



**Commonwealth of Massachusetts
Division of Professional Licensure
Office of Public Safety and Inspections**

PRE-INSPECTION CHECKLIST - ANNUAL INSPECTIONS FOR ELEVATORS

This form is to certify that the following elevator State ID No: Location: is in compliance and ready for inspection.

Car

- Current Certificate Posted
- Telephone
- Emergency Lights/Bell
- Phase I Key Switch Operation
- Phase II Key Switch Operation
- Door Restrictors
- Fire Service Lighting
- Access Key Switches

Pits

- Clean
- Packing
- (Water in pit)
- (Oil in pit)

Machine Room

- Battery Lowering
- Machine Room/Clean/Fire Extinguisher
- All Key Switches Working Properly
- Medical Emergency Key Switch
- Stop Switch/Key
- Low Oil
- Gage Installed on Valve

Top of car

- Clean
- Proper Lighting
- Inspection Operation
- Stop Switch
- Roller Guide Shoes

To be Completed by Authorized Representative of Elevator Company

Signature:

Date:

Contractor Registration Number:

By typing name above you agree that it is valid as your signature.

Pre-Inspection Checklist must be certified that the unit has been pre-tested prior to periodic inspection and available on site/in machine room at the time of Inspection 524 CMR 5.03 (8) (11)