



CONTRACTORS CHECK LIST
FREQUENTLY ENCOUNTERED ITEMS THAT DELAY ACCEPTANCE
OF ALTERED OR MODERNIZED ELEVATORS

Revised: March 2012

1. The drawings "Approved" by the Georgia Department of Labor, Safety Engineering Division shall be on the job site at the time of inspection. The installation must be in accordance with these "Approved" drawings, before "Final Acceptance".
2. A safe and convenient means of access to elevator pits shall be provided for authorized elevator personnel.
ASME A17.3, Rule 2.3.1.
3. Grout around elevator jack assembly in pit and hoistway door sills when necessary.
ASME A17.1, Rule 2.2.2.3.
4. All hoistway walls, ceilings and floors shall be fire rated in accordance with International Building Code.
5. Hoistways of elevators and dumbwaiters penetrating more than three stories in buildings with overnight sleeping quarters shall be vented. Hoistways of elevators and dumbwaiters penetrating more than three stories in other buildings which are not equipped throughout with an approved automatic sprinkler system shall be vented. International Building Code, Rule 3004.1
6. No pipes conveying liquids, vapors or gases allowed in hoistway or machine room except as allowed by ASME A17.3, Rule 2.1.4.
7. If the elevator hoistway is sprinklered, the existing sprinkler system for the hoistway may remain as installed, unless they interfere with the operation of the elevator. If the building sprinkler system is altered or upgraded to current Code, the sprinklers in the hoistway shall comply with current Code including the installation of shunt trip breakers and activation means, if required.
8. Existing elevator machine rooms and machinery spaces shall be separated from the building equipment. Machine rooms having a two-hour fire separation from the building are not required to be sprinklered. If the building machine room is less than two hour rated and the building is sprinklered, the machine room shall be sprinklered and a shunt trip breaker provided, with means to activate the shunt trip breaker prior to the application of water. If the shunt trip is in the machine room, it shall be in a water resistant enclosure.
International Building Code & Georgia Department of Labor, Rules and Regulations 300-3-6-.25. (c).

9. A permanent, safe and convenient means of access to machine rooms shall be provided. The means of access shall not be through the elevator hoistway.
ASME A17.3, Rule 2.2.2.
10. Proper lighting in machine room and a duplex receptacle with ground-fault protection.
ASME A17.3, Rule 2.2.3.
11. Proper ventilation or cooling in machine room, if controller is changed provide conditioned air and heat to maintain the temperature between 55 degrees Fahrenheit to 90 degrees Fahrenheit and a relative humidity of 85%.
ASME A 17.1, Rule 8.7.2.7.2, Georgia Rule 300-3-6.19(3)
12. Class "ABC" fire extinguisher in machine room. (5 lb..Minimum)
ASME A17.1, Rule 8.6.1.6.5.
13. 110 Volt AC car lighting disconnect in machine room.
National Electrical Code, Rules 620-22 & 620-52.
14. Fused disconnect or circuit breaker for elevator machinery, located in machine room, capable of being locked in the off position with proper grounding and bond bushings.
National Electrical Code, Rule 620-51 4 Section 250.
15. One sign at each floor stating, "In Case of Fire - Do not use Elevator, use Exit Stairways".
International Building Code
16. Smoke sensing device in each elevator lobby, elevator hoistway and associated machine room. These smoke sensors, only, to initiate "Fireman's Emergency Return". The smoke sensors in the machine room and hoistway, only, to flash "Fire Hat" in elevator. The smoke sensing devices shall be connected to a control and supervisory panel.
ASME A17.1, Rule 2.27.3.2 and NFPA 72, Rule 6.15.3.2.
17. Fireman's Emergency Key Box in main egress lobby.
Georgia Department of Labor, Rules & Regulations 300-3-6-.19 (4)
18. All alterations are to be listed on a controller on a data plate. ASME A17.1 Rule 8.6.1.5
19. Alterations shall meet the latest edition of State adopted Codes and Standards, plus the Code in effect at the time of installation and A17.32005. ASME A17.1 Section 8.7

20. When Emergency Operation and Signaling Devices are upgrade with the fire service per Section 8.7, than the two-way communications means within the car shall include a means to verify operability of the telephone line. Verification of the telephone line shall be automatically performed at least on a daily basis and shall not require activation of the two-way communication link(s). If means other than a telephone line (e.g., VOiP, network, intercom, etc.) is used for the two-way communications, similar verification of this equivalent means shall be performed. If this verification means determines that the telephone line or equivalent means is not functional, an audible and illuminated visual shall be activated. Follow the current Code requirements for location and size and number of visual signals as well as decibel requirements etc... of audible signal.
ASME A17.1 2007, 09 addenda, Section 2.27, Section 8.7
21. All elevators which are a part of a group shall conform to identical firefighters' service operation requirements regardless of which edition of A17.1 they complied with at the time of their installation or alteration. The Phase I and Phase II switches for all elevators in a building shall be operable by the same key.

Note: Anyone installing, altering or maintaining, (commercial or residential) elevators, wheelchair lifts, chairlifts, dumbwaiters, manlifts, material lifts, moving walks or escalators, must have a "Certificate of Authorization" issued by the Georgia Department of Labor. All new or altered equipment listed above is required to be permitted prior to beginning installation or alteration and inspected by a Georgia Department of Labor Inspector prior to use. Any work without a permit, or by unauthorized personnel or any attempt to allow anyone to use this equipment without inspection by our inspectors, or without it being approved for use by our inspectors, may result in penalties being imposed.