



Lift alarm changeover checklist

Fill in your building details, record what is confirmed and keep open actions visible. Read the linked guide before using this worksheet.

Fill the shaded boxes on screen or print and write by hand. Save your completed copy. Use extra copies for more entries and a separate sheet for longer notes.

Building / lift reference

Guide: <https://liftownersguide.co.uk/guides/lift-alarms-and-emergency-communications/>

01 / Checklist item

Task — Confirm lift, equipment and all connection/monitoring providers

Responsible person / provider

Due date

Status

To confirm

Evidence / confirmation date

Open action / restrictions

02 / Checklist item

Task — Confirm actual change date and compatibility evidence

Responsible person / provider

Due date

Status

To confirm

Evidence / confirmation date

Open action / restrictions

03 / Checklist item

Task — Confirm complete power backup and signal arrangements

Responsible person / provider

Due date

Status

To confirm

Evidence / confirmation date

Open action / restrictions



04 / Checklist item

Task — Agree scope, costs, recurring charges and authority to proceed

Responsible person / provider

Due date

Status

Evidence / confirmation date

Open action / restrictions

05 / Checklist item

Task — Agree work date, outage, safe arrangements and building contact

Responsible person / provider

Due date

Status

Evidence / confirmation date

Open action / restrictions

06 / Checklist item

Task — Agree fallback plan if migration or verification fails

Responsible person / provider

Due date

Status

Evidence / confirmation date

Open action / restrictions

07 / Checklist item

Task — Coordinate authorised tests with receiving service

Responsible person / provider

Due date

Status

Evidence / confirmation date

Open action / restrictions



08 / Checklist item

Task — Obtain verification record: lift, date, checks, results and limitations

Responsible person / provider	Due date	Status
<input type="text"/>	<input type="text"/>	<input type="text" value="To confirm"/>
Evidence / confirmation date	Open action / restrictions	
<input type="text"/>	<input type="text"/>	

09 / Checklist item

Task — Record open faults and any return-to-service confirmation

Responsible person / provider	Due date	Status
<input type="text"/>	<input type="text"/>	<input type="text" value="To confirm"/>
Evidence / confirmation date	Open action / restrictions	
<input type="text"/>	<input type="text"/>	

10 / Checklist item

Task — Confirm replacement accepted before cancelling old service

Responsible person / provider	Due date	Status
<input type="text"/>	<input type="text"/>	<input type="text" value="To confirm"/>
Evidence / confirmation date	Open action / restrictions	
<input type="text"/>	<input type="text"/>	

11 / Checklist item

Task — Update contacts, payments, maintenance and calendar

Responsible person / provider	Due date	Status
<input type="text"/>	<input type="text"/>	<input type="text" value="To confirm"/>
Evidence / confirmation date	Open action / restrictions	
<input type="text"/>	<input type="text"/>	