



Elevator Safety Program
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Acceptance Inspection Checklist

Residential Electric & Hydraulic Elevator Checklist Passenger Elevators

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
- Oregon Plumbing Specialty Code – 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.

Indicate elevator type: Electric Hydraulic

Site Name:			Code Date: ____/____/____
Contractor:			
Elevator ID: _____ - _____			
1 st Inspection Date	2 nd Inspection Date	3 rd Inspection Date	4 th Inspection Date
____/____/____	____/____/____	____/____/____	____/____/____

Residential Elevator Acceptance Inspection Checklist			
Hoistway & Pit Construction	A17.1	COMMENTS	Passed
Construction of Hoistway and Hoistway Enclosures	5.3.1.1	1) Hoistways shall: a) Be solidly enclosed throughout its height without grillwork or openings b) Exterior windows within the hoistway shall be protected by grillwork. c) Enclosures shall be of sufficient strength to support in true alignment the hoistway doors and gates and their locking equipment.	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
	5.3.1.1.1	2) The fire resistance rating shall be in accordance with the requirements of the building code. 3) The enclosure shall be permitted to be omitted on the lowest landing served, unless it opens directly into a garage, provided:..... a) the car platform is equipped with a device that, if the platform is obstructed in its downward travel by a force of 18 N (4 lbf) or more applied anywhere at its lower surface, will open an electric contact in the control circuit and thus stop the downward travel of the car within the range of the free suspension of the car and not exceeding 75 mm (3 in.). b) Switches operated by this device shall be of a type that will not reset unless it has been returned to its normal position.	<input type="checkbox"/> N/A <input type="checkbox"/> <input type="checkbox"/>
	5.3.1.1.2	4) The enclosure shall be permitted to be omitted on the upper landing on continuous-pressure operation elevators serving only adjacent landings (one floor travel), provided: a) the floor opening at the upper landing is protected by an enclosure and gate at least 910 mm (36 in.) high with openings that will reject a ball 25 mm (1 in.) in diameter and b) the gate is provided with a combination mechanical lock and electric contact.	<input type="checkbox"/> N/A <input type="checkbox"/> <input type="checkbox"/>
	5.3.1.1.3	5) The enclosure shall be permitted to be omitted on the upper landing of elevators having continuous-pressure operation and serving only adjacent landings (one-floor travel)..... a) where the floor opening is provided with a vertically lifting hatch cover which is automatically raised and lowered vertically by the ascending and descending car, provided that this cover is..... i) fitted with guides to ensure its proper seating ii) designed and installed to sustain a total load of 3.6 kPa (75 lb/ft ²) or 135 kg (300 lb) at any one point iii) equipped with an electric contact that will prevent the upward travel of the car when a force of 90 N (20 lbf) is placed at any point on the top of the hatch cover	<input type="checkbox"/> N/A <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
	5.3.1.1.4	6) The hoistway enclosure shall be permitted to be omitted on elevators located in existing open stairway areas or other existing open areas, provided that..... a) the car platform is equipped with a device that meets the requirements of 5.3.1.1.1 and stops the car if it is obstructed in its downward travel b) the entrance sides of the hoistway at the upper landings are protected as required in 5.3.1.7 c) the car gate is automatically locked, except when the car platform is within 152 mm (6 in.) of a landing	<input type="checkbox"/> N/A <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>

Guarding of Pits	5.3.1.2.1	<ol style="list-style-type: none"> 1) A pit provided in other than a fully enclosed hoistway shall be guarded by a solid enclosure at least 2 130 mm (84 in.) high. 2) The entrance shall be provided with a door conforming to 5.3.1.7. 3) When the enclosure does not extend from floor to ceiling, only solid car doors or gates rejecting a 13mm (0.5 in.) diameter ball shall be used. 	N/A <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
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Car Enclosures & Counterweights (cont.)	A17.1	Comments	Passed	
Car Top Located Machines or Controls	5.3.1.8.1(d) (2.14.1.6)	1) Controls must be in a listed non-combustible enclosure; and 2) Car top must be able to withstand 135 kg (300 lbs.) on any 600 mm by 600 mm (24" X 24") area; and 3) A top of car inspection station is required (ref 2.26.1.4.2); and 4) Access panels shall be provided to the equipment: a) Access panels in the car shall be provided with an electric contact to prevent operation if open; b) Access panels shall be provided with a lock of a type that is unique to the residence	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	
	5.3.1.8.2	5) A car door or gate shall:..... a) be a minimum of 1675 mm (66") high; and b) openings shall reject a 75 mm (3") ball; c) collapsible gates when provided must reject a 75 mm (3") diameter ball when fully extended. <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	
	5.3.1.8.2(a)	6) Power door operation:..... a) must not exceed 10 J (7.37 lbf) kinetic energy (ref 2.13.4.2.1) b) must be provided with a door reopening device (ref 2.13.5)	N/A <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	
	5.3.1.8.2(b)	7) Car door or gate locking devices:..... a) Required when the hoistway enclosure is not continuous for the full travel; and b) Must lock when car is more than 150 mm (6") away from landing.	N/A <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	
	5.3.1.8.2(c)	8) Car door or gate contacts:..... a) Must be provided on every car b) Not allow the car to operate unless 50 mm (2") from fully closed. <input type="checkbox"/> <input type="checkbox"/>	
	Car Safeties	5.3.1.11.1	1) Car safeties are required (except direct plunger hydraulic).	<input type="checkbox"/>
		5.3.1.11.2	2) Counterweight safeties required with occupiable space below 3) Types allowed:..... a) inertia b) rack and pinion c) broken rope safety d) governor operator i) Speed _____ governors, _____ when _____ provided shall:..... (1) be located readily accessible from outside the hoistway; and (2) be provided with a safety operated switch. <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> N/A <input type="checkbox"/> <input type="checkbox"/>
		5.3.1.11.7	4) Governor ropes shall be:..... a) iron; or b) steel; or c) monel metal; or d) phosphor bronze; and e) minimum size, 6 mm (¼")	N/A <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>

Inside Car	A17.1	Comments	Passed
Operating Devices & Control	5.3.1.18.1	1) Elevators shall comply with the following requirements: a) continuous-pressure (CPPB) control; or b) single automatic (SAPB) control.	<input type="checkbox"/> <input type="checkbox"/>
	5.3.1.18.2	2) Control circuit requirements:..... a) completion of electrical circuits shall not be used in: b) disconnecting power to the brake; and c) reaction to the operation of a safety device; and d) interruption of power when the safeties set. <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
	5.3.1.18.3	3) Cars located exterior to the residence shall be key operated..... a) Key shall be removable only in the off position; and b) Be of the spring loaded-center off type c) Key must be unique to the residency.	N/A <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
Telephone & Alarm Bell	5.3.1.19	1) A telephone is required in the car. A dedicated telephone line is not required. 2) An audible signaling device is required.	<input type="checkbox"/> <input type="checkbox"/>
Capacity, Speed & Rise	5.3.1.10.1	1) Maximum net inside dimension; 1.4 m ² (15 ft ²)	<input type="checkbox"/>
	5.3.1.10.1(a)	2) Minimum rated loads shall be as follows: a) For net platform size of 1.1 m ² (12 ft ²) or less: i) Minimum capacity; 159 kg (350 lbs.) or 195kg/m ² (40 lb/ft ²) whichever is greater.	N/A <input type="checkbox"/> <input type="checkbox"/>
	5.3.1.10.1(b)	b) For net platform size greater than 1.1 m ² (12 ft ²): i) Minimum capacity; 305 kg/m ² (62.5 lb/ft ²)	N/A <input type="checkbox"/> <input type="checkbox"/>
	5.3.1.10.2 5.3.1.10.3	3) Maximum speed: 0.20 m/s (40 fpm) 4) Maximum rise: 15 m (50 ft.)	<input type="checkbox"/> <input type="checkbox"/>
Capacity Plate	5.3.1.20.1	1) Capacity plate required in car; minimum lettering 6 mm (¼") high.	<input type="checkbox"/>
Data Plates	5.3.1.20.2	1) Data Plate Required with the following information: a) total weight of the car b) rated speed c) suspension means d) manufacturer's name e) date of installation f) lettering must be a minimum of 6 mm (¼") high	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
Code Data Plate	8.9	1) Located on mainline disconnect or controller.	<input type="checkbox"/>
	8.9.1	2) Indicate code for inspections and tests.	<input type="checkbox"/>
	8.9	3) State ID tag may be used to supply such information	<input type="checkbox"/>
HOIST ROPES & FASTENINGS		COMMENTS	Passed
Suspension Means	5.3.1.12.1	1) Hoist ropes: a) Not less than 2 hoist ropes	<input type="checkbox"/>
	5.3.1.12.2	b) Minimum diameter rope size: i) rated load ? 230 kg (500 lbs) & ? 0.15 m/s (30 fpm) (1) minimum 6 mm (¼") rope	N/A <input type="checkbox"/> <input type="checkbox"/>
		ii) rated load ? 230 kg (500 lbs) or <0.15 m/s (30 fpm); (1) minimum 9 mm (3/8") rope	N/A <input type="checkbox"/> <input type="checkbox"/>
	5.3.1.12.4 5.3.1.12.5 5.3.1.12.6	2) Suspension Connections:..... a) arc of contact for chains; min. 140? b) one turn minimum on drum machine (ref. 2.20.7) <input type="checkbox"/> <input type="checkbox"/>
		3) Wire rope fastenings:..... a) tapered rope socket type; or b) fastening recommended by rope manufacturer c) ropes are to be fastened inside drums <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>

Roping Ratio	3.18.1.2	Shall not exceed 1:2	<input type="checkbox"/>
TESTING			
Anti-creep Device	5.3.2.4	1) Maintain the car within 25 mm (1") of floor level. a) Only required to operate in up direction on electro-hydraulic elevators b) Required to operate in both directions on pressure system units.	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
Pressure Relief Test to be performed with rated load in car. Relief to be set with car against stop ring	3.19.4.2	1) Witness setting of hydraulic valve and record pressure settings. a) Empty car pressure _____ psi b) Working pressure _____ psi c) Relief pressure _____ psi @ _____ % d) Provide dated tag and seal valve. 2) Pressure switch (negative pressure)	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
Safety Test	8.10.2.2.2 (cc)(3)	1) Broken Rope Safeties: 2) Type A safeties without governors shall be tested by obtaining the necessary slack rope to cause it to function.	<input type="checkbox"/>
Pressure Switch	5.3.2.2.2	1) A pressure switch shall be provided to remove power from the pump motor and the control valve unless there is positive pressure at the control valve.	<input type="checkbox"/>