READY TO INSPECT — FIELD CHECKLIST

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
- [ ] Ridership complaints from building staff logged by car and floor
  Reports of leveling, door or noise problems collected from the building staff and listed by car and landing for the mechanic's callback. — No photo required

Condition after move-in

- [ ] Car and hall fixtures checked for dead lamps and stuck buttons
  Every car and hall button, lantern and indicator looked at for scuffed faces, dead lamps or buttons that stick, and each one logged by landing. — 1 photo required
- [ ] Car walls, ceiling and handrail checked for move-in damage
  With the protective pads removed, car panels, ceiling, handrail and threshold looked over for dents, gouges and loose trim from move-in traffic. — 1 photo required
- [ ] Sill grooves clear of debris at every landing
  Car and hoistway sill tracks viewed at each floor for grit, screws or construction debris that drag the door gibs; cleaning requested from the elevator contractor. — 1 photo 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
- [ ] Machine room and pit left clear of construction debris
  Seen from the machine-room door, and into the pit with the mechanic opening the lowest landing door and holding the car: no stored materials, trash, oil rags or standing water. — 1 photo required
- [ ] Callbacks closed against the elevator contractor's service tickets
  Each callback item matched to a service ticket or work order from the elevator contractor, with the date and what was adjusted. — No photo required