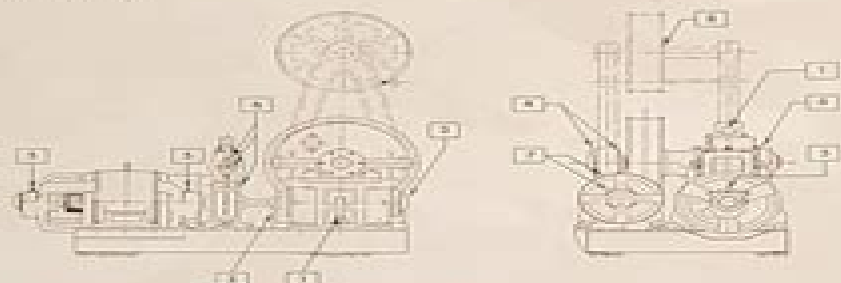


OTIS GEARED ELEVATOR MACHINERY

Lubrication Instructions

WARNING . . . always open the main line electric power switch to the Elevator before cleaning, lubricating or making any adjustments to the moving parts. Make no adjustments or repairs without consulting first . . . the effect on the safety of the equipment. **REGULAR CARE AND LUBRICATION WITH THE PROPER MATERIALS ARE ESSENTIAL** to preserve the life of this Elevator. The correct lubricants for this installation are verified in check by all Otis offices. **THE INTERVALS FOR LUBRICATION** specified in the following instructions are based on average operating conditions. For extraordinary conditions consult the nearest Otis office. **ALWAYS** remove all worn parts with genuine Otis replacements.



1. WORM GEARING CHECK MONTHLY Fill to top of Standpipe Gauge with Machine at rest; with Machine running, examine gear through sight hole or cut in case to determine if it is carrying sufficient lubricant. (DO NOT FILL GAUGE TO DETERMINE OIL LEVEL). 2. THRUST BEARINGS CHECK MONTHLY Self-lubricated from Gear Case. 3. DRIP PAN EXAMINE FREQUENTLY Drip Pan under Worm Shaft Packing Gland should be watched for excessive leakage. (DO NOT POUR DERRID-OIL BACK INTO GEAR CASE).	OTIS WORM GEAR LUBRICANT OTIS CUP GREASE OTIS BEARING OIL OTIS BALL & ROLLER BEARING GREASE
4. SHEAVE SHAFT BEARINGS CHECK EVERY 2 WEEKS Sleeve Type (with Grease Cup) Sleeve Type (with Oil Reservoir) CHECK MONTHLY Roller or Ball Type. Lubricate at least Every 6 Months. (DO NOT FILL OVER 1/2 FULL). 5. SHEAVE SHAFT THRUSTS Self-lubricated from Gear Case.	OTIS CUP GREASE OTIS BEARING OIL OTIS BALL & ROLLER BEARING GREASE
6. MOTOR A, C AND D, C CHECK EVERY 2 WEEKS Bearings: With Machine at rest, pour in oil to Gauge height; see that Oil Rings are free to rotate with shaft. (DO NOT OVERFLOW RESERVOIR).	OTIS BEARING OIL
7. BRAKE CHECK MONTHLY Magnet Cores (D, C Only). Wiper Stem (see Powdered Graphite on Core Surface and in Brass Shell) at least Every 6 Months. Pins & Linkages: Lubricate sparingly. CHECK EVERY 2 MONTHS A, C Brake Magnets. All Magnet Cores to within 1/2" of top of Standpipe Gauge. Brake Motor Bearings (Motor Operated Model). Consult local Otis Office for proper cleaning and lubrication. CAUTION . . . AVOID GETTING OIL ON BRAKE LINKAGE.	POWDERED GRAPHITE OTIS BEARING OIL OTIS A, C BRAKE MAGNET OIL
8. MOTOR GENERATOR & EXCITER SETS CHECK EVERY 2 WEEKS Sleeve Type Bearings: With Machine at rest, pour in oil to Gauge height; see that Oil Rings are free to rotate with shaft. (DO NOT OVERFLOW RESERVOIR). Ball Bearings: Lubricate at least Every 6 Months. (DO NOT FILL OVER 1/2 FULL).	OTIS BEARING OIL OTIS BALL & ROLLER BEARING GREASE
9. DRIFTER SHEAVE (USED ON MACHINE BELOW) CHECK EVERY 2 WEEKS Shaft Lubrication. AUXILIARY SHEAVES (OVERTHEAD, COMPENSATING, ETC., ETC.) Sleeve Bearings (Grease Cup) Sleeve Bearings (Oil Cup) Sleeve Bearings (Chain Drive) Ball Bearings: Lubricate at least Every 6 Months. (DO NOT FILL OVER 1/2 FULL). Box Bearings: Lubricate at least Every 6 Months. (DO NOT FILL OVER 1/2 FULL).	OTIS CUP GREASE OTIS BEARING OIL OTIS TRACTION MACHINE OIL OTIS BALL & ROLLER BEARING GREASE OTIS CUP GREASE
10. ROPES (HOISTING, COMPENSATING, ETC.) CHECK EVERY 2 MONTHS Lubricate only when Ropes appear dry or show signs of corroding. (DO NOT OVERSATURATE ROPES).	OTIS WIRE ROPE LUBRICANT

CLEAN ALL OF THE EQUIPMENT REGULARLY . . . accumulated dust, dirt and oil impairs its efficiency and operation.

OTIS SERVICE . . . the Otis Elevator Company maintains a Service Department with facilities convenient at all times, as an aid to owners in securing the best performance from their Elevators.

OTIS MAINTENANCE . . . relieves the owner and building manager of the complete care of the Elevator Equipment with the full advantage of all the experience and resources of the manufacturer to properly maintain its operating efficiency. Information on this comprehensive scientific care of Elevators and on the other forms of Otis Contract Services will be furnished gladly and without obligation.

Otis Contract Services are available at a nominal cost per month.

11. CAR & COUNTERWEIGHT SAFETY DEVICES CHECK MONTHLY Pins, Actuating Screws, Tail Rope Drum Bearings: Lubricate annually. CAUTION . . . DO NOT TAMPER WITH SAFETY NOR MAKE ANY ADJUSTMENTS. AT LEAST ONCE A YEAR ARRANGE WITH LOCAL OTIS OFFICE FOR SAFETY OPERATING TEST.	OTIS BEARING OIL
12. GOVERNOR CHECK MONTHLY Grease (8 Grease Cups) (DO NOT USE ANY GREASE ON GEAR SECTOR OF ROPE JAWSL) Oil Pans: (DO NOT FILL OVER 1/2 FULL).	OTIS CUP GREASE OTIS BEARING OIL
13. GUIDE RAILS & GUIDES CHECK MONTHLY Rails: IMPORTANT . . . CONSULT LOCAL OTIS OFFICE FOR PROPER GRADE OF OIL TO USE ON GUIDE RAILS. Guide (Treadles): NO RAIL LUBRICATION REQUIRED. CHECK EVERY 2 MONTHS OTIS ROLLER GUIDES: Wheel Bearings: Lubricate annually. Strands (for Car Shoes & Guide): Be certain that Strands are free and properly lubricated to permit easy action of the Guide Shoes.	OTIS TYPE "C" LUBRICATOR OIL OTIS BALL & ROLLER BEARING GREASE OTIS CUP GREASE
14. CONTROLLER & RELAY PANELS CHECK EVERY 2 WEEKS Switch Wiper Pins: Lubricate sparingly; a drop of oil is sufficient. Pins & Overriding Relays: Roll if necessary to primary to Gauge level; check oil level Every 3 Months. (USE NO OTHER OIL).	OTIS BEARING OIL OTIS DASHPOT OIL
15. SELECTOR & FLOOR CONTROLLERS CHECK MONTHLY Screws & Bearings: Pressure Type Springs: Oil Cups & Oil Pans: Square Guides: Driving Gears: Only when dry.	OTIS CUP GREASE OTIS BALL & ROLLER BEARING GREASE OTIS BEARING OIL Clean and apply coating of SLIP-IT Use soft brush and apply OTIS BEARING OIL
16. BUFFERS (OIL TYPE CAR & C.W.C.) CHECK EVERY 2 MONTHS IMPORTANT . . . USE NO OTHER OIL (be certain that Buffers are filled to proper Gauge level at all times).	OTIS BUFFER OIL
17. PIT TENSION BEARINGS (OVERTHEAD, TAPE, ETC.) CHECK EVERY 2 WEEKS Sleeve Bearing (Grease Cup) Sleeve Bearing (Oil Part or Cup) Sleeve Bearing (Pressure Ring) Weight Guides: Clean and apply coating of SLIP-IT	OTIS CUP GREASE OTIS BEARING OIL OTIS BALL & ROLLER BEARING GREASE
18. DOOR & GATE OPERATORS CHECK MONTHLY Oil Type "A" (Gear Unit): Oil Type "G" (Door Unit): IMPORTANT . . . USE ONLY OIL SPECIFIED (see to Gauge Height). Motor Bearings: Link & Cover Pins: CHECK EVERY 2 MONTHS Checking Cylinders: Door Sill Trips:	OTIS WORM GEAR LUBRICANT OTIS TRACTION MACHINE OIL OTIS BEARING OIL OTIS BEARING OIL OTIS DOOR CLOSER OIL OTIS CUP GREASE

Consult the nearest Otis Office on any repairs or replacements and for information regarding the modernization of your Elevators and Escalators.

OTIS ELEVATOR COMPANY
OFFICES IN ALL PRINCIPAL CITIES

THE NEAREST OTIS OFFICE IS LOCATED AT

.....

NIGHT PHONE..... DAY PHONE.....

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