



## Elevating Devices Pre-Inspection Checklist 2014 (For use by General Contractor on New or Alteration Installations) In Conjunction with the Owners and General Contractors Declaration of Compliance

**Instructions:**

**Part-1:** The General Contractor/Owner shall, prior to the Elevator installer requesting an initial inspection for a new or altered elevating device from AEDARSA, complete the pre-inspection checklist. The General Contractor/Owner shall complete the required information, and upon completion of the required task, check the applicable boxes and forward the checklist to the elevator installer. The Elevator installer 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, may request an inspection from AEDARSA.

**Part-2:** The Pre-Inspection checklist is not intended to be an inclusive list to all requirements of the applicable codes and standards and only serves as a basic guide as to deficiencies noted from previous inspections. Some of the deficiencies maybe also cited under building, plumbing and electrical permits

**Part-3 (a):** The contractor/owner must complete the code requirement identified as © prior to requesting an inspection.

**Part 3 (b):** If there is more than one car in the group the testing of the Fire Fighters Operation and Emergency Power and Communication Devices (As identified by code ⬠) can be postponed until the last car is completed, however none of the previously inspected car can operate until all previously issued directives are completed and an occupancy permit is issued.

**Part 3 (c):** A Passenger elevator used on an interim basis during building construction and there is no public access the following is required in writing and approved by a AEDARSA Safety Codes Officer:

- Compliance of ASME A17.1/CSA B44 Section 5.10 or;
- Compliance to applicable Workplace Health and Safety Regulations and
- Compliance to applicable Building Code requirements and;
- Authorization of intended use endorsed by a Professional Engineer or Architect

**Part 4:** Please note: the checklist columns below mean the following and can be identified with a ✓

**Yes** –The item meets requirement

**No** – The items does not meet requirements (An explanation must be given as to why the item didn't meet the requirements)

**N/A** – The item is not applicable

Yes	No	N/A	Code	Machine Room Access:
			©	Walkway from the roof access door to the machine room access door, if the roof slope exceeds 15 degrees from horizontal, or if the roof parapet or passageway is less than 1070mm, a 1070mm high handrail is required on all sides exposed to a fall hazard
			©	A non-combustible, weather-resistant stair to machine room is completed (if applicable)
			©	<b>Machine Room Door:</b>
			©	Machine room door shall be self-locking and self-closing
			©	Security key code shall be is designated for the machine room door only, and no other door in the building
			©	Machine room door shall meet applicable building code requirements for fire rating
			©	<b>Machine Room Enclosure:</b>
			©	Minimum headroom of 2134mm maintained between floor and ceiling or overhead equipment
			©	Permanent machine room lighting shall be provided (minimum 200 lux at floor level)
			©	Machine room enclosure meets building code fire separation requirements
			©	Each receptacle shall be a GFCI type. This also applies to receptacles in machine room/machine spaces/control space
			©	Provide means to maintain temperature and humidity levels to within manufacturers specifications if necessary
			©	Remove all pipes or ducts conveying gases, vapors, 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/machine space or control space 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 its own dedicated single supply receptacle, and is not required to be of the GFCI type
			©	Fire Alarm Initiating Device (FAID) installed in-the associated elevator machine room, machinery space containing a motor controller or electric driving 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 enclosure
			©	Complete all machine room/machine space/control space/control room electrical wiring
			©	If machine room/machine space and or control room/control space are remote, a permanent means of communication between the elevator car and remote machine room/space and or control room/space shall be provided
				<b>Main Disconnect Switch:</b>
			©	Are correct rated fuses, or circuit breakers installed and coordinated with up line fusing
			©	Lockable type
			©	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 1000mm) in front of disconnect
				<b>120V 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 1000mm) in front of disconnect
				<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 odors from entering the hoistway
			©	Sumps and sump pumps installed in elevator pits shall be covered securely
			©	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 with pump rated at 3000 gals/hr
			©	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 lux 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
				<b>Pit Access Ladder:</b>
			©	Shall be installed within 1000mm horizontally from the unlocking means, of the bottom landing door
			©	Shall be designed to extend from the pit floor to appoint 1200mm above the bottom landing door sill
			©	Shall be a minimum of 400mm wide, less when obstructions are encountered, and as wide as space available. (Not less than 225 mm). The rungs, cleats or steps shall be spaced 300mm on center. A rung clearance of no less than 115mm
			©	Shall be fixed in place, and made of non-combustible material
			©	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 Security
			©	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 all projections, setbacks, or recesses greater than 100mm (75 to horizontal)
			©	Hoistway enclosure shall be designed to meet Building Code fire rating requirements



		©	Remove all pipes or ducts conveying gases, vapors or liquids not used in connection with elevator equipment from the hoistway enclosure
		©	Remove all electrical wiring, in the hoistway not directly in connection with the operation or function of the elevator
		©	<b>Outside Hoistway:</b>
		©	Permanent lighting at elevator entrances shall be provided at all occupied floors
		©	Eliminate the tripping hazards at the landing sills (7mm or greater)
			<b>Elevator Car</b>
		Ⓢ/Ⓢ	Buildings not continuously manned by authorized personnel, shall provide a telephone inside the elevator which is connected to 24 hour emergency service
		Ⓢ/Ⓢ	Buildings with an elevator travel greater than 18m, 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
		©	Install the permanent flooring inside the car
		©	Provide-emergency lighting in the car
			<b>Firefighters Emergency Operation:</b>
		Ⓢ/Ⓢ	Manual Emergency recall operation is functioning as specified
		Ⓢ/Ⓢ	Automatic emergency recall operation is functioning as specified
		Ⓢ/Ⓢ	Emergency power or standby Power is functioning to operate with elevator equipment as specified
		Ⓢ/Ⓢ	Building fire control station emergency recall switch is installed and functioning

General Contractor/Owner: \_\_\_\_\_

Location or Address of Installation: \_\_\_\_\_

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

**FOIP** "The personal information is being collected in support of the administration of the *Safety Codes Act*. The authority to collect the personal information is made pursuant to section 33(c) of the *Freedom of Information and Protection of Privacy (FOIP) Act*, and will be managed in accordance with the privacy provisions of the *FOIP Act*. If you have any questions regarding the collection of this personal information, please contact the Alberta Elevating Devices and Amusement Rides Safety Association at 104, 8616 51 Ave, Edmonton, T6E 6E6 or by telephone at 1-888-222-7281.