



# 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 ensure 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 COURION components:

FREQUENCY	√	Page # in Manual */	DESCRIPTION OF WORK
MONTHLY		8	HOISTWAY DOOR GUIDE RAILS
QUARTERLY		20	CAR GATE GUIDE RAILS
		10	DOOR CHAINS
SEMI-ANNUAL		22	GATE CHAINS
		24	ROTARY LIMIT SWITCH BEARINGS & SHAFTS (when applicable)
		26	RETIRING CAM PIVOT POINTS & CHAINS

**MAINTENANCE & ADJUSTMENTS:** Inspect and adjust the following COURION components:

FREQUENCY	√	Page # in Manual */	DESCRIPTION OF WORK
MONTHLY		8	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.
		13	DOOR STOPS: Inspect and clean all door stops (sill angles stops, adjustable guide stops, or both) for damage, distortion, and loose attachment.
		26	RETIRING CAM: Make sure that the Interlock and Retiring Cam are functioning properly.
		15	DOOR LIMIT SWITCHES: Insure that the doors are “braking” approximately 2” (50mm) from FULL OPEN and FULL CLOSE.
		24	GATE LIMIT SWITCHES: Insure that the gates are “braking” approximately 2” (50mm) from FULL OPEN and FULL CLOSE.
		17	EMERGENCY UNLOCKING DEVICE: 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.

\*/ Please consult COURION’s Maintenance and Adjustment Manual for additional details.



# ROUTINE MAINTENANCE GUIDELINES

FREQUENCY	✓	Page # in Manual */	DESCRIPTION OF WORK
		19	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 fully operational.
		20	CAR GATE GUIDE SHOES: Overall side-to-side play (left to right) of the car gate panel should be limited to 1/8" (3mm). If the side-to-side play exceeds this amount, adjust or replace your guide shoes.
QUARTERLY		6	HOISTWAY DOOR PANELS: The lower Hoistway Door Panel should rest firmly on its door stops and be 1/8" below the sill when in the FULL OPEN position.
		10	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.
		9	DOOR OPERATOR SHEAVES: Inspect all door operator sheaves to insure that the door chains are running true and not causing any significant wear in the sheave.
		21	GATE OPERATOR SHEAVES: Inspect all gate operator sheaves to insure that the gate chains are running true and not causing any significant wear in the sheave.
		22	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	SAFETY MEETING RAIL: Rubber bumpers and safety meeting rail should be firmly attached to the upper hoistway door panel and free from wear.
		7	PULL STRAPS: Pull straps should be in place on upper door panels and gate panels.
		7	MOVEABLE LINTEL PLATES (Pass-Type Doors): Moveable lintel plates should pivot freely, and easily return to the "closed" position.
		16	AUTO-STA SET SWITCH: Auto-Sta Set Switch should be actuated when lower door panel is 1/4" to 3/4" (6mm to 19mm) from FULL OPEN.
		14	INTERLOCK CONTACTS: Inspect the condition and operation of the Interlock contacts.
		21	CAR GATE DRIVE UNIT AND CROSS DRIVE SHAFT: Adjust the Drive Unit to insure proper belt tension
		25	GATE CONTACT: Check that the Gate Contact is properly actuated when the Gate is in the FULL CLOSED position. Inspect the condition and operation of the contact inside the Gate Contact housing.

\*/ Please consult COURION's Maintenance and Adjustment Manual for additional details.