

MANLIFT INSPECTION SHEETS

Below are listed important points to be considered in keeping your Humphrey Manlift in safe operating condition, and should be checked **at least once per month**. **All items not shown to be in good condition should be made so at once**. Check the enclosed parts lists for replacement material required.

The safety stop devices and the start-stop control rope assembly should be checked daily to be sure they are operating properly.

ITEM	GOOD CONDITION	NEEDS MAINTENANCE OR REPAIR	NEEDS REPLACING
Belt:			
Check for Cuts or Damage			
Belt Tension			
Splice and Splice Bolts			
Belt Tracking on Pulleys			
Steps:			
Non-Skid Safety Walk on Treads			
Step Treads			
Step Brackets			
Step Rollers, Bushings & Pins			
Step Bars			
Step Fastening Bolts			
Handholds:			
Handhold Fastening Bolts			
No Steps without Handholds or Handholds without Steps			
Channel Guide Rails:			
Proper Alignment			
Frame Braces			
Lateral Bracing to Wall			
Disc Brake (on Motor):			
Start-Stop Control Rope Operates Brake Properly			
Safety Stop Devices Operates Brake Properly			
Brake Adjusted Properly (See attached Instruction Manual)			

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ITEM	GOOD CONDITION	NEEDS MAINTENANCE OR REPAIR	NEEDS REPLACING
Head Pulley:			
Pulley Centered on Shaft and Keyed			
Pulley Lagged			
Check Set Screws & Shaft Movement			
Head Shaft Bearings & Lubrication:			
Flexible Coupling:			
Coupler Bolts, Set Screws, and Keys Not Worn or Loose			
Coupler Washer not Worn or Torn			
Top Safety Stop Devices:			
Check Daily Before Using Manlift			
Limit Switches			
Weight of Rider Actuates Limit Switch			
Overhead Safety Stop Device Located Properly			
Bottom Safety Stop Devices:			
Check Daily Before Using Manlift			
Limit Switches			
Electrical Controls:			
Reset Buttons			
Control Circuit Relay			
Phase Reversal Relay			
Control Arm Assembly and Control Rope:			
Starts and Stops Manlift Properly			
Rope not Worn or Torn			
Rope not Loose			
Foot Pulley and Shaft:			
Bearing Boxes and Bearings			
Bearings Lubricated			
Pulley Centered on Shaft			
Belt Tension Adjusting Bolts			
Check Set Screws & Shaft Movement			

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ITEM	GOOD CONDITION	NEEDS MAINTENANCE OR REPAIR	NEEDS REPLACING
Floor Hoods and Openings:			
Mercury Switches on Moveable Hoods			
Gear Reducer:			
Check Oil Level and Add as Required (See attached Instruction Manual)			
Motor and Connections:			
Instruction & Warning Signs and Red Warning Light:			
AUTHORIZED PERSONNEL ONLY Sign at each landing			
TOP FLOOR – GET OFF Sign			
BOTTOM FLOOR – GET OFF Sign			
FACE THE BELT, USE THE HANDHOLD, and TO STOP – PULL ROPE IN DIRECTION OF TRAVEL Sign at each landing, or stenciled on belt			
Red Warning Light Beneath Top Landing on “Up” Travel Side			
Guard Rails and Gate Operation:			
Floor Landings (Clear of Obstructions):			
Proper Illumination:			
Skipping When Mounting Step – Check Drive Train:			
Vibration or Misalignment in Drive:			
Overall Drive Assembly & Supports:			

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The belt tension should be checked within two (2) weeks after the Manlift has been put into service, as you will undoubtedly experience some stretch in the belt. If the take-up adjustment is not sufficient to provide proper tension on the belt, it may be necessary to cut out a portion of the belt and re-splice it. Thereafter, the belt tension should be checked at least once a month.

It is important that the belt tension be checked monthly, as if the belt becomes too loose, it is possible that you could experience some slippage when the “down” travel side is loaded and no riders are on the “up” travel side.