



**STATE OF WISCONSIN**  
 Department of Safety and Professional Services  
 Elevator Safety Program  
 141 NW Barstow Street, 4th Floor.  
 Waukesha WI 53188

**New (Acceptance) Private Residence Elevator Inspection Checklist**

This completed checklist (meeting A17.1, 8.10.1.1.5) and applicable test reports are to be included with the acceptance test records required by A17.1, 8.6.1.4.1(d) and are to be permanently available and located as required by SPS 318.1708(2)(b) 4.

Date:	Regulated Object ID no:	Project Description:		
Inspector Name:	WI license no:	Exp. Date:	(also QEI certified) A17.1, 8.10.1.1.5	
Elev. Contractor Name:	[Stat. 101.984(2), SPS 305.993-999]			
Elevator or Lift Mech. Name:	WI license no:	Exp. Date:	[Stat. 101.984(1), SPS 305.9905]	
Permit application form, approved plans and conditional approval letter visible upon arrival <input type="checkbox"/>			[Stat. 101.983(1)(b) and (2)(d), and SPS 318.1008(4)]	
Application form, plans and conditional approval letter checked for unique conditions <input type="checkbox"/>				
Rated load (lbs)	Rated speed up (actual, fpm)	Rated / Oper speed down (actual, fpm)		

SUBJECT	STATUS			CODE	SUBJECT	STATUS			CODE
	P	F	NA			P	F	NA	
<b>Use</b>					<b>Safety and Governor</b>				
Serving a single dwelling only				5.3	Operation				5.3.1.11.2
Replacing a Part V in Commercial				SPS 318.1705(3)(ag)	Application				5.3.1.11.3
<b>Hoistway Enclosure, Hoistway Doors and Pit</b>					Gov location, marking & rope if so equipped				5.3.1.11.5, 7, 8
Solidly enclosed, grillwork only over windows				5.3.1.1.	Opening of motor and brake circuit				5.3.1.11.6
Lower landing enclosure omitted				5.3.1.1.1	Slack rope or slack chain device				5.3.1.18.8
Guarding of ceiling opening				SPS 318.1705 (3)(ar)					
Upper landing enclosure omitted				5.3.1.1.2	<b>Suspension Ropes</b>				
Pit guarding				5.3.1.2.1	Number, type and size				5.3.1.12.1, 2, 3
Pit stop switch				5.3.1.2.3	Arc of contact				5.3.1.12.4
Protection of hoistway openings				5.3.1.7.1	Spare ropes on winding drum				5.3.1.12.5
Clearance – horizontal, inside face of landing door to inside edge of sill.				5.3.1.7.2	Securing of ropes to winding drum				5.3.1.12.6
Clearance – vertical, bottom of landing door to landing floor, 3/8 in. max				SPS 318.1705 (3)(c)	Fastening of rope to car and cwt.				5.3.1.12.7
No projection of hoistway door into hoistway				5.3.1.7.3	Guarding of ropes and chains thru walls				SPS 318.1705 (3)(cg)
Locking devices for hoistway doors				5.3.1.7.4, SPS 318.1705(3)(cn)	Guarding of rotating parts				SPS 318.1705 (3)(cw)
Opening of hoistway doors				5.3.1.7.5	<b>Counterweight</b>				
Hangers and stops for sliding hoistway doors				5.3.1.7.6	General, location and guarding				5.3.1.13
Access to hoistway for emergency purposes				5.3.1.7.7	<b>Buffers and Supports</b>				
Power operation of hoistway doors				5.3.1.7.8	Not required if no space below and striking speed within limits				5.3.1.14.3
Landing sill guards				5.3.1.7.9	Type				5.3.1.14.1
Occupiable space below pit				SPS 318.1705 (3)(cr)	Support				5.3.1.14.2
<b>Car Clearances</b>					<b>Guid rails</b>				
Car to hoistway 3/4 in max				5.3.1.3	Rails and fastening				5.3.1.15
Car sill to landing sill 1/2 in to 1-1/4 in				5.3.1.4.2	<b>Driving Machines, Sheaves and Supports</b>				
Car door or gate to landing door, 4 in max.				5.3.1.8.3	Securing of machine beams				5.3.1.16.1
<b>Car</b>					Fastening to overhead beams				5.3.1.16.2(c)
Car enclosure				5.3.1.8.1	Couplings not permitted to be used				5.3.1.16.2(e)
Car doors				5.3.1.8.2	Brake type				5.3.1.16.2(h)
Car light, separate lockable circuit				5.3.1.8.4, NEC 620	Manual operation of brake				5.3.1.16.2(i), SPS 318.1705(3)(d)
Platform apron, two-way leveling provided				5.3.1.9.2(b)	Machine or controls on car top				5.3.1.16.2(j)
In car emergency stop switch				5.3.1.18.7	Winding drum machines not to have cwts				5.3.1.16.3
Two-way communication in commercial				5.3.1.19.1	Screw machines not to exceed 40 fpm				5.3.1.16.4
Two-way communication in single dwelling				SPS 318.1705(3)(e)	Traction machine suspension retainers				5.3.1.16.5
Alarm				5.3.1.19.2					

<b>Normal Terminal Stopping Devices</b>								
Operation by car, location			5.3.1.17.1(a)					
Operation, slack rope switch as lower term stopping device			5.3.1.17.1(b)					
With winding drum machines			5.3.1.17.1(c)					
Must meet 2.25.1			5.3.1.17.1(d)					
Key operated switches, only allowed in private dwellings, not commercial buildings			5.3.1.18.3					
Electrical eq. and disconnecting means			5.3.1.18.4, 5, NEC 110.12, 620					
For hydraulic			5.3.2.3.					
<b>Stopping Devices, Operation and Control</b>								
Final terminal stopping devices			5.3.1.17.2					
Automatic or continuous pressure operation			5.3.1.18.1					
Installation of operating circuits			5.3.1.18.2.1					
Monitoring of car door or gate contacts			5.3.1.18.2.2					
<b>Marking and Data plates</b>								
Capacity			5.3.1.20.1					
Data			5.3.1.20.2					
<b>Hydraulic</b>								
Machines, sheaves, valves, piping, hoses, fittings and tanks			5.3.2.2.1					
Pressure switch			5.3.2.2.2.					
Anti-creep leveling			5.3.2.4					
<b>Tests</b>								
Speed <= 40 fpm			5.3.1.10.2					
Safety device								
Governor if so equipped								