



Routine Maintenance Guidelines

Regular and consistent maintenance of your COURION equipment will insure its proper and safe performance. Routinely examine, lubricate, clean, and adjust the equipment to insure performance in accordance with COURION's operating specifications and applicable Code requirements. Every time you are on site, you should visually inspect all COURION equipment to insure that it is operating properly, and that it is clean and free from damage. Below are minimum routine maintenance guidelines for COURION's equipment. **THESE ARE ONLY GUIDELINES.** More frequent maintenance may be necessary where doors are subject to high wear or corrosive effects of dust, abrasives, moisture, grease, chemicals, abnormal temperatures, or other conditions.

LUBRICATION GUIDELINES: Clean and apply light weight oil (elevator hydraulic oil or #10 automotive oil) **(DO NOT USE GREASE)** to the following

Frequency	√	Page	Description of Maintenance Work
Monthly		9	Hoistway Door Guide Rails
		27	Car Gate Guide Rails
Semi-Annually		34	Rotary Limit Switch Bearings and Shafts
		36-37	Retiring Cam Pivot Points & Chains
Never		14	Door Chains - never apply oil to these chains - wipe clean as needed
		30-31	Gate Chains - never apply oil to these chains - wipe clean as needed

MAINTENANCE AND ADJUSTMENTS: Inspect and adjust the following COURION components

Frequency	√	Page	Description of Maintenance Work
Monthly		10	Door Stops: Inspect and clean all door stops (sill angle stops, adjustable guide stops, or both) for damage, distortion, and loose attachment.
		11	Hoistway Door Shoes: Overall side-to-side play (left to right) of the hoistway door panels should be limited to 1/8" (3mm). If the side-to-side play exceeds this amount, adjust or replace your guide shoes.
		20	Door Limit Switches and iSENSORS: Insure that the doors are "braking" approximately 2" (50mm) from FULL OPEN and FULL CLOSE.
		22	Emergency Unlocking Devices (EUD): Make sure that the EUDs are functioning properly, free from damage, and securely attached to the hallway wall. If an EUD is missing, it must be replaced. DO NOT LEAVE PULL CHAIN EXPOSED.
		25	Car Gate Reversing Edge (Reopening Device): Check that the Gate Reversing Edge functions correctly when physical contact is made all along the reversing edge. Replace the Reversing Edge and/or rubber bumper if damaged or not full operational.
		32-33	Gate Limit Switches and Gate iSENSORS: Insure that the gates are "braking" approximately 2" (55mm) from FULL OPEN and FULL CLOSE.
		35	Gate Contact: Check that the Gate Contact is properly actuated when the gate is in the FULL CLOSE position. Inspect the condition and operation of the contact inside the Gate Contact housing.



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MAINTENANCE AND ADJUSTMENTS: Inspect and adjust the following COURION components

Frequency	√	Page	Description of Maintenance Work
Monthly		36-37	Retiring Cam: Make sure that the Interlocks and Retiring Cams are functioning properly. Doors should not open more than 3/4" (20mm) when car is not at floor. Car should not be able to run when doors are open.
Quarterly		6	Hoistway Door Panels: The lower hoistway door panel should rest firmly on its door stops and be 1/8" (3mm) below the sill when in the FULL OPEN position. Vision panels should not be cracked or missing.
		12-13	Door Operators: Inspect all door operator sheaves to insure that the door chains are running true and not causing any significant wear in the sheave.
		14	Door Chains: Inspect all door chains to insure that they are not showing signs of wear. While chain stretch is normal, replace chains if worn or stiff.
		28-29	Gate Operator: Inspect all gate operator sheaves to insure that the gate chains are running true and not causing any significant wear in the sheave.
		30-31	Car Gate Chains: Inspect all gate chains to insure that they are not showing signs of wear. While chain stretch is normal, replace chains if worn or stiff.
Semi-Annual		6	Moveable Lintel Plates (Pass-Type Doors): Moveable lintel plates should pivot freely, and easily return to the "closed" position when the doors are in the FULL CLOSE position.
		7	Safety Meeting Rail: Rubber bumpers and safety meeting rail should be firmly attached to the upper hoistway door panel and free from tears and wear.
		8	Pull Straps: Pull straps should be in place on upper door panels and gate panels.
		16-17	Interlock Contacts: Inspect the condition and operation of the Interlock Contacts.
		21	Auto-Sta Set Switch: Auto-Sta Set Switch should be actuated when lower door panel is 1/4" to 3/4" (8mm to 19mm) from FULL OPEN.
		28-29	Car Gate Drive and Cross Drive Shaft: Adjust the Drive Unit to insure proper belt tension.

Please consult COURION's Maintenance and Adjustment Manual for additional details regarding routine maintenance guidelines.

You may also call COURION at (800) 533-5760 or (314) 533-5700