

## ESCALATOR/MOVING WALK START-UP CHECKLIST GUIDE

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<b>UNIT DETAILS</b>	<b>Week Of:</b>	(dd-mm-yyyy to dd-mm-yyyy)	
	<b>Unit ID No.:</b>		
	<b>Address:</b>		
	<b>City:</b>		<b>Building Name:</b>

Check mark denotes passed inspection checklist item. X denotes action required.

Initial of authorized person performing the start-up →								
Check list item		Please indicate P = Passed, F = Follow-up required						
		Mon	Tue	Wed	Thu	Fri	Sat	Sun
<b>ENTRANCE END</b>	Approach / safety zone							
	Handrail entry guards <i>condition, both sides</i>							
	Comb plates <i>broken teeth, mesh with step</i>							
	Start switch <i>note: run away from landing</i>							
	Stop switch <i>functions correctly</i>							
	Stop switch cover alarm <i>as applicable</i>							
	Step position							
<b>EXIT END</b>	Approach / safety zone							
	Handrail entry guards <i>condition, both sides</i>							
	Comb plates <i>broken teeth, mesh with step</i>							
	Start switch <i>run away from landing</i>							
	Stop switch <i>functions correctly</i>							
	Stop switch cover alarm <i>as applicable</i>							
	Step position							
<b>GENERAL</b>	Skirt panels <i>worn/damaged</i>							
	Balustrades <i>snag points/damaged</i>							
	Handrail condition <i>cracks/pinch points</i>							
	Handrail speed <i>matches step speed</i>							
	Guards and deck barricades							
	Anti-slide devices							
	Caution signs							
	Uniform lighting							
	Demarcation lighting <i>as applicable</i>							
	Step demarcation <i>as applicable</i>							
	Step condition							
	Unusual noise							
	Unusual vibration							

Stopping distance is as per posted sign								
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**Note:** Escalators and moving walks shall be started only by authorized personnel trained in compliance with the required procedures.  
**Note:** Escalators and moving walks subject to 24 hour operation shall be checked daily by authorized personnel.  
**Note:** A record of trained authorized personnel shall be kept on the premises and shall be available to the authority having jurisdiction.  
**authorized personnel:** For the purpose of safety order SO-ED 2018-01, an authorized person refers to an individual designated by the owner, who has been instructed in the necessary procedures to start-up and operate the equipment.

## Checklist Guide

	Checklist Item	Description	Required action
<b>ENTRANCE END</b>	Approach / safety zone	Area is clear of obstructions and no tripping hazards present	Ensure area clear before opening for public
	Handrail entry guards	Ensure guards are present and in good condition	Notify contractor, remove from service
	Comb plates	No more than one broken tooth per section. Ensure no broken teeth side by side. Comb plate mesh with steps correctly and comb plate teeth are below step treads	Notify contractor, remove from service
	Start switch	Ensure the Switch functions correctly	Remove from service
	Stop switch	Ensure the Switch functions	Remove from service
	Stop switch cover alarm	When provided, should sound an alarm when cover opened	Notify contractor
	Step position	Steps are level with each other and are meshing correctly	Notify contractor, remove from service
<b>EXIT END</b>	Approach / safety zone	Area is clear of obstructions and no tripping hazards present	ensure area clear before opening for public
	Handrail entry guards	Guards are present and in good condition	Notify contractor, remove from service
	Comb plates	No more than one broken tooth per section. Ensure no broken teeth side by side. Comb plate mesh with steps correctly and comb plate teeth are below step treads.	Notify contractor, remove from service
	Start switch	Switch functions correctly	Notify contractor, remove from service
	Stop switch	Switch functions	Notify contractor, remove from service
	Stop switch cover alarm	When provided, should sound an alarm when cover opened	Notify contractor
	Step position	Steps are level with each othe and are meshing correctly	Notify contractor, remove from service
<b>GENERAL</b>	Skirt panels	Skirt panels should be be smooth with no sharp edges or snag points. Panels should align with each other. Panels should not be worn and an anti friction agent should be applied where applicable	Notify contractor of worn skirts or damage. Apply anti friction agent as required
	Balustrades	Balustrades should be free from sharp edges and snag points	Notify contractor
	Handrail condition	Handrails should be clear of sharp edges along the edge of the handrail. Where there are cracks in the handrail, they should not be to large that they create a pinch point when at the end of the escalator	If damage could cause injury remove from service. Notify contractor of minor damage
	Handrail speed	Verify the handrail speed closely matches the speed of the steps	Remove from service
	Guards and deck barricades	Ensure all deck barricades are in place and are in good condition	Repair prior to operation
	Anti-slide devices	Ensure Anti slide devices are in place when high decks are provided	Notify contractor
	Caution signs	Ensure all signage is in place and that it is in good condition	Replace as required
	Uniform lighting	Ensure there is adequate lighting to illuminate the entire length of the escalator/ moving walk	Repair or replace as required
	Demarcation lighting	When demarcation lights are provided, ensure they are working	Notify contractor
	Step demarcation	When provided ensure all demarcation of steps is in good condition and not worn.	Notify contractor
	Step condition	Ensure step treads are in good condition, no broken treads or sharp edges. Ensure steps are meshing with each other and are meshing correctly with the comb plates. Ensure there is no excessive play or movement in the steps	Notify contractor. Where meshing is incorrect remove from service
	Unusual noise/ vibration	While operating the escalator/moving walk ensure there are no unusual noises or vibrations detected	Notify contractor