



VALUABLE INFORMATION

Checklist for Daily Elevator Inspection

- Inspection certificates are secure and displayed properly.
- Warning signs are posted stating elevators should not be used in case of fire.
- “No Smoking” signs are posted in elevators and danger areas.
- There is proper ventilation and lighting.
- Emergency stop switch and alarm buttons work properly.
- Elevator doors can be locked in stop position when being serviced.
- Safety strip bumper returns the door to an open position when hit.
- Elevator levels properly with each floor, to prevent tripping.
- Elevator is removed from service if not operating properly.

Elevator Maintenance Tips

- Elevators should be inspected daily for proper leveling, movement, and door function.
- Elevators fall within the category of “common carriers.” Owners of elevators and those responsible for elevator maintenance owe a high duty of care to people using them. Elevator accident liability can be quite significant, especially if the elevator has been improperly maintained.
- Therefore, detailed documentation of maintenance activities are important to the investigation and defense of an elevator accident. The enclosed Elevator Maintenance Log, designed by our agency, would help provide proof that the association has met its “reasonable duty” to maintain properly functioning elevators.
- If an independent contractor is used, be sure to read the enclosed information on Independent Contractors regarding Certificates of Insurance and Hold Harmless Agreements.

Snow Removal Tips

- Snow removal operations should be performed properly and thoroughly, on a timely basis.
- Snow removal activities must be documented in detail. Bodily injury claims resulting from slip and fall accidents during winter are often not reported for several months. The usual allegations are that the premises were not properly maintained.
- To help refute claims and suits that allege negligence, an association should have an effective snow removal program combined with detailed record keeping of removal activities.
- To assure clear, concise documentation of your snow/ice removal activities, use the enclosed Snow Removal Log designed by our agency.
- Document every incident—complaints, accidents, etc.—under “General Comments” on the log. And remember, claims and accidents resulting in bodily injury must be reported immediately.
- If an independent contractor is used, the log should be completed by the independent contractor and reviewed by the manager.
- Be sure to read the enclosed information on Independent Contractors regarding Certificates of Insurance and Hold Harmless Agreements.