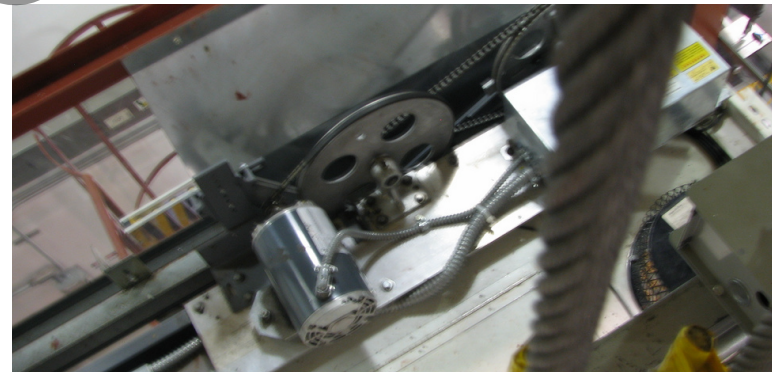
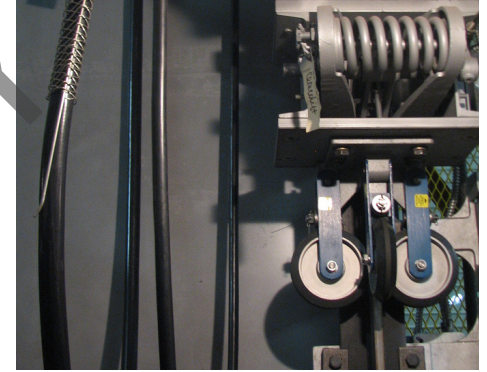
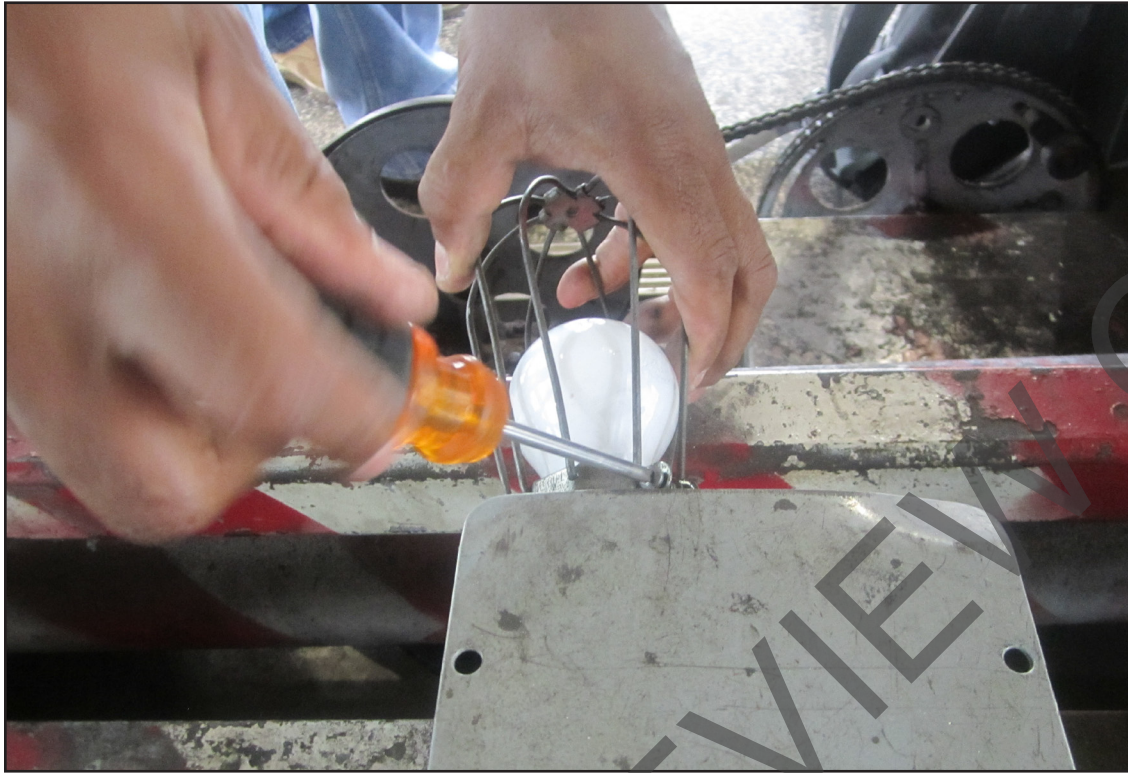


Instructor Guide



219: Elevator: Inspection and Basic Maintenance
Module 3: General Housekeeping Procedures



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PREVIEW ONLY

Elevator – Housekeeping

Instructor's Guide



Icons Used In This Guide



REVIEW slides



ASK



CLASSROOM ACTIVITY



SMALL GROUP ACTIVITY



INDIVIDUAL ACTIVITY



WRITE



Multimedia



REFER participants to

Agenda

Topic #	Topic Title	Duration
1	Overview	30 Minutes
2	Sensory Inspection	10 Minutes
3	Safety Equipment	15 Minutes
4	Prints and Records	10 Minutes
5	Cleaning	15 Minutes
6	Oil Rag Can	10 Minutes
7	Field Trip	120 Minutes
8	Summary	30 Minutes
	Total Time:	240 Minutes

PREVIEW ONLY

Elevator – Housekeeping

Instructor's Guide



Overview

Purpose The purpose of this module is to:

Provide the participant with a review of sound housekeeping procedures and reinforce the benefits of maintaining a clean, orderly work area. This includes maintaining all parts of the elevator from the pit and incline to the associated machine rooms.

Objectives

At the end of this lesson, the transit elevator/escalator trainee will be able to:

- Perform proper cleaning of a transit elevator
- Perform sensory inspection
- Identify appropriate and required signage and safety equipment
- Inspect fire extinguishers for code compliance
- Demonstrate ability to use correct cleaning agents
- Identify the correct Personal Protective Equipment (PPE) to use

Materials

Mandatory Make sure you have the following

- PowerPoint Presentation
- Coursebook
- Quizzes
- Pencils
- Paper

Optional

You may also want the following for optional activities:

- Chalk board with chalk, large paper with marker, etc.
- Internet connection
- Lab, simulator or out of service elevator
- [Elevator Industry Field Employees' Safety Handbook](#)

Elevator – Housekeeping

Instructor's Guide



Module Length: 240 min Time remaining: 240 min This section: 30 min (7 slides) Section start time: _____ Section End Time: _____

DO



REVIEW module objectives

Instructor's Notes

SAY

In your own words:

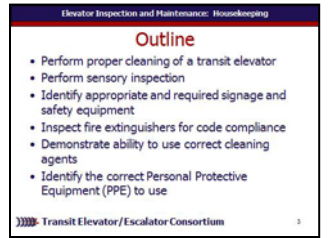
Today we will

- Perform proper cleaning of a transit elevator
- Perform sensory inspection
- Identify appropriate and required signage and safety equipment
- Inspect fire extinguishers for code compliance
- Demonstrate ability to use correct cleaning agents
- Identify the correct Personal Protective Equipment (PPE) to use

Advance

Materials Needed

✓ PPT slide 3



Elevator – Housekeeping

Instructor's Guide



Module Length: 240 min Time remaining: 240 min This section: 30 min (7 slides) Section start time: _____ Section End Time: _____



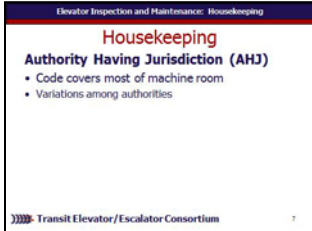
DO	SAY	Materials Needed
<div data-bbox="34 435 144 535"></div> <p>ASK participants what they remember about safety and elevators</p> <div data-bbox="34 556 144 664"></div> <p>SMALL GROUP ACTIVITY</p> <div data-bbox="34 678 144 792"></div> <p>WRITE</p> <p>Instructor's Notes</p> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/>	<p>In your own words:</p> <p>Thinking back to other courses or just in general, what do we already know about maintaining a clean and orderly work area?</p> <p>What could happen if the area was out of order?</p> <p><i>Allow participants to think for a minute and perhaps discuss with a partner ideas as well as write down any ideas. Discuss participant responses and if possible list them on a chalk board or similar.</i></p> <p>Advance</p>	<p>✓ PPT slide 5</p> <div data-bbox="1535 528 1854 763"> </div> <ul style="list-style-type: none"> ✓ <u>Chalk board or large paper</u> ✓ <u>Blank Paper</u> ✓ <u>Writing instruments</u>

Elevator – Housekeeping

Instructor's Guide



Module Length: 240 min Time remaining: 240 min This section: 30 min (7 slides) Section start time: _____ Section End Time: _____

DO	SAY	Materials Needed
 <p>REVIEW slide</p> <p>Instructor's Notes</p> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/>	<p>In your own words:</p> <p>Materials that are where they belong are easier to find quickly when needed and present less of a hazard when stored out of the main pathways. In general, the work site is safer when tripping hazards are removed and dangerous compounds are properly stored.</p> <p>Advance</p> <p>Note: The code covers many aspects of the elevator machine room but there are variations amongst Authority Having Jurisdiction (AHJ).</p> <p>Advance</p>	<p>✓ PPT slides 6, 7</p>  

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Instructor's Guide



Module Length: 240 min Time remaining: 210 min This section: 10 min (1 slides) Section start time: _____ Section End Time: _____

DO	SAY	Materials Needed
<div data-bbox="34 464 144 564" data-label="Image"> </div> <p data-bbox="170 492 415 535">REVIEW slide</p> <div data-bbox="34 592 144 692" data-label="Image"> </div> <p data-bbox="177 614 260 649">ASK</p> <div data-bbox="28 792 444 835" data-label="Section-Header"> <h3>Instructor's Notes</h3> </div> <hr/> <hr/> <hr/> <hr/> <hr/>	<p data-bbox="676 428 1023 464">In your own words:</p> <p data-bbox="676 492 1439 664">During a sensory inspection a good elevator technician relies on the physical senses of sight, smell, hearing, and touch while inspecting and maintaining the elevator.</p> <p data-bbox="676 671 753 706">Ask</p> <p data-bbox="676 714 1439 842">What may indicate a problem within the elevator system that can be addressed with general housekeeping and indicated by sight?</p> <p data-bbox="676 849 985 885">Discuss answers</p> <p data-bbox="676 892 1197 928">Advance for sample answers</p> <p data-bbox="676 935 1410 1063">Debris, dirt, clutter, water where it shouldn't be, rust, grease, dust in lighting receptacles, graffiti</p> <p data-bbox="676 1071 753 1106">Ask</p> <p data-bbox="676 1113 1400 1278">What may indicate a problem within the elevator system that can be addressed with general housekeeping and indicated by smell?</p> <p data-bbox="676 1285 985 1320">Discuss answers</p>	<p data-bbox="1497 471 1729 506">✓ PPT slide 8</p> <div data-bbox="1535 528 1854 763" data-label="Image"> </div>

Elevator – Housekeeping

Instructor's Guide



Module Length: 240 min Time remaining: 210 min This section: 10 min (1 slides) Section start time: _____ Section End Time: _____

DO	SAY	Materials Needed
<div data-bbox="34 464 144 564" data-label="Image"> </div> <p data-bbox="170 492 415 535">REVIEW slide</p> <div data-bbox="34 592 144 692" data-label="Image"> </div> <p data-bbox="177 614 260 656">ASK</p> <p data-bbox="28 792 444 835">Instructor's Notes</p> <hr data-bbox="28 899 608 906"/> <hr data-bbox="28 978 608 985"/> <hr data-bbox="28 1078 608 1085"/> <hr data-bbox="28 1156 608 1163"/> <hr data-bbox="28 1235 608 1242"/>	<p data-bbox="676 428 1023 464">In your own words:</p> <p data-bbox="676 492 1110 528">Grease, slippery surfaces</p> <p data-bbox="676 578 1439 792">With more experience, you will become more familiar with the normal sights, smells, sounds and feel of the system. During a sensory inspection, check for deviations from this norm.</p> <p data-bbox="676 799 840 835">Advance</p>	<p data-bbox="1497 471 1729 506">✓ PPT slide 8</p> <div data-bbox="1535 528 1854 763" data-label="Image"> </div>

Elevator – Housekeeping

Instructor's Guide



Module Length: 240 min Time remaining: 200 min This section: 15 min (9 slides) Section start time: _____ Section End Time: _____

DO	SAY	Materials Needed
<div data-bbox="34 464 144 564" data-label="Image"> </div> <p data-bbox="164 492 415 535">REVIEW slide</p> <p data-bbox="28 792 454 835">Instructor's Notes</p> <hr/> <hr/> <hr/> <hr/> <hr/>	<p data-bbox="666 428 1033 528">In your own words: As Per NFPA 1.5.10</p> <p data-bbox="666 564 1439 1049">Fire extinguishers having a gross weight not exceeding 40 lbs. (18.14 kg) shall be installed so that the top of the fire extinguisher is not more than 5 ft. (1.53 m) above the floor. Fire extinguishers having a gross weight greater than 40 lbs. (18.14 kg) (except wheeled types) shall be installed so that the top of the fire extinguisher is not more than 3 ft. (1.07 m) above the floor. In no case shall the clearance between the bottom of the fire extinguisher and the floor be less than 4 in. (10.2 cm).</p> <p data-bbox="666 1078 840 1113">Advance</p>	<p data-bbox="1497 478 1748 514">✓ PPT slide 10</p> <div data-bbox="1535 535 1854 763" data-label="Image"> </div>

Elevator – Housekeeping

Instructor's Guide



Module Length: 240 min Time remaining: 200 min This section: 15 min (9 slides) Section start time: _____ Section End Time: _____

DO



REVIEW slide

Instructor's Notes

SAY

In your own words:

Monthly inspection requires that the fire extinguisher be checked so the extinguisher:

- ✓ Is visible (must be able to be seen without any problems)
- ✓ Indicates pressure in operable range (gauge or indicator)
- ✓ Is full (based on weight)
- ✓ Has good tires, wheels, carriage, hose and nozzle (for wheeled extinguisher)
- ✓ Indicates good for non-rechargeable extinguisher using push-to-test pressure indicator
- ✓ Is accessible (must be able to be reached without any problems)

Do Not Advance

Materials Needed

✓ PPT slide 11



Elevator – Housekeeping

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Module Length: 240 min Time remaining: 200 min This section: 15 min (9 slides) Section start time: _____ Section End Time: _____

DO

SAY

Materials Needed



REVIEW slide

In your own words:

In addition, a check of the safeties will indicate if the extinguisher has been used or tampered with. Follow your local transit agencies procedures. When the manual inspection is conducted, the date of the inspection and the initial of the person performing the inspection shall be recorded on a tag attached to the fire extinguisher. Records must be maintained to show the most recent twelve months inspections. The twelve months of records may be maintained on the fire extinguisher, in a paper file or by electronic methods. The annual inspections or those of longer timeframe must be carried out by specially trained personnel and generally will not be done by an elevator technician.

Advance

✓ PPT slide 12



Instructor's Notes

Elevator – Housekeeping

Instructor's Guide



Module Length: 240 min Time remaining: 200 min This section: 15 min (9 slides) Section start time: _____ Section End Time: _____

DO



REVIEW slides

Instructor's Notes

SAY

In your own words:
 Barricades should be stored in the proper location when not in use.
Advance As per ASME code barricades must be a minimum of 42" tall.
Advance
 Here is an example of a barricade in use.
Advance

Materials Needed

✓ PPT slides 14, 15



Elevator – Housekeeping

Instructor's Guide



Module Length: 240 min Time remaining: 200 min This section: 15 min (9 slides) Section start time: _____ Section End Time: _____

DO	SAY	Materials Needed
<div data-bbox="34 464 144 564" data-label="Image"> </div> <p data-bbox="173 499 415 542">REVIEW slide</p> <div data-bbox="34 592 144 692" data-label="Image"> </div> <p data-bbox="173 614 260 656">ASK</p> <div data-bbox="28 792 444 835" data-label="Section-Header"> <h3>Instructor's Notes</h3> </div> <hr/> <hr/> <hr/> <hr/> <hr/>	<p data-bbox="666 421 1023 464">In your own words:</p> <p data-bbox="666 485 753 528">Ask</p> <p data-bbox="666 535 1400 706">What are some types of PPE we have learned about or know about which may be needed during certain maintenance or inspection procedures.</p> <p data-bbox="666 706 1391 835">Advance for photos of PPE that may be needed at times for maintenance and inspection.</p> <p data-bbox="666 842 1439 1106">Proper clothing, eye and face protection, respiratory equipment and other PPE may be needed in performing tasks specified in Inspection and Basic Maintenance. As always, follow your transit authority procedures.</p> <p data-bbox="666 1149 840 1192">Advance</p>	<p data-bbox="1487 471 1748 514">✓ PPT slide 16</p> <div data-bbox="1535 528 1854 763" data-label="Image"> </div>

Elevator – Housekeeping

Instructor's Guide



Module Length: 240 min Time remaining: 185 min This section: 10 min (3 slides) Section start time: _____ Section End Time: _____

DO

SAY

Materials Needed



REVIEW slide

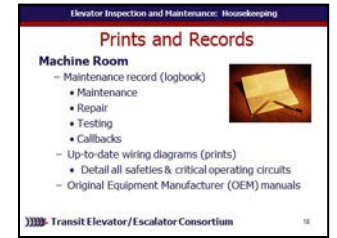
In your own words:

ASME Code requires that a written maintenance control program detailing the procedures necessary to maintain the elevator be provided. A written maintenance record (**logbook**) is to be maintained at the machine room location. This logbook contains all of the maintenance, repair, testing, and callbacks that have been performed on the elevator. The equipment room is not a storage area and all parts and maintenance supplies should be stored in a separate storage area.

Advance The machine room should also contain up-to-date wiring diagrams (prints). These prints should detail all electrical protective devices (safeties) as well as critical operating circuits for the elevator.

Advance

✓ PPT slide 18



Instructor's Notes

Elevator – Housekeeping

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Module Length: 240 min Time remaining: 175 min This section: 15 min (5 slides) Section start time: _____ Section End Time: _____

DO

SAY

Materials Needed



REVIEW slides

In your own words:

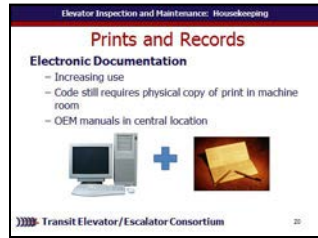
With the increasing use of computers and other electronic devices, more of this documentation will be available electronically. However, the code still requires a physical copy of the print in the machine room. The OEM manuals are to be kept at a central location. However, availability of current, complete documentation is necessary in order to properly maintain or repair an elevator.

Advance

Cleaning of equipment is conducted on a regularly scheduled basis, such as monthly, quarterly, and annually. As always, follow your authority's requirements.

Advance

✓ PPT slides 20, 21



Instructor's Notes

Elevator – Housekeeping

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Module Length: 240 min Time remaining: 175 min This section: 15 min (5 slides) Section start time: _____ Section End Time: _____

DO	SAY	Materials Needed
<div data-bbox="28 442 144 549" data-label="Image"> </div> <p data-bbox="164 471 405 514">REVIEW slide</p> <div data-bbox="28 556 144 664" data-label="Image"> </div> <p data-bbox="164 571 540 649">REFER participants to <u>Course book</u></p> <p data-bbox="28 792 444 835">Instructor's Notes</p> <hr/> <hr/> <hr/> <hr/> <hr/>	<p data-bbox="666 428 1023 464">In your own words:</p> <p data-bbox="666 471 1400 642"><i>Refer participants the course book for a sample Material Safety Data Sheet. Discuss the major parts and information on the sheet.</i></p> <p data-bbox="666 692 840 735">Advance</p>	<p data-bbox="1497 471 1748 506">✓ PPT slide 25</p> <div data-bbox="1516 521 1845 749" data-label="Image"> </div> <p data-bbox="1506 806 1796 842">✓ <u>Course book</u></p>

Elevator – Housekeeping

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Module Length: 240 min Time remaining: 30 min This section: 30 min (3 slides) Section start time: _____ Section End Time: _____

DO	SAY	Materials Needed
<div data-bbox="34 464 150 578" data-label="Image"> </div> <p data-bbox="173 492 425 571">CLASSROOM ACTIVITY</p> <div data-bbox="34 606 150 721" data-label="Image"> </div> <p data-bbox="173 635 569 671">INDIVIDUAL ACTIVITY</p> <p data-bbox="28 792 444 835">Instructor's Notes</p> <hr/> <hr/> <hr/> <hr/> <hr/>	<p data-bbox="676 428 1023 464">In your own words:</p> <p data-bbox="676 564 1033 599"><i>Administer quizzes.</i></p>	<ul data-bbox="1497 478 1767 606" style="list-style-type: none"> ✓ PPT slides 36 ✓ Quizzes ✓ Pencils <div data-bbox="1506 635 1825 863" data-label="Image"> </div>