

# B Series Preventive Maintenance and Schedule Checklist



MATERIAL HANDLING SOLUTIONS

www.pflow.com  
 P 414 352 9000  
 F 414 352 9002  
 6720 N. Teutonia Ave.  
 Milwaukee, WI 53209

*The VRC requires minimal attention on a regular basis. Make sure all steps are completed. A record of regular, properly conducted preventive maintenance provides a running history of any issues the VRC may have. The reports will identify trends, and helps anticipate expected wear and tear repairs. Sign and return to PFlow Industries, Inc. Product Support Department via e-mail to [psd@pflow.com](mailto:psd@pflow.com)*

✓	Action	How Often
	Inspect the VRC for any obvious structural damage.	6 months
	Verify overall operation.	6 months
	Verify that all level stops are at the floor level. Adjust as necessary.	6 months
	Verify that all areas under, around, and inside the VRC are clean.	6 months
	Verify that all gates and interlocks are undamaged and functioning properly.	6 months
	Verify that all electrical components are undamaged.	6 months
	Verify that all push-button stations and e-stops are functioning on each level.	6 months
	Identify any unsafe condition. Document and report the condition immediately to the customer and then PFlow Industries, Inc. Product Support Department. Do not allow the lift to operate when unsafe conditions arise.	6 months
	Verify that all nuts and bolts are tight. Adjust as necessary.	6 months
	Verify that all moving components are functioning properly.	6 months
	Inspect all chains for wear, rust, bent, cracked, or binding links.	6 months
	Lubricate all chain as needed. Chain is located above the load. Avoid drips.	6 months
	Inspect safety pins for free movement. Loosen turnbuckles to verify engagement. Retighten turnbuckles before operating.	6 months
	Inspect the carriage roller assembly for rotation interference and wear.	6 months
	Verify that the overtravel switch is undamaged and functioning properly.	6 months
	Verify that all electrical connections are tight.	6 months
	Verify that all tensioners are properly adjusted. Adjust as necessary.	6 months
	Inspect all welding, bracing, and anchoring for structural integrity.	6 months
	Inspect the lift chain sprockets for wear.	6 months
	Grease the pillow block bearings on the lift chain sprocket with lithium axle grease.	6 months
	Inspect all setscrews on the pillow block bearings and the drive sprockets for tightness. If loose, apply Loctite® Blue 242® and retighten.	6 months
	Inspect the motor and brake for any damage or oil leaks.	12 months

## Additional Notes or Follow-up Requirements

Customer signature:	Date work completed:
Name/Phone:	Authorized Technician(s):
Title:	Name:
E-mail:	Name: