



OWNER'S TOOL · FACILITY MAINTENANCE

Elevator Pit Sump Inspection & Maintenance Log

A five-minute monthly test, an annual service checklist and a printable log that keep your elevator pit dry and your inspections clean.

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Written for: Building owners, property managers and facility maintenance staff.

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Why a log matters

A sump pump only runs when something has already gone wrong, so a failed pump usually goes unnoticed until the pit floods. A five-minute monthly test catches that early.

A written log also shows the elevator inspector and your insurer that the pit is being maintained. Keep it in the machine room or with the elevator logbook.

Safety first. Only an elevator mechanic may enter the pit or work inside the hoistway. Building staff can test from the pit door threshold only if the elevator contractor has shown them how and the car is locked out. Otherwise, have the elevator contractor or a qualified service provider do the monthly test.

Monthly test (5 minutes)

1. Confirm the alarm panel shows normal, with no high-water or oil alarm active.
2. Look into the pit for standing water, oil sheen, debris or a displaced cover.
3. Activate the pump using its test switch or by lifting the float, as your service provider directs.
4. Confirm the pump starts, runs smoothly without unusual noise, and shuts off on its own.
5. Test the high-water alarm, and confirm the remote signal reaches the BAS or monitoring company.
6. Record the results below. Report anything abnormal the same day.

Annual service checklist

Have this done once a year by your elevator contractor or a qualified pump service provider, ideally before spring runoff.

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| ☐ Pump removed, inspected and cleaned; impeller checked for wear | ☐ Cover secure, flush and undamaged |
| ☐ Float and level switches tested through full travel | ☐ Discharge line clear, and outlet or interceptor inspected |
| ☐ Oil-sensing control tested (hydraulic elevators) | ☐ Electrical connections, disconnect and GFCI tested |
| ☐ Check valve, isolation valve and union operated and inspected | ☐ Alarm, remote signal and battery backup (if fitted) tested |
| ☐ Sump cleaned of sludge, debris and sediment | ☐ Pump age noted; replacement planned before end of service life |

Monthly test log

Building _____ Elevator / unit no. _____

Pump make / model _____ Year installed _____

Service provider _____ Phone _____

Date	Pit dry / clean?	Pump ran & shut off?	Alarm & remote OK?	Oil seen?	Notes / action	Initials

Report water in the pit, oil, a pump that won't start or won't stop, or a failed alarm the same day.

Want it taken off your list?

Boald installs, services and tests elevator pit sumps across Alberta. Ask us about an annual service visit that includes the checklist in this guide.

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