



STATE OF WISCONSIN

Department of Safety and Professional Services

Elevator Safety Program

141 NW Barstow Street, 4th Floor.

Waukesha WI 53188

New (Acceptance) Commercial Electric & Hydraulic 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 [Stat. 101.984(2), SPS 305.993-999]
Elev. Contractor Name:	WI license no:	Exp. Date: [Stat. 101.984(1), SPS 305.9905]
Elevator or Lift Mech. Name:	WI license no:	Exp. Date: [Stat. 101.983(1)(b) and (2)(d), and SPS 318.1008(4)]
Permit application form, approved plans and conditional approval letter visible upon arrival	<input type="checkbox"/>	
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	
Lobby or Landing					Tests				8.10.-
Smoke detection					Trac. emerg. or stand-by pwr (125% load)				.2.2.1(q)
At least 15' x 15' ceiling complete				Dept allowance	Traction limit, emerg. stop (125% load)				.2.2.2(cc)(3)(c)
Detectors w/in 21' of center of each door				NFPA 72,21.3.5	Term stop'g dev. (no load up, 125% dn)				.2.2.2(ff)
Beams, high ceilings, special construction Also see NFPA 72, 17.4.10				NFPA 72 17.7.3.2.4.2	Car gov. (100% load)				
Heat detector sub'd for smoke detector				2.27.3.2.1	Overspeed switch trip _____ fpm				2.2.2(hh), (ii), 2.18.4
If h.d. sub'd, lower temp than sprinkler				NFPA 72, 21.3.9	Overspeed mechanical trip _____ fpm				2.2.2(hh), (ii), 2.18.2
Flooring substantially complete—no tripping				A117.1, 303.2	Pull-through force _____ lbs.				.2.2.2(hh)(2), 2.17.15
Lighting at sills with elevator door closed					Car safety device (100% load)				.2.2.2(ii)(1)(a)
10 fc while elevator is in service				2.11.10.1	Type A application				.2.2.2(ii)(1)(a)
Emergency key box in main lobby, contents:				318.1702(10)(b)3.b	Type A inertia				.2.2.2(ii)(2)(a),(3)
FEO keys, one for each switch				318.1702(10)(b)3.c	Type B _____ slide				.2.2.2(ii)(4)(a)-(d)
If machine room, machine room door key				318.1702(10)(b)3.c	Pull-out force _____ lbs.				.2.2.2(hh)(2), 2.17.15
If ITP, key to main disconnect location (1)				318.1702(5)(b)	Type C				.2.2.2(ii)(4)(e)
Location of main disc. stated on key				318.1702(5)(b)	Counterweight governor				See above
If ITP, hoistway door unlocking device				318.1708(2)(c)	Counterweight safety device _____ slide				See above
Inspection & Test Panel, where applicable					Ascending car overspeed (no load)				.2.2.2(jj)(1)
Lighting, permanent or switchable				2.7.6.5.2(d)	Unintended car mvmt _____ up _____ dn				.2.2.2(jj)(2)
Lighting 19 fc at floor				2.7.6.5.2(d)	Oil buffers, car (100% load), counterwght				.2.2.5(c)
Location of main disc. on inside of cover				318.1702(10)(b)3.a	Braking (125% load)				.2.2.2(v), 8.6.4.20.4
If ITP, class ABC fire ext, within 25' of ITP				318.1708(2)(c)	Leveling zone and speed				2.26.1.6.6
Hoistway access switch location, operation				2.12.7	Winding drum, 6 items				.2.2.2(y)
Communication failure indicator, reset				2.27.1.1.6(b)	Hyd. emerg. or stand-by pwr (100% load)				.3.2.1(q)
Emergency or stand-by power indicator				2.27.2.3	Hyd. battery lowering, auto evacuation				.3.2.1(q)
Hall call buttons					Hyd. plunger gripper (100% load)				.3.2.5(n)
Height 15" – 48" above floor				A117.1,407.2.1.1	Hyd. overspeed valve (100% load)				.3.2.5(o)
¾" size, clear floor space below				A117.1,407.2.1.2, 3	Hyd. full-load working press. _____ psi				.3.2.2(u)
Vibration or audible				A117.1,407.2.1.5	Hyd. relief pressure _____ psi				.3.2.2(u)
Hall or in-car lanterns or position indicator					Car Top				8.10-
Visible from hall buttons back 5 feet				Interp of 407.2.2.2	Car top inspection station w/ stop switch				.2.2.3(c)
Centered at least 72" above floor				A117.1,407.2.2.2	Car top emerg. exit, size, location, switch				.2.2.3(l)
Smallest dimension minimum 2.5"				A117.1,407.2.2.2	Handrail, design, clearances				2.14.1.7
Floor designation on jambs, star for main				A117.1,407.2.3.1	Car top clearance, also see hyd. 3.4.5 - 8				2.4.6, 2.4.7, 2.14.1.7
In Case of Fire signage - style can vary				IBC 3002.3	Horiz clearance, fascia or hoist door locks				2.5.1
Star of Life where applicable- IBC 3002.4				SPS 362.3002(1)(c)	Unlocking zones, 3" – 7" abv / below floor, also see, 2.13.2, 2.14.4.2.4, 2.14.5.7				2.5.1.5.3, 2.11.6.1, 2.12.1
Fire helmet for Fire Service Access Elevs				IBC 3002.6.5	Terminal stopping devices (no load)				
Smoke Guard or smoke door - vision panel				211.6.3(d)	Separation of hoistways—construction use				5.10.1.1.1(a)
Fire rating of hoistway				IBC 713.4	Susp means are wire or FT-1 rated CSBs				NFPA 13,8.15.5.7
					Ledges, recesses setbacks in hoistway				2.1.6
					Broken suspension mean detection				2.20.8.2

SUBJECT	STATUS			CODE	SUBJECT	STATUS			CODE
	P	F	NA			P	F	NA	
Pit					Car				
Access switch				2.12.7.1.1	Door closing force				2.13.4.2.3
Stop switch				2.2.6	Door closing time, also see 8.10.2.2.1(i)				2.13.4.2.4(c),
Ladder, one per elevator				2.2.4.2	Minimum allowed _____ seconds				2.13.4.2.4(a),(b),(c)
16" wide, rungs 12" o.c., 4.5" from wall				2.2.4.2	Actual _____ seconds				2.13.4.2.4(a),(b),(c)
Lighting					Door opening				2.13.5
Switch accessible from landing				2.2.5.3	Car operating panel				
10 fc throughout floor				2.2.5.1	Lowest alarm button 35" min a.f.f.				A117.1, 407.4.6.4.1
Bulb(s) guarded				2.2.5.2	Telephone 15" – 48" a.f.f.				A117.1, 407.4.10
Pit clearances, signage				2.4.1.6, 3.4.1.6	FEO Panel				2.27.3.3.7
Buffer – Car					Ceiling removable to access car top exit				2.14.1.5.1(d)
Type				2.22	Capacity plate and sign				2.16.3.1, 3.16.3
Stroke				2.22.3.1, 2.22.4.1	Additional signs for freight elevators				2.16.5.1, 2.16.6 & 7
Tag				2.22.3.3, 2.22.4.11	Interior finishes, materials				2.14.1.8-9, 2.14.2
Buffer - Cwt									
Type				2.22	Machine Room or Space				
Stroke				2.22.3.1, 2.22.4.1	If on roof, access via stairs, not ladder				IBC 1011.12.1
Tag				2.22.3.3, 2.22.4.11	If in building, access not by vertical ladder				2.7.3.3.2
Sprinkler					Access not through toilet, locker or similar				318.1702(2)(a)
Sidewall type, green or red vial (bulb)				NFPA 13,8.15.5.4	No access to other spaces thru m.r.				2.7.3.1.3
Within 24" of pit floor if required				NFPA 13,8.15.6.1	Fire rating				IBC 3005.4
Guarded				NFPA 13,6.2.8	Type ABC fire ext. within 25 ft of m.r. door				318.1708(2)(c)
No heat det., no smoke det. In pit				362.0907(5)	Access door				
Sump or drain for pit >16" in depth (2)					"Machine Room" signage				318.1702(2)(b)
1800 gal/hr (30 gpm) for one elevator				362.3004(3)(b)3.A	Self closing				2.7.3.4.1(a)
3000 gal/hr (50 gpm) for 2 or 3 elev.				362.3004(3)(b)3.B	Self locking				2.7.3.4.1(b)
4800 gal/hr (80 gpm) for 4 elevators				362.3004(3)(b)3.C.	Minimum 7 feet headroom provided				2.7.4.1
Sump cover to withstand anticipated load				382.36(8)(a) 2. b.	No non-elevator equipment present				2.8.1,2.8.3.4
Sump cover level with the floor				2.2.2.6	Hoistway door unlocking device present				318.1702(5)
Sump pump cord not to exceed 6'				NEC620.21(A)(1)(d)	Lighting				
					Switch at room entrance				2.7.9.1
Misc Tags & Plates, no Sharpie				SEE 2.16.3.3	Not on motion sensor				A17.1, interp. 92-79
Code data plate, also see 8.10.3.2.2(dd)				8.9, 8.10.2.2.2(ii),	19 fc at the floor				2.7.9.1
Crosshead data plate, also see 8.10.2.2.1(p), 8.10.2.2.3(k), 8.10.3.2.3(h)				2.20.2.1, 2.16.3.1,2, 2.17.6, 3.16.3	Main disconnect				
Acceptance test tag				8.10.1.1.4	Type				NEC 620.51
Safety devices, also see 8.10.2.2.2(ii)(1)(f), 8.10.2.2.3(n), 8.10.2.2.5(j)(2)				2.17.14, 318.1702(8)	Electrical working clearance				NEC 110.26
Governor, also see 8.10.2.2.2(hh)(4)				2.18.9, 318.1702(9)	Controller electrical working clearance				NEC 110.26
Governor rope tag, also see 8.10.2.2.3(z)				2.18.5.3,	18" maint. clearances to service equip				2.7.2
Counterweight runby data plate				2.4.5	Hyd. machine ventilation or cooling				IBC 3005.2
Suspension means at fastening				2.20.2.2, 4.3.16.5	Exhaust fan with fire dampers OR...				IMC 502.1.3
Auxiliary rope fastening device				2.20.10.9	Split system a/c unit with sealed room				IMC 502.1.3
Emergency brake				2.19.3.3	If hydro MRL, hoistway odor exhausted				IMC 502.1.3
Brake, also see 8.10.2.2.2(v)(3)				2.24.8.5,	Ventilation, cooling req'd on standby pwr				IBC 3005.2, 2.7.9.2
Buffers, also see 8.10.2.2.5(c)				2.22.3.3, 2.22.4.11	Sprinkler if required				
Hyd. plunger gripper, also see 8.10.3.2.5(n)				3.17.3.8	Green or red vial (bulb)				NFPA 13, 8.15.5.4
Hyd. control valve, also see 8.10.3.2.2(v)(3)				3.19.4.6	Heat detector in sprinklr'd overhead or m.r				
Pump unit				3.24.1.1	Within 2 feet of sprinkler head				NFPA 72, 21.4.2
Door operator, closing times plate				2.13.4.2.4	Lower temp than sprinkler head				NFPA 72, 21.4.2
Assemblies containing SIL-rated devices				2.26.4, .8 and .9	Smoke detector at least 3 ft from air grille				NFPA 72
					Car lights, last OCP 15 amp for 14 AWG				NEC
Documentation (w/instructions to locate if no mach. rm.)					Documentation by Inspector applied to disc. or contrlr				
Maintenance Control Program				318.1708(2)(b)	Green object ID no. tag applied				
Maintenance records				318.1708(2)(b)	Accident reporting tag applied				
Wiring diagrams				318.1708(2)(b)					
Acceptance test reports and this checklist				8.6.1.4.1(d)					

(1) For some ITP, the main disconnect is behind the outer cover of the ITP. In such cases, the subject key is to open the outer cover of the ITP only.

(2) See SPS 362.3004 for other exceptions to the requirement to have a pit sump or drain.