



New or Remodel Elevator Installation Checklist

This form must be filled out completely with all sections initialed by both the elevator company adjuster completing the installation and the general contractor PRIOR to the corresponding elevator inspection being scheduled. The completed checklist must be sent via email to the following email address, nelevator@utah.gov, at the Utah Labor Commission - Division of Boiler, Elevator and Coal Mine Safety.

All efforts will be made to schedule inspections within 24 hours of the time they are received and for a date no less than two and no more than three business days in the future. (For instance, an inspection request received on a Monday will be scheduled within 24 hours of receipt to take place no earlier than the Wednesday and no later than the Thursday of that week. Inspections received on a Friday will be scheduled to take place no earlier than the Tuesday and no later than the Wednesday of the following week.)

If the checklist is not fully complete the request will be returned and no inspection scheduled until a corrected checklist is received. If the contact information provided cannot be verified, no inspection will be scheduled until verifiable contact information is provided. Be advised, this list is not all inclusive but provides a general guideline of the requirements for acceptance inspections of elevators and escalators in the State of Utah.

| | | | | |
|----------------------|--|--|-----------------------------------|-------------------------|
| E- | | New <input type="checkbox"/> Remodel <input type="checkbox"/> | DFCM Job No: <i>If applicable</i> | DFCM Job Manager Phone: |
| Location Name | | | DFCM Job Manager Name: | DFCM Job Manager Email: |
| Physical Address | | | City | County |
| Type | | Year <input type="checkbox"/> Built <input type="checkbox"/> Remodeled | Manufacturer | |
| Kind | | Capacity | Speed | |
| Number of Stops | | Rise | Step Size (If escalator) | |
| Installation Company | | Main Contact | Phone | |
| Adjuster Name | | Phone | Email address | |

By signing below, we confirm that all requirements, not just those listed on this form, for a new/remodel elevator/escalator inspection by the Utah Labor Commission - Division of Boiler, Elevator and Coal Mine Safety have been met and the above-listed elevator/escalator is ready to be inspected without violation.

| | | | |
|-------------------------------------|-----------|---------------|-------|
| Elevator Company Rep - Print Name | Signature | Email Address | Phone |
| General Contractor Rep - Print Name | Signature | Email Address | Phone |

| Elevator Company | General Contractor | MACHINE ROOM/SPACE REQUIREMENTS |
|------------------|--------------------|---|
| | | Installation/remodel permits are posted on the job site at the commencement of work. |
| | | A set of approved plans must be kept in the machine room |
| | | Permanent safe access to the machine room(s) must be provided. A17.1-2.7.3.1 |
| | | Machine room door is self-locking and self-closing (store-room type lock). A17.1-2.7.3.4.1(b) |
| | | Machine room door and a fire rated label is permanently attached to the door and door frame. A17.1 8.10.2.2.2 |
| | | Machine/Control room, Machine/Control space lighting is a minimum of 19 foot candles on working surface. A17.1 - 2.7.9.1 |
| | | Machine room enclosure is completed (minimum of 7 feet headroom clearance). A17.1 2.7.4.1 |
| | | Machine room ventilation or cooling as required per the Elevator Company specifications and State Building Code amendments to the IBC is complete. A17.1- 2.7.9.2 |
| | | Elevator Hoistway, Machine/ Control Room- Machine/Control Space meet requirements of A17.1-2.8 |
| | | Class ABC Fire Extinguisher meets installation requirements of A17.1-8.6.1.6.5 |
| | | A GFI outlet is in the machine room. NEC 620.23(A)(C) |
| | | Lights and outlet are on separate dedicated circuit. NEC 620.23(A) |
| | | Proper working clearances have been maintained. A17.1 2.7.2.2.2 |
| | | All circuits have been labeled in a durable manner and their location has been indicated on the panels. NEC 110.22 |
| | | 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 620.12(A)(I) & 620.22(A) |
| | | Disconnecting means for Car light, Receptacle(s), and Ventilation NEC 620.53 |
| | | Heating and Air Conditioning equipment, if supplied, Disconnecting means/overcurrent protection located in Machine Room. NEC 620.22(b) & 620.54 |
| | | Disconnecting means/overcurrent protection for utilization equipment NEC 620.25 & 55 |
| | | |
| | | SPRINKLER, SHUNT TRIP AND DETECTORS |
| | | Fireman's service and smoke detectors are in place for all automatic elevators which travel over 6 feet (except LULA's, Special Purpose). A17.1 2.27.3(A) |
| | | Buildings without a fire alarm system have been supplied with a supervisory panel for elevator smoke detectors. NFPA 72 6.16.3.2 |
| | | Smoke detectors have been installed at the top of hoistways (if sprinkled and all MRL Elevators), in machine rooms and lobbies. Smoke detectors are ceiling mounted unless specified for other locations. |
| | | Hoistway or machine rooms with sprinklers must have shunt trips with heat detectors installed. Exception: No smoke or heat detectors are required for pit sprinklers located less than 2 feet from the pit floor. |
| | | Heat detectors are 135 degree fixed rate, ceiling mounted within 24 inches to the sprinkler head and monitored at fire control panel. NFPA 72 6.16.4.4 |
| | | The mainline disconnect/shunt trip wiring has had electrical inspection. |

| | |
|--|--|
| | 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 |
| | Latching is required for Phase I Recall. 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 |
| | HOISTWAY AND PITS |
| | Hoistway smoke control if required is in place |
| | Projections, recesses and setbacks of more than 4 inches are beveled to 75°. A17.1-2.1.6(b) |
| | Top of car hoistway clearances comply with code requirements. A17.1-2.4.7 or 3.4.5 |
| | All hoistway wiring is complete. NEC |
| | A 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 |
| | Required pit lighting and GFCI outlet shall be on separate branch circuits. Minimum of 10 foot candles. A17.1-2.2.5.1 |
| | The sump pump, if installed and has been piped and wired permanently. A17.1-2.2.2.4/ NEC 620.6(c) |
| | Sumps are at least 18" x 18" x 18" with a metal grate level with the pit floor |
| | Pits have been sealed to prevent moisture from accumulating in the pit. A17.1 2.2.2.3 |
| | Pit guards have been installed as needed. A17.1 2.2.3 |
| | Piping for sprinkler heads in the hoistway come from branch lines. |
| | If sprinklers are located in the elevator hoistway, any lighting equipment, or electrical piping located less than 48 inches from pit floor is weatherproof NEMA 4, wiring has been identified for use in wet locations. A17.1-2.8.3.3.4 |
| | Standard Railing, when required, shall have top rail height of 42" to 43" and a 4" toeboard. A17.1- 2.10.2 |
| | SECONDARY & OVERHEAD SHEAVE SPACE |
| | Permanent and safe access to the work space has been provided. |
| | Permanent lights, light switches, GFI type outlets and stop switches have been installed. NEC 620.24 |
| | All required guards have been installed. |
| | MISCELLANEOUS |
| | Penetrations in the hoistway and machine room have been patched. A17.1 2.7.1 |
| | Elevator fronts have been installed per prints as tested by the labeling and listed laboratory. (No exceptions.) A17.1 2.11.14.2 |
| | All wiring meets the current adopted NEC standards. |
| | Telephone shall not require voice communications (i.e.: "ADA" compliant phones have been |

| | | |
|--|--|---|
| | | installed). |
| | | No equipment or piping that is not elevator related may be installed in the machine room or hoistway A17.1 2.7.2.1 |
| | | Permanent cab flooring is in place and ASTM documentation is available. |