



## Compliance Schedule Details: SS 8/2 – Service Lifts

Please provide the following information with your Building Consent Application - Form 2

(If you need help to complete this form, consult the system provider or an IQP who is registered for the system above)

Applicant Name: .....	Building Name: .....
Site Address: .....	Installation provider: (if known) .....
.....	.....
Existing Compliance Schedule Number(s): (if applicable)	Risk / Purpose group: .....
.....	Fire Hazard Category: .....
.....	Total Occupant Load: .....

### SPECIFIED SYSTEM DESCRIPTION (address those items that apply)

<b>Specified systems:</b>	<input type="checkbox"/> Existing	<input type="checkbox"/> New	<input type="checkbox"/> Modified	<input type="checkbox"/> Removed
<b>Type:</b>	<input type="checkbox"/> Dumb waiter:	<input type="checkbox"/> Electric	<input type="checkbox"/> Hydraulic	
	<input type="checkbox"/> Book hoist:	<input type="checkbox"/> Electric	<input type="checkbox"/> Hydraulic	
	<input type="checkbox"/> Vehicle stacking systems:	<input type="checkbox"/> Electric	<input type="checkbox"/> Hydraulic	
	<input type="checkbox"/> Stage lifts:	<input type="checkbox"/> Electric	<input type="checkbox"/> Hydraulic	
	<input type="checkbox"/> Other: [specify] .....			

Location Plan for specified systems and records is attached:  YES  NO

No.	Equipment location	Make (Main components)	Model
1			
2			
3			
4			

*If needed continue the list on another sheet of paper*

### STANDARDS (address those items that apply)

Specifically, designed solutions do not apply if the system has been installed against a specific Standard(s) / document.

<b>Performance / installation:</b>	<input type="checkbox"/> NZS 4334:2012 Platform lifts and low-speed lifts <input type="checkbox"/> BS EN 81-20:2014 Safety rules for the construction and installation of lifts. Lifts for the transport of persons and goods. Part 20: Passenger and goods passenger lifts; as modified by D2/AS1 (Second Edition, Amendment 7). <input type="checkbox"/> BS EN 81-20:2020 Safety rules for the construction and installation of lifts. Lifts for the transport of persons and goods. Part 20: Passenger and goods passenger lifts <input type="checkbox"/> Specifically, designed solution prepared by a person who, on the basis of experience and qualifications, is competent to do so. (Details provided) <input type="checkbox"/> Other:.....	
<b>Inspections:</b>	<input type="checkbox"/> NZS 4334:2012 - Appendix A <input type="checkbox"/> Ministry of Transport: 1985 Rules for Power Lifts Not Exceeding 750 Watts (1 H.P) <input type="checkbox"/> Other: .....	<input type="checkbox"/> Specifically, designed solution prepared by a person who, on the basis of experience and qualifications, is competent to do so. (Details provided)
<b>Maintenance:</b>	<input type="checkbox"/> NZS 4334:2012 - Appendix A <input type="checkbox"/> Ministry of Transport: 1985 Rules for Power Lifts Not Exceeding 750 Watts (1 H.P) <input type="checkbox"/> Other: .....	<input type="checkbox"/> Specifically, designed solution prepared by a person who, on the basis of experience and qualifications, is competent to do so. (Details provided)

*Continue on the next page*

<b>INSPECTIONS, MAINTENANCE AND REPORTING</b> (address those items that apply)	
<b>Minimum inspection and maintenance procedures:</b>	Regular inspection and testing and planned preventative maintenance and responsive maintenance will be carried out in accordance with the nominated performance and inspection standard/document to ensure loading and unloading provisions are safe.
<b>Inspection frequency and responsibility:</b>	Depending on the type of installation and its performance standard/document: <input type="checkbox"/> Specifically, designed solutions: by IQP only <input type="checkbox"/> Standard /other document: Annually by IQP only
<b>Inspections:</b> <i>Machinery Spaces</i>	<ul style="list-style-type: none"> <li>• Visual inspection of machine beams and supports</li> <li>• Check security of machine room door</li> <li>• Clean the machinery space and clear out any rubbish</li> <li>• Check that lighting in the machinery space functions</li> <li>• Check the condition of the controller</li> <li>• Check the governor and any position devices</li> <li>• Check for the presence of circuit diagrams, manual &amp; log book</li> </ul>
<i>Machinery</i>	<ul style="list-style-type: none"> <li>• Check sheaves, pulleys and drums with special attention to the grooves</li> <li>• Check the condition and operation of the brake &amp; the condition of the brake linings</li> <li>• Check the running of the lift machinery</li> <li>• Check condition of drive belts</li> </ul>
<i>Lift Well</i>	<ul style="list-style-type: none"> <li>• Inspect and test any safety gear</li> <li>• Visual check of lift well enclosure</li> <li>• Check hoisting ropes for equal tension, attachments and terminations are correct and in good condition, number of broken wires within acceptable limits, filing not being shed, all ropes of similar condition, correct length of rope</li> <li>• Visual check of guide rails for integrity, straightness and security</li> <li>• Check condition of guide shoes or rollers</li> </ul>
<i>Lift Pit</i>	<ul style="list-style-type: none"> <li>• Remove any rubbish from the lift pit</li> <li>• Check that lighting in the lift pit functions.</li> <li>• Check dryness of pit</li> <li>• Visual check of buffer condition and other lift components</li> </ul>
<i>Landing Stations</i>	<ul style="list-style-type: none"> <li>• Check door locks</li> <li>• Check lift controls for correct operation</li> </ul>
<i>Lift Car</i>	<ul style="list-style-type: none"> <li>• Check car doors or safety barriers</li> <li>• Check lift car lighting</li> </ul>
<i>Hydraulic Systems</i>	<ul style="list-style-type: none"> <li>• Visual check of the hydraulic system, including hoses, ram and cylinder</li> <li>• Check caisson for moisture</li> <li>• Check operation of anti-creep device</li> <li>• Check the operation of control and auxiliary valves</li> </ul>
<i>Operation</i>	<ul style="list-style-type: none"> <li>• Check operation of terminal stopping devices, slack rope switch and any emergency switch</li> <li>• Check landing door interlocks and opening of the door when the car is away from the landing</li> </ul>
<i>General</i>	<ul style="list-style-type: none"> <li>• Visual check for any repairs or modifications carried out incorrectly</li> <li>• Maintain full records of maintenance and inspections</li> </ul>
<b>Reporting:</b>	The owner will keep records of all inspections, maintenance and repairs undertaken in the previous 24 months. These will be recorded in the On-Site Log Book, which will remain on the premises with the most recent compliance schedule, and as a minimum include: <ul style="list-style-type: none"> <li>• Details of any inspection, test or preventative maintenance carried out, including dates, works undertaken, faults found, remedies applied and the person who performed the work.</li> <li>• Form 12A provided annually by the IQP</li> </ul>