**Sheffield Children’s NHS Foundation Trust**

**Invitation to Tender (ITT)**

**Lift Maintenance Service**

## Date of advertisement on Contract Finder: **01/02/2017** Trust's reference number: **1637/T/JS** Deadline for Tenders to be received: **03/03/2017 12pm**

**SCHEDULE 2 – Service Schedule**

1. Certain terms are used frequently and these are defined as follows:-

|  |  |
| --- | --- |
| **EXAMINE** | To make a careful and critical scrutiny of an item carried out without dismantling, by using the senses of sight, hearing, smell and touch, to verify that the plant or equipment is in working order. |
| **CHECK** | To make a thorough inspection for damage, wear or deterioration; also to ascertain that the plant or equipment is correctly adjusted to conform to the required standard. |
| **TEST** | To operate the plant or equipment and/or use the appropriate testing instruments to ensure that the plant or equipment is functioning correctly. |
| **Note:** In addition to establishing the normal functioning of plant and equipment to the 'EXAMINE', 'TEST', and 'CHECK' as defined above, this must also include verification of the satisfactory state of all safety aspects. | |

1. The routine maintenance of all lifts operated by the Trust will be carried out in accordance with the recommendations of HTM08-02 in conjunction with the manufacturer’s instructions. The maintenance will comprise of three categories:-
   1. Systematic examination, adjustment and small component replacement.
   2. Periodic lubrication
   3. Reporting unsafe conditions and major repair requirements
2. A routine service will be carried out monthly on each lift. Documentation must be supplied for all services and inspections. Lift log books are also to be completed and kept up to date.
3. **Service Schedule Monthly: Traction Lifts**
   1. Motor Room
      1. Examine bearings. Top up oil and grease as required.
      2. Examine brake drum and coupling.
      3. Check brake action and lubricate as required.
      4. Examine motor bearings and check motor for signs of wear/overheating.
      5. Inspect control panel.
      6. Check relays and contacts for correct operation and signs of

burnt power contacts.

* + 1. Clean and inspect overs peed governor.
    2. Examine ropes and lubricate all bearings.
    3. Clean out motor room and equipment.
    4. Check all notices are in place.
    5. Check motor room lighting and ventilation.
  1. Lift Shaft
     1. Examine rope anchorage.
     2. Examine and lubricate any sheaves and pulleys.
     3. Check all gate locks, lubricate as required. Open and internally clean and service in sequence.
     4. Examine guides, clean and lubricate as necessary.
     5. Clean car top.
     6. Check all functions of maintenance control unit, including the safety stop button.
     7. Lubricate all guide rails or top up reservoirs as applicable.
     8. Check guide shoes.
     9. Check operation of safety gear and associated linkages.
     10. Check operation of all switches, i.e. final limit switches etc.
     11. Check any shaft information magnets for correct spacing. (If applicable).
     12. Check condition of trailing cables and check for smooth running.
     13. Check connections of all wiring on car top and door terminal.
  2. Car Doors
     1. Clean top and bottom tracks.
     2. Check tension of drive belts.
     3. Check operation of car gate contact
     4. Inspect and replace worn or damaged hanger roller and bottom shoes.
     5. Check operation of Band Brake or holding brake on door operator.
     6. Clean door motor equipment and associated parts.
     7. Check all cables from the door motor terminal unit to the car doors.
     8. Ropes - check ropes for equal tension.
     9. Check for contamination (dust, fluff etc.)
  3. Landing doors
     1. Check the correct operation and the prevention of movement of lift by the landing locks.
     2. Clean top door tracks.
     3. Check the smooth operation of eac h landing door open and close.
     4. Inspect the door closer mechanism (if applicable replace damaged nylon cord).
     5. Inspect and clean lock contacts.
     6. Inspect the lock roller to car door, pick up clearances.
  4. On Landing
     1. Check the operation of the following on each landing:-
     2. Call push buttons and registration lamps.
     3. Car position indicators
     4. Pre announcing arrows, gong and voice systems
     5. Check fireman’s switch operation and the response of lift to same.
     6. Clean out all landing door bottom tracks.
  5. In Car
     1. Check smooth and quiet operation of the lift by making one or more trips in both directions.
     2. Call push button and registration lamps.
     3. Door open and close button.
     4. Alarm button.
     5. Position indicator lamp.
     6. Emergency lamp.
     7. Main lighting unit.
     8. The smooth opening and closing of doors.
     9. All safety devices are working.
     10. Floor levelling.
     11. Clean out car door bottom track.

1. **Service Schedule Monthly: Hydraulic**
   1. Plant Area
      1. Check oil level in reservoir tank and top up as required. Record any action in log book.
      2. Inspect piping for leaks.
      3. Keep plant room clean and tidy.
      4. Check notices are in place.
      5. Check motor room lighting and ventilation.
   2. Lift Shaft
      1. Examine rope anchorages and bulldog clips.
      2. Inspect and lubricate any sheaves and pulleys.
      3. Examine the hydraulic ram is free from dust and abrasive material.
      4. Check for excessive oil around ram.
      5. Check overspeed governor.
      6. Check ropes for distortion, broken strand, and wasting.
      7. Examine the operation of overtrack switch.
      8. Check overspeed governor rope.
      9. Examine pit stop.
      10. Oil guides or fill oil pots.
      11. Check any shaft switches.
      12. Check trailing cables and check smooth running.
      13. Check connection of all wiring on car top and door terminal.
   3. Car Doors
      1. Clean top and bottom tracks.
      2. Check tension of drive belts.
      3. Check operation of car gate contact.
      4. Inspect and replace worn or damaged hanger roller and bottom shoes.
      5. Check operation of Band Brake or holding brake on door operator.
      6. Clean door motor equipment and associated parts.
      7. Check all cables from the door motor terminal unit to the car doors.
      8. Ropes - check ropes for equal tension.
      9. Check for contamination (dust, fluff etc.)
   4. Landing doors
      1. Check the correct operation and the prevention of movement of lift by the landing locks.
      2. Clean top door tracks.
      3. Check the smooth operation of each landing door open and close.
      4. Inspect the door closer mechanism (if applicable replace damaged nylon cord).
      5. Inspect and clean lock contacts.
      6. Inspect the lock roller to car door, pick up clearances.
   5. On Landing
      1. Check the operation of the following on each landing:-
      2. Call push buttons and registration lamps.
      3. Car position indicators
      4. Pre announcing arrows, gong and voice systems
      5. Check fireman’s switch operation and the response of lift to same.
      6. Clean out all landing door bottom tracks.
   6. In Car
      1. Check smooth and quiet operation of the lift by making one or more trips in both directions.
      2. Call push button and registration lamps.
      3. Door open and close button.
      4. Alarm button.
      5. Position indicator lamp.
      6. Emergency lamp.
      7. Main lighting unit.
      8. The smooth opening and closing of doors.
      9. All safety devices are working.
      10. Floor levelling.
      11. Clean out car door bottom track.
2. This service schedule is intended only as a guide. It is important that all our lifts are serviced to the manufacturer’s recommendations, and to any legislation in force at the time.
3. **Service Schedule 6 Monthly: All Lifts**
   1. As per monthly plus:-
      1. Carry out insulation and continuity tests as per current IEE 16th Edition Regulations and supply test results.
4. **Service Schedule: Annual**
   1. As per monthly and six monthly plus:-
      1. Test safety gear for correct operation. Lubricate moving parts as required.
      2. Examine over speed governor, check operation of electrical trip at 20% over speed and mechanical trip at 30% over speed.
      3. Examine car load pass switch lubricate moving parts.
      4. Gearbox oil is to be analysed and a report on impurities supplied. The lift contractor will include for this in his price.