READY TO INSPECT — FIELD CHECKLIST

Elevator installation rough-in inspection checklist

Elevator installation rough-in is the last time the work is fully visible. Once the cover inspection passes and the walls, ceilings and slabs close, every defect left behind becomes a demolition bill. This checklist walks the rough-in in the order the work goes in, with the photo each item needs before it gets buried. 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 installer's mechanic leading the rough, with the GC's superintendent documenting hoistway conditions floor by floor. When: As the hoistway is built out, before walls, doors and fascia enclose the shaft and cover the rail brackets and pit.

Rails and brackets

- [ ] Rail brackets anchored and rails plumb
  Brackets fastened into sound structure at the correct spacing, guide rails checked plumb over their run before the shaft is closed.
  2 photos required

- [ ] Hoistway walls free of projections into the car path
  Shaft walls viewed from each landing for ledges, beams, conduit or fireproofing projecting into the running clearance; any ledge treated as the elevator layout shows.
  1 photo required

- [ ] Nothing routed through the hoistway that the layout does not show
  No piping, ductwork or conduit crossing the shaft other than what serves the elevator on its drawings; anything foreign reported for rerouting before rails are set.
  1 photo required

Pit and overhead

- [ ] Pit and overhead clearances verified
  Pit depth and overhead runby measured against the layout for this car, pit clean and dry with the ladder and stop switch located.
  2 photos required

- [ ] Pit waterproofing holding with no weeping at joints
  Pit walls and slab viewed from the lowest landing for damp cold joints, tie holes or penetrations; any seepage reported for repair before the elevator crew sets equipment.
  1 photo required

- [ ] Pit light and receptacle roughed in at the elevator layout location
  Pit lighting, its switch and the pit receptacle boxed and wired to the locations shown on the elevator layout, reachable from the pit entrance.
  1 photo required

- [ ] Hoistway top closed in and weathertight before equipment arrives
  Roof or slab over the shaft complete with no open penetrations, so rain and debris cannot reach the pit, rails or controller.
  1 photo required

Entrances and machine space

- [ ] Entrance framing and sills set to the landing
  Entrance struts and sills plumb and level at each opening, sill line referenced to the finished floor elevation.
  2 photos required

- [ ] Entrance rough openings sized to the layout at every landing
  Each landing opening in the shaft wall measured for width, height and location against the elevator layout before frames arrive.
  1 photo required

- [ ] Open landings barricaded at every floor while the shaft is open
  Every landing without a hoistway door has a secured barricade and toe board in place, checked floor by floor, not only at the working level.
  1 photo required

- [ ] Machine-room or machine-room-less rough in place
  Machine space, controller location, disconnect and hoistway rough observed and photographed before enclosure covers them.
  2 photos required

Machine space and handoff

- [ ] Machine room or control space lockable and kept clear of storage
  Door to the machine room or MRL control space fitted with its lock, and no other trades' equipment, materials or trash stored inside.
  1 photo required
- [ ] Emergency phone line brought to the elevator controller
  Phone line or monitoring connection for the car's emergency communication routed to the controller location, confirmed with the GC's schedule for activation.
  No photo required
- [ ] Hoistway turned over to the elevator contractor in writing
  GC's hoistway readiness turnover signed by the elevator contractor, listing any open items on dimensions, pit, openings or power.
  No photo required