



STATE OF WASHINGTON  
DEPARTMENT OF LABOR AND INDUSTRIES

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Important: ASME Checklist on the Contractors Check sheet requirement

Dear Elevator Professional;

An essential part of the updated Contractor Check sheet is the "ASME Checklist for Inspection". This is valuable and a required part of the installation and inspection process and L&I wants to ensure that you understand the requirement and can easily obtain and use these check lists.

Because this is an official ASME A17.1 code of required examinations and tests these checklists are very valuable to you, your company, and the conveyance owner. L&I inspectors have been directed to follow the ASME checklist when witnessing acceptance tests. Your use of these check list will ensure you are prepared for the inspection and that it will run smoothly and efficiently.

The ASME checklist is a list of items specifically addressing the examination requirements of an elevator or escalator. It is broken down into six segments: 1) Inside car 2) Machine room 3) Top of Car 4) Outside Hoistway 5) Pit and 6) Fire fighter service. These segments and items coincide with the Acceptance Inspection Examinations and Tests (ASME A17.1 – 8.10).

The ASME Checklists may be purchased through Elevator World or downloaded for free on the ASME codes and tools website : Go to: [www.asme.org](http://www.asme.org) and search for: "checklist for inspection of elevators" or paste this address into your browser:  
<http://cstools.asme.org/csconnect/CommitteePages.cfm?Committee=L01032000&Action=17126> From there you will be able to print the electric, hydraulic, escalator, and emergency fire service check lists. All are very valuable tools that will enable you to be prepared for your inspection.

These checklists are not all-inclusive to every item in the code book, but they will go a long way in helping you be ready for an inspection.

The ASME checklist must be reviewed (items checked off) by the elevator personnel on site as part of the overall Contractors Checklist sheet. If you have questions or need further assistance please contact Becky Ernstes at (360) 902-6456 or myself at (360) 902-6130.

Respectfully,

Jack Day, Chief Elevator Inspector





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PO Box 44480 • Olympia Washington 98504-4480

New Elevator Installation Checklist

To whom it may concern,

In today's building environment we are all working to do more with less, meet tight deadlines, use our resources wisely and provide excellent customer service. To assist in those pursuits Labor & Industries wants to ensure that all new elevator installations are prepared to pass a final inspection the first time. The department has partnered with the elevator industry to develop a checklist for new elevator installations. Use of this checklist will:

- Assist in the coordination of a variety of trades and ensure each has completed their portion of the installation to code.
- Assist your elevator company and the general contractor in recognizing and properly installing over looked code requirements.
- Help your companies save time and money.
- Ensure that the elevator is ready to pass inspection the first time.

A job done correctly and on time is a benefit to everyone, your business, your customer's deadline and a good use of the states limited resources. The checklist helps hold each trade responsible to check their work and signing places trust in the general and elevator contractor representatives to ensure items have been complete and ready for inspection.

If an elevator and/or general contractors have a disagreement regarding an item(s) on the checklist, the department is here to help clarify code questions and help you avoid costly delays or rework.

If you are trying to obtain a punch list, to complete a particular project, it might be a good idea for you to contact an elevator consultant. The state inspectors are not consultants, our job is not to supply a punch list for you it is to provide timely inspections of professionally installed elevators and conveyances.

We want the checklist to help drive the first time pass ratio beyond the 30% mark. It is in best interest of all of us to work together to provide safe, timely and professionally installed conveyances.

If you have questions please feel free to contact Becky Ernstes the technical specialist or me at 800 705-1411.

Yours in Safety,

Jack Day  
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# NEW ELEVATOR INSTALLATION CHECKLIST

Job Name \_\_\_\_\_  
Job Address \_\_\_\_\_  
Elevator Company \_\_\_\_\_  
Conveyance # \_\_\_\_\_

**The elevator company & contractor must complete this check list prior to an inspection of a new elevator.**

- This Checklist must be completed and in the machine room at the time of inspection.
- Use of this check list will save everyone time and money.
- Check off items as completed.
  - EC column is for elevator contractor.
  - GC is for general contractor.
  - Each party checks the associated box when complete. (If an item is not applicable, draw a line through the associated EC/GC box)
  - If discrepancies arise, call the department for guidance.
- This list is not all inclusive, but is a list of the most common errors.

EC Reviewed ASME checklist for inspection of elevators for completion and compliance

## MACHINE ROOM/SPACE REQUIREMENTS

EC/GC

- Installation/alteration permits are posted on the job site at the commencement of work. RCW 70.87.080(3)
- A set of approved plans must be kept in the machine room. WAC 296-96-01000 (b)(c)
- Any variances must be posted in the machine rooms. Per Variance Letter
- Permanent safe access to the machine room(s) must be provided. A17.1 2.7.3.1
- Machine room door is self-locking and self-closing (store-room type lock). A17.1 2.7.3.4.1(b)
- Machine room door and a fire rated label is permanently attached to the door and door fame. A17.1-8.10.2.2.2
- Machine room lighting is a minimum of 19 foot candles. A17.1 2.7.5.1
- Machine room enclosure is completed (minimum of 7 feet headroom clearance). A17.1 2.7.4.1
- Machine room ventilation or cooling as required per the Elevator Company specifications and State Building Code amendments to the IBC is complete. WAC 296-96-02465(3)
- Only elevator related items may be located in the machine room. No pipes or ducts can be accessed or run through the machine room. WAC 296-96-02450 & A17.1 2.7.2.1
- Class ABC or equivalent fire extinguisher is inside machine room. A17.1- 8.6.1.6.5
- A GFI outlet is in the machine room. NEC 620.23(A) (C)
- Permanent lights, light switches, and GFI type outlets are on a separate circuit. NEC 620.23 (A)
- Proper working clearances have been maintained. A17.1 2.7.2.2.2 & WAC 296-96-02455
- All circuits have been labeled in a durable manner and their location has been indicated

on the panels. NEC 110.22

- The 15 amp overcurrent protection for the 120 volt AC line for the elevator cab has been provided in the machine room and is lockable. NEC 620.12(A)(1) & 620.22(A)
- Disconnecting means for Car light, Receptacle(s), and Ventilation NEC 620.53
- Disconnecting means/overcurrent protection, if supplied, for Heating and Air Conditioning NEC 620.22(b) & 620.54
- Disconnecting means/overcurrent protection for utilization equipment NEC 620.25 & 55

### **SPRINKLER, SHUNT TRIP AND DETECTORS**

- Fireman's service and smoke detectors are in place for all automatic elevators which travel over 6 feet (except LULA's, Special Purpose and Residential Elevators). A17.1 2.27.3(A)
- This building without a fire alarm system has been supplied with a supervisory panel for elevator smoke detectors. NFPA 72 6.16.3.2
- Smoke detectors have been installed at the top of hoistways (if sprinklered), in machine rooms and lobbies. Smoke detectors are ceiling mounted unless specified for other locations. WAC 296-96-02480
- Hoistway or machine rooms with sprinklers must have shunt trips with heat detectors installed. Exception: No smoke or heat detectors are required for pit sprinklers located less than 2 feet from the pit floor. WAC 296-96-02480
- Heat detectors are 135 degree fixed rate, ceiling mounted within 24 inches to the sprinkler head and monitored at fire control panel. WAC 296-96-02480(1)(a) & NFPA 72 6.16.4.4
- The mainline disconnect/shunt trip wiring has had electrical inspection and the sticker is affixed (L&I only) to the mainline disconnect. Per internal agreement with electrical section
- Piping for sprinkler heads in the pit are not from an exposed sprinkler line in the machine room. WAC 296-96-02475(1)
- Smoke detectors for Phase I emergency service, recall the elevator accordingly to the designated and alternate landings.
  - Phase I requires both a designated landing and an alternate landing.
  - A17.1 2.27.3.2.3 & 2.27.3.2.4
- Latching is required for Phase I Recall.
  - Latching means – the first smoke detector that is activated will hold the Phase I signal regardless of whether any other smoke detectors are activated.
  - A17.1 2.27.3.2.5

### **HOISTWAY AND PITS**

- Hoistway smoke control if required per IBC 3004 and WAC Chapter 51-50 is in place
- Projections, recesses and setbacks of more than 4 inches are beveled to 75°. A17.1 2.1.6.2(b)
- Top of car hoistway clearances comply with code requirements. A17.1 2.4.6.2 or 3.4.4
- All hoistway wiring is complete. Per NEC
- A ladder with continuous rung handgrips at least 48 inches above the bottom access landing is accessible at each pit. Ladders are easily accessible from the landing. A17.1 2.2.4.2
- The lighting for the elevator pit is on a separate branch circuit. A GFCI is in the pit. If the pit lighting and the GFI outlet share the same circuit, the light must be on the line side of the GFI. Minimum of 10 foot candles. A17.1 2.2.5.1
- The sump pump, if installed and has been piped and wired permanently. Sump pumps are not required. WAC 296-96-02560

- Sumps are at least 18" x 18" x 18" with a metal grate level with the pit floor  
WAC 296-96-02560
- Pits have been sealed to prevent moisture from accumulating in the pit. A 17.1 2.2.2.3
- Pit guards have been installed as needed. A17.1 2.2.3.1
- Piping for sprinkler heads in the hoistway come from separate branch lines.  
WAC 296-96-02475(4)
- If sprinklers are located in the elevator hoistway, any lighting equipment, or electrical piping located less than 48 inches from pit floor is: A 17.1-2.8.2.3.4;  
Weather proof NEMA 4, wiring has been identified for use in wet locations per NFPA 70.

**SECONDARY & OVERHEAD SHEAVE SPACE**

- Permanent and safe access to the work space has been provided. WAC 296-96-23115
- Permanent lights, light switches, GFI type outlets and stop switches have been installed. NEC 620.24
- All required guards have been installed. WAC 296-96-23126

**MISCELLANEOUS**

- Penetrations in the hoistway and machine room have been patched. A 17.1 2.7.1
- Elevator fronts have been installed per prints as tested by the labeling and listed laboratory.  
(No exceptions.) A 17.1 2.11.14.2
- All wiring meets the current adopted NEC standards. NEC 2008 Code
- Telephone shall not require voice communications (i.e.: "ADA" compliant phones have been installed). WAC 296-96-02525(d)
- Any alteration or deviation of the initial hoistway or machine room plans have been re-approved by this department. WAC 296-96-01030
- No equipment or piping that is not elevator related may be installed in the machine room or hoistway. A 17.1 2.7.2.1
- Permanent cab flooring is in place and ASTM documentation is available.

**We confirm that this conveyance is completed and ready for inspection.**

*[A penalty of \$500.00 a day may be assessed for falsifying official written documentation submitted to the department. Each day is a separate violation. WAC 296-96-01070(i)]*

Print Name of Elevator Co representative	Signature	Date
Print Name of General Contractor	Signature	Date

Date all items were completed \_\_\_\_\_

**Do NOT send to Central Office**

This document must be posted in the machine room at the time of inspection and may be required by the L&I Regional Supervisor prior to inspection.

To see a list of inspectors and region supervisors go to [www.Lni.wa.gov](http://www.Lni.wa.gov) then click on trades and licensing, then choose elevators from the drop down menu, then click on contact information.

If you have any questions regarding code requirements contact Becky Ernstes at 360-902-6456