



**Northwest Colorado Council of Governments  
Elevator Inspection Program**

**CONTRACTOR RESPONSIBILITY ON NEW INSTALLATION**

Conveyance # \_\_\_\_\_

The elevator company/ contractor must complete the following items prior to calling for an elevator inspection.

- **Do Not Call** for an inspection until all of these items are completed.
- Compliance with these items prior to requesting an elevator inspection will minimize delay of final approval.
- The following does **NOT** list all code requirements.

**MACHINE ROOM REQUIREMENTS**

- Installation/alteration permits must be posted on the job site at the commencement of work.
- A copy of approved set of plans must be kept in the machine room
- Any variances must be posted in the machine rooms.
- Permanent safe access to the machine room(s) must be provided.
- Machine room door must be self-locking and self-closing (store-room type lock).
- Machine room enclosure must be completed (minimum of 7 feet headroom clearance).
- Machine room ventilation or cooling as required per the Elevator Company specifications and per state building code amendments to the IBC.
- Only elevator related items may be located in the machine room. No pipes or ducts may be accessed or run through the machine room.
- Class ABC or equivalent fire extinguisher must be provided inside machine room.
- A GFI outlet must be located in the machine room.
- Permanent lights, light switches, and GFI type outlets must be on separate circuit.
- Proper working clearances must be maintained.
- All circuits must be labeled and their location indicated on panels.
- Machine room lighting must be a minimum of 19 foot candles (equals 200 LUX).
- The over current protection for the 120 volt AC line for the elevator cab must be provided in the machine room and must be lockable.
- Disconnects installed per NEC.

**SHUNT TRIP AND SMOKES**

- Fireman's service and smoke detectors are required for all automatic elevators which travel over 80" (except LULA's, Special Purpose and Residential Elevators).
- Buildings without fire alarm systems shall require a supervisory panel for elevator smoke detectors.

- Smoke detectors must be installed at the top of hoistways., in machine rooms and lobbies. Smoke detectors must be ceiling mounted unless specified for other locations.
- If hoistway or machine rooms are sprinkled, the use of shunt trips with heat detectors are required. No smoke or heat detectors are required for pit sprinklers located less than 2 feet from the pit floor.
- Heat detectors must be 135 degree fixed rate, ceiling mounted within 24 inches of the sprinkler head and monitored at fire control panel.
- There must be verification of the electrical inspection of the mainline disconnect/ shunt trip wiring by means of an electrical inspection sticker affixed to the mainline disconnect (L&I only).
- Piping for sprinkler heads in the pit must not be from an exposed sprinkler line in the machine room.
- Smoke detectors for Phase I Recall shall recall the elevator either to a designated landing or an alternate landing.
  - Phase I requires both a designated landing and an alternate landing.
- 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.
- Shunt trip power must be monitored to FA panel

#### **HOISTWAY AND PITS**

- Hoistway venting if required per IBC with buildings of 4 or more stories.
- Projections, recesses and setbacks of more than 4 inches must be beveled.
- Top of hoistway clearances must comply to code requirements.
- All hoistway wiring must be complete.
- A ladder with handgrips at least 48 inches above the bottom landing must be accessible at each pit. Ladders must be easily accessible from the landing.
- The lighting for the elevator pit must be on a separate branch circuit. A GFI is required 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.
- If a sump pump is installed it must be piped and wired on dedicated non GFI single receptacle.
- Sump pits must be at least 24" x 24" x 24", per state plumbing code, with a metal grate level with the pit floor
- Pits are to be sealed to prevent moisture from accumulating in the pit.
- Guards must be installed as needed.
- Piping for a sprinkler heads in the hoistway must come from separate branch lines.
- If sprinklers are located in the elevator hoistway, any lighting equipment, or piping located less than 48 inches from pit floor must:
  - Be weatherproof NEMA 4
  - The wiring shall be identified for use in wet locations per NFPA 70.

#### **SECONDARY & OVERHEAD SHEAVE SPACE**

- Permanent and safe access to the work space shall be provided.
- Permanent lights, light switches, GFI type outlets and stop switches must be installed.
- Guards must be installed as required.

**MISCELLANEOUS**

- o Patch all penetrations in the hoistway and machine room
- o Elevator fronts shall be installed per prints as tested by the labeling and listed laboratory (NO EXCEPTIONS).
- o All wiring must meet NEC standards.
- o Telephone shall not require voice communications (i.e. "ADA" type phones are required)
- o Any variation of the hoistway or machine room after the initial plans have been approved by this department must be re-approved by this department.
- o Accurate measurements pertaining to hoistway and machine room sizes must be submitted for approval before an installation permit will be granted.
- o Ventilation in the machine room and hoistway as required per the elevator company specifications and/or the local building department shall be maintained.
- o No equipment or piping that is not elevator related may be installed in the
- o machine room or hoistway
- o Air conditioning may be installed in hydraulic machine rooms, but will not be a replacement for ventilation.

**THIS CONVEYANCE IS COMPLETED AND READY FOR INSPECTION.**

Name of Mechanic	Signature	Date

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