**ELEVATOR SURVEY  
FACILITY CONDITION ASSESSMENT  
MAINTENANCE and MODERNIZATION**

**Bldg Name\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Bldg#\_\_\_\_\_\_ Project#\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Elevator#\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Capacity\_\_\_\_\_\_\_\_\_\_\_\_\_ Speed\_\_\_\_\_\_\_\_\_\_\_**

**Number of floors\_\_\_\_\_\_\_\_ Number of openings Front\_\_\_\_\_\_ Rear\_\_\_\_\_\_**

**Floor Numbers\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Traction\_\_\_\_\_\_ Hydraulic\_\_\_\_\_\_**

**Machine Room**

□ Location – Penthouse, Basement or Mid-Level.

□ Main Line – Fused Disconnect or Shunt Trip Breaker located at lock side of M/R door.

□ Controller – Relay Logic or Microprocessor

□ Machine – Geared or Gearless

□ Motor – DC or ACPM

□ Governor and Governor Rope

□ Hoist Ropes and Rope Gripper

□ Pump and Motor – V-Belt, In-Tank or Motor on Top of Tank.

□ Control Valve – In-Tank, Above Tank or Under Tank.

□ Oil Line and Fittings – Schedule 40 or 80 - 2” or 3” Victaulic, Threaded or Welded.

**□** Manual Shutoff Valve and Muffler required by VA

□ Smoke, Heat Detectors and Sprinklers – Not located directly over elevator equipment.

□ Piping and Duct - Only for function of elevator, no pass throughs.

□ Machine Room Lighting – Minimum 7ft head clearance with guards.

□ Machine Room Ventilation

**Hall Fixtures**

□ Hall Call Pushbuttons

□ Position Indicators – All floors above entrances or Main and Alternate fire recall floors.

□ Hall Lanterns – Combination with PI or separate to the side of entrances.

□ Fire Service – Main Recall Floor #\_\_\_\_\_\_\_ Alternate Floor #\_\_\_\_\_\_\_

□ Hoistway Access Switches – Top Floor and Bottom Floor or Walk in Pit.

**Entrance Frames and Doors**

□ Side Jambs and Headers – Stainless-steel or Painted.

□ Doors – Stainless-steel or Painted.

□ Door Hardware – Tracks, Hangers, Gibs, Drive Assemblies, Door Locks, and Closers.

□ Floor Numbers/Braille Plates

**Hoistway equipment**

□ Terminal Limit

□ Buffers – Has pit been flooded?

□ Pit Stop Switches – VA requires two (2)

□ Pit Ladder

□ Pit Light, Switch & GFCI

□ Smoke Detectors – Top of hoistway

□ Heat Detectors and Sprinkler – Not required in traction elevator pit.

□ Hoistway Ventilation

□ Deflector Sheave – Top of hoistway

□ Hoist Ropes

□ Hoist Rope Compensation

□ Counterweight Guides (roller or slide)

□ Counterweight Safeties and Frame

□ Gov Rope and Tail Sheave

□ Manual Shutoff Valve

□ Automatic Shutoff/Rupture Valve – VA required.

□ Cylinder and Plunger – Date installed\_\_\_\_\_\_\_\_

□ Scavenger Pump – Oil recovery system.

□ Sump pump or floor drain – Capable of removing 3,000 gallons per hour.

**Top and bottom of car**

□ Leveling Device

□ Emergency Exit and Switch

□ Elevator Guides (roller or slide)

□ Cartop Controls

□ Cartop and Bottom Work Light and GFCI

□ Cab Exhaust Fan

□ Car Doors

□ Door Operator and Hardware – Header, Track, Rollers, Drive Arms, Clutch, Restrictor, Gibs and Infrared Door Curtain.

□ Platform Guard (toe guard)

□ Platform

□ Car Safeties and Frame

**Car Enclosure (cab)**

□ Cartop Railing – Required on all elevator with more than 12”clearance between top of cab and hoistway walls.

□ Ceiling and Lights

□ Wall Panels

□ Handrails – VA requires 2 handrails, 30”and 42” above finished floor, maximum diameter 6” square or round.

□ Flooring

□ Car Entrance Sill

**Car Operating Panels**

□ Main Car Station (COP)

□ Auxiliary Car Station (COP)

□ Emergency Light

□ Position Indicator

□ Emergency Communication System

□ Audio Voice Annunciator

**Fire service**

□ Recall Floors – Main Floor#\_\_\_\_\_\_ Alternate Floor#\_\_\_\_\_\_

□ Smoke Detector Locations

**Emergency Power**

□ Do all elevators run on Generator Power at the same time or is a selector switch required for each group?