

# 21 Series Preventive Maintenance and Schedule Checklist



MATERIAL HANDLING SOLUTIONS

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*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
	Verify overall operation.	monthly
	Verify that the carriage deck is flush with the floor level and every level. Adjust as necessary.	monthly
	Verify that all areas under and around the VRC are clean.	monthly
	Verify that all electrical components are undamaged. Repair or replace as needed.	monthly
	Verify that all gates and enclosures are undamaged and properly installed.	monthly
	Verify that all gate interlocks are functioning properly.	monthly
	Verify that all push-button stations and e-stops are functioning correctly on each level.	monthly
	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.	monthly
	Inspect hoses and fitting for leaks.	monthly
	Verify that there is sufficient hydraulic fluid for operation. Add as needed.	monthly
	Inspect all welding, bracing, and anchoring for structural integrity.	3 months
	Verify that all nuts and bolts are tight. Adjust as necessary.	3 months
	Visually inspect all chains (e.g., lift, drive, tensioner, gate) for wear, rust, bent, cracked, or binding links. Lubricate with non-detergent, petroleum-based SAE 30 oil when dry.	3 months
	Verify that all moving components are functioning properly.	3 months
	Inspect all additional options and accessories (e.g., DeckLocks, maintenance pins, limit switches) and operation. Adjust as necessary	3 months
	Visually inspect the wheelblock guide rollers for rotation interference and wear.	3 months
	Verify that all electrical connections are tight.	3 months
	Inspect the drivebase chain sprocket for alignment and wear. Adjust as necessary.	6 months
	Inspect the set collars for alignment. Apply blue Loctite #242 to the setscrews and tighten.	6 months
	Apply lithium axle grease to the pillow block bearings on the drivebase.	6 months
	Verify that the carriage is level. Adjust as necessary.	6 months
	Inspect the hydraulic pump and motor operation, pressure switch setting, relief valve, and velocity fuses.	12 months
	Replace the hydraulic oil and oil filter.	12 months
	Remove the wheelblocks. Inspect the wheelblocks and safety cam for deterioration.	12 months
	Replace all hoses and fittings.	5 years

## Additional Notes or Follow-up Requirements

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