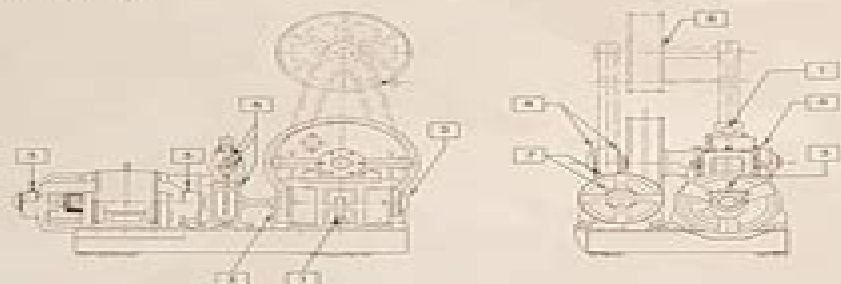


# OTIS GEARED ELEVATOR MACHINERY

## 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.



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

**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.

|                                                                                                                                                                                                                                                                                                                                                                     |                                                                                                                                                                              |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <p><b>11. CAR &amp; COUNTERWEIGHT SAFETY DEVICES</b><br/><b>CHECK MONTHLY</b><br/>Pins, Adjusting Screws, Tail Rope Drum Bearings:<br/>Lubricate annually.<br/>CAUTION . . . DO NOT TAMPER WITH SAFETY NOR MAKE ANY ADJUSTMENTS.<br/>AT LEAST ONCE A YEAR<br/>ARRANGE WITH LOCAL OTIS OFFICE FOR SAFETY OPERATING TEST.</p>                                         | <p>--- OTIS BEARING OIL</p>                                                                                                                                                  |
| <p><b>12. GOVERNOR</b><br/><b>CHECK MONTHLY</b><br/>Grease (8 Grease Cups)<br/>(DO NOT USE ANY GREASE ON GEAR SECTOR OF ROPE JAWSL)<br/>Oil Pans:</p>                                                                                                                                                                                                               | <p>--- OTIS CUP GREASE<br/>--- OTIS BEARING OIL</p>                                                                                                                          |
| <p><b>13. GUIDE RAILS &amp; GUIDES</b><br/><b>CHECK MONTHLY</b><br/>Roller<br/>IMPORTANT . . . CONSULT LOCAL OTIS OFFICE FOR PROPER GRADE OF OIL TO USE ON GUIDE RAILS.<br/>Guide (Treaded)<br/>CHECK EVERY 2 MONTHS</p>                                                                                                                                            | <p>--- OTIS TYPE "C" LUBRICATOR OILS</p> <p>NO RAIL LUBRICATION REQUIRED</p>                                                                                                 |
| <p><b>14. OTIS ROLLER GUIDES</b><br/>Mixed Bearings: Lubricate annually.<br/>Balls (for Car Shoes &amp; Guide)<br/>Be certain that Springs are free and properly lubricated to permit easy action of the Guide Shoes.</p>                                                                                                                                           | <p>--- OTIS BALL &amp; ROLLER BEARING GREASE<br/>--- OTIS CUP GREASE</p>                                                                                                     |
| <p><b>15. CONTROLLER &amp; RELAY PANEL</b><br/><b>CHECK EVERY 2 WEEKS</b><br/>Switch Wipe Pins:<br/>Sprinkle sparingly; a drop of oil is sufficient.<br/>Pins &amp; Overriding Relays:<br/>Roll if necessary to primary to Gauge level; check oil level Every 3 Months. (USE NO OTHER OIL).</p>                                                                     | <p>--- OTIS BEARING OIL</p> <p>--- OTIS DASHPOT OIL</p>                                                                                                                      |
| <p><b>16. SELECTOR &amp; FLOOR CONTROLLERS</b><br/><b>CHECK MONTHLY</b><br/>Balls &amp; Bearings:<br/>Roller Type Springs<br/>Oil Cup &amp; Oil Pan:<br/>Square Guides:<br/>Driving Gears: Only when dry.</p>                                                                                                                                                       | <p>--- OTIS CUP GREASE<br/>--- OTIS BALL &amp; ROLLER BEARING GREASE<br/>--- OTIS BEARING OIL</p>                                                                            |
| <p><b>17. BUFFER (OIL TYPE CAR &amp; C.W.C.)</b><br/><b>CHECK EVERY 2 MONTHS</b><br/>IMPORTANT . . . USE NO OTHER OIL (be certain that Buffers are filled to proper Gauge level at all times).</p>                                                                                                                                                                  | <p>--- OTIS BUFFER OIL</p>                                                                                                                                                   |
| <p><b>18. PIT TENSION FRAMES (OVERTHEAD, TAPE, ETC.)</b><br/><b>CHECK EVERY 2 WEEKS</b><br/>Sleeve Bearing (Grease Cup)<br/>Sleeve Bearing (Oil Pan or Cup)<br/>Sleeve Bearing (Pressure Ring)<br/>Weight Guides:</p>                                                                                                                                               | <p>--- OTIS CUP GREASE<br/>--- OTIS BEARING OIL<br/>--- OTIS BALL &amp; ROLLER BEARING GREASE<br/>Clean and apply coating of SLIP-IT</p>                                     |
| <p><b>19. DOOR &amp; GATE OPERATORS</b><br/><b>CHECK MONTHLY</b><br/>Oil Type "A" (Gear Unit)<br/>Oil Type "G" (Door Unit)<br/>Oil Type "A" &amp; "G" (Gear Unit)<br/>IMPORTANT . . . USE ONLY OIL SPECIFIED (see to Gauge Height).<br/>Motor Bearings:<br/>Link &amp; Cover Pins:<br/><b>CHECK EVERY 2 MONTHS</b><br/>Checking Cylinders:<br/>Door Sill Trips:</p> | <p>--- OTIS WORM GEAR LUBRICANT<br/>--- OTIS TRACTION MACHINE OIL<br/>--- OTIS BEARING OIL<br/>--- OTIS BEARING OIL<br/>--- OTIS DOOR CLOSER OIL<br/>--- OTIS CUP GREASE</p> |

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

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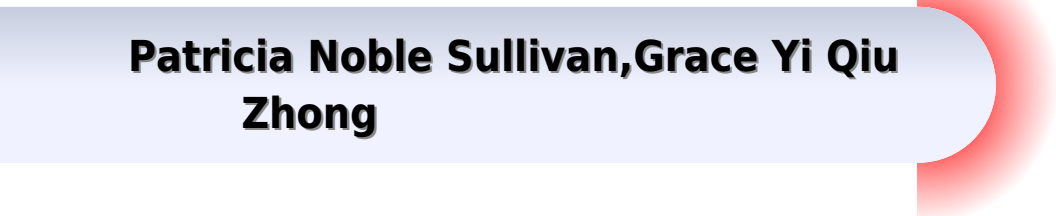
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THE NEAREST OTIS OFFICE IS LOCATED AT . . . . .

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

# Otis Elevator Instruction Manual

**Patricia Noble Sullivan, Grace Yi Qiu  
Zhong**



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