

TO: All Class A and Class C Elevator Contractors

RE: Pre-Inspection Documents

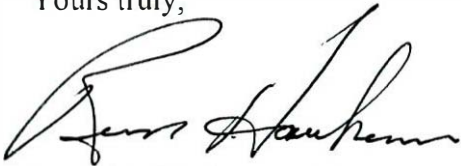
In order to reduce the timeframes for Acceptance Inspections and to prevent possible additional follow-up inspection fees, we have developed a Pre-Inspection Checklist for the elevator contractor to use prior to scheduling an Acceptance Inspection for elevator and wheelchair lift installations.

Please ensure that all items listed are completed prior to scheduling the initial Acceptance Inspection and the document signed and returned to our office by fax at 306-787-9273 (Regina), 306-964-1094 (Saskatoon) or email at elevatordesign@tsask.ca.

The Pre-Inspection forms are also available from our website at www.tsask.ca for future use.

Thank you for your assistance.

Yours truly,



Russel E. Haukeness, Manager
Elevator and Amusement Ride Inspections
306-787-4531

Pre-Inspection Checklist Elevator

**Fax: 306-787-9273 (Regina), 306-964-1094 (Saskatoon) OR
Email: elevatordesign@tsask.ca**

Location _____ **Company** _____

General Contractor _____ **Mechanic** _____

Machine Room:

Machine Room Access:

- Install an approved walkway from the roof access door to the machine room access door, if the roof slope exceeds 15 degrees from horizontal, or if the roof parapet or passageway is less than 1070 mm.
- Install a non-combustible, weather-resistant stair to machine room (if applicable)

Machine Room Door:

- Door self locking and self closing
- Key security code is designated for the machine room door only
- Ensure machine room door swing does not impede on controller and disconnect clearances
- Machine room door shall meet applicable building code requirements for fire rating

Machine Room Enclosure:

- Minimum headroom of 2134 mm maintained between floor and overhead equipment or ceiling
- Permanent machine room lighting (minimum 200 Lux at floor level)
- Complete machine room enclosure to meet building code fire separation
- Each receptacle shall be a GFCI type.
- This also applies to receptacles in machinery spaces.
- Machine room enclosure is fire rated to applicable building code requirements
- Provide means to maintain temperature and humidity levels to within manufacturers specifications
- Remove all pipes or ducts conveying gases, vapours, or liquids not used in connection with elevator equipment from the machine room enclosure
- Pipes permitted for roof drain of the machine room enclosure shall be covered for condensation or leakage, and shall exit the machine room at the closest point of entry.

Pre-Inspection Checklist Elevator – Page 2

- When permitted pipes, drains, tanks or similar equipment permitted in the machine room enclosure, shall not be installed directly above elevator equipment, or encroach on clearance requirements.
- If a sump pump, sub floor trough, or any other electrical conductive material (metal grates, etc.) is installed in the machine room floor, they shall be covered; the cover shall be securely fastened into place and covered with an isolation mat to eliminate the shock hazard.
- If a sump pump is installed in the machine room it shall have its own dedicated single supply receptacle, and is not required to be of the GFCI type.
- Smoke sensor installed if elevator is equipped with firefighter's emergency operation, and the machine room is sprinklered
- Ensure a clear horizontal path (minimum 450 mm) around all machine room equipment
- Provide a clear unobstructed distance (minimum of 1000 mm) in front of controller, disconnect(s), and electrical equipment.
- Install guard rails (top and mid rails, kick plate) to eliminate trip and fall hazards within machine room enclosure
- Complete all machine room wiring
- If machine room and or control room are remote, provide a permanent means of communication between the elevator car and remote machine room and or control room.

Main Disconnect Switch:

- Correct rated fuses, or circuit breakers are installed
- Lockable type
- Auxiliary contact for emergency lowering (positively opened mechanically, and the opening not solely dependent on springs)
- Identified to the related elevator equipment
- Provide a clear unobstructed distance (minimum of 1000 mm) in front of disconnect

120V AC Car Light Disconnect Switch:

- Lockable type
- Correct rated fuse installed (maximum 15 amp)
- Identified to the related elevator equipment
- Provide a clear unobstructed distance (minimum of 1000 mm) in front of disconnect

Firefighters Emergency Operation:

- Manual emergency recall operation is functioning as specified
- Automatic emergency recall operation is functioning as specified
- Emergency Power or standby Power is functioning or able to simulate operation with elevator equipment as specified
- Building fire control station emergency recall switch is installed and functioning
- A pit drain must be installed, if the elevator is provided with firefighter's emergency operation

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Pit:

Pit Enclosure

- Permanent means shall be provided to prevent the accumulation of ground water in the pit
- Pit drains shall be designed with a positive means to prevent water, gases, and odours from entering the hoistway.
- Sumps and sump pumps installed in elevator pits shall be covered.
 - The cover shall be secured and level with the pit floor.
- Sump pumps installed in pits shall have a dedicated single supply receptacle.
 - This receptacle is not required to be of the GFCI type.
- Install a pit drain, if the elevator is provided with firefighter's emergency operation
- Each pit receptacle shall be a GFCI type (except for sump pumps)
- Permanent lighting shall be installed in the pit, with a illumination of not less than 100lx at the pit floor
- The pit light shall be provided with a guard
- The light switch shall be installed such that is easily accessible from the bottom landing door

Pit Access Ladder

- Shall be installed within 1000 mm horizontally from the unlocking means, of the bottom landing door
- Shall be designed to extend from the pit floor to appoint 1200 mm above the bottom landing door sill
- Shall be a minimum of 400 mm wide (if unavoidable obstructions are present, the width maybe reduced, but not less than 225 mm), with rungs, cleats or steps spaced no greater than 300 mm from centre, and a rung clearance of no less than 115 mm.
- Shall be fixed in place, and made of non-combustible material
- Shall be installed to avoid any obstructions within the ladder rungs, cleats or steps

Pit Access Door

- Door self locking, and self closing
- Key security code for pit access door shall be designated group 1
- The pit access door shall be provided with a visional panel (when applicable)
- Pit access door shall meet applicable building code requirements for fire rating

Hoistway:

- Eliminate all holes, recess and gaps in hoistway enclosure and ceiling
- Bevel all projections, setbacks, or recesses greater than 100 mm (75° to horizontal)
- Hoistway enclosure shall be designed to meet Building Code fire rating requirements
- Remove all pipes or ducts conveying gases, vapours, or liquids not used in connection with elevator equipment from the hoistway enclosure
- Remove all electrical wiring, raceways, and cables in the hoistway not directly in connection with the operation or function of the elevator

Pre-Inspection Checklist

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Elevator Car: Communications:

- Buildings not continuously manned by authorized personnel, shall be provide a telephone inside the elevator which is connected to 24 hour emergency service
- Buildings with an elevator travel of greater than 18 m, shall be provided with a two-way conversation (telephone, intercom), readily accessible to emergency personnel within the building.
- A permanent means of communication between the elevator car and remote machine room and or control room shall be provided.

Elevator Car:

- Install the permanent flooring inside the car

Outside Hoistway:

- Install adequate lighting at elevator entrances where occupancy of building is provided
- Permanent lighting at elevator entrances shall be provided at all occupied floors
- Eliminate the tripping hazards at the landing sills (7 mm or greater)

Pre-Inspection Checklist Lifts for Persons with Physical Disabilities

Fax: 306-787-9273 (Regina), 306-964-1094 (Saskatoon) OR
Email: elevator@tsask.ca

Location _____ **Company** _____

General Contractor _____ **Mechanic** _____

Machine Room:

Machine Room Door or Cabinet:

- A panel or door is provided that shall be normally locked, or fastened into place that requires tools or a key to open.
- The machine room door swing does not impede on the controller, cabinet, or disconnect clearances
- The machine room door meets the applicable building code requirements for fire rating

Machine Room Enclosure:

- A minimum headroom of 2000 mm is maintained between floor and overhead equipment or ceiling
- Permanent machine room lighting with guarding is installed (minimum 100 Lux at the drive unit)
- The complete machine room enclosure meets the applicable building code fire separation
- Each receptacle is of the GFCI type (except sump pump if provided)
- Remove all electrical wiring, raceways, and cables in the runway not directly in connection with the operation or function of the lift from the machine room
- If a sump pump, sub floor trough, or any other electrical conductive material (metal grates, etc.) is installed in the machine room floor, they shall be covered; the cover shall be securely fastened into place and covered with an isolation mat to eliminate the shock hazard.
- If a sump pump is installed in the machine room it shall have its own dedicated single supply receptacle, and is not required to be of the GFCI type.
- A clear unobstructed distance of 1000 mm minimum in front of controller, or cabinet has been provided
- All machine room wiring is complete

Pre-Inspection Checklist

Lifts for Persons with Physical Disabilities – Page 2

Main Disconnect Switch:

- Correct rated fuses, or circuit breakers are installed
- The main disconnect is lockable in the off position
- If provided for emergency lowering or emergency power, the auxiliary contacts shall be located in the main disconnect
- Contacts shall be positively opened mechanically, and their opening is not solely dependent on springs
- A clear unobstructed distance of 1000 mm is provided in front of the main disconnect

120V AC Car Light Disconnect Switch:

- The 120VAC car lighting disconnect is lockable in the off position
- Correct rated fuse are installed (maximum 15 amp)
- A clear unobstructed distance of 1000 mm minimum has been provided in front of car light disconnect

Pit:

Pit Enclosure

- Where the entry of water from other sources is anticipated, provisions shall be made to prevent accumulation in the pit
- A positive means has been provide to prevent water, gases, and odors from entering the hoistway though the pit drain
- Sumps and sump pumps installed in lift pits shall be covered
- The cover is secured and level with the pit floor
- Sump pumps installed in pits shall have a dedicated single supply receptacle,
- The receptacle is not required to be of the GFCI type
- Each pit receptacle shall be a GFCI type (except sump pumps)
- Permanent lighting shall be installed in the pit, with a illumination of not less than 100 lx at the pit floor
- The pit light shall be provided with a guard
- The light switch shall be installed such that is easily accessible from the bottom landing door

Pit Access Ladder (If your pit depth is greater than 1000 mm from the sill of the access door)

- Shall be designed to extend from the pit floor to appoint 1200 mm above the bottom landing door sill
- Shall be a minimum of clearance of no less than 100 mm from the centre line of the rungs to the wall.
- Shall be fixed in place, and made of non-combustible material
- Shall be installed to avoid any obstructions within the ladder rungs, cleats or steps

Pre-Inspection Checklist

Lifts for Persons with Physical Disabilities – Page 3

Runway:

- Eliminate all holes, recess and gaps in runway enclosure and ceiling
- All surfaces that are exposed to the rider of the lift are solid with a smooth surface.
- The hoistway / runway enclosure is designed & built to meet Building Code fire rating requirements
- Remove all pipes or ducts conveying gases, vapours, or liquids not used in connection with the lift equipment from the runway enclosure
- Remove all electrical wiring, raceways, and cables in the runway not directly in connection with the operation or function of the lift
- Remove all shearing, crushing, trapping, or abrading hazards in the runway. For example, recessions or projections such as banisters, handrails, window wells

Platform Enclosure:

- The permanent flooring is installed on the lift platform

Outside Runway:

- Install permanent lighting at runway entrances
- Tripping hazards at the landing sills due to unfinished or improperly installed flooring are eliminated
- Emergency lighting for the runway is operative
- Permanent signage has been installed at the lift informing users on how to gain access to and/or assistance with the device.
- If there is a barrier that exists between the contact place or person an audible signal shall also be provide to alert the attendant

Runway Clearances:

Vertical Platform Lifts

- A maximum of 15 mm from the access edge of the platform to the inner surface of the runway enclosure, where an enclosure is provided, including a landing door or gate is provided
- A maximum of 20 mm from the access edge of the platform to the vision panel on the landing door or gate is provided
- A maximum of 100 mm from the non-access side of the platform to the runway enclosure for enclosed vertical platform lifts (if applicable) is provided
- A minimum of 50 mm from the non-access side of the platform to the runway enclosure is provided

Stair Lifts

- All projections in excess of 30 mm into the runway shall be bevelled at an angle of 15 degrees or less to the line of travel if they are within the following distances to the adjacent side of the carriage
 - 600 mm, if the lift is equipped with a standing platform or wheelchair-and-attendant platform
 - 300 mm, if the lift is equipped with a wheelchair platform or chair carriage

Pre-Inspection Checklist

Lifts for Persons with Physical Disabilities – Page 4

- Any part or edge of the carriage that could possibly be used as a supporting handhold shall have a clearance of not less than 50 mm from any part of the fixed installation, to prevent the trapping of a hand during the travel of the carriage
- Any part or edge of the carriage that could possibly be used as a supporting handhold shall have a clearance of not less than 50 mm from any part of the fixed installation, to prevent the trapping of a hand during the travel of the carriage
- Unless the shear hazard is otherwise minimized, a solid guard shall be provided in the intersecting angle of the runway and the ceiling or soffit where a stair lift penetrates a floor and where the penetrated ceiling or soffit is less than the following distances from any edge of the chair or platform
 - 600 mm, if the lift is equipped with a standing platform or wheelchair-and-attendant platform; and
 - 300 mm, if the lift is equipped with a chair carriage or wheelchair platform
- The exposed edge of a ceiling intersections guard shall have a vertical height of at least 350 mm, be coloured red, and present a minimum width of 25 mm and a minimum radius of 12 mm. The guard may be glass, if shatterproof.