

# Pre-Inspection Checklist for Passenger and Freight Elevators

(For use by Elevator Installation Contractors on New Installations)

⊘ = No inspection until complete

↓ ⊠ = Must be complete for Last Car



MACHINE ROOM:		
	<b>Machine Room Access</b>	
⊘	Install an approved walkway from the roof access door to the machine room access door as per B44.2.7.3.	
⊘	Install a non-combustible, weather-resistant stair to machine room (if applicable)	
	<b>Machine Room Door</b>	
⊘	Door self-locking and self-closing	
⊘	Key security code is designated for the machine room door only, no other door in the building	
⊘	Ensure machine room door swing does not impede on controller and disconnect clearances	
	⊠ Machine room door shall meet applicable building code requirements for fire rating	
	<b>Machine Room Enclosure</b>	
	⊠ Minimum headroom of 2000 mm maintained between floor and overhead equipment or ceiling	
	⊠ Permanent machine room lighting (minumum 200 lux at floor level)	
	⊠ Complete machine room enclosure to meet building code fire separation	
⊘	Each receptacle is of GFCI type (except sump pump if provided shall not require GFCI). This also applies to receptacles in machinery spaces	
	⊠ Machine room enclosure is fire rated to applicable building code requirements	
	⊠ Provide means to maintain temperature and humidity levels to within manufacturers specifications	
	⊠ Remove all pipes or ducts conveying gases, vapours, or liquids not used in connection with elevator equipment from the machine room enclosure	
	⊠ Pipes permitted for roof drain of the machine room enclosure shall be covered for condensation or leakage, and shall exit the machine room at the closest point of entry	
	⊠ When permitted, pipes, drains, tanks or similar equipment permitted in the machine room enclosure, shall not be installed directly above elevator equipment, or encroach on clearance requirements	
	⊠ If a sump pump, sub floor trough, or any other electrical conductive material (metal grates, etc.) is installed in the machine room floor, they shall be covered; the cover shall be securely fastened into place and covered with an isolation mat to eliminate the shock hazard	
	⊠ If a sump pump is installed in the machine room it shall have it's own dedicated single supply receptacle, and is not required to be of the GFCI type	
	⊠ Smoke sensor installed in each elevator lobby and the associated elevator machine room, machinery space containing a motor controller or electric during machine, control space, or control room	
	⊠ Ensure a clear horizontal path (minimum 450mm) around all machine room equipment	
⊘	Provide a clear unobstructed distance (minimum of 1000mm) in front of controller, disconnect(s), and electrical equipment	
	⊠ Install guard rails (top and mid rails, kick plate) to eliminate trip and fall hazards within machine room	
	⊠ Complete all machine room wiring	
	⊠ If machine room and/or control room are remote, provide a permanent means of communication between the elevator car and remote machine room and or control room	

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MACHINE ROOM (continued)		
	<b>Main Disconnect Switch</b>	
⊗	Correct rated fuses or circuit breakers are installed	
⊗	Lockable type	
	△ Provided with a sign to identify the location of the supply side overcurrent protective device	
⊗	Auxiliary contact for emergency lowering (positively opened mechanically, and the opening not solely dependent on springs)	
	△ Identified to the related elevator equipment	
	△ Provide a clear unobstructed distance (minimum of 1000 mm) in front of disconnect	
	<b>120 V AC Car Light Disconnect Switch</b>	
⊗	Lockable type	
⊗	Correct rated fuse installed (maximum 15 amp)	
⊗	Identified to the related elevator equipment	
⊗	Provide a clear unobstructed distance (minimum of 1000 mm in front of disconnect)	
	<b>Firefighters Emergency Operation</b>	
⊗	Phase I emergency recall by key switch and in car Phase II recall operation is functioning	
	△ Automatic emergency recall operation by Fire Alarm Initiating Devices (FAIDs) is functioning as specified. Provide onsite demonstration to Elevating Devices Inspector	
	△ Automatic recall is triggered ONLY by Fire Alarm Initiating Devices (FAIDs) located at: each elevator landings (within 6.4 m (21ft) of elevator entrances), and - in the elevator machine room or elevator control room, and/or - in the elevator hoistway (if provided in the hoistway)	
	△ Emergency Power or Standby Power is functioning and able to operate with elevator equipment. Provide onsite demonstration to the Elevating Devices Inspector	
	△ Building fire control station emergency recall switch is installed and functioning	
⊗	A pit drain must be installed, if the elevator is provided with firefighter's emergency operation	
	<b>Pit</b>	
	<b>Pit Enclosure</b>	
	△ Permanent means shall be provided to prevent the accumulation of ground water in the pit	
	△ Pit drains shall be designed with a positive means to prevent water, gases, and odours from entering the hoistway	
⊗	Sumps and sump pumps installed in elevator pits shall be covered. The cover shall be secured and level with the pit floor	
	△ Sump pumps installed in pits shall have a dedicated single supply receptacle. This receptacle is not required to be of the GFCI type	
⊗	Install a pit drain, if the elevator is provided with firefighter's emergency operation	
⊗	Each pit receptacle shall be a GFCI type (except for sump pumps)	
⊗	Permanent lighting shall be installed in the pit, with an illumination of not less than 100 lx at the pit floor	
⊗	The pit light shall be provided with a guard	
⊗	The light switch shall be installed such that is easily accessible from the bottom landing door	

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PIT (continued)		
	<b>Pit Access Ladder</b>	
⊘	Shall be installed within 1000 mm horizontally from the unlocking means, of the bottom landing door	
⊘	Shall be designed to extend from the pit floor to a point 1200 mm above the bottom landing door sill	
⊘	Shall be a minimum of 400 mm wide (if unavoidable obstructions are present, the width may be reduced, but not less than 225 mm), with rungs, cleats or steps spaced no greater than 300 mm from centre, and a rung clearance of no less than 115 mm	
⊘	Shall be fixed in place, and made of non-combustible material	
⊘	Rungs shall utilize anti-slip design (knurling, dimpling, skid resistance coating, etc.)	
⊘	Shall be installed to avoid any obstructions within the ladder rungs, cleats or steps	
	<b>Pit Access Door</b>	
⊘	Door self-locking, and self-closing	
	⊠ Key security code for pit access door shall be designated group 1, and shall not be part of a master key system	
	⊠ The pit access door shall be provided with a visional panel (when applicable)	
	⊠ Pit access door shall meet applicable building code requirements for fire rating	
	<b>Hoistway</b>	
	⊠ Eliminate all holes, recess and gaps in hoistway enclosure and ceiling	
	⊠ Bevel top surface of all projections, setbacks, or recesses greater than 100 mm at an angle not less than 75 degrees to horizontal	
	⊠ Hoistway enclosure shall be designed to meet Building Code fire rating requirements	
	⊠ Remove all pipes or ducts conveying gases, vapours, or liquids not used in connection with elevator equipment from the hoistway enclosure	
Elevator Car		
	<b>Communications</b>	
⊘	Buildings not continuously manned by authorized personnel, shall be provided a telephone inside the elevator which is connected to 24 hour emergency service	
	⊠ Verification of Telephone Line with audible and visual signal at designated recall level shall be operational	
	⊠ Buildings with an elevator travel of greater than 18 m, shall be provided with a two-way conversation (telephone, intercom), readily accessible to emergency personnel within the building	
	⊠ A permanent means of communication between the elevator car and remote machine room and or control room shall be provided	
	<b>Elevator Car</b>	
	⊠ Install the permanent flooring inside the car	
	<b>Outside Hoistway</b>	
⊘	Install adequate lighting at elevator entrances where occupancy of building is not provided	
⊘	Permanent lighting at elevator entrances shall be provided at all occupied floors	
⊘	Eliminate the tripping hazards at the landing sills (7 mm or greater)	
	<b>Maintenance Control Plan</b>	
⊘	Copy of Maintenance Control Plan available at the site for the Elevating Device Inspector's review	

## Instructions

The Elevator Installation Contractor shall, prior to requesting an initial inspection (related to a new installation) from Government Services, complete this Pre-Inspection Checklist.

The Elevator Installation Contractor shall complete the required information, and upon completion of the required task, check the applicable boxes listed in the right hand column of this Pre-Inspection Checklist.

The Elevator Installation Contractor shall carry out a preliminary examination of the device, and once satisfied that all work is completed in accordance with the registered design submission, and applicable codes and standards, shall complete the Declaration section of this Pre-Inspection Checklist and submit to Government Services prior to requesting an initial inspection.

- ☐ The Elevator Installation Contractor shall complete these Code requirements prior to submitting the Pre-Inspection Checklist to Government Services and requesting an inspection.
- ☐ SINGLE CAR - In the case of a car in a single hoistway, these Code requirements shall be completed prior to submitting the Pre-Inspection Checklist to Government Services and requesting an inspection.
- ☐ MULTI-CAR - The Elevator Installation Contractor shall complete these Code requirements prior to submitting the Pre-Inspection

## Declaration

I, representing the Elevator Installation Contractor, do verify that the elevating device located at the location indicated does conform to the requirements of the Amusement Rides and Elevating Devices Regulations, 1996, under the *Public Safety Act* and the adopted ASME A17.1/CSA B44 Safety Code for Elevators and Escalators.

Location or address of installation: \_\_\_\_\_

### Elevator Installation Contractor

Company name: \_\_\_\_\_

Printed name of employee: \_\_\_\_\_

Title of employee: \_\_\_\_\_

Date: \_\_\_\_\_

Signature: \_\_\_\_\_

## Routing Information

Please return completed Checklist via any of the following:

### Mail:

Government Services  
Engineering and Inspection Services  
P. O. Box 8700  
St. John's, NL A1B 4J6

### In-Person:

Engineering and Inspection Services  
Motor Registration Building  
149 Smallwood Drive  
Mount Pearl, NL

### Telephone: (709) 729-2749

Email: [EngineeringInspection@gov.nl.ca](mailto:EngineeringInspection@gov.nl.ca)

Fax: (709) 729-2071