

Acceptance Inspection Scheduling Checklist

(Electric & Hydraulic Elevators)

Elevator Program
PO Box 44480
Olympia WA 98504-4480

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This checklist must be emailed to the Inspector when requesting and inspection.
All items entered below must be correct and correspond to the conveyance being inspected.

<input type="checkbox"/> New <input type="checkbox"/> Alteration		
Job Name	Elevator Company	Conveyance Number
Job Address		

- The Elevator & General Contractor must complete this checklist prior to the acceptance inspection of a new installation or major alteration to an existing conveyance.
- This checklist **shall** be entirely completed, emailed to the Inspector, and posted in the machine/control room(s) for each conveyance before an acceptance inspection will be scheduled.
- **Non-compliance** with the checklist requirements will result in a failed inspection and may include civil penalties of **\$500/day/conveyance** [WAC 296-96-01070(1)(i)].
- Check off items as completed.
 - EC column is for the Elevator Company.
 - GC is for the General Contractor.
 - Each party checks the associated box when completed. (If an item is not applicable, draw a line through the associated EC AND GC box.)
 - If discrepancies arise, call the Inspector that you are scheduled with.
- Note: This list is not all inclusive; this list is indicative of the most common corrections cited during an acceptance inspection.

EC

- Performed all work and testing as applicable prior to the acceptance inspection.

Machine Room / Space Requirements

EC GC

<input type="checkbox"/>	<input type="checkbox"/>	1. Have read and understand the cover page that accompanies this checklist.
<input type="checkbox"/>	<input type="checkbox"/>	2. Installation permits are posted on the job site at the commencement of work. (see RCW 70.87.080(3))
<input type="checkbox"/>	<input type="checkbox"/>	3. A current set of approved plans must be kept in the machine room. (see WAC 296-96-01030 or WAC 296-96-01000(b) – Exception: Some alterations will not require plans)
<input type="checkbox"/>	<input type="checkbox"/>	4. All approved variances must be posted in the machine room, control room or control space.
<input type="checkbox"/>	<input type="checkbox"/>	5. Permanent safe access to the machine room, control room and machinery spaces must be provided. (see ASME A17.1/CSA B44, 2.7.3)
<input type="checkbox"/>	<input type="checkbox"/>	6. Machine/control room and control room doors are self-locking, self-closing and fire rated. (see ASME A17.1/CSA B44, 2.7.3.4.1)
<input type="checkbox"/>	<input type="checkbox"/>	7. A machine/control room door sign is provided and mounted on the outside surface of the access door. (see WAC 296-96-02465(2))

EC GC

<input type="checkbox"/>	<input type="checkbox"/>	8. Verify that machine room lighting is a minimum of 200lx (19 foot-candles). (see ASME A17.1/CSA B44, 2.7.9.1)
<input type="checkbox"/>	<input type="checkbox"/>	9. Machine or control room enclosure is complete with a minimum of 2130mm (7 feet) headroom clearance. ASME 17.1/CSA B44 2.7.4.1
<input type="checkbox"/>	<input type="checkbox"/>	10. Machine room ventilation or cooling as required per the Elevator Company specifications and State Building Code amendments to the IBC is complete and operating properly. Also post specifications of the HVAC BTUH to show compliance in machine room. (see ASME A17.1/CSA B44, 2.7.9.2)
<input type="checkbox"/>	<input type="checkbox"/>	11. Only equipment related to the operation and maintenance of the elevator is permitted to be located in the machine and control rooms or machinery and control spaces. No pipes or ducts can be accessed or run through an elevator equipment space or hoistway. (see ASME A17.1/CSA B44, 2.8.3.4)
<input type="checkbox"/>	<input type="checkbox"/>	12. Class ABC fire extinguisher is located inside machine or control room within easy reach of the open side of the door. A service is also required to be provided. (see ASME A17.1/CSA B44, 8.6.1.6.5 and the Fire Code)
<input type="checkbox"/>	<input type="checkbox"/>	13. A GFCI-type receptacle or a receptacle with GFCI protection is provided in the machine room and has been tested. (see NFPA 70, 620.23(A)&(C))
<input type="checkbox"/>	<input type="checkbox"/>	14. Permanent lights, light switches, and GFI type outlets are on a separate circuit and have been tested. (see NFPA 70, 620.23(A))
<input type="checkbox"/>	<input type="checkbox"/>	15. Proper working clearances have been established according to code 450mm (18in). (see ASME A17.1/CSA B44, 2.7.2) Electrical clearances for working space (NFPA 70, 110.26A & Art. 620.5)
<input type="checkbox"/>	<input type="checkbox"/>	16. All circuits have been labeled in a durable manner and their location has been indicated on the panels. (see NFPA 70, 110.16(b), & 110.22)
<input type="checkbox"/>	<input type="checkbox"/>	17. The disconnecting means with 15-amp overcurrent protection for the 120volt AC for the elevator car has been provided in the machine/control room. (see NFPA 70, 620.22(A) & NFPA 70, 620.53)
<input type="checkbox"/>	<input type="checkbox"/>	18. Where applicable, disconnecting means with overcurrent protection for utilization equipment is required to be in the elevator machine, control room or control space. (see NFPA 70, 620.25 & 620.55)
<input type="checkbox"/>	<input type="checkbox"/>	19. Where provided, a separate disconnecting means with overcurrent protection, for heating and air conditioning of the elevator car. (see NFPA 70, 620.22(b) & 620.54)
<input type="checkbox"/>	<input type="checkbox"/>	20. A written Maintenance Control Program is in place. (see ASME 17.1/CSA B44, 8.6.1.2)

Sprinkler, Shunt Trip, and Detectors

EC GC

<input type="checkbox"/>	<input type="checkbox"/>	21. Firefighters' Emergency Operation and smoke detectors related to elevator recall are provided for all elevators with a travel over 2000mm (80 in.) and have been tested for compliance with applicable codes. (see ASME A17.1/CSA B44, 2.27.3). Where required, signage shall be posted adjacent to hall call fixtures. (see ASME A17.1/CSA B44, 2.27.9)
<input type="checkbox"/>	<input type="checkbox"/>	22. Any building without a fire alarm system shall be supplied with a supervisory panel for elevator recall and shall be tested. (ASME A17.1/CSA B44 2.27.4.2) (NFPA 72, 21.3.2)
<input type="checkbox"/>	<input type="checkbox"/>	23. Where smoke detectors have been installed in hoistways, (where required) machine rooms, and elevator lobbies according to NFPA 72 and shall be tested. (see NFPA 72, 21.3.5 – 21.3.9)

EC GC

<input type="checkbox"/>	<input type="checkbox"/>	24. Hoistway or machine rooms with sprinklers must have shunt trips (unless prohibited by the building code) with heat detectors or non-delay flow sensors installed and tested. (see NFPA 72, 21.4 & ASME A17.1/CSA B44, 2.27.3.2.1(c) and 2.27.3.2.3(c))
<input type="checkbox"/>	<input type="checkbox"/>	25. Heat detectors shall have both a lower temperature rating and a higher sensitivity as compared to the sprinkler. (see NFPA 72, 21.4.1, 21.4.2, and 21.4.4)
<input type="checkbox"/>	<input type="checkbox"/>	26. The mainline disconnect/shunt trip wiring has been inspected by an electrical inspector and the electrical inspector's approval sticker is affixed to the mainline disconnect or per other jurisdictions approved method. (See RCW 70.87 , RCW 19.28.101) Electrician should be on site during the elevator inspection to verify electrical permitted work.
<input type="checkbox"/>	<input type="checkbox"/>	27. Branch lines and risers for sprinkler lines cannot be located with elevator rooms or spaces. (see ASME A17.1/CSA B44, 2.8.3.3.1)

Hoistway & Pits

EC GC

<input type="checkbox"/>	<input type="checkbox"/>	28. Hoistway pressurization, where provided, is in place and has been tested and certified by the appropriate jurisdiction. A copy of report posted in machine room (see WAC 50-51)
<input type="checkbox"/>	<input type="checkbox"/>	29. Projections, recesses, and setbacks of more than 100mm (4 in.) are beveled to 75 degrees from horizontal. (see ASME A17.1/CSA B44, 2.1.6.2)
<input type="checkbox"/>	<input type="checkbox"/>	30. Top of car hoistway clearances comply with code requirements. (see ASME A17.1/CSA B44, 2.4.7 or 3.4.6.1)
<input type="checkbox"/>	<input type="checkbox"/>	31. All hoistway wiring is complete per NFPA 70, 620.21.
<input type="checkbox"/>	<input type="checkbox"/>	32. Where access to the pit is through the bottom entrance of the elevator, a pit ladder is required to be provided for each elevator car. Continuous side-rails are required to be at least 1200mm (48 in.) above the bottom access landing floor level. Ladders must be easily accessible from the bottom landing. (see ASME A17.1/CSA B44, 2.2.4.2)
<input type="checkbox"/>	<input type="checkbox"/>	33. The sump pump or drain, where required, is installed and complies with the plumbing code. (see ASME A17.1/CSA B44 2.2.2)
<input type="checkbox"/>	<input type="checkbox"/>	34. Pits have been sealed to prevent moisture from accumulating in the pit. (see ASME A17.1/CSA B44, 2.2.2)
<input type="checkbox"/>	<input type="checkbox"/>	35. Pit guards have been installed as needed. (see ASME A17.1/CSA B44 2.2.3)
<input type="checkbox"/>	<input type="checkbox"/>	36. Piping for sprinkler heads at the top and bottom of the shaft must terminate in the shaft. (see ASME A17.1/CSA B44, 2.8.3.3)
<input type="checkbox"/>	<input type="checkbox"/>	37. The overspeed (seismic) valve shall be provided, installed, and ready for testing (see ASME A17.1/CSA B44, 3.19.4.7.5)

Secondary & Overhead Sheave Space

EC GC

<input type="checkbox"/>	<input type="checkbox"/>	38. Permanent and safe access to any overhead or other machinery space has been provided. (see WAC 296-96-02452)
<input type="checkbox"/>	<input type="checkbox"/>	39. Permanent lights, light switches, GFCI type outlets and stop switches have been installed and are working properly. (see NFPA 70 article 620)
<input type="checkbox"/>	<input type="checkbox"/>	40. All required equipment guards have been installed. (see ASME A17.1/CSA B44, 2.10.1)

Miscellaneous

EC GC

<input type="checkbox"/>	<input type="checkbox"/>	41. Penetrations in the hoistway and machine room have been patched. (see ASME A17.1/CSA B44, 2.7.1.1 thru 2.7.1.12)
<input type="checkbox"/>	<input type="checkbox"/>	42. Elevator entrance frames have been installed according to their labeling/listing and approved plans (<i>No exceptions</i>). (see ASME A17.1/CSA B44, 2.11.15) (WAC 296-96-02421(4))
<input type="checkbox"/>	<input type="checkbox"/>	43. All wiring meets current adopted NFPA 70 standards. (see ASME A17.1/CSA B442.8.2.1)
<input type="checkbox"/>	<input type="checkbox"/>	44. "ADA" compliant communication devices have been installed in elevator cars and tested for compliance with ICC A117.1, ASME A17.1/CSA B44, 2.27.1, WAC 296-96-02525
<input type="checkbox"/>	<input type="checkbox"/>	45. Any alteration or deviation of the initial approved plans have been resubmitted and approved by the department. (see WAC 296-96-01030)
<input type="checkbox"/>	<input type="checkbox"/>	46. Only such electrical wiring, raceways, cables, coaxial wiring, and antennas used directly in connection with the elevator shall be permitted to be installed inside the hoistway, machinery space, machine room, control space, or control room. (see ASME A17.1/CSA B44, 2.8.2.2.)
<input type="checkbox"/>	<input type="checkbox"/>	47. Permanent car flooring is in place and ASTM testing documentation shall be posted in the machine room. (see ASME A17.1/CSA B44, 2.14.2.1.1)
<input type="checkbox"/>	<input type="checkbox"/>	48. All code compliant testing procedures applicable for the equipment being installed are available to the inspector at the time of inspection. (see ASME A17.1/CSA B44, 8.6.1.2.1, 8.6.1.2.2(b))
<input type="checkbox"/>	<input type="checkbox"/>	49. Verification is made attesting that illumination at landing thresholds is a minimum of 100lx (10-foot candles) and 200lx (19-foot candles) for MRL with controls accessed at landings. (see ASME A17.1/CSA B44, 2.11.10.2 and 2.7.6.5.2)

Names of Elevator Mechanics that Performed Work

Elevator Company's signatures and dates will be provided by the elevator mechanic/apprentice that performed welding on the project. (see ASME A17.7/CSA B44 section 8.8)

Print Name of Elevator Mechanic/Apprentice		Signature	
Mechanic/Apprentice License Number	Welding Certification Number <i>(if welded)</i>	Signature Date	

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Mechanic/Apprentice License Number	Welding Certification Number <i>(if welded)</i>	Signature Date	

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Print Name of Elevator Mechanic/Apprentice		Signature	
Mechanic/Apprentice License Number	Welding Certification Number <i>(if welded)</i>	Signature Date	

Signatures

We attest under penalty of perjury that this conveyance is completed and ready for inspection.

(A penalty of \$500 a day may be assessed for falsifying official written documentation submitted to the Department. Each day is a separate violation. [WAC 296-96-01070\(1\)\(i\).](http://www.wa.gov/wac/296-96-01070(1)(i).))

Date all items were completed: _____

Print Name of Elevator Contractor	Signature of Elevator Contractor	Date

Print Name of General Contractor	Signature of General Contractor	Date

Do not mail completed document to L&I Elevator Section.

This document shall be posted in the machine room, control room, or control space at the time of the acceptance inspection. A copy must be included in the email requesting an inspection to the Inspector prior to the scheduling of the inspection

To see a list of inspectors and regional supervisors, go to <https://lni.wa.gov/licensing-permits/elevators/about-the-elevator-program/l-i-elevator-inspectors-staff> . Or log onto to Lni.wa.gov, click on Licensing and permits, then Elevators, About the Elevator Program, and then Elevator Inspectors and Staff to find out who to contact in your area.