SITE survey. APP

SITE SURVEY REPORT

Lift Maintenance Visit

Prepared for	Stour Housing Association
Date	30 Sep 2026
Site	Marlowe Court, Canterbury
Prepared by	T. Adeyemi

FORM

Lift Maintenance Visit

1. Record details and scope

Project	Marlowe Court, Canterbury: lift maintenance visit (completed example)
Site or premises address	Marlowe Court, 12 Stour Street, Canterbury
Client or organisation	Stour Housing Association
Record date	30 Sep 2026
Person completing the record	T. Adeyemi

For competent lift maintainers. This is not a LOLER examination report, rescue authorisation or proof that a lift may be returned to service.

HSE distinguishes lift maintenance from thorough examination by a competent person. Servicing does not replace the applicable examination arrangements, and significant changes or exceptional circumstances can require further examination. Sources: The Lifting Operations and Lifting Equipment Regulations 1998 (LOLER), regulation 9, require lifts carrying people to be thoroughly examined by a competent person at least every 6 months or to a written scheme of examination. BS 7255:2012 is the code of practice for safe working on lifts. BS EN 13015 sets the rules for the maintenance instructions the lift maker must supply.

2. Equipment and work

Lift asset ID and location	LIFT-01, passenger lift, main stair core
Manufacturer, model and serial number	Machine-room-less traction lift, 2014. Serial number on the controller plate, recorded in contract file SHA-L-01.
Maintenance procedure and revision	Maintenance task list MTL-TR-04 rev 7
Technician and competence reference	T. Adeyemi, lift engineer, Kentish Lift Services Ltd, competence card KLS-0381
Planned work and exclusions	Monthly maintenance visit: doors, car and landing controls, levelling, alarm and communication, pit and car top checks. Excludes thorough examination and load testing.
Safe isolation or permit reference	Lift taken out of service at 09:05, notices on all landings. Isolated at the controller, lock-off tag KLS-T-12.

3. Service information

Lift type, rated capacity and served floors	Passenger lift, 630 kg or 8 persons, serving ground to fourth floor (5 floors)

Latest thorough examination reference and outstanding matters	Last thorough examination 2026-05-12, report TE-MC-2605. No outstanding matters.
Date of the latest thorough examination	12 May 2026
Days since that examination	141
Fault codes and user reports	Two door reopen events logged since the last visit. Residents reported the car door sometimes reopens at floor 2.
Rescue arrangements and responsible contact	Release procedure held by Kentish Lift Services. 24 hour line via the housing association out-of-hours team.

4. Maintenance evidence

Landing and car doors checked to approved procedure	Action needed
Action, limitation or reason not applicable	Floor 2 landing door gibs worn, door rubbing on the sill. Gibs replaced on this visit. Car door sensor edge cleaned.
Accessible suspension or drive components checked	Acceptable
Levelling and controls checked by the competent maintainer	Action needed
Action, limitation or reason not applicable	Car stopped 14 mm high at floor 2 as found, outside the 10 mm tolerance. Levelling adjusted at the controller; now 4 mm high.
Alarm and communication arrangements checked	Acceptable
Required guards and access controls restored	Acceptable
Checks acceptable	3
Checks needing action	2
Checks not done	0
Stopping tolerance from the maintenance procedure (± mm)	10

Stopping accuracy at each landing 1: Ground

Landing	Ground
Step between the sills (mm)	3
Against the tolerance	Within the tolerance

Stopping accuracy at each landing 2: Floor 1

Landing	Floor 1
Step between the sills (mm)	-4
Against the tolerance	Within the tolerance

Stopping accuracy at each landing 3: Floor 3

Landing	Floor 3
Step between the sills (mm)	2
Against the tolerance	Within the tolerance

Stopping accuracy at each landing 4: Floor 4

Landing	Floor 4
Step between the sills (mm)	-5
Against the tolerance	Within the tolerance

Stopping accuracy at each landing 5: Floor 2, as found

Landing	Floor 2, as found
Step between the sills (mm)	14
Against the tolerance	Outside the tolerance
Landings checked	5
Landings outside the tolerance	1
Largest step (mm)	14

> At least one landing is outside the tolerance. A step at the sill is a trip hazard. Record the adjustment made, or the restriction and who was told, below.

Specialist tests performed and separate reports	None on this visit

Defects found 1: Floor 2 landing door

Where on the equipment	Floor 2 landing door
Defect	Door gibs worn, door rubbing on the sill and reopening.
Priority	Soon: before the next visit

Put right on this visit?	Yes

Photos of the defect



Defects found 2: Floor 2 stopping position

Where on the equipment	Floor 2 stopping position
Defect	Car stopping 14 mm high, a trip step at the threshold.
Priority	Soon: before the next visit
Put right on this visit?	Yes

Photos of the defect



Defects found 3: Car top

Where on the equipment	Car top

Defect	Car top light diffuser cracked. Light still works.
Priority	Routine: at the next planned visit
Put right on this visit?	No
What happens next, and who	Replace the diffuser at the October visit. T. Adeyemi.
Defects found	3
Urgent	0
Soon	2
Routine	1
Defects still open	1

5. Work and handback

Work performed and parts used	Floor 2 landing door gibs replaced (2 off). Levelling adjusted at floor 2. Car door sensor edge cleaned. Sill tracks cleaned on all floors. Pit inspected, dry and clear.
Post-work tests and evidence	Door cycled 20 times at floor 2 with no reopen. Stopping step measured at every landing with a rule: floor 2 was 14 mm high as found and is 4 mm after adjustment. Alarm button tested, call answered by the monitoring line.
Equipment handback	Available within recorded limits

Condition and work evidence photos







6. Actions and review

Are further actions required?	Yes

Further action 1: Check the controller fault log for door reopen events at the next monthly visit.

Action and evidence reference	Check the controller fault log for door reopen events at the next monthly visit.
Person responsible	T. Adeyemi, Kentish Lift Services Ltd
Target date	28 Oct 2026
Action status	Open

Further action 2: Replace the cracked car top light diffuser.

Action and evidence reference	Replace the cracked car top light diffuser.
Person responsible	T. Adeyemi, Kentish Lift Services Ltd
Target date	28 Oct 2026
Action status	Open
Outstanding limitations and information to pass on	Maintenance visit only. This is not a thorough examination report. Next thorough examination due under the client's arrangements.
Record status	Ready for review
Reviewed by	E. Price, housing officer
Review date	1 Oct 2026
Author signature	

Signing records the information entered. It does not itself certify legal compliance, remove a limitation or authorise unsafe work.