



ELEVATOR PRE-INSPECTION CHECKLIST

City of Madison Fire Dept.
Elevator Inspection Unit
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The following are items are required to be completed prior to Elevator Inspection.

COMPLETED	General Contractor
<input type="checkbox"/>	Applications and Plans are required to be approved PRIOR to commencing work. Approved plans shall be available on the job site.
<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.
<input type="checkbox"/>	Lobbies shall be complete with floor and ceiling finishes.
<input type="checkbox"/>	Machine room door, lock, and closer. Identification signage.
<input type="checkbox"/>	Elevator pits are required to be designed so as to prevent the entry of ground water.
<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.
<input type="checkbox"/>	Provide "In case of fire" signs in all lobbies at push button stations.
<input type="checkbox"/>	No conduit, piping, duct or equipment not relating directly to the elevator shall be allowed in the hoistway or machine room.
<input type="checkbox"/>	A fire extinguisher must be installed in proximity to the machinery space (type ABC).
<input type="checkbox"/>	A clear path of not less than (18 in.) shall be provided to all components that require maintenance. A clearance of not less than (18 in.) shall be provided in the direction(s) required for maintenance access.
<input type="checkbox"/>	Overhead clearance in the machine room shall be a minimum of 84".
<input type="checkbox"/>	Enclose front wall around entrances.
<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
<input type="checkbox"/>	Clean & point down shaft (i.e. no nails or screws penetrating hoistway walls)
<input type="checkbox"/>	Bevel all edges to 75 degrees that extend into the hoistway more than 4".
<input type="checkbox"/>	The two way communication shall provide communication between each required location and the fire command center or central control point. The two way communication system shall include both audible and visible signals. IBC 1007.8.1 (Area of Refuge/Rescue)

COMPLETED	Electrical
<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.
<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.
<input type="checkbox"/>	No conduit, piping, duct and equipment not relating directly to the elevator shall be allowed in the hoistway or machine room.
<input type="checkbox"/>	National Electrical Code requires 3 separate branch circuits. Car light circuit (over current device shall be in Machine Room), machine room light and receptacle, and the pit light and receptacle.
<input type="checkbox"/>	Machine room or space shall have 19fc of illumination and lighting shall be guarded. Receptacles shall be equipped with a GFI.
<input type="checkbox"/>	Controller disconnecting means shall be fused /lockable/labeled where it's fed from.
<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 2 feet of the pit floor.
<input type="checkbox"/>	Utilization equipment shall have a breaker or be fused/lockable/labeled as to what it is for.
<input type="checkbox"/>	The pit lighting shall have 10fc of illumination. The lighting shall be guarded.
<input type="checkbox"/>	Overhead clearance, including all electrical equipment, in the machine room shall be a minimum of 84".
<input type="checkbox"/>	The hall lighting on each floor shall have 10fc of illumination at the hoistway door sill.

COMPLETED	HVAC
<input type="checkbox"/>	Hoistways of elevators and dumbwaiters provided with a means for venting smoke and hot gases to the outside air shall remain closed at all times, the only means to open the venting shall be with a manual override key switch.
<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.
<input type="checkbox"/>	No conduit, piping, duct and equipment not relating directly to the elevator shall be allowed in the hoistway or machine room.
<input type="checkbox"/>	Overhead clearance, including all mechanical equipment, in the machine room shall be a minimum of 84".

COMPLETED	Fire Protection
<input type="checkbox"/>	Fire alarm system shall be tested prior to the inspection. Smoke detection, heat detection equipment in elevator lobbies, hoistways, and machine rooms shall be working properly.
<input type="checkbox"/>	Firefighter emergency operation phase I and II shall be tested for proper operation.
<input type="checkbox"/>	The fire panel shall identify the location of each smoke detector. When a smoke or heat detector is activated in the machine room or hoistway the control panel shall read elevator unsafe. The flashing hat signal in the elevator shall be activated.
<input type="checkbox"/>	Smoke detection installer shall be scheduled to be present at the time of the inspection to conduct the required test for the elevator inspector.
<input type="checkbox"/>	No conduit, piping, duct and equipment not relating directly to the elevator shall be allowed in the hoistway or machine room.

COMPLETED	Plumbing
<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.
<input type="checkbox"/>	Sump pump covers shall be securely mounted level with the pit floor and have the ability to support 200lbs.
<input type="checkbox"/>	Sump pumps shall have the capacity to remove a minimum of 1,800 gal/hr for one elevator, 3,000 gal/hr for two or three elevators, and 4,800 gal/hr for four elevators. SPS 382.33 (9)(f)

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.

The General Contractor shall sign this form and present it at the time of initial inspection.		
GENERAL CONTRACTOR	GENERAL CONTRACTOR SUPV	DATE