READY TO INSPECT — FIELD CHECKLIST

Elevator installation final inspection checklist

Elevator installation final inspection is where the punch list is either short or expensive. This checklist walks the finished work the way an owner or AHJ will see it: devices on, systems running, everything labeled. Each item gets the photo that closes it instead of reopening it. Work is commonly verified against ASME A17.1 safety code for elevators and escalators, the applicable building code. Confirm the edition your authority having jurisdiction has adopted.

Who runs it: The licensed elevator mechanic runs the car and the acceptance test; the RTI user and GC superintendent observe and record alongside the AHJ or authorized inspector. When: After the car, doors and fixtures are installed and adjusted, at the acceptance test the AHJ attends before the elevator is placed in service.

Car and leveling

- [ ] Car leveling observed at each landing
  Car floor to sill checked flush within tolerance at every landing served, not just the lobby, and noted.
  2 photos required
- [ ] Car finishes, fixtures and signals installed
  Car operating panel, position indicators, lighting, handrail and phone present and operating, finishes undamaged.
  1 photo required
- [ ] Capacity plate posted in the car
  Rated load and capacity plate mounted where riders see it, matching the approved submittal; the data plate's spot on the crosshead, machine or controller confirmed with the mechanic.
  1 photo required

Doors and protection

- [ ] Hoistway and car doors operate and interlock
  Doors open, close and dwell correctly, hoistway doors stay locked away from the landing, no door forced open at a stop.
  2 photos required
- [ ] Door protection and reopening device work
  Reopening device tested at high and low, an obstruction in the opening reopens the doors before they close on it.
  2 photos required

Landings

- [ ] Hall call buttons and lanterns respond at every landing
  At each floor the hall button lights and registers, the car answers, and the hall lantern or position indicator shows direction on arrival.
  1 photo required
- [ ] Hoistway entrance frames and door panels undamaged at every landing
  Frames, door faces and sills at each landing free of dents, scratches and missing trim, with the floor number visible on the jamb.
  1 photo required
- [ ] Finished floor meets each landing sill with no lip
  Flooring at each landing finished flush to the elevator sill with no gap, step or loose transition where riders step on and off.
  1 photo required

Acceptance test

- [ ] Acceptance test witnessed with the AHJ and recorded
  The mechanic runs the test with the AHJ or authorized inspector present; the RTI user photographs and records what is observed rather than certifying the result.
  3 photos required

- [ ] Fire service recall observed during the acceptance test
  Lobby recall, alternate-floor recall and in-car firefighter operation run by the mechanic with the AHJ present, observed and noted by the RTI user rather than operated.
  No photo required

- [ ] Car ridden with the mechanic after acceptance, landing to landing
  Once the AHJ accepts the car or a temporary-use permit is issued, ridden with the mechanic from lowest to highest landing; jerks, rubbing, rattles or odd noise noted for the mechanic.
  No photo required

Certificates and handover

- [ ] Elevator contractor's test reports on file for the car
  Signed test and inspection reports from the elevator contractor, including the load and safety tests the AHJ witnessed, filed with the car number.
  No photo required

- [ ] Certificate of operation or AHJ acceptance on file
  The AHJ's certificate, permit to operate or acceptance record for the car filed, and posted where the jurisdiction requires it, before the car carries the public.
  No photo required

- [ ] Fire service keys placed, other keys and manuals handed to the owner
  Firefighter keys in the fire service key box at the designated landing or where the AHJ directs; car and hall access keys and operating manuals to the owner with a signed receipt.
  No photo required