



Lift repair quote review

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

Quote A reference / version

Quote B reference / version (optional)

Guide: <https://liftownersguide.co.uk/guides/reviewing-lift-repair-quotes/>

01 / Checklist item

Topic — Reason

Question — Which fault or report finding does the work address?

Quote A answer

Quote B answer (optional)

Clarification needed

Person following up

Reply due

Decision / evidence

02 / Checklist item

Topic — Evidence

Question — What supports the recommendation? What is uncertain?

Quote A answer

Quote B answer (optional)

Clarification needed

Person following up

Reply due

Decision / evidence



03 / Checklist item

Topic — Urgency

Question — What restrictions on use or deadlines apply, and who set them?

Quote A answer

Quote B answer (optional)

Clarification needed

Person following up

Reply due

Decision / evidence

04 / Checklist item

Topic — Scope

Question — What work and parts are included? Are parts new, repaired or refurbished?

Quote A answer

Quote B answer (optional)

Clarification needed

Person following up

Reply due

Decision / evidence

05 / Checklist item

Topic — Existing cover

Question — Which work is already covered by the maintenance agreement?

Quote A answer

Quote B answer (optional)

Clarification needed

Person following up

Reply due

Decision / evidence

06 / Checklist item

Topic — Price

Question — What is the total, and is VAT included?

Quote A answer

Quote B answer (optional)

Clarification needed

Person following up

Reply due

Decision / evidence



07 / Checklist item

Topic — Exclusions

Question — What travel, access, testing, disposal or other charges are separate?

Quote A answer

Quote B answer (optional)

Clarification needed

Person following up

Reply due

Decision / evidence

08 / Checklist item

Topic — Changes

Question — How will extra work and costs be authorised?

Quote A answer

Quote B answer (optional)

Clarification needed

Person following up

Reply due

Decision / evidence

09 / Checklist item

Topic — Timing

Question — What are parts lead time, attendance date and expected outage?

Quote A answer

Quote B answer (optional)

Clarification needed

Person following up

Reply due

Decision / evidence

10 / Checklist item

Topic — Completion

Question — What records, checks and any further examination are included?

Quote A answer

Quote B answer (optional)

Clarification needed

Person following up

Reply due

Decision / evidence



11 / Checklist item

Topic — Warranty

Question — What warranty terms and exclusions apply?

Quote A answer

Quote B answer (optional)

Clarification needed

Person following up

Reply due

Decision / evidence

12 / Checklist item

Topic — Decision

Question — Who approves the quote and which version is being accepted?

Quote A answer

Quote B answer (optional)

Clarification needed

Person following up

Reply due

Decision / evidence