

Receipt Date

Scheduled Inspection Date

## New Construction/modernization

### Installation Acceptance Checklist

For installations of new elevators, the elevator contractor and general contractor must complete and submit this form to the address provided above at least two business days prior to an acceptance inspection. Use of this form does not change how acceptance inspections are scheduled; however, failure to file this form on time will result in cancellation of a scheduled inspection. This Acceptance Checklist is a general list of frequent problems discovered during elevator inspections and is not a substitute for the applicable codes.

The following items shall be completed and tested by the appropriate contractor(s) prior to the acceptance inspection.

Building Name	MS State Permit No.	
Address		
City	State	Zip Code
Elevator Contractor/Contact Person	Elevator Contractor/Contact Phone	
General Contractor/Contact Person	General Contractor/Contact Phone	

### Elevator Machine Room and/or Control Space

Requirements	Reference Code	Completed
1) Provide and install a wall-mounted ABC fire extinguisher (5 lb. minimum) in the machine room and/or control space.	ASME A17.1 8.6	<input type="checkbox"/> Yes <input type="checkbox"/> No
2) Provide a machine room and/or control space door closer and self-locking lockset. Door must be operable from inside machine room and/or control space without a key. Lock must not be part of a building master system.	ASME A17.1 2.7.3.4 or 3.7.1	<input type="checkbox"/> Yes <input type="checkbox"/> No

## Elevator Machine Room and/or Control Space (continued)

Requirements	Reference Code	Completed
3) Install a code compliant means of accessing the machine room and/or control space.	ASME A17.1 2.7.3.3 or 3.7	<input type="checkbox"/> Yes <input type="checkbox"/> No
4) Install a separate branch circuit for the machine room and/or control space light and receptacles. Lighting cannot be on load side of GFCI.	NFPA 70 620.22	<input type="checkbox"/> Yes <input type="checkbox"/> No
5) Provide a fused disconnect or circuit breaker to disconnect all ungrounded conductors for each elevator. Disconnecting means shall be capable of being locked in the open position. Proper labeling shall be installed.	NFPA 70 620.51	<input type="checkbox"/> Yes <input type="checkbox"/> No
6) Provide the machine room and/or control space lighting with 19 foot-candles of illumination at floor level.	ASME A17.1 2.7.9 or 3.7.1	<input type="checkbox"/> Yes <input type="checkbox"/> No
7) Install a machine room and/or control space door assembly which is properly rated and labeled.	ASME A17.1 2.7.1 or 3.7.1	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
8) Provide the machine room and/or control space with means of controlling the temperature and humidity per elevator manufacturer's recommendation.	ASME A17.1 2.7.9 or 3.7.1	<input type="checkbox"/> Yes <input type="checkbox"/> No
9) Provide venting in the machine room and/or control space with the proper fire dampers in penetrations.	ASME A17.1 2.7.1 or 3.7.1 (also see IBC section 3004.2)	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
10) Provide the machine room and/or control space with the same fire rating as the hoistway. This requirement is applicable when the machine room and/or control space is located adjacent to the hoistway.	ASME A17.1 2.7.1 or 3.7.1	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
11) Provide automatic means to remove power from the elevator controls prior to application of water if a sprinkler is installed in the machine room, control space, and/or hoistway. Where required heat detectors shall also be within 24" of each sprinkler.	NFPA 70 620.51 (B) ASME A17.1 2.8.3.3.4	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
12) Install smoke detectors to recall the elevator in the following manner: Smoke detectors located in machine room and/or control space shall recall elevator to a designated landing site. If the machine or control area is located at the designated landing site, the elevator shall recall to an alternate landing site.	ASME A17.1 2.27.3 or 3.27, NFPA 72	<input type="checkbox"/> Yes <input type="checkbox"/> No
13) Remove all pipes, ducts, conduits or other equipment not directly related to elevator operation from the hoistway, machine room, control space, and/or the machine area.	ASME A17.1 2.8 or 3.8	<input type="checkbox"/> Yes <input type="checkbox"/> No
14) Store all keys needed to access the machine room and control space, as well as all keys needed to operate all elevator equipment, on site and in a location accessible only to authorized personnel.	ASME A17.1 8.1.1	<input type="checkbox"/> Yes <input type="checkbox"/> No
15) Test and adjust all elevator equipment, including governors, safeties, and valves.	ASME A17.1 8.10.2.2	<input type="checkbox"/> Yes <input type="checkbox"/> No
16) Test the emergency power system prior to inspection.	ASME A17.1 2.27.2	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A

## Elevator Hoistway and Pit

Requirements	Reference Code	Completed
17) Provide a GFCI protected outlet in the machine space.	NFPA 70 620.23(C), 620.85	<input type="checkbox"/> Yes <input type="checkbox"/> No
18) Provide a separate, single, and non-GFCI outlet for sump pump use only.	NFPA 70 620.85	<input type="checkbox"/> Yes <input type="checkbox"/> No
19) Provide a pit drain or pit sump pump not connected directly to a sewer and capable of removing 50 gallons per minute for elevators with fire emergency recall.	ASME A17.1 2.2.2 or 3.2	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
20) Install heat detectors within 24 inches of the sprinkler. Sprinklers installed within 24 inches of the pit floor are not required to disconnect the main power supply to the elevator.	NFPA 72 6.16.4.2	<input type="checkbox"/> Yes <input type="checkbox"/> No
21) Remove all debris from hoistway, pits, machine room and/or control area, and cartops.	ASME A17.1 8.6.12.3.2	<input type="checkbox"/> Yes <input type="checkbox"/> No
22) Install hoistway venting to comply with applicable local regulations. In the absence of local regulation, the International Building Code (IBC) shall apply. IBC states that all elevators penetrating more than three stories require hoistway venting. Vent shall be 3.5 percent of hoistway area or a minimum of three square feet.	IBC 3004.3	<input type="checkbox"/> Yes <input type="checkbox"/> No
23) Install NEMA 4 electrical equipment and wiring to all electrical equipment located less than 48" above the pit floor when sprinklers are installed in hoistways. All wiring and equipment shall be suitable for use in wet locations. Exceptions may apply.	ASME A17.1 2.8.3.3.4	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
24) Provide a code- compliant pit ladder within reach of access door.	ASME A17.1 2.2.4	<input type="checkbox"/> Yes <input type="checkbox"/> No
25) Provide a guarded light in the pit with minimum of 10 foot-candle at floor level. Light switch shall be accessible from pit access door. Lighting cannot be on the load side of GFCI.	ASME A17.1 2.2.5.1 NFPA 70 620.24	<input type="checkbox"/> Yes <input type="checkbox"/> No
26) Provide a 120-volt, 20-amp, GFI receptacle in pit. Separate branch circuit shall be provided for pit light and receptacle.	ASME A17.1 2.2.5 NFPA 70 620.24(C)	<input type="checkbox"/> Yes <input type="checkbox"/> No
27) Remove all conduit, piping or duct located in the hoistway not directly related to elevator operation.	NFPA 70 620.37	<input type="checkbox"/> Yes <input type="checkbox"/> No
28) Install 75 degree bevels on all projections and recesses into the hoistway greater than 4" on all sides not used for loading or unloading.	ASME A17.1 2.1.6.2	<input type="checkbox"/> Yes <input type="checkbox"/> No
29) Install devices to initiate phase 1 recall at each floor served, in the machine room or control space, and in the hoistway if it has a sprinkler. Initiating devices in a hoistway without a sprinkler may only operate hoistway ventilation.	ASME A17.1 2.27.3.2.1 NFPA 72 6.16.3 NFPA 72 6.16.3.6	<input type="checkbox"/> Yes <input type="checkbox"/> No

# Elevator Lobbies and Cars

Requirements	Reference Code	Completed
30) Install and label the hoistway key-operated vent-switch. The hoistway key-operated vent-switch must be removable in closed position and located adjacent to fire control panel (if provided), or in the elevator lobby of the designated floor.	IBC 3004.3	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
31) Provide finished car flooring. Flooring shall be substantially flush with doorsill.	ASME A17.1 2.14.1.9.2	<input type="checkbox"/> Yes <input type="checkbox"/> No
32) Floor material at each landing entrance shall be installed so there is no tripping hazard. Entrance sills must be grouted or otherwise provided with means to support the loads imposed.	ASME A17.1 2.11.11	<input type="checkbox"/> Yes <input type="checkbox"/> No
33) Provide permanent hall lighting at each landing entrance. Lighting shall not be less than 10 foot-candles at sill with doors in closed position.	ASME A17.1 2.11.10.2	<input type="checkbox"/> Yes <input type="checkbox"/> No
34) Phase I and II fire/emergency recall must be tested to assure proper operation before inspection. Qualified personnel must be at the inspection to test the initiating devices.	NFPA 70 21.2.12	<input type="checkbox"/> Yes <input type="checkbox"/> No
35) Lobby initiating devices shall be mounted on the ceiling within 21 feet of elevator landing or entrance area.	NFPA 72 6.16.3	<input type="checkbox"/> Yes <input type="checkbox"/> No
36) Provide an elevator corridor call station pictograph at each corridor call station.	ASME A17.1 2.27.9	<input type="checkbox"/> Yes <input type="checkbox"/> No
37) Install a two-way communication means between the car and a location staffed by authorized personnel.	ASME A17.1 2.27.1	<input type="checkbox"/> Yes <input type="checkbox"/> No
38) Provide the following documents at the time of inspection for review on site by elevator inspector: Maintenance Control Program, Maintenance Record, and Code Data Plate.	ASME A17.1 8.6.1.2.1	<input type="checkbox"/> Yes <input type="checkbox"/> No

**This form must be received at least two business days prior to the scheduled inspection date.**

Within the scope of my company's responsibilities, I have verified completion for each item listed above. To the best of my knowledge the conveyance is ready to pass inspection.

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GENERAL CONTRACTOR (PRINT NAME)

\_\_\_\_\_  
ELEVATOR CONTRACTOR (PRINT NAME)

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GENERAL CONTRACTOR (SIGN NAME)

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ELEVATOR CONTRACTOR (SIGN NAME)

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DATE

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