

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 considering 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 carried in stock 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** renew all worn parts with genuine Otis replacements.

- 1 WORM GEARING** use OTIS WORM GEAR LUBRICANT
CHECK MONTHLY
Fill to top of Standpipe Gauge with Machine at rest; with Machine running, examine gear through sight hole in top of case to determine if it is carrying sufficient lubricant. (DO NOT TILT 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 DRIPPED OIL BACK INTO GEAR CASE).

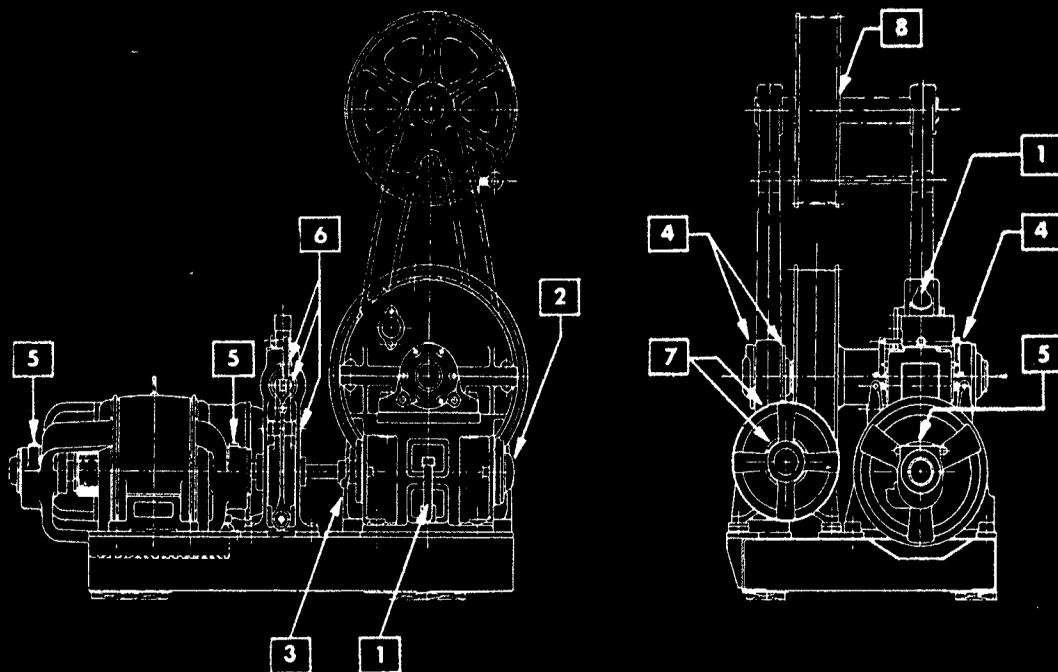
- 4 SHEAVE SHAFT BEARINGS**
CHECK EVERY 2 WEEKS
Sleeve Type (with Grease Cup): use OTIS CUP GREASE
Sleeve Type (with Oil Reservoir): use OTIS BEARING OIL
CHECK MONTHLY
Roller or Ball Type: use OTIS BALL & ROLLER BEARING GREASE
Lubricate at least Every 6 Months. (DO NOT FILL OVER 1/2 FULL).
- **SHEAVE SHAFT THRUSTS**
Self-Lubricated from Gear Case.

- 5 MOTOR A/C AND D/C** use OTIS BEARING OIL
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).

- 6 BRAKE**
CHECK MONTHLY
Magnet Cores (D. C. Only): use POWDERED GRAPHITE
Wipe clean (use Powdered Graphite on Core Surface and in Brass Shell) at least Every 6 Months.
Pins & Linkage: use OTIS BEARING OIL
Lubricate sparingly.
- CHECK EVERY 2 MONTHS**
A/C Brake Magnets: use OTIS A C BRAKE MAGNET OIL
● Fill Magnet Case to within 1/2" of top of Standpipe Gauge.
● Brake Motor Bearings (Motor Operated Brakes):
Consult local Otis Office for proper cleaning and lubrication.
* **CAUTION . . .** AVOID GETTING OIL ON BRAKE LININGS.

- 7 MOTOR GENERATOR & EXCITER SETS**
CHECK EVERY 2 WEEKS
Sleeve Type Bearings: use OTIS BEARING OIL
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: use OTIS BALL & ROLLER BEARING GREASE
Lubricate at least Every 6 Months. (DO NOT FILL OVER 1/2 FULL).

- 8 DEFLECTOR SHEAVE (USED ON MACHINE BELOW)**
CHECK EVERY 2 WEEKS
Shaft Lubrication: use OTIS CUP GREASE
● **AUXILIARY SHEAVES (OVERHEAD, COMPENSATING, 2:1, ETC.)**
Sleeve Bearings (Grease Cup): use OTIS CUP GREASE
Sleeve Bearings (Oil Cup): use OTIS BEARING OIL
Sleeve Bearings (Chain Oiler): use OTIS TRACTION MACHINE OIL
Ball Bearings: use OTIS BALL & ROLLER BEARING GREASE
Lubricate at least Every 6 Months. (DO NOT FILL OVER 1/2 FULL).
Box Bearings: use OTIS CUP GREASE
- **ROPES (HOISTING, COMPENSATING, ETC.)** use OTIS WIRE ROPE LUBRICANT
CHECK EVERY 2 MONTHS
Lubricate only when Ropes appear dry or show signs of corroding. (DO NOT OVERSATURATE ROPES).



- **CAR & COUNTERWEIGHT SAFETY DEVICES**
CHECK MONTHLY
Pins, Actuating Screws, Tail Rope Drum Bearings: use OTIS BEARING OIL
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.
- **GOVERNOR**
CHECK MONTHLY
Gears (& Grease Cups): use OTIS CUP GREASE
(DO NOT USE ANY GREASE ON GEAR SECTOR OF ROPE JAWS).
Oil Ports: use OTIS BEARING OIL
- **GUIDE RAILS & GUIDES**
CHECK MONTHLY
Rails: use OTIS TYPE "C" LUBRICATOR OILS
IMPORTANT . . . CONSULT LOCAL OTIS OFFICE FOR PROPER GRADE OF OIL TO USE ON GUIDE RAILS.
Gibs (Textolite): NO RAIL LUBRICATION REQUIRED
CHECK EVERY 2 MONTHS
● **OTIS ROLLER GUIDES** NO RAIL LUBRICATION REQUIRED
Wheel Bearings: Lubricate annually. use OTIS BALL & ROLLER BEARING GREASE
Stands (for Cast Shoes & Gibs): use OTIS CUP GREASE
Be certain that Spindles are free and properly lubricated to permit easy action of the Guide Shoes.
- **CONTROLLER & RELAY PANEL**
CHECK EVERY 2 WEEKS
Switch Hinge Pins: use OTIS BEARING OIL
Lubricate sparingly; a drop of oil is sufficient.
Time & Overload Relays: use OTIS DASHPOT OIL
Refill if necessary to proper Gauge level; check oil level Every 3 Months. (USE NO OTHER OIL).
- **SELECTOR & FLOOR CONTROLLERS**
CHECK MONTHLY
Screws & Gearing: use OTIS CUP GREASE
Pressure Type Fittings: use OTIS BALL & ROLLER BEARING GREASE
Oil Cups & Oil Ports: use OTIS BEARING OIL
Square Guides: Clean and apply coating of SLIP-IT
Driving Tapes: Only when dry. Use soft brush and apply OTIS BEARING OIL
- **BUFFERS (OIL TYPE, CAR & C.W.T.)** use OTIS BUFFER OIL
CHECK EVERY 3 MONTHS
IMPORTANT . . . USE NO OTHER OIL (be certain that Buffers are filled to proper Gauge level at all times).
- **PIT TENSION FRAMES (GOVERNOR, TAPE, ETC.)**
CHECK EVERY 2 WEEKS
Sheave Bearing (Grease Cup): use OTIS CUP GREASE
Sheave Bearing (Oil Port or Cup): use OTIS BEARING OIL
Sheave Bearing (Pressure Fitting): use OTIS BALL & ROLLER BEARING GREASE
Weight Guides: Clean and apply coating of SLIP-IT
- **DOOR & GATE OPERATORS**
CHECK MONTHLY
Otis Type "A" (Gear Unit): use OTIS WORM GEAR LUBRICANT
Otis Type "O", "S", & "K" (Gear Unit): use OTIS TRACTION MACHINE OIL
IMPORTANT . . . USE ONLY OIL SPECIFIED (fill to Gauge Height).
Motor Bearings: use OTIS BEARING OIL
Link & Lever Pins: use OTIS BEARING OIL
CHECK EVERY 2 MONTHS
Checking Cylinders: use OTIS DOOR CLOSER OIL
Door Sill Trips: use OTIS CUP GREASE

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.

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