



Lift contact sheet

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/who-does-what-lift-responsibilities/>

01 / Checklist item

Role or service — Owner / organisation in control

Organisation	Named contact	Telephone
<input type="text"/>	<input type="text"/>	<input type="text"/>
Email	Service hours	Backup contact
<input type="text"/>	<input type="text"/>	<input type="text"/>
Approval / escalation arrangements	Date confirmed	Notes
<input type="text"/>	<input type="text"/>	<input type="text"/>

02 / Checklist item

Role or service — Day-to-day manager

Organisation	Named contact	Telephone
<input type="text"/>	<input type="text"/>	<input type="text"/>
Email	Service hours	Backup contact
<input type="text"/>	<input type="text"/>	<input type="text"/>
Approval / escalation arrangements	Date confirmed	Notes
<input type="text"/>	<input type="text"/>	<input type="text"/>



03 / Checklist item

Role or service — Maintenance contractor

Organisation	Named contact	Telephone
<input type="text"/>	<input type="text"/>	<input type="text"/>
Email	Service hours	Backup contact
<input type="text"/>	<input type="text"/>	<input type="text"/>
Approval / escalation arrangements	Date confirmed	Notes
<input type="text"/>	<input type="text"/>	<input type="text"/>

04 / Checklist item

Role or service — Thorough examination provider

Organisation	Named contact	Telephone
<input type="text"/>	<input type="text"/>	<input type="text"/>
Email	Service hours	Backup contact
<input type="text"/>	<input type="text"/>	<input type="text"/>
Approval / escalation arrangements	Date confirmed	Notes
<input type="text"/>	<input type="text"/>	<input type="text"/>

05 / Checklist item

Role or service — Insurer / broker

Organisation	Named contact	Telephone
<input type="text"/>	<input type="text"/>	<input type="text"/>
Email	Service hours	Backup contact
<input type="text"/>	<input type="text"/>	<input type="text"/>
Approval / escalation arrangements	Date confirmed	Notes
<input type="text"/>	<input type="text"/>	<input type="text"/>



06 / Checklist item

Role or service — Emergency attendance provider

Organisation	Named contact	Telephone
<input type="text"/>	<input type="text"/>	<input type="text"/>
Email	Service hours	Backup contact
<input type="text"/>	<input type="text"/>	<input type="text"/>
Approval / escalation arrangements	Date confirmed	Notes
<input type="text"/>	<input type="text"/>	<input type="text"/>

07 / Checklist item

Role or service — Alarm receiving contact

Organisation	Named contact	Telephone
<input type="text"/>	<input type="text"/>	<input type="text"/>
Email	Service hours	Backup contact
<input type="text"/>	<input type="text"/>	<input type="text"/>
Approval / escalation arrangements	Date confirmed	Notes
<input type="text"/>	<input type="text"/>	<input type="text"/>

08 / Checklist item

Role or service — Building access contact

Organisation	Named contact	Telephone
<input type="text"/>	<input type="text"/>	<input type="text"/>
Email	Service hours	Backup contact
<input type="text"/>	<input type="text"/>	<input type="text"/>
Approval / escalation arrangements	Date confirmed	Notes
<input type="text"/>	<input type="text"/>	<input type="text"/>