_
- All Upper Landing Gates Are Closed Before Operation. \_\_\_\_\_
- All Landing Gates Are Latched Before Leaving Floor. \_\_\_\_\_
- Car Gates Are Latched And Green Light Is On Before Leaving Floor. \_\_\_\_\_
- Instructed On Proper Start Up & Stopping Of Car. \_\_\_\_\_
- Instructed How To Move Car Off Of Upper & Lower Limits. \_\_\_\_\_
- Car Floor, Base Platform, Upper Floors Outside Of Landing Gates Are Kept Free & Clear Of Debris. \_\_\_\_\_
- Proper Record Keeping Of Maintenance Log Book. \_\_\_\_\_
- Proper Lubrication & Maintenance Of Elevator. \_\_\_\_\_
- Minor Repairs That May Be Necessary. \_\_\_\_\_
- Do Not Operate Elevator In Winds Over 35mph. \_\_\_\_\_
- Passengers Are Not Permitted To Ride While Moving Materials.  
Exception: Operator & Two Workers May Accompany The Load. \_\_\_\_\_

All Items Listed Above Have Been Shown & Explained To The Operator.

Operator agrees to completely read & follow instructions in Operation Manual.

This is to certify that the Operator has been properly trained in the Operation, Periodic Maintenance & Inspection of Temporary Construction Elevators.

This is also to certify that the above is qualified to train others.

A Qualified Metro Elevator Mechanic has provided training.

Mechanic Signature \_\_\_\_\_ Date \_\_\_\_\_

Mechanic Name \_\_\_\_\_  
Metro Elevator Co., Inc.

Operator Signature \_\_\_\_\_ Date \_\_\_\_\_

Operator Name \_\_\_\_\_