

Elevator installation punch checklist

Elevator installation punch is where small misses become callbacks after the crew has demobilized. This checklist walks the finished work the way the owner and the next trade will see it, with the photo that closes each item instead of a note that reopens 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 elevator mechanic on a callback, with the GC's superintendent documenting each item closed. When: During closeout, after the elevator is in service and early ridership reveals leveling and door-timing complaints.

Callbacks

- ☐ Each item located and photographed at the landing or car
A close shot of the fixture, leveling lip or door condition plus a wide shot identifying the floor or car. 2 photos required
- ☐ Leveling and door timing re-checked after tuning
Car re-leveled and door open, dwell and close re-observed at the affected landings after the mechanic's adjustment. 2 photos required

Signoff

- ☐ No remaining elevator items before the area is released
All punch items closed with photos and any required re-inspection by the mechanic or AHJ documented, not assumed. 1 photo required