



Planning & Development Services
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NEW ELEVATOR ACCEPTANCE INSPECTION INSTALLATION CHECKLIST

Job Name _____
 Job Address _____
 Elevator Company _____
 Conveyance # _____

Both the Elevator & General Contractor must complete this checklist prior to the acceptance inspection of a new elevator.

- ▶ This Checklist must be entirely completed and posted in the machine room(s) for each conveyance before an inspection will begin.
- ▶ The ASME checklist for inspection of elevators for completion and compliance **must be entirely completed and posted in the machine room(s) accompanying this checklist** for each conveyance before an inspection will begin.
- ▶ Elevator Contractors signatures and dates will be provided by the elevator mechanics that performed welding as required on this document AND the companies elevator mechanic representative who performed work at the jobsite.
- ▶ Noncompliance with the checklist requirements will result in a failed inspection and may include reinspection fees.
- ▶ Check off items as completed.
 - **EC column is for elevator contractor.**
 - **GC is for general contractor.**
 - **Each party checks the associated box when complete.**
 (If an item is not applicable, draw a line through the associated EC and GC box)
 - **If discrepancies arise, call 625-6300 and ask for an elevator inspector.**
- ▶ This list is not all inclusive, but is a list of the most common errors.

EC

- Performed all work and testing per the ASME checklist for inspection of elevators for completion and compliance. ASME checklist filled out, signed by the mechanic attesting that work and testing has been completed and in machine room.

EC GC **MACHINE ROOM/SPACE REQUIREMENTS**

- 1. Have read and understand the cover letter that accompanies this checklist
- 2. Installation permits are posted on the job site at the commencement of work. RCW 70.87.080(3)
- 3. A set of approved plans must be kept in the machine room. WAC 296-96-01030
- 4. Any variances must be posted in the machine rooms. Per Variance Letter
- 5. Permanent safe access to the machine room(s) must be provided. A17.1 2.7.3.1
- 6. Machine room door is self-locking and self-closing. A17.1 2.7.3.4.1
- 7. Machine room door and a fire rated label are permanently attached to the door and door frame. A17.1-8.10.2.2.2
- 8. Verify that machine room lighting is a minimum of 19 foot candles. A17.1 2.7.9.1
- 9. Machine room enclosure is completed (min. of 7 feet headroom clearance). A17.1 2.7.4.1
- 10. Machine room ventilation or cooling as required per the Elevator Company specifications and State Building Code amendments to the IBC is complete and tested. WAC 296-96-02465(3)
- 11. Only elevator related items may be located in the machine room. No pipes or ducts can be accessed or run through the machine room. WAC 296-96-02450 & A17.1 2.8.3.4
- 12. Class ABC or equivalent fire extinguisher is inside machine room (with service tag). A17.1- 8.6.1.6.5
- 13. A GFI outlet is in the machine room and has been tested. NEC 620.23(A) (C)
- 14. Permanent lights, light switches, and GFI type outlets are on a separate circuit and have been tested. NEC 620.23 (A)

EC GC

- 15. Proper working clearances have been maintained. A17.1 2.7.2 & WAC 296-96-02455
- 16. All circuits have been labeled in a durable manner and their location has been indicated on the panels. NEC 110.22
- 17. The 15 amp overcurrent protection for the 120 volt AC line for the elevator cab has been provided in the machine room and is lockable. NEC 620.22(A) & NEC 620.53
- 18. Disconnecting means/overcurrent protection for utilization equipment NEC 620.25 & 55
- 19. Disconnecting means/overcurrent protection, if supplied, for Heating and Air Conditioning NEC 620.22(b) & 620.54
- 20. A written Maintenance Control Program is in place A17.1 8.6.1.2

EC GC **SPRINKLER, SHUNT TRIP, AND DETECTORS**

- 21. Fireman's service and smoke detectors are in place for all automatic elevators which travel over 80 inches (except LULA's, Special Purpose, and Residential Elevators) and have been tested. A17.1 2.27.3
- 22. This building without a fire alarm system has been supplied with a supervisory panel for elevator smoke detectors and has been tested. NFPA 72 6.16.3.2
- 23. Smoke detectors have been installed at the top of hoistways (if sprinklered), in machine rooms and lobbies and have been tested. Smoke detectors are ceiling mounted unless specified for other locations. WAC 296-96-02480
- 24. Hoistway or machine rooms with sprinklers must have shunt trips with heat detectors installed and tested. Exception: No smoke or heat detectors are required for pit sprinklers located less than 2 feet from the pit floor. WAC 296-96-02480
- 25. Heat detectors are 135 degree fixed rate; ceiling mounted within 18 inches to the sprinkler head, monitored at fire control panel and have been tested. WAC 296-96-02480(1)(a) & NFPA 72 6.16.4.4
- 26. The mainline disconnect/shunt trip wiring has had electrical inspection and the approval sticker is affixed (L&I only) to the mainline disconnect (Per internal agreement with electrical section) or per other jurisdictions approved method.
- 27. Piping for sprinkler heads in the pit are not from an exposed sprinkler line in the machine room. WAC 296-96-02475(1)
- 28. Tested that smoke detectors for Phase I emergency service, recall the elevator accordingly to the designated and alternate landings.
Phase I requires both a designated landing and an alternate landing. A17.1 2.27.3.2.3 & 2.27.3.2.4
- 29. Latching which is required for Phase I Recall has been tested.
Latching means – the first smoke detector that is activated will hold the Phase I signal regardless of whether any other smoke detectors are activated. A17.1 2.27.3.2.5

EC GC **HOISTWAY AND PITS**

- 30. Hoistway smoke control if required per IBC 3004 and WAC Chapter 51-50 is in place, has been tested and certified.
- 31. Projections, recesses and setbacks of more than 4 inches are beveled to 75o. A17.1 2.1.6.2
- 32. Top of car hoistway clearances comply with code requirements. A17.1 2.4.7 or 3.4.6.1
- 33. All hoistway wiring is complete. Per NEC
- 34. A pit ladder with continuous rung handgrips at least 48 inches above the bottom access landing is accessible at each pit. Ladders are easily accessible from the landing. A17.1 2.2.4.2
- 35. The lighting for the elevator pit is on a separate branch circuit. A GFCI is in the pit and has been tested. If the pit lighting and the GFCI outlet share the same circuit, the light must be on the line side of the GFCI. Verify a minimum of 10 foot candles. A17.1 2.2.5.1
- 36. The sump pump, if installed and has been piped and wired permanently. Sump pumps are not required. WAC 296-96-02560
- 37. Sumps are at least 18" x 18" x 18". Cover is secured and level with the pit floor. Covers must withstand 300lbs per square foot. WAC 296-96-02560
- 38. Pits have been sealed to prevent moisture from accumulating in the pit. A17.1 2.2.2.3
- 39. Pit guards have been installed as needed. A17.1 2.2.3.1
- 40. Piping for sprinkler heads at the top of the shaft must terminate in the shaft. WAC 296-96-02475(4)
- 41. If sprinklers are located in the elevator hoistway, any lighting equipment, or electrical conduit located less than 48 inches from pit floor is weather proof Type 4 as specified in NEMA 250, wiring has been identified for use in wet locations per NFPA 70. A17.1 2.8.3.3.4
- 42. The overspeed valve shall be constructed, installed and adjusted to ensure compliance with the code. A17.1 3.19.4.7.5

EC GC SECONDARY & OVERHEAD SHEAVE SPACE

- 43. Permanent and safe access to the work space has been provided. WAC 296-96-23115
- 44. Permanent lights, light switches, GFCI type outlets and stop switches have been installed and have been tested. NEC 620.24
- 45. All required guards have been installed. WAC 296-96-23126

EC GC MISCELLANEOUS

- 46. Penetrations in the hoistway and machine room have been patched. A 17.1 2.7.1
- 47. Elevator fronts have been installed per prints as tested by the labeling and listed laboratory. (No exceptions.) A 17.1 2.11.14.2
- 48. All wiring meets the current adopted NEC standards. NEC 2008 Code
- 49. Telephone shall not require voice communications (i.e.: "ADA" compliant phones have been installed).
WAC 296-96-02525(d) Telephone has been tested for compliance.
- 50. Any alteration or deviation of the initial approved hoistway or machine room plans have been re-approved by this department. WAC 296-96-01030
- 51. No equipment or piping that is not elevator related may be installed in the machine room or hoistway. A 17.1 2.8.3.4
- 52. Permanent cab flooring is in place and ASTM documentation is available. A17.1 2.14.2.1.1
- 53. All code compliant testing procedures applicable for the equipment being installed are available to the inspector at the time of inspection. A17.1 8.6.1.2.1
- 54. Verified that illumination at landing sills is a minimum of 10 foot candles A17.1 2.11.10.2

NAMES OF ELEVATOR MECHANICS THAT PERFORMED WORK

Print Name of Elevator Mechanic/Apprentice	Signature	Date
Mechanics /Apprentice license #	Welding certification # (only if welded)	
Print Name of Elevator Mechanic/Apprentice	Signature	Date
Mechanics /Apprentice license #	Welding certification # (only if welded)	
Print Name of Elevator Mechanic/Apprentice	Signature	Date
Mechanics /Apprentice license #	Welding certification # (only if welded)	
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Mechanics /Apprentice license #	Welding certification # (only if welded)	
Print Name of Elevator Mechanic/Apprentice	Signature	Date
Mechanics /Apprentice license #	Welding certification # (only if welded)	

We attest under penalty of perjury that this conveyance is completed and ready for inspection.

Print Name of Elevator Co Representative	Signature	Date
Print Name of General Contractor	Signature	Date

Date all items were completed _____

Do NOT send to Labor & Industries or City of Spokane Elevator Section

The documents must be posted in the machine room at the time of inspection and a copy may be required by the City of Spokane Elevator Inspector prior to inspection or possibly the scheduling of an inspection. Call City of Spokane receptionist at 625-6300 to be connected with the elevator inspector of this area if you have any questions regarding code requirements.