Metropolitan Area Building & Construction Department

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Pre-Inspection Checklist for New Elevator Installations and Modernizations

Notice: This checklist reflects the most common violations encountered when performing an inspection.
ALL ASME A17.1 REFERENCES REFER TO **2019** CODE EDITION.

This information shall be submitted to MABCD at least two working days prior to the scheduled inspection date. If the pre-inspection checklist is not received by MABCD at least two days prior to the scheduled inspection date, the inspection will not be performed and will be required to be re-scheduled.

EMAIL COMPLETED CHECKLIST TO: chris.nordick@sedgwick.gov

In the Machine Room

- [ ] Access to Machinery Spaces, Machine Rooms, Control Spaces, and Control Rooms shall meet the requirements of ASME A17.1 2.7.3
- [ ] All non-elevator-related piping and equipment are prohibited from entering or passing through the machine room. Shall meet the requirements of ASME A17.1-2.8.3.4
- [ ] The installation of electrical equipment and wiring used in the connection with elevators, escalators, moving walks, platform lifts, and stairway chairlifts shall meet the requirements of NFPA 70 Article 620
- [ ] Electrical Working Clearances are to be provided and maintained in front of the controller and disconnect at all times. Shall meet the requirements of NFPA 70 620.5.
- [ ] Lighting, Temperature, and Humidity in Machinery Spaces, and Control Rooms shall meet the requirements of ASME A17.1- 2.7.9
- [ ] All electrical equipment, controllers, and machines are to be properly installed and grounded per NFPA 70 620 IX.
- [ ] An “ABC” type fire extinguisher is required to be located in the Machine Room as per ASME A17.1. 8.6.1.6.5
- [ ] Where the building code requires fire-resistive construction, the construction shall conform to the requirements of ASME A17.1-2.7.1.1.1 and 2.7.1.1.2 / IBC-2018 3005.4
- [ ] Machine Room Access Doors and Openings shall comply with ASME A17.1 2.7.3.4
- [ ] Headroom in the Machine Spaces, Machine Rooms, Control Spaces, and Control Rooms shall meet requirements of ASME A17.1- 2.7.4

In the Pit Area

- [ ] Pit Access and lighting shall meet the requirements of ASME A17.1- 2.2.4 through 2.2.5
- [ ] Pit Stop switch shall meet the requirements of ASME A17.1- 2.2.6
- [ ] Drains and sump pumps, when provided, shall comply with the applicable Plumbing Code.
- [ ] Elevators provided with Firefighter Emergency Operation, a drain or a sump pump shall be provided and shall comply with ASME A17.1-2.2.2.5 and ASME A17.1-2.2.2.6
- [ ] Electrical raceways and wiring installed in pits of buildings where a sprinkler is required in the pit shall be listed for wet location per ASME A17.1- 2.8.3.3.4

In the Hoistway

- [ ] All offsets or ledges within the hoistway greater than (4 in.) are to be tapered to not less than 75 degrees per ASME A17.1-2.1.6.2
- [ ] A) Sprinklers systems conforming to NFPA 13 shall be permitted to be installed in the hoistway, machinery space, machine room, control space machine room, control space, or control room subject to ASME A17.1 2.8.3.3.1 through 2.8.3.3.4
- [ ] B) Sprinklers required in all hydraulic elevator pits of sprinkled buildings are installed and are active as required by MABCD.

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Operations and Miscellaneous Items

- ☐ Car Emergency Signaling Devices shall meet the requirements of ASME A17.1-2.27.1
- ☐ Fire alarm initiating devices used to initiate Phase I Emergency Recall Operation shall be installed in conformance with requirements of NFPA 72, and shall be located at each floor served by the elevator, in the associated elevator machine room, machinery space containing a motor controller or electrical drive machine, control space, or control room. And in the elevator hoistway when sprinklers are located in those spaces. As per ASME A17.1-2.27.3.2.1
- ☐ Restricted Opening of Hoistway or Car Doors ASME A17.1- 2.14.5.7 (shall be so arranged that the hoistway doors or car doors cannot be opened more than (4 in.) from inside the car.
- ☐ Materials used on floor and walls of an elevator car enclosure must adhere to the flame spread and smoke density requirements of ASME A17.1.-2.14.2 The materials must be certified and tested for their end use configuration including the type of adhesive used to secure the material. All glass used in the elevator cab must meet the marking requirements of ASME A17.1.-2.14.1.8
- ☐ ALL specifications for floor and wall coverings have been submitted to MABCD for approval.
- ☐ All electrical signage required by NFPA 70 620.52 and ASME A17.1 must be properly installed including the following examples: code data plates A17-.8.9 , fire service instructions A17.1-2.27.7.1, emergency identification numbering hoistway door floor numbers A17.1 2.29.2, rope data tags A17.1-2.20.2, car capacity plateA17.1-2.16.3, crosshead data plate A17.1-2.20.2, governor rope data tag A17.1-.2.20.2, periodic test tags A17.1-8.6.1.7.2
- ☐ Short Circuit Current Ratings are clearly marked per NFPA 70.

An MABCD inspector must inspect an elevator and a Compliance Certificate issued before an elevator may be used for any purpose. No person or company including a contractor, owner, tenant, or elevator company may use the elevator to haul construction materials, furniture, or personnel not directly related to the installation and construction of the elevator unless permitted by a Compliance Certificate issued by the Metropolitan Area Building and Construction Department

I certify that, to the best of my knowledge, the information attested to on this document is a true and accurate statement of the elevator installation.

Facility | City | County

Signature of Elevator Contractor | Date | Installation Permit #

License # | License Expiration Date

General Contractor | Signature of Superintendent | Date

Billing Contact | Address | Phone #

Approval Date: