

SITE SURVEY REPORT

Lift Maintenance Visit

Prepared for	Stour Housing Association
Date	30 Sep 2026
Site	Marlowe Court, Canterbury
Prepared by	T. Adeyemi

FORM

Lift Maintenance Visit

1. Record details and scope

Project	Marlowe Court, Canterbury: lift maintenance visit (completed example)
Site or premises address	Marlowe Court, 12 Stour Street, Canterbury
Client or organisation	Stour Housing Association
Record date	30 Sep 2026
Person completing the record	T. Adeyemi

For competent lift maintainers. This is not a LOLER examination report, rescue authorisation or proof that a lift may be returned to service.

HSE distinguishes lift maintenance from thorough examination by a competent person. Servicing does not replace the applicable examination arrangements, and significant changes or exceptional circumstances can require further examination.

2. Equipment and work

Lift asset ID and location	LIFT-01, passenger lift, main stair core
Manufacturer, model and serial number	Machine-room-less traction lift, 2014. Serial number on the controller plate, recorded in contract file SHA-L-01.
Maintenance procedure and revision	Maintenance task list MTL-TR-04 rev 7
Technician and competence reference	T. Adeyemi, lift engineer, Kentish Lift Services Ltd, competence card KLS-0381
Planned work and exclusions	Monthly maintenance visit: doors, car and landing controls, levelling, alarm and communication, pit and car top checks. Excludes thorough examination and load testing.
Safe isolation or permit reference	Lift taken out of service at 09:05, notices on all landings. Isolated at the controller, lock-off tag KLS-T-12.

3. Service information

Lift type, rated capacity and served floors	Passenger lift, 630 kg or 8 persons, serving ground to fourth floor (5 floors)
Latest thorough examination reference and outstanding matters	Last thorough examination 2026-05-12, report TE-MC-2605. No outstanding matters.
Fault codes and user reports	Two door reopen events logged since the last visit. Residents reported the car door sometimes reopens at floor 2.

Rescue arrangements and responsible contact

Release procedure held by Kentish Lift Services. 24 hour line via the housing association out-of-hours team.

4. Maintenance evidence

Landing and car doors checked to approved procedure

Action needed

Action, limitation or reason not applicable

Floor 2 landing door gibs worn, door rubbing on the sill. Gibs replaced on this visit. Car door sensor edge cleaned.

Accessible suspension or drive components checked

Acceptable

Levelling and controls checked by the competent maintainer

Acceptable

Alarm and communication arrangements checked

Acceptable

Required guards and access controls restored

Acceptable

Specialist tests performed and separate reports

None on this visit

5. Work and handback

Work performed and parts used

Floor 2 landing door gibs replaced (2 off). Car door sensor edge cleaned. Sill tracks cleaned on all floors. Pit inspected, dry and clear.

Post-work tests and evidence

Door cycled 20 times at floor 2 with no reopen. Levelling checked at all floors, within 5 mm by rule. Alarm button tested, call answered by the monitoring line.

Equipment handback

Available within recorded limits

Condition and work evidence photos



6. Actions and review

Are further actions required?	Yes
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Further action 1: Check the controller fault log for door reopen events at the next monthly visit.

Action and evidence reference	Check the controller fault log for door reopen events at the next monthly visit.
Person responsible	T. Adeyemi, Kentish Lift Services Ltd
Target date	28 Oct 2026
Action status	Open
Outstanding limitations and information to pass on	Maintenance visit only. This is not a thorough examination report. Next thorough examination due under the client's arrangements.
Record status	Ready for review
Reviewed by	E. Price, housing officer
Review date	1 Oct 2026

Author signature

T. Adeyemi

Signing records the information entered. It does not itself certify legal compliance, remove a limitation or authorise unsafe work.