

Business/Contractor Name:

Procedure	Tick when completed
Contact the school at least 48hours notice to arrange a suitable time for carrying out proactive service.	☐
Sign in to school site visit log and introduce yourself to the School Principal/Staff if/when available on arrival.	☐
Carry out site induction/toolbox meeting to discuss site specifics including but not limited to items such as amenities, school evacuation procedure, asbestos register, local doctor/hospital etc.	☐
Carry out risk assessment for task (SWMS) addressing all site specifics.	☐
The minimum activity shall include the following:	
• Visual inspection of all elements to check for deterioration or vandalism.	☐
• Check correct operation inclusive of normal operation and fail safe.	☐
• Visual inspection of all elements to check for deterioration.	☐
• Check correct operation inclusive of limit switches.	☐
• Check operation of emergency communications device.	☐
• Check operation of element ancillary controls if fitted.	☐
• Test lift car operation meets local requirements.	☐
• Test operation of back-up power supply if fitted.	☐
• Clean track/chain/guides as required.	☐
• Lubricate as per manufacturer recommendations.	☐

• All testing and maintenance to be as per manufacturer recommendations.	☐
• Provide a summary of essential actions required to maintain compliance in the service report.	☐
• Components include:	
- Electrical systems	☐
- Dumbwaiter	☐
- Hoists	☐
- Lift car	☐
- Lift landing	☐
- Lift motor control room	☐
- Lift shaft	☐
Complete service report making sure all items are accurate, and details are correct.	☐
Documentation to be submitted with claim:	
• SI Service report.	☐
• Updated asset data information	☐
• Relevant before and after photos	☐
• Job receipts	☐
• Signed site visit logbook	☐
Sign out of the school	☐

Signing off

Contractor Name/s:

Signature:

Date: