

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

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

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