



Lift management calendar

Use actual dates from your reports, contracts and agreed arrangements. This worksheet does not calculate statutory dates or send reminders.

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-management-calendar/>

01 / Checklist item

Task — Thorough examination

Notes — Confirm the due date from the current report and any examination scheme. Do not calculate it from this worksheet.

Actual due date (YYYY-MM-DD)

Source document / reference

Person responsible

Backup contact

Provider / contact

Earlier reminder date (YYYY-MM-DD)

Booking / access arrangements

Status

Completion evidence / location

02 / Checklist item

Task — Defect action

Notes — Create a separate row for each finding. Copy the deadline and restrictions accurately. Act immediately on urgent instructions.

Actual due date (YYYY-MM-DD)

Source document / reference

Person responsible

Backup contact

Provider / contact

Earlier reminder date (YYYY-MM-DD)

Booking / access arrangements

Status

Completion evidence / location



03 / Checklist item

Task — Planned maintenance visit

Notes — Use the agreed programme. Add one row for each visit.

Actual due date (YYYY-MM-DD)	Source document / reference	Person responsible
<input type="text"/>	<input type="text"/>	<input type="text"/>
Backup contact	Provider / contact	Earlier reminder date (YYYY-MM-DD)
<input type="text"/>	<input type="text"/>	<input type="text"/>
Booking / access arrangements	Status	Completion evidence / location
<input type="text"/>	<input type="text"/>	<input type="text"/>

04 / Checklist item

Task — Other agreed check or test

Notes — Confirm the scope, interval and trained person with the appropriate competent provider.

Actual due date (YYYY-MM-DD)	Source document / reference	Person responsible
<input type="text"/>	<input type="text"/>	<input type="text"/>
Backup contact	Provider / contact	Earlier reminder date (YYYY-MM-DD)
<input type="text"/>	<input type="text"/>	<input type="text"/>
Booking / access arrangements	Status	Completion evidence / location
<input type="text"/>	<input type="text"/>	<input type="text"/>

05 / Checklist item

Task — Contract notice deadline

Notes — Use the signed contract. Keep this separate from renewal.

Actual due date (YYYY-MM-DD)	Source document / reference	Person responsible
<input type="text"/>	<input type="text"/>	<input type="text"/>
Backup contact	Provider / contact	Earlier reminder date (YYYY-MM-DD)
<input type="text"/>	<input type="text"/>	<input type="text"/>
Booking / access arrangements	Status	Completion evidence / location
<input type="text"/>	<input type="text"/>	<input type="text"/>



06 / Checklist item

Task — Contract renewal

Notes — Use the signed contract.

Actual due date (YYYY-MM-DD)	Source document / reference	Person responsible
<input type="text"/>	<input type="text"/>	<input type="text"/>
Backup contact	Provider / contact	Earlier reminder date (YYYY-MM-DD)
<input type="text"/>	<input type="text"/>	<input type="text"/>
Booking / access arrangements	Status	Completion evidence / location
<input type="text"/>	<input type="text"/>	<input type="text"/>

07 / Checklist item

Task — Administrative records review

Notes — Choose a review date. This is not a statutory inspection or a substitute for required checks.

Actual due date (YYYY-MM-DD)	Source document / reference	Person responsible
<input type="text"/>	<input type="text"/>	<input type="text"/>
Backup contact	Provider / contact	Earlier reminder date (YYYY-MM-DD)
<input type="text"/>	<input type="text"/>	<input type="text"/>
Booking / access arrangements	Status	Completion evidence / location
<input type="text"/>	<input type="text"/>	<input type="text"/>