

This checklist was developed to assist contractors, owners and mechanics in preparing for a successful acceptance inspection of new and altered elevating devices.

This checklist serves as a guide to common items reviewed by ITS Elevator Inspectors during inspections. It is not intended to be a comprehensive list of all requirements contained in the applicable codes and standards. Rather, it highlights common deficiencies identified during previous inspections.

The items listed below are not limited to the responsibilities of the elevator contractor and may involve the owner, general contractor, or other parties. Items incomplete at the time of inspection may result in project delays, additional inspections and fees.

NOTE: Items identified by ♦ can be postponed until last elevator car is inspected by ITS undergoing modification or alteration

Y	N	NA	MACHINE ROOM ACCESS (Refer to CSA B44 Section 2.7 for more information)
			The door is self-locking and self-closing.
			The key security code is designated for the machine room access.
			The door does not impede electrical code requirements
			The machine room door meets building and fire code requirements.
Y	N	NA	MACHINE ROOM ENCLOSURE (Refer to CSA B44 Section 2.7, and CEC 26-246 for more information)
			There is minimum headroom of 84 inches between floor and overhead equipment or ceiling.
			There is permanent machine room lighting (minimum 200 lux on the floor level).
			The complete machine room meets the minimum building and fire code separation requirements.
			Each receptacle is GFCI protected (this also applies to machinery spaces).
			A means is provided to maintain temperature and humidity levels in accordance with the manufacturer's specifications.
			All pipes or ducts conveying gases, vapors, or liquids that are not used in connection with elevator equipment are removed from the machine room. (For Alterations, no new additions are permitted)
			Pipes, drains, tanks or similar equipment permitted in the machine room enclosure are not installed directly above elevator equipment or reduced clearance requirements.
			Flammable materials and chemicals are not stored or placed in the machine room.
			The sump pump, sub-floor trough, or any other electrically conductive material (metal grates, etc.) installed in the machine room floor is covered.
			The cover is securely fastened into place and covered with an isolation mat to eliminate shock hazard.
			The sump pump that is installed in the machine room has its own dedicated single supply receptacle, which is not required GFCI.
			There is a clear horizontal path (minimum 450mm) around all machine room equipment.
			There is clear unobstructed distance (minimum 1000 mm) in front of controllers, disconnect(s), and electrical equipment.
			Transformer Clearance – Minimum airspace between transformer enclosures and adjacent surfaces of non-combustible material and Combustible materials are in accordance with CEC.
			Adequate guard rails are installed to eliminate trip and fall hazards within the machine room (when required).
			All machine room wiring is complete. All conduit, receptacles, junction boxes, panels etc. are sealed with an appropriate faceplate or cover.
			A permanent means of two-way communication between an elevator car and a remote machine room is provided for a remote machine room and/or control room.
			A permanent means of two-way communication between an elevator car to a remote machine room and elevator lobby is provided for an elevator rise that is over 18m/ 60 ft that is accessible to emergency personnel.

Y	N	NA	MAIN DISCONNECT SWITCH (Refer to CSA B44 Section 2.7, CEC 38-051, -52, and -53, MEC Amendment 16 for more information)
			Correct rated over-current protection is installed in the machine room disconnect (fuses, circuit breaker).
			Lockable type, capable of being locked in the open position
			Properly marked to identify related elevator equipment.
			Labels are properly placed in the building with equipment ID and minimum 50mm or 2" in height if there is more than one elevator in the building.
			Overcurrent protection source is clearly indicated on disconnect.
			Clear unobstructed distance (minimum of 1000mm) is provided in front of each disconnect.
Y	N	NA	Elevators with no Machine Room, Disconnecting means (Refer to MEC Amendment 16)
			When located near the machinery space, the disconnecting means must be visible and clearly labelled to identify the elevator it serves.
			When located within an electrical room, permanent signage at the elevator indicates location of the disconnecting means.
Y	N	NA	120 VOLT AC CAR LIGHTING DISCONNECT SWITCH (Refer to CEC 38-051 for more information)
			Overcurrent protection sources are clearly identified on each disconnect related to elevator it is for. Labels are minimum 50mm or 2" in height.
			The disconnect is lockable type with correct rated fuse installed.
			Clear unobstructed distance (minimum of 1000mm) is provided in front of the disconnect.
Y	N	NA	FIREFIGHTERS EMERGENCY OPERATION (Refer to CSA B44 Section 2.27 for more information)
			Phase I emergency recall by key switch and in car Phase II recall operation is functioning
			◇ Manual emergency recall operation is operating as specified.
			◇ Automatic emergency recall is operating as specified.
			◇ Emergency power (if applicable) is functioning as specified. Applicable electrical, gas and oil permit obtained and inspected by AHJ
			◇ Pit drain is installed for elevator that is provided with firefighter's emergency operation.
			◇ All fire alarm initiating devices installed in the hoistway, machine room/enclosure/control space, and landing(s)
			◇ Building fire alarm VI test is complete and signed off by a Licenced Fire Alarm Technician
Y	N	NA	ELEVATOR PIT (Refer to CSA B44 Section 2.2 for more information)
			A permanent means is provided to prevent the accumulation of ground water.
			Sumps installed in elevator pits are covered (all covers shall be secured and level with the pit floor).
			Sump/drain is capable of removing a minimum 3000 gal/h from hoistway
			A pit drain is installed for an elevator that is provided for firefighter emergency operations
			Each pit receptacle is GFCI.
			Permanent lighting is installed in the pit with a illumination of not less than 100 lux at the pit floor.
			Pit light is provided with a guard.
			Pit stop switch is located as to be accessible from the pit access door a minimum of 450mm (18") above floor level of the landing. Unless it is over 1700mm (67"), then a second pit switch is required 1200mm (47") above floor.
			Light is installed that is easily accessible from bottom landing door.
Y	N	NA	PIT ACCESS LADDER (Refer to CSA B44 Section 2.2 for more information)
			Pit access ladder is installed within 1000 mm horizontally from the unlocking means of the bottom landing door.
			Pit access ladder is extended from the pit floor to 1200 mm above the bottom landing sill.
			Pit access ladder is a minimum of 400mm wide, and spacing off wall 4"
			Pit access ladder is made of non-combustible material and fixed in place in accord. See CAN/ULC-S114 for non-combustible material.

			Pit access ladder is installed to avoid any obstructions within the ladder rungs.
Y	N	NA	PIT ACCESS DOOR (Refer to CSA B44 Section 2.2 for more information)
			The door is self-locking and self-closing.
			The key security code for pit access door is designated group 1.
			The pit access door is provided with a vision panel.
			The pit access door meets applicable building code requirements for fire rating.
Y	N	NA	HOISTWAY (Refer to CSA B44 Section 2.1 for more information)
			There are no holes, recesses or gaps in hoistway enclosures.
			The bevel projections, setbacks, or recesses are greater than 100 mm (75° to horizontal).
			The hoistway enclosures meet building code requirements for fire ratings.
			All combustible materials not rated to CAN/ULC-S102 with a burn rating of not less than 45 minutes are protected.
			Wood hoistway materials are clearly labelled "CAN/ULC-S102". With a burn rating of not less than 45 minutes.
			Coatings applied to combustible building materials must remain visible at time of inspection to ensure materials are fully coated. Product data sheets shall be kept on-site and made available to the inspector upon request.
			Hoistway roof construction at or below building roofline is of non-combustible material. See CAN/ULC-S114
			All pipes or ducts conveying gases, vapors, or liquids that are not used in connection with elevator equipment are removed from hoistway enclosures. (For Alterations, no new additions).
			All electrical wiring, raceways and cables in the hoistway that are not directly connected with the operation or function of the elevator are removed (Existing wiring may remain)
Y	N	NA	ELEVATOR CAR COMMUNICATIONS (Refer to CSA B44 Section 2.27 for more information)
			Buildings not continuously manned by Elevator Mechanics are provided with a telephone inside which is connected to 24-hour emergency service.
			♦ Buildings with an elevator travel of greater than 18 m are provided with a two-way communication device (i.e. telephone, intercom) that is readily accessible to emergency personnel within the building.
			♦ A permanent means of communication between the elevator car and remote machine rooms is provided.
Y	N	NA	ELEVATOR CAR (Refer to CSA B44 Section 2.14 for more information)
			Permanent flooring is installed inside the elevator car.
			All glass & mirrors in elevator cars meet the CAN/CGSB-12.1 and section 2.14 of the CSA B-44.
			Marking on glass is visible as per clause 2.14 of CSA B-44.
Y	N	NA	OUTSIDE HOISTWAY (Refer to CSA B44 Section 2.11 for more information)
			Adequate lighting is installed at all elevator entrances (100 lux).
			Tripping hazards at the landing sills (7mm or greater) are eliminated.

DEFICIENCIES (For items marked "No", please provide explanation e.g. variance application, deficient item will be completed, etc.)

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GENERAL INFORMATION

Address of Installation:		
Elevator:		
Pre Inspection By		
Company Name:		
Name of Representative:		
Signature		Date: