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| P:\My Pictures\Seal.jpg | **Commonwealth of Massachusetts**  **Division of Occupational Licensure**  **Office of Public Safety and Inspections**  **Pre-Inspection Checklist - New Elevator Installations & Modernizations**  **Please e-mail form with request for inspection to: elevator.scheduler@mass.gov** |

**This form certifies that elevator State ID:**       **Permit No:**       **is in compliance and ready for inspection**

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| ***Notice: This checklist reflects the most common violations our inspectors encounter when performing an inspection, other violations may appear during inspections. It is suggested that elevator industry personnel have access to a current set of applicable codebooks. The most common industry codebooks are: 524 CMR MA Elevator Regulations 2018 edition; ASME A17.1 Elevator Code 2013 edition; The Massachusetts State Building Code; NFPA #72 Fire Alarm Code and NFPA #70 National Electric Code-2011*** |

**Check each box when the item is completed and in compliance. Please note any variances received from the Board of Elevator Regulations including the state ID number.**

**In the Machine Room**

**Access to and from the roof and machine room must be by the means of a stairway. When access is over a sloping roof or a roof**

**with vertical obstructions, a walkway must be provided. Access must be safe and convenient. It is prohibited to allow access to a**

**machine room to non-authorized personnel per ASME A17.1, 2.7.3.**

**All non-elevator-related piping and equipment are prohibited from entering or passing through the machine room per 524 CMR**

**section 35.00: Part 2 section 2.8 and A17.1, 2.8.2**

**Electrical disconnects must be lockable in the open position and properly located within sight of the elevator devices as outlined**

**in NFPA #70 Rule 620-51. All disconnects must be properly fused or utilize a non-self resetting circuit breaker. A lockable**

**disconnect with overcurrent protection is required to be located in the machine room serving the car lighting per NFPA #70 620-**

**22 and 620-53 Receptacles in the machine room and machinery spaces shall have GFCI protection either by a GFCI-type**

**receptacle or a GFCI-type circuit breaker per NFPA #70 Rule 620-85. Warning signs shall be posted when there is power from**

**more than one source per NFPA #70 Rule 620-52-see also 620-91 & 620-51.**

**Electrical clearances are to be provided and maintained in front of the controller and disconnect at all times. It is interpreted that**

**machine room doors that swing into the electrical clearance area endanger worker safety and are prohibited unless they meet the**

**provisions of NFPA #70 Rule 620-5.**

**Permanent electric lighting shall be provided in all machine rooms and machinery spaces. The illumination shall be not less than**

**200 1x (19 fc) at the floor level. The light switch is to be located in the machine room and placed near the machine room doorjamb**

**per ASME A17.1, 2.7.5 and 524 CMR section 35.00: Part 2 section 2.7.5.1. The required lighting shall not be connected to the**

**load side of a GFCI per NFPA #70 620-23.**

**All electrical equipment, controllers, and machines are to be properly installed and grounded per NFPA #70 Rule 620-81 and**

**ASME A17.1, 2.8.1. All electrical conduits are to be properly secured and routed in a workman like manner. See NFPA #70**

**rule 620-21.**

**An "ABC" type fire extinguisher is required to be located in the room per ASME A17.1, 8.6.1.6.5. The fire extinguisher**

**should be sized for the room dimensions.**

**Holes around piping and structure penetrations in the machine room are to be properly filled to maintain a fire rated enclosure and**

**firestopped per NFPA #70 Rule 300-21. All conductors used in raceways and for hoistway door interlock wiring shall be flame-**

**retardant per NFPA #70 Rule 620-11/Table-13 & 18.**

**The machine room door is to be self-closing and self-locking per ASME A17.1, 2.7.3.4.**

**The clear headroom in the machine room shall be not less than 7 feet. Machine rooms are to be vented and/or heated by mechanical or**

**natural means to ensure proper-operating temperatures of the equipment at all times per 524 CMR section 35.00: Part 2 section 2.7.9.2.**

**In the Pit Area**

**For pits greater than 35 inches in depth, a pit ladder is required with a handrail at least 48 inches above the landing. The ladder is**

**to be non-combustible and located near the jamb side of the hoistway door, the rungs are to have a clearance of not less than 4 1/2**

**inches, spaced 12 inches apart and not less than 16 inches wide per ASME A17.1, 2.2.4.2. A pit refuge area of not less than**

**24 inches in height is also required when the car is on a fully compressed buffer per ASME A17.1, 2.4.1 for traction/drum**

**elevators and (24 inches x 47 inches horizontally x 24 inches high) or (18 inches. x 35 inches horizontally x 41 inches inchs high)**

**depending on the pit design for hydraulic elevators per ASME A17.1, 3.4.1.**

**A pit stop switch is to be located adjacent to the pit ladder and about 18 inches above the landing in order to be accessible before**

**stepping onto the pit ladder. A second pit stop switch is required when the pit exceeds 66" in depth. A light for the pit is to be**

**located so as to provide adequate lighting for the area per ASME A17.1, 2.2.5.1. The switch is to be near the stop switch. The**

**light is to be guarded per ASME A17.1, 2.2.5.2. The required lighting shall not be connected to the load side of the GFCI. Per**

**NFPA #70 Rule 620-24. A GFCI type receptacle is required in pits and on car tops per NFPA #70 Rule 620-85. A single**

**receptacle supplying a permanently installed sump pump shall not require GFCI protection per NFPA #70-620-85.**

**In the Hoistway**

**All offsets or ledges within the hoistway greater than two inches are to be tapered to not less than 75 degrees per 524 CMR section**

**35.00: Part 2 section 2.1.6**

**Top and bottom car and counterweight runby and vertical clearances are required to meet the requirements of ASME A17.1,**

**2.4 for traction/drum elevators and ASME A17.1, 3.4 for hydraulic elevators. Overhead working clearances must**

**be provided in the upper end of the hoistway. When the elevator is at extreme travel, a minimum of 43 inch refuge area is**

**required for traction/drum elevators when the counterweight is on a fully compressed buffer (plus inertia stopping distance**

**calculation), and a 43-inch refuge area is to be provided for hydraulic elevators (when the stop ring is engaged). The horizontal**

**area of the refuge space shall be outlined in a contrasting color. A minimum of 24 inches is required over the crosshead for**

**traction elevators. Beams are not to interfere with these clearances. A minimum of 6 inches of clearance shall remain between the**

**top of any auxiliary devices on the car-top and the overhead structure when the car is at extreme upward travel (strike point).**

**Horizontal clearances shall meet ASME A17.1, 2.4.7.1**

**Operations and Miscellaneous Items**

**Two-way 24-hour voice communication is to be provided from the elevator car to a location that can take action per ASME A17.1**

**2.27.1 and previous ASME interpretations.**

**Fire alarm initiating devices (smoke detectors) must be properly located in the enclosed elevator lobbies and machine rooms.**

**Either the fire alarm initiating device in the machine room or hoistway shall cause the visual signal in the car to**

**illuminate intermittently per ASME A17.1 2.27.4.2. Firefighter’s service is not required for LULA elevators, but if**

**provided, the installation must meet the full provisions of ASME A17.1, 5.2.1.27.**

**All glass used in construction of the hoistway enclosure must be laminated. The laminated glass must be marked with the proper**

**ASME Z97.1, 16 CFR Part 1201 or CAN/CGSB-12.1 laminated glass etching on each and every panel per ASME A17.1, 2.1.1.2.**

**All hoistway/car door restricted opening devices shall be installed per ASME A17.1, 2.14.5.7**

**Materials used on floor and walls of an elevator car enclosure must adhere to the flame spread and smoke density requirement of**

**ASME A17.1, 2.14.2. The materials must be certified and tested for their end use configuration including the type of adhesive**

**used to secure the material. All glass used in the elevator cab must meet the marking requirements of ASME A17.1, 2.14.1.8.**

**Illumination at the landing sill shall be not less than 10 fc per ASME A17.1, 2.11.10.2. Hoistway door guides and safety**

**retainers shall conform to ASME A17.1, 2.11.11.**

**All elevator controllers are required to be "UL" or "CSA" labeled. Hoistway door interlocks are to be certified. All signage**

**required by 524 CMR; ASME A17.1 and NFPA #70 must be properly installed including the following examples: code data**

**plates, fire service instructions, emergency identification numbering, hoistway door floor numbers, rope data tags, in-car capacity**

**tags, crosshead data tags, governor rope data tags, full load working pressures, and governor tripping speeds.**

**A completed form must be submitted for each inspection requested for new installations and modernizations of passenger, freight, LULA, VRC, wheelchair lift, escalator, etc.**

**I certify that the following elevator State ID No:**       **Permit No:**       **is in compliance and ready for inspection.**

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| ***Must be completed by an Authorized Representative of Elevator Company***  **Signature:****Date:**  **Email:**  ***By typing name above you agree that it is valid as your signature.*** |

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| **Location name** |  | | Address | City | Zip |
| **Owner/ Authorized Representative** |  | Email | Address | City | Zip |
| **Elevator Co.** |  | Email | Address | City | Zip |

**Remarks:**