



## Pre-inspection Check List

The following requirements must be completed prior to starting elevator final adjustment/commissioning process. Once all items have been completed and checked off, place your initials next to the check box for each item and provide to your Installation Supervisor. Upon receipt of this form your Installation Supervisor will coordinate the final adjustment and necessary inspections with the appropriate Authority Having Jurisdiction (AHJ).

Project Address: \_\_\_\_\_

Project Name: \_\_\_\_\_

General Contract (name): \_\_\_\_\_

General Contractor (signature): \_\_\_\_\_

## Safety

- Live, dedicated phone line to controller (ASME A17.1-2007 Section 5.3.1.19)

A telephone connected to a central telephone exchange shall be installed in the car and an emergency signaling device operable from inside the car and audible outside the hoistway shall be provided.

## General

- Non-elevator related piping and equipment is prohibited in machine room or hoistway (ASTM A17.1-2007 Section 5.3.1.5).
- Lobby walls finished so elevator hall fixture faceplates may be installed.
- Permanent elevator lobby flooring
- Permanent elevator lobby ceiling and lighting (10 foot-candles minimum)
- Finished elevator cab flooring



## Hoistway

- All offsets or ledges within the hoistway greater than 4" tapered to not less than 75 degrees (ASME A17.1 section 2.1.6.2)
- Contractor shall provide a threshold from each floor to within ½" minimum to 1-1/2" maximum of the elevator platform AFTER the elevator has been installed. Doors shall NOT be centered, but installed per job specific contract drawings to allow proper rail side return measurement. Rail side return measurement of at least 12" inches is required. Hoistway side of landing door frames shall not have casing or door trim that exceeds ¼" thickness.
- Clearance Between Hoistway Door or Gates and Landing Sills and Car Doors or Gates: The clearance between the hoistway doors or gates and the hoistway edge of the landing sill shall not exceed 75mm (3"). The distance between the hoistway face of the landing door or gate and the car door or gate shall not exceed 125mm (5"). (ASTM A17.1-2007 Section 5.3.1.7.2)
- Projection of Hoistway Doors or Gates into the Hoistway: The hoistway face of the hoistway door or gate shall not project into the hoistway beyond the line of the landing sill. No hardware, except that required for door-locking and door-operating or signaling devices, shall project into the hoistway beyond the line of the landing sill (ASTM A17.1-2007 Section 5.3.1.7.3).
- Grouting and patching of all entrance sills, entrance frames, hall fixtures push button boxes, and signal fixtures.
- Concrete Block Home / Hoistway: All dimensions shall remain the same for inside clear, square and plumb hoistways. Rail side wall blocks shall be filled solid with concrete the entire length of hoistway(s).

## Machine Room / Control Space

- Minimum 10-pound, ABC-type fire extinguisher (A17.1 Section 8.6.1.6.5)
- Safe and convenient access to machine room (ASME A17.1-2007 Section 2.7.3)
- Access Doors and Openings shall be self-closing and self-locking (ASTM A17.1-2007 Section 2.7.3.4)