



# INITIAL ELEVATOR INSPECTION GUIDELINES

City of Madison Fire Dept.  
Elevator Inspection Unit  
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The following are items, which are required to be completed **PRIOR** to scheduling an Elevator Inspection.

Completed <input type="checkbox"/>	Applications and Plans are required to be approved <b>PRIOR</b> to commencing work. Approved plans shall be available on the job site.
Completed <input type="checkbox"/>	The hoistway shall be enclosed throughout its height by fire resistive construction as required by the Building Code. Machine room serving the hoistway shall be enclosed with the same fire resistive construction.
Completed <input type="checkbox"/>	Hoistways of elevators and dumbwaiters penetrating more than three stories shall be provided with a means for venting smoke and hot gases to the outer air in case of fire. For exceptions see IBC Section 3004  The area of the vents shall not be less than 3 1/2 percent of the area of the hoistway nor less than 3 square feet (0.28 m <sup>2</sup> ) for each elevator car, and not less than 3 1/2 percent nor less than 0.5 square foot (0.047 m <sup>2</sup> ) for each dumbwaiter car in the hoistway, whichever is greater.  Of the total required vent area, not less than one-third shall be of the permanently open type unless all vents activate upon detection of smoke from any of the elevator lobby smoke detectors.
Completed <input type="checkbox"/>	Elevator pits are required to be designed so as to prevent the entry of ground water.
Completed <input type="checkbox"/>	A drain or sump pump complying with ss. 82.33 and 82.36 shall be provided in the pit. Connection of these drains and sumps to a sanitary system is prohibited.
Completed <input type="checkbox"/>	When sprinklers are installed in the hoistway all elevator electrical equipment, located less than 48" above the pit floor, shall be weatherproof (NEMA4); and wiring shall be identified for use in wet locations in accordance with the requirements in NFPA 70.
Completed <input type="checkbox"/>	Only machinery and equipment used in conjunction with the function or use of the elevator shall be permitted in the elevator machine room.
Completed <input type="checkbox"/>	Access to the machine room or penthouse for elevators shall not be through any toilet room, sleeping room or private room or space.
Completed <input type="checkbox"/>	Machine room door shall be self-closing, self-locking with identification signage.
Completed <input type="checkbox"/>	A clear path of not less than 450 mm (18 in.) shall be provided to all components that require maintenance. A clearance of not less than 450 mm (18 in.) shall be provided in the direction(s) required for maintenance access.
Completed <input type="checkbox"/>	Machine rooms shall be provided with natural or mechanical means to keep the ambient air temperature and humidity in the range specified by the elevator equipment manufacturer. Systems shall be installed as required by the Building Code.
Completed <input type="checkbox"/>	Sprinklers, where required by the Building Code, shall be installed in accordance with NFPA 13/13R.
Completed <input type="checkbox"/>	Smoke and Heat detection installed in accordance with NFPA 72. If sprinkler protection is provided heat detectors are required to activate the shunt trip circuit breaker prior to the application of water. Smoke and heat detection is not required in the elevator pit for those sprinklers installed within 24" of the pit floor.
Completed <input type="checkbox"/>	In any area in the pit, outside the refuge space, where the vertical clearance is less than 1100 mm (43 in.), that area shall be clearly marked on the pit floor. The marking shall consist of alternating 100 mm (4 in.) diagonal red and white stripes. All Electric Traction and Hydraulic elevators.

Completed <input type="checkbox"/>	For electric traction elevators any area outside the refuge space where the vertical clearance between the top of the car enclosure and the overhead structure or other obstructions is less than 1100 mm (43 in.), the top of the car enclosure shall be clearly marked.
Completed <input type="checkbox"/>	A standard railing shall be provided on the outside perimeter of the car top on all sides where the distance between the edges of the car top and the adjacent hoistway enclosure exceeds 300 mm (12 in.) horizontal clearance.
Completed <input type="checkbox"/>	All electric traction elevators except those whose empty car weight exceeds the total weight of the suspension ropes and counterweight, shall be provided with a device to prevent an ascending elevator from striking the hoistway overhead structure.
Completed <input type="checkbox"/>	All electric traction elevators shall be provided with a device that shall detect unintended car movement away from the landing with the hoistway door not in the locked position and the car door not in the closed position.
Completed <input type="checkbox"/>	Emergency telephones shall be installed and programmed as required by ICC/ANSI A117.1
Completed <input type="checkbox"/>	The audible signaling device for elevators with a travel greater than 100 ft' shall be duplicated as follows: one device shall be mounted on the car; a second device shall be placed at the designated level.
Completed <input type="checkbox"/>	Standby power shall be provided for elevators that are part of an accessible means of egress in accordance with IBC Section 1003.2.13.
Completed <input type="checkbox"/>	In buildings where a required accessible floor is four or more stories above or below a level of exit discharge, at least one required accessible means of egress shall be an elevator complying with IBC Section 1003.2.13
Completed <input type="checkbox"/>	Standby power shall be installed where required by NEC Section 517 and the Building Code.
Completed <input type="checkbox"/>	The emergency or standby power system where provided, shall be capable of operating the elevator(s) with rated load, at least one at a time, unless otherwise required by the building code. The transfer between the normal and the emergency or standby power system shall be automatic.
Completed <input type="checkbox"/>	In buildings with more than one elevator, each elevator in the building shall be assigned a unique alphabetical or numerical identification.
Completed <input type="checkbox"/>	Overspeed valves, where provided, shall be constructed, installed, and adjusted to ensure that the elevator obtains the required performance. Field-adjustable overspeed valves shall be sealed after field setting.
Completed <input type="checkbox"/>	Where the total rise is greater than 60', a dedicated means to communicate to an occupant inside the car from a point within the building shall be provided.

**The department shall be notified when work that is covered by s. Comm. 18.1013 is complete and ready for an inspection to be scheduled.** All test equipment on-site at the time the inspection is scheduled for. Any persons responsible for other systems used in connection with the elevator shall be present for the inspection. If the equipment is not complete and ready at the time of the scheduled inspection, the inspection will not be made and a cancellation fee will be assessed in accordance with ch. Comm. 2, and a reinspection will be scheduled.

<b>The installer shall sign this form and present it at the time of initial inspection.</b>		
Installing Company	Supervisor	Date