


POLICY: CHECKING IN-GROUND HYDRAULIC CYLINDERS FOR ELEVATORS			NUMBER: S-22
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PREPARED BY: Facilities Management (FM)	AUTHORIZED BY  Lynn Logan	CLASSIFICATION: Safety Procedure	EFFECTIVE: July 1, 2015
			SUPERSEDES: May 1, 1999

PURPOSE

This policy is designed to ensure that all elevator mechanics adhere to this safety procedure as it relates to tasks performed on hydraulic elevating devices, specifically with the effects of corrosion on in-ground cylinders.

Note: refer to Elevating Devices Branch Ruling 143/99

RESPONSIBILITY

Compliance with this policy is the responsibility of the Manager and Elevator Mechanics.

WORK PROCEDURE

Every hydraulic oil tank will be marked to indicate the oil level, with the car at the bottom landing. A means will be provided on all tanks to measure this.

Oil should not be added to the system without first accounting for the loss of oil and a record kept in the oil log.

The oil level must be checked during each monthly visit.

If the oil level is low and the oil cannot be accounted for, i.e., jack assembly run off pail, the elevator must be taken out of service and a ***leak test** carried out.

LEAK TEST

The preliminary leak test will consist of the following procedure;

1. Place the car at a marked location above the lowest landing.
2. Close the hall door.
3. Shut off power to the Elevator.

STATIC TEST

1. Place the car at a marked location above the lowest landing.
2. Shut off power to the Elevator.
3. Shut off line valve.
4. Place rated load on the car for twelve hours.

Hydraulic Elevators installed after April 1992 have a protective plastic casing as required by *Clause*

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<p>4.18.3.8 of B44 Code, Supplement 1-1992.</p> <p>If leaking is suspected on in-ground cylinders that have a protective plastic casing, the space between the casing and the cylinder must be blown out using compressed air.</p> <p>The contents will be collected to determine any leakage from the cylinder.</p> <p>4. Shut off the line valve.</p> <p>5. Leave the car off for 15 minutes and determine how much the car sinks.</p> <p>If there is further doubt as to the soundness of the cylinder, a *static test must be carried out.</p>	