Pre-Inspection Checklist

Elevators are complex machinery – virtually every part is a moving part! In most cases, your Elevator Company is responsible for keeping the equipment itself in code-compliant and safe working order. Owners, however, can sometimes find themselves responsible for the correction of certain common building-related elevator code violations. Every contract and situation is different, however, so check yours for details.

In the event code violations are noted during your inspection, they must be corrected prior to obtaining a new valid certificate of operation. A great way to help ensure your vertical transportation equipment passes inspection the first time, is to address these common building-owner issues before the scheduled inspection date. For some conditions, you’ll probably want to seek the assistance of licensed contractors and/or your Elevator Company.

All violations must be corrected within thirty days once noted on an inspection report. The most common violations that are usually, although not always, excluded from typical elevator service agreements are summarized below. Reading this list and addressing these items before your inspection can help move the process to a far speedier conclusion.

In Machine Rooms, Shafts & Mechanical Spaces:

Access: Make sure the inspector will be able to access the machine room at the time of inspection. If your elevator service firm does not have a key, be certain someone on site will be available to unlock the machine rooms for the inspection.

The machine room doors also must be self-closing and self-locking. Sometimes, when doors are corroded or damaged, the entire door and frame have to be replaced. Identifying issues like this early is important because, after the inspection, you may have only 30 days to make repairs.

The machine room doors must also have a Danger sign, identifying it as the Elevator Machine Room, reading “Danger Authorized Personnel Only.”

Fire Extinguisher: Make sure an ABC type fire extinguisher is present in every machine room, and that they are all fully charged and not expired.

Lighting: Machine rooms must be adequately lit, and when applicable, fixtures must be fitted with guards to help prevent against accidental shattering.

Stored Equipment: Elevator machine rooms cannot be used for storage of any equipment, materials, or supplies not directly related to the operation, maintenance and repair of the elevator itself.
HVAC: The machine rooms must be equipped with adequate ventilation or air conditioning. Vent and A/C equipment must work properly and adequately vent and/or cool the room. Hoistway venting, where applicable, must be functional and adequately protected.

Weather Protection: Machine rooms with a water intrusion problem need to be properly repaired and sealed against leaks. Roofs are frequent culprits, but water can also intrude through windows, improperly guarded vents, underneath and around unsealed doors and more. There should never be water on the floor in a machine room.

Foreign Piping, Wiring: Machine rooms, shafts and mechanical spaces cannot contain plumbing, conduit, or wiring that is not directly related to the elevator equipment. Any unrelated pipe or wiring must be removed and rerouted. All penetrations in floors, walls and ceilings should be sealed per code.

In Elevator Cabs:

Flooring: Flooring that is damaged, or above the level of the car sill is a code violation and must be repaired or replaced.

Telephone: In elevators required to have two way communications, ensure the telephone instrument is present, functioning properly, and connected to a 24-hour monitoring station. If the telephone is installed inside a cabinet, ensure the cabinet door is properly attached and is not missing any hinges or its handle. Elevators permitted after October 1, 1978 and any pre-existing elevators having controllers replaced since that date, require code-compliant two-way communication.

Handrail: Loose or missing handrails should be repaired or replaced as quickly as possible.

Certificate: Be sure your most current Certificates of Operation are posted in the correct elevators, and that the certificate frames are present. The plastic lenses in certificate frames sometimes require replacement due to vandalism. Certificate frames are available from your Elevator Company, or from AEI.

Missing Braille: Each device in the elevator cab is required to be identified with code compliant Braille identification plates. Missing plates should be replaced, and are available from your Elevator Company, or from AEI.

Lighting: Exposed lighting must be covered per code, and inoperative lighting (including emergency lighting) should be replaced prior to inspection.

Ventilation Covered: Elevator cabs are required to be ventilated to the hoistway. Usually, this ventilation is located around the base of the walls. Unthinking flooring or
cab remodeling companies will sometimes inadvertently cover these vents – they must remain uncovered. Mechanical ventilation devices (exhaust fans and blowers) must operate when present.

**In Elevator Pits:**

**Water:**
Because the pits are located underneath the elevators, you probably rarely see them. Because of the high water table in many areas of the State, water intrusion in elevators pits is a frequent problem. Solutions sometimes include clearing drains, installing sump pumps, or waterproofing of the pits.

**Lighting:**
It is an important code requirement for all pit lighting to work. Sometimes, bulbs can burn out and (because of the location) go unnoticed by your staff. Sometimes more serious electrical problems can develop due to flooding problems in pits, and an electrician may be needed.

**Sump Pits:**
Elevator pits with sump pits, whether occupied by a sump pump or not, must have covers in place over those sump pits. Where sump pumps are present, they must be operative and function properly.

**In Elevator Lobbies:**

**Braille:**
Each passenger elevator opening at each floor must have tactile Braille floor identification plates on each jamb. Missing plates should be replaced, and are available from your elevator service company or from AEI.

**Flooring:**
The finish flooring at each landing should be set flush with the elevator hall door sills to prevent a tripping hazard. Damaged flooring should be repaired immediately.

**Lighting:**
Ensure there is adequate lighting at each elevator lobby, and that it is operating correctly.