



Elevator Safety Program
 PO Box 14470
 Salem, Oregon 97309
 Tel: (503) 373-1298
 Fax: (503) 378-4101

Acceptance Inspection Checklist

Dumbwaiter

Code References

- ASME A17.1, 2004 – Effective 4/1/2005
- Oregon Structural Specialty Code 2003 – Effective 10/1/2004
- Oregon Electrical Specialty Code 2005 – Effective 4/1/2005

Note: Potential code violations are not necessarily restricted to this checklist.

The comments used in this checklist give direction only and are not intended to circumvent actual code language. Please refer to the appropriate standard as necessary to clarify any code issues that may arise during this inspection.

The codes referenced in this checklist are applicable to the elevator installation as of the effective date of April 1, 2005. If the structural or electrical permit was issued prior to April 1, 2005, the previous edition of the elevator code may be used to resolve code conflicts providing a the issue date for the electrical or structure permit can be verified by the elevator inspector.

While the Elevator Safety Program does not directly regulate the building code, it is permissible to question code issues and request clarification or validation from the local building department. The elevator inspector cannot require any corrections unless supported by the local building department in such cases.

Site Name:		Code Date: ____/____/____	
Contractor:		Permit On-site: <input type="checkbox"/>	
Licensed Technician (Electrical):		License #:	
Licensed Technician (Mechanical):		License #:	
Elevator ID: DW -_____		Residential <input type="checkbox"/>	Commercial <input type="checkbox"/>
1 st Inspection Date	2 nd Inspection Date	3 rd Inspection Date	4 th Inspection Date
____/____/____	____/____/____	____/____/____	____/____/____

Hoistways, Pits, and Clearances	A17.1	Comments	Passed	
Construction of Hoistways and Hoistway Enclosures	7.1.1	The construction of hoistways and hoistway enclosures shall comply with 2.1, except as modified by 7.1.1.1 through 7.1.1.5.		
	7.1.1.1	1) Requirement 2.1.1.1 applies, except where dumbwaiters are installed in a private residence. In private residences, fire-resistive construction shall conform to the requirements of the Oregon Residential Specialty Code.	N/A <input type="checkbox"/> <input type="checkbox"/>	
	7.1.1.2	2) Requirement 2.1.2.1 does not apply..... a) Where a hoistway extends into the top floor of a building, fire resistive hoistway or machinery-space enclosures, where required, shall be constructed in accordance with the requirements of the building code (see 1.3).	...N/A <input type="checkbox"/> <input type="checkbox"/>	
	7.1.1.3	3) Requirement 2.1.3.1 does not apply..... a) Dumbwaiter machines and sheaves shall be permitted to be located inside the hoistway enclosure at the top or bottom without intervening enclosures or platforms.	...N/A <input type="checkbox"/> <input type="checkbox"/>	
	7.1.1.4	b) If a floor is provided at the top of the hoistway, it shall comply with 7.1.1.5.	
	7.1.1.5	4) Requirement 2.1.3.2 does not apply.	<input type="checkbox"/>	
		5) Requirement 2.1.3.3 does not apply..... a) The floor shall be designed in accordance with other floors in the building.	<input type="checkbox"/>	
		b) Where the dumbwaiter machine is to be supported by machine room floor, the floor shall be designed in accordance with 2.9.4 and 2.9.5.	<input type="checkbox"/>	
	Vents	OSSC 3004.3	1) Vents shall be: a) not less than 31/2 percent b) nor less than 0.5 square foot (0.047 m2) for each dumbwaiter car in the hoistway, whichever is greater. c) Of the total required vent area, not less than one-third shall be of the permanently open type unless all vents activate upon detection of smoke from any of the elevator lobby smoke detectors.	N/A <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
	Pits Note: A pit is considered the area that is below floor-level at the bottom landing.	7.1.2	Pits are not required, but shall be permitted. Where a pit is provided, it shall conform to 2.2, except as modified by 7.1.2.1 through 7.1.2.6.	N/A <input type="checkbox"/>
7.1.2.1		1) Requirement 2.2.1 does not apply. a) Pits shall be permitted to be provided.	N/A <input type="checkbox"/> <input type="checkbox"/>	
7.1.2.2		2) Requirement 2.2.4 does not apply. a) The access door shall be provided with an electric contact, which will cause the interruption of power to the motor and brake when the door is open.	<input type="checkbox"/>	
7.1.2.3		3) Requirement 2.2.5 does not apply..... a) If the level of illumination in the pit, where provided, does not meet the requirements of 2.2.5, then a permanent or portable lighting means complying with 2.2.5.1 shall be provided. <input type="checkbox"/>	
7.1.2.4		4) Requirement 2.2.6 applies only where pit access is provided by means of a ladder (see 2.2.4.2).	<input type="checkbox"/>	
7.1.2.5 7.1.2.6		5) Requirement 2.2.7 does not apply. 6) Requirement 2.2.8 does not apply.		

Counterweight Guarding	7.1.3	1) Must comply with Req. 2.3.2	N/A <input type="checkbox"/> <input type="checkbox"/>
Protection of Space Below Hoistway	7.1.6	1) Requirement. 2.6 applies. a) Car and counterweight safeties and buffers are required.	N/A <input type="checkbox"/> <input type="checkbox"/>

Hoistways, Pits, and Clearances	A17.1	Comments	Passed
Vertical Car Clearances Runbys for Cars and Counterweights	7.1.4 7.1.4.1 7.1.4.2	Requirement 2.4 does not apply. 1) Bottom and top car clearances and runbys for cars and counterweights shall conform to 7.1.4.1 through 7.1.4.2. a) When the car or counterweight reaches its maximum limit of downward travel, no part of the car or counterweight or any equipment attached thereto shall strike any part of the pit or floor beneath the lowest landing or equipment located in the hoistway, except a buffer or bumper. b) When the car or counterweight reaches its maximum limit of upward travel, no part of the car or counterweight or any equipment attached thereto shall strike any part of the overhead structure or equipment located in the hoistway, except a mechanical stop or buffer.	 <input type="checkbox"/> <input type="checkbox"/>
Horizontal Car and Counterweight Clearances	7.1.5 7.1.5.1 7.1.5.2 7.1.5.1 7.1.5.2 7.1.5.3 7.1.5.4	Horizontal car and counterweight clearances shall conform to 2.5, except as modified by 7.1.5.1 through 7.1.5.4. 1) Rated load over 227 kg (500 lb) a) Requirement 2.5.1.1 applies. b) Requirement 2.5.1.2 applies 2) Rated load of 227 kg (500 lb) or less: a) The clearance between the car and hoistway enclosure shall be not less than 13 mm (0.5 in.). b) Clearances between the car and counterweight shall be not less than 13 mm (0.5 in.) 3) Requirement 2.5.1.4 applies, except when a counterbalanced car door is provided. a) The clearance shall be measured between the landing side of the car door sill and the hoistway edge of any landing sill, or the hoistway side of any vertically sliding counterweighted or counterbalanced hoistway door or of any vertically sliding counterbalanced biparting hoistway door sill. 4) Requirement 2.5.1.5 does not apply.	N/A <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> N/A <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
Machine Rooms	A17.1	Comments	Passed
Machine Rooms and Machinery Spaces (where provided)	7.1.7 7.1.7.1 7.1.7.2 7.1.7.3 7.1.7.4	Machine rooms and machinery spaces shall comply with 2.7, except as modified by 7.1.7.1 through 7.1.7.11. 1) Requirement 2.7.1.1 applies only where a separate machinery space is provided. 2) Requirement 2.7.1.2 applies only where a separate machinery space is provided. 3) Dumbwaiter machine rooms shall conform to 2.7.2, or the following: a) Dumbwaiter machine and control equipment shall be permitted to be located in a room or space containing other equipment essential to the operation of the building, provided that all exposed moving parts are fully guarded. b) Guards on dumbwaiter equipment shall prevent accidental contact with moving parts and shall permit visual inspection without complete removal. c) Where a dumbwaiter machine is located at the bottom of the hoistway, the control equipment shall be located outside the hoistway or in a cabinet on the inside surface of the access door. 4) Requirement 2.7.3.1 does not apply. a) A means of access to dumbwaiter machine rooms	N/A <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>

	7.1.7.5	and overhead machinery spaces shall be provided, from outside the hoistway, for elevator personnel. 5) Requirement 2.7.3.3 applies only where a separate room is provided for machine and control equipment.	<input type="checkbox"/>
--	---------	---	--------------------------

Machine Rooms (cont.)	A17.1	Comments	Passed			
Machine Rooms and Machinery Spaces (where provided)	7.1.7.6	6) Requirement 2.7.3.5 does not apply.	...N/A <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> ...N/A <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> ...N/A <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>			
	7.1.7.7	7) Requirement 2.7.4 does not apply.				
	7.1.7.8	8) Requirement 2.7.5.2 does not apply.				
	7.1.7.9	a) Where there is a separate machine room, it shall be provided with natural or mechanical ventilation to avoid overheating of the electrical equipment to ensure normal operation of the dumbwaiter.				
	7.1.7.10	9) Requirement 2.7.6 does not apply.				
	7.1.7.11	10) Requirement 2.7.8.4 does not apply.				
	2.7.3.4.5 (Ore. amend.)	11) Machine Room Door Sign:..... a) "AUTHORIZED PERSONNEL ONLY - Storage or installation of equipment not pertaining to the elevator is prohibited." b) 10 mm (3/8") high letters c) 1525 mm (60") high				
	2.7.3.2.2 (Ore. amend.)	12) Access Across Roofs:..... a) Swing door and platform from top floor to roof. b) Hatch type doors must have assisted opening (springs, hydraulics, cwt. etc.) c) If roof slopes over 15?: d) Walkway to M/R door must be provided not less than 610 mm (24") wide. e) One side must have 1070 mm (42") handrail.				
		13) Access to differing levels of M/R and from roof to M/R and machinery spaces:..... a) Permanent ladder or stair required if M/R floor level is 203mm (8") or more from floor level or roof level. b) Ladders must comply with ANSI A14.3				
	Electrical Equipment, Wiring, Pipes, Ducts, and HVAC in Hoistways and Machine Rooms	7.1.8		Electrical equipment, pipes, and ducts in hoistways, machine rooms, and machinery spaces shall comply with 2.8, except as modified by 7.1.8.1 and 7.1.8.2.	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	
7.1.8.1		1) Type SF or equivalent wire is not required for the wiring to the hoistway door interlock from the hoistway riser.				
7.1.8.2		2) Requirement 2.8.2.3 does not apply. a) Sprinklers shall be permitted in the hoistway when conforming to NFPA 13 or the NBCC, whichever is applicable (see Part 9). b) All sprinkler risers and returns shall be located outside the hoistway.				
Main Line Disconnect	620-51	1) Fused disconnect or circuit breaker, lockable in the open position.	<input type="checkbox"/> <input type="checkbox"/>			
	620.51(d)	2) Sign to indicate feeder breaker location.				
Electrical Clearances Ensure electrical clearances are properly maintained	110-26 (2.12)	Condition	1 <input type="checkbox"/>	2 <input type="checkbox"/>	3 <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
		0-150v to ground	900 mm (36")	900 mm (36")	900 mm (36")	
		151-600v to ground	900 mm (36")	1000 mm (42")	1200 mm (48")	
Wiring in Machinery Spaces	7.1.8 (2.8.1)	1) Electrical conduit , fittings and covers must be as follows: a) (348-12) Conduit Supports every 3040 mm (10 ') & within 914 mm (3') of boxes. b) (362-8) Gutter Supports shall not exceed: c) Horizontal Runs; 1524 mm (5') to 3048 mm (10') d) Vertical Runs; 4572 mm (15') e) (370-18) Plug Open "knockouts" f) (370-25) Outlet box covers must be provided. g) (370-28c) J-box covers required	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>			

Hoistway Entrances & Door Locks	A17.1	Comments	Passed
Protection of Hoistway Openings	7.1.11	1) The protection of hoistway openings shall conform to 2.11, except as modified by 7.1.11.1 through 7.1.11.14.	
	7.1.11.1	2) Entrances..... a) Requirement 2.11.1 does not apply. All hoistway-landing openings shall be provided with entrances that shall guard the full height and width of the opening. <input type="checkbox"/>
	7.1.11.1.1	3) For power dumbwaiters, the doors shall not open to a 25 mm (1 in.) greater width and height than the width and height of the car, unless the car is being removed or installed.	<input type="checkbox"/>
	7.1.11.2	4) Types of Entrances.....
	7.1.11.2.1	a) Requirement 2.11.2 does not apply. b) For power dumbwaiters, entrances shall be one of the following types: i) <input type="checkbox"/> horizontal slide, single- or multi-section ii) <input type="checkbox"/> swing, single section iii) <input type="checkbox"/> combination horizontal slide and swing iv) <input type="checkbox"/> vertical slide biparting counterbalanced v) <input type="checkbox"/> vertical slide counterweighted, single- or multisection	<input type="checkbox"/>
	7.1.11.3	5) Closing of Hoistway Doors.....
	7.1.11.3.1	a) Requirement 2.11.3 does not apply.	<input type="checkbox"/>
	7.1.11.4	b) All doors shall be kept closed, except the door at the floor at which the car is being loaded or unloaded.	<input type="checkbox"/>
	7.1.11.5	6) Location of Hoistway Door Openings. a) Requirement 2.11.4 does not apply. b) The bottom of the hoistway-door opening shall be not less than 600 mm (24 in.) above the floor, except for power dumbwaiters applications conforming to 7.1.12.1.2 or 7.1.12.1.3.	<input type="checkbox"/>
	7.1.11.6	7) Hoistway Access Doors. a) Access openings shall be permitted to be provided in the hoistway enclosure for maintenance and inspection. Access openings when provided shall conform to 7.1.7.5.	<input type="checkbox"/>
	7.1.11.7	8) Projection of Equipment Beyond Landing Sills. a) Requirement 2.11.5 does not apply.	<input type="checkbox"/>
		9) Opening of Hoistway Doors From Hoistway Side. a) Requirement 2.11.6 does not apply.	<input type="checkbox"/>
	Hoistway Door Vision Panels	7.1.11.8	1) Hoistway door vision panels (see 2.11.7) are not required. Where provided, they shall comply with 2.11.7.1.2, 2.11.7.1.3, 2.11.7.1.4, and 2.11.7.1.6; and a) the total area of one or more vision panels in any hoistway door shall not exceed 0.016 m ² (25 in. ²).
Hoistway Door Locking Devices and Power Operation	7.1.11.9	1) Requirement 2.11.9 does not apply.	<input type="checkbox"/>
		2) Doors shall be provided with door-locking devices conforming to 7.1.12.	<input type="checkbox"/>
		3) Where hoistway doors are power operated or are opened or closed by power, they shall conform to 7.1.13.	N/A <input type="checkbox"/> <input type="checkbox"/>

	7.1.12.4	b) Mechanical access; or c) Access switches	<input type="checkbox"/> <input type="checkbox"/>
--	----------	--	--

Hoistway Entrances & Door Locks (cont.)	A17.1	Comments	Passed	
Power Door Operation ? N/A	7.1.13 (2.13) 7.1.13.4 (2.13.3.2)	1) Must comply with Section 2.13 as follows: a) Shall only be opened with car at rest at landing; b) Constant Pressure Door Close Control: c) No closing means to be provided in car d) Release of control shall cause doors to stop and reopen. e) Momentary Push Button or Automatic Close: f) Kinetic energy no greater than 10 J (7.37 lbf.) 2) Sequence operation is not required but must comply with Req. 2.13.6.2 if provided.	N/A <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	
Guide Rails, Buffers & Counterweights & Machines	A17.1	Comments	Passed	
Guide Rails	7.2.9	Must comply with Req. 2.23	<input type="checkbox"/>	
Buffers & Bumpers	7.2.8	Refer to Tables 7.2.8.1 & 7.2.8.2 For oil buffers see table 7.2.8.2 Spring Buffer Strokes:		
		Rated Speed	Minimum Stroke	
		< 200	38 mm 1 ½"	<input type="checkbox"/>
		201-250	63.5 mm 2 ½"	<input type="checkbox"/>
251-300	106 mm 4"	<input type="checkbox"/>		
Counterweights	7.2.7	1) Must comply with 2.21, except that: a) Frames are not required b) Same set of rails may be provided for car & cwt.	N/A <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	
Types of Driving Machines	7.2.10.3	1) <input type="checkbox"/> Winding Drum 2) <input type="checkbox"/> Traction 3) <input type="checkbox"/> Rack & Pinion 4) <input type="checkbox"/> Screw Column 5) <input type="checkbox"/> Belt Drive 6) <input type="checkbox"/> Chain Drive 7) <input type="checkbox"/> Hydraulic	<input type="checkbox"/>	
Belt Driven Machines	7.2.10.4	1) Where used; a) Flat belts maximum speed 0.25 m/s (50 ft/min.) b) V-belts maximum speed 0.75 m/s (150 ft/min.)	N/A <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	
Suspensions Means	7.2.6	1) Must conform to Section 2.20: a) one or more wire ropes, iron or chains b) actual qty. _____ size: _____" 2) Chains _____ must be:..... a) Roller b) Block c) multiple-link silent type	<input type="checkbox"/> <input type="checkbox"/> ...N/A <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	
Wire Rope or Chains	7.2.6.2 7.2.6.3 7.2.6.4 7.2.6.8	1) Crosshead must have data tag: a) Chain & Rope Data b) Factors of Safety (Refer to table 7.2.6.4) c) Suspension Means Fastenings	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	
Car Frames and Operation	A17.1	Comments	Passed	
Car Frames & Platforms	7.2.2	1) Must be able to withstand loading conditions.	<input type="checkbox"/>	
Car Enclosures	7.2.1	1) Enclosure shall be either: a) Solid; or b) Grill work; or c) Perforated construction	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	
	7.2.1.1.5	d) car tops must withstand 3.5 kPa (75 lb/ft ²)	<input type="checkbox"/>	
Car Gates (Optional)	7.2.1.2	1) When provided must conform to parts of Sect 2.14.6 2) protect the entire width and height of opening; 3) provided with a gate switch 4) horizontal or vertical type	N/A <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	

