

# TRACTION ELEVATOR INSPECTION REPORT

BUILDING NAME: \_\_\_\_\_  
BUILDING NUMBER: \_\_\_\_\_ ELEVATOR NUMBER: \_\_\_\_\_  
ADDRESS: \_\_\_\_\_  
BUILDING REPRESENTATIVE: \_\_\_\_\_  
CONTACT NUMBER: \_\_\_\_\_  
DATE OF INSPECTION: \_\_\_\_\_ ASME A17.1 CODE YEAR: \_\_\_\_\_  
TYPE OF ELEVATOR: PASSENGER\_\_\_\_ SERVICE\_\_\_\_ FREIGHT\_\_\_\_ CARTLIFT\_\_\_\_ DUMBWAITER\_\_\_\_  
MATERIAL LOADING CLASS: A\_\_\_\_ B\_\_\_\_ C1\_\_\_\_ C2\_\_\_\_ C3\_\_\_\_  
MACHINE: OVERHEAD GEARED\_\_\_\_ GEARLESS\_\_\_\_ WINDING DRUM\_\_\_\_ BASEMENT GEARED\_\_\_\_  
MANUFACTURER: \_\_\_\_\_  
CAPACITY (LBS): \_\_\_\_\_ CONTRACT SPEED(FPM): \_\_\_\_\_

## 1.0 ELEVATOR TEST DATA

1.1 FULL LOAD SPEED: UP\_\_\_\_ DOWN\_\_\_\_ EMPTY SPEED: UP\_\_\_\_ DOWN\_\_\_\_  
1.2 MOTOR VOLTS: UP DOWN MOTOR AMPS: UP DOWN  
FULL LOAD: \_\_\_\_\_ FULL LOAD: \_\_\_\_\_  
BALANCE LOAD: \_\_\_\_\_ BALANCE LOAD: \_\_\_\_\_  
EMPTY CAR: \_\_\_\_\_ EMPTY CAR: \_\_\_\_\_  
1.3 TYPE OF SAFETY: A\_\_\_\_ B\_\_\_\_ C\_\_\_\_  
CAR SLIDE DISTANCE: \_\_\_\_\_ COUNTERWEIGHT SLIDE DISTANCE: \_\_\_\_\_  
1.4 GOVERNOR TRIP SPEED: CAR\_\_\_\_ COUNTERWEIGHT\_\_\_\_  
1.5 OVERSPEED SWITCH TRIP SPEED: CAR\_\_\_\_ COUNTERWEIGHT\_\_\_\_  
1.6 SPEED REDUCING SWITCH: CAR\_\_\_\_ COUNTERWEIGHT\_\_\_\_  
1.7 GOVERNOR ROPE PULL THROUGH FORCE (LBF): CAR\_\_\_\_ COUNTERWEIGHT\_\_\_\_  
1.8 LOWER AND HOLD WITH 125% RATED LOAD: PASS\_\_\_\_ FAIL\_\_\_\_  
1.9 UNINTENDED MOTION DEVICE STOPPING DISTANCE: 125% LOAD DOWN\_\_\_\_ EMPTY CAR UP\_\_\_\_  
1.10 OIL BUFFER TEST: CAR FULL LOAD PASS\_\_\_\_ FAIL\_\_\_\_ COUNTERWEIGHT EMPTY CAR PASS\_\_\_\_ FAIL\_\_\_\_  
1.11 OIL BUFFER RETURN TEST: CAR BUFFER-PASS\_\_\_\_ FAIL\_\_\_\_ COUNTERWEIGHT PASS\_\_\_\_ FAIL\_\_\_\_  
1.12 ONE HOUR RUN TEST: PASS\_\_\_\_ FAIL\_\_\_\_ MOTOR TEMPERATURE: START\_\_\_\_ FINISH\_\_\_\_  
1.13 DOOR SPEED (SEC): CLOSE\_\_\_\_ OPEN\_\_\_\_ CLOSING FORCE (LBF)\_\_\_\_\_

## 2.0 ELEVATOR MACHINE ROOM

2.1 ACCESS TO MACHINE ROOM	PASS_____ FAIL_____ N/A_____
2.2 HEADROOM (7 FEET MINIMUM)	PASS_____ FAIL_____ N/A_____
2.3 LIGHTING AND GFCI RECEPTACLES	PASS_____ FAIL_____ N/A_____
2.4 MACHINE SPACE	PASS_____ FAIL_____ N/A_____
2.5 HOUSEKEEPING – CLEANED AND PAINTED	PASS_____ FAIL_____ N/A_____
2.6 HVAC – VENTILATION	PASS_____ FAIL_____ N/A_____
2.7 FIRE EXTINGUISHER	PASS_____ FAIL_____ N/A_____
2.8 GUARDS ON EQUIPMENT	PASS_____ FAIL_____ N/A_____
2.9 PIPE, DUCT, WIRING AND BUSHINGS	PASS_____ FAIL_____ N/A_____
2.10 NUMBER EQUIPMENT	PASS_____ FAIL_____ N/A_____
2.11 FUSED DISCONNECT – SHUNT TRIP BREAKER	PASS_____ FAIL_____ N/A_____
2.12 CONTROLLER FUSES AND OVERLOADS	PASS_____ FAIL_____ N/A_____
2.13 BONDING WIRE AND GROUNDING	PASS_____ FAIL_____ N/A_____
2.14 INSPECTION CONTROL	PASS_____ FAIL_____ N/A_____
2.15 ABSORPTION OF REGENERATIVE DRIVE	PASS_____ FAIL_____ N/A_____
2.16 GOVERNOR, OVERSPEED SWITCH TESTED AND SEALED	PASS_____ FAIL_____ N/A_____
2.17 CODE DATA PLATE	PASS_____ FAIL_____ N/A_____
2.18 DRIVE MACHINE AND SHEAVE	PASS_____ FAIL_____ N/A_____
2.19 DRIVE MACHINE BRAKE	PASS_____ FAIL_____ N/A_____
2.20 WINDING DRUM MACHINE, SLACK ROPE SWITCH AND ROPE FASTENING	PASS_____ FAIL_____ N/A_____
2.21 GEARS, BEARINGS AND FLEXIBLE COUPLINGS	PASS_____ FAIL_____ N/A_____
2.22 MOTOR GENERATOR SET	PASS_____ FAIL_____ N/A_____
2.23 ROPE GRIPPER/SECONDARY BRAKE	PASS_____ FAIL_____ N/A_____
2.24 SECONDARY LEVEL AND DEFLECTOR SHEAVES	PASS_____ FAIL_____ N/A_____
2.25 DEADEND HITCH PLATES	PASS_____ FAIL_____ N/A_____
2.26 MAINTENANCE CONTROL PROGRAM AND RECORDS	PASS_____ FAIL_____ N/A_____
2.27 MONTHLY FIRE SERVICE TEST LOG	PASS_____ FAIL_____ N/A_____
2.28 EMERGENCY POWER OPERATION (FULL LOAD IN CAR)	PASS_____ FAIL_____ N/A_____
2.29 EARTHQUAKE INSPECTION AND TESTS	PASS_____ FAIL_____ N/A_____
2.30 SMOKE DETECTORS_____ HEAT DETECTORS_____ SPRINKLERS_____	PASS_____ FAIL_____ N/A_____

## 3.0 ELEVATOR HOISTWAY – INSIDE

3.1 ACCESS TO HOISTWAY – CARTOP AND PIT	PASS_____ FAIL_____ N/A_____
---	------------------------------

3.2 HOISTWAY AND PIT LIGHTING	PASS____ FAIL____ N/A____
3.3 HOISTWAY ENCLOSURE	PASS____ FAIL____ N/A____
3.4 HOISTWAY DEVIDER BEAMS AND LEDGES	PASS____ FAIL____ N/A____
3.5 ENTRANCE FRAMES (FULLY GROUTED)	PASS____ FAIL____ N/A____
3.6 DUST COVERS <sup>2</sup> , FACIAS, TOP AND BOTTOM SHEAR GUARDS	PASS____ FAIL____ N/A____
3.7 VISION PANELS	PASS____ FAIL____ N/A____
3.8 HOISTWAY DOORS	PASS____ FAIL____ N/A____
3.9 HOISTWAY DOOR LOCKING DEVICES	PASS____ FAIL____ N/A____
3.10 MECHANICAL HOISTWAY DOOR CLOSURE	PASS____ FAIL____ N/A____
3.11 EMERGENCY DOORS IN BLIND HOISTWAY	PASS____ FAIL____ N/A____
3.12 HOISTWAY VENTILATION	PASS____ FAIL____ N/A____
3.13 TRAVELING CABLE SUSPENSION	PASS____ FAIL____ N/A____
3.14 TOP OF COUNTERWEIGHT CLEARANCE AND RUNBY	PASS____ FAIL____ N/A____
3.15 BOTTOM OF CAR CLEARANCE, RUNBY AND REFUGE SPACE	PASS____ FAIL____ N/A____
3.16 COUNTERWEIGHT, FRAME AND ROLLER GUIDES	PASS____ FAIL____ N/A____
3.17 COUNTERWEIGHT SHEAVE OR SHACKLES AND HITCH PLATE	PASS____ FAIL____ N/A____
3.18 COUNTERWEIGHT SAFETIES	PASS____ FAIL____ N/A____
3.19 CAR OVERHEAD AND DEFLECTOR SHEAVE CLEARANCE	PASS____ FAIL____ N/A____
3.20 NORMAL TERMINAL STOPPING DEVICES	PASS____ FAIL____ N/A____
3.21 FINAL TERMINAL STOPPING DEVICES	PASS____ FAIL____ N/A____
3.22 CAR AND COUNTERWEIGHT BUFFERS AND TAGS	PASS____ FAIL____ N/A____
3.23 PIT STOP SWITCHES	PASS____ FAIL____ N/A____
3.24 GOVERNOR ROPE TENSION SHEAVE	PASS____ FAIL____ N/A____
3.25 GUIDE RAILS, BRACKETS AND FASTENERS	PASS____ FAIL____ N/A____
3.26 COMPENSATION CHAINS – ROPES AND SHEAVE	PASS____ FAIL____ N/A____
3.27 FLOOR NUMBERS AND EMERGENCY IDENTIFICATION	PASS____ FAIL____ N/A____
3.28 PIPE, DUCT, WIRING AND BUSHINGS	PASS____ FAIL____ N/A____
3.29 EARTHQUAKE INSPECTION AND TESTS	PASS____ FAIL____ N/A____
3.30 SMOKE DETECTORS____ HEAT DETECTORS____ SPRINKLERS____	PASS____ FAIL____ N/A____

#### 4.0 ELEVATOR CAR – OUTSIDE

4.1 CROSSHEAD DATA, HOIST ROPE AND GOVERNOR ROPE TAGS	PASS____ FAIL____ N/A____
4.2 STOP SWITCH	PASS____ FAIL____ N/A____
4.3 LIGHT AND GFCI RECEPTACLES – TOP AND BOTTOM	PASS____ FAIL____ N/A____

4.4 CARTOP OPERATING DEVICE	PASS____ FAIL____ N/A____
4.5 DOOR REOPENING DEVICE	PASS____ FAIL____ N/A____
4.6 DOOR OPENING RESTRICTOR	PASS____ FAIL____ N/A____
4.7 CLEARANCE, REFUGE SPACE AND CARTOP RAILING	PASS____ FAIL____ N/A____
4.8 CAR LEVELING DEVICE	PASS____ FAIL____ N/A____
4.9 CARTOP EMERGENCY EXIT AND SAFETY SWITCH	PASS____ FAIL____ N/A____
4.10 ELEVATOR NUMBER – TOP, BOTTOM AND COUNTERWEIGHT GUARD	PASS____ FAIL____ N/A____
4.11 PIPE, DUCT, WIRING AND BUSHINGS	PASS____ FAIL____ N/A____
4.12 HOISTWAY RUNNING CLEARANCE	PASS____ FAIL____ N/A____
4.13 CAR DOOR OPERATOR	PASS____ FAIL____ N/A____
4.14 TRAVELING CABLE SUSPENSION AND RUNNING CLEARANCE	PASS____ FAIL____ N/A____
4.15 CROSSHEAD, SIDE STILES AND SAFETY PLANK	PASS____ FAIL____ N/A____
4.16 CAR SAFETIES	PASS____ FAIL____ N/A____
4.17 GOVERNOR ROPE AND RELEASE CARRIER	PASS____ FAIL____ N/A____
4.18 HOIST ROPES, CARTOP SHEAVE OR SHACKLES AND HITCH PLATE	PASS____ FAIL____ N/A____
4.19 CAR PLATFORM GUARD – TOE GUARD	PASS____ FAIL____ N/A____

## 5.0 ELEVATOR CAR – INSIDE

5.1 CAR DOOR OR GATE	PASS____ FAIL____ N/A____
5.2 DOOR CLOSING FORCE	PASS____ FAIL____ N/A____
5.3 POWER OPENING OF DOOR OR GATE	PASS____ FAIL____ N/A____
5.4 POWER CLOSING OF DOOR OR GATE	PASS____ FAIL____ N/A____
5.5 CAR ENCLOSURE, INTERIOR FINISHES, SILL, FLOOR AND CEILING	PASS____ FAIL____ N/A____
5.6 CAR VISION PANELS AND GLASS DOORS	PASS____ FAIL____ N/A____
5.7 STOP SWITCHES	PASS____ FAIL____ N/A____
5.8 OPERATING CONTROL DEVICES	PASS____ FAIL____ N/A____
5.9 CAR LIGHTING AND GFCI RECEPTACLE	PASS____ FAIL____ N/A____
5.10 EMERGENCY LIGHT AND ALARM	PASS____ FAIL____ N/A____
5.11 EMERGENCY EXIT SECURED FROM OUTSIDE	PASS____ FAIL____ N/A____
5.12 VENTILATION	PASS____ FAIL____ N/A____
5.13 ELEVATOR NUMBER	PASS____ FAIL____ N/A____
5.14 DATA PLATE: CAPACITY, LOADING CLASS AND NUMBER OF PASSENGER	PASS____ FAIL____ N/A____
5.15 SIGNAGE AND BRAILLE PLATES	PASS____ FAIL____ N/A____
5.16 MEDICAL EMERGENCY	PASS____ FAIL____ N/A____

5.17 CAR RIDE QUALITY

PASS\_\_\_\_ FAIL\_\_\_\_ N/A\_\_\_\_

5.18 EARTHQUAKE INSPECTION AND TEST

PASS\_\_\_\_ FAIL\_\_\_\_ N/A\_\_\_\_

5.19 FIREFIGHTER'S PHASE 2 OPERATION

PASS\_\_\_\_ FAIL\_\_\_\_ N/A\_\_\_\_

## 6.0 ELEVATOR HALL FIXTURES AND HOISTWAY ENTRANCES

6.1 HALL LANTERNS

PASS\_\_\_\_ FAIL\_\_\_\_ N/A\_\_\_\_

6.2 POSITIONS INDICATORS

PASS\_\_\_\_ FAIL\_\_\_\_ N/A\_\_\_\_

6.3 HALL CALL PUSH BUTTONS

PASS\_\_\_\_ FAIL\_\_\_\_ N/A\_\_\_\_

6.4 COMMUNICATION (LIGHT ANNUNCIATOR AND KEY SWITCH)

PASS\_\_\_\_ FAIL\_\_\_\_ N/A\_\_\_\_

6.5 MEDICAL EMERGENCY CALL – KEY SWITCH OR CARD READER

PASS\_\_\_\_ FAIL\_\_\_\_ N/A\_\_\_\_

6.6 BRAILE PLATES AND EMERGENCY EVACUATION PLATES

PASS\_\_\_\_ FAIL\_\_\_\_ N/A\_\_\_\_

6.7 ELEVATOR NUMBER ON ENTRANCE FRAMES

PASS\_\_\_\_ FAIL\_\_\_\_ N/A\_\_\_\_

6.8 FIREFIGHTER'S PHASE 1 OPERATION AND INDICATOR LIGHT

PASS\_\_\_\_ FAIL\_\_\_\_ N/A\_\_\_\_

6.9 SMOKE DETECTORS\_\_\_\_\_ HEAT DETECTORS\_\_\_\_\_ SPRINKLERS\_\_\_\_\_

PASS\_\_\_\_ FAIL\_\_\_\_ N/A\_\_\_\_

6.10 EMERGENCY POWER INDICATOR LIGHT

PASS\_\_\_\_ FAIL\_\_\_\_ N/A\_\_\_\_

6.11 EMERGENCY POWER SELECTOR KEY SWITCH

PASS\_\_\_\_ FAIL\_\_\_\_ N/A\_\_\_\_

ITEM #	COMMENT	CODE REFERENCE

ITEM #	COMMENT	CODE REFERENCE

DATE OF INSPECTION _____ CODE EDITION _____  PASS _____ FAIL _____	COMPANY NAME: _____ ADDRESS: _____ CITY, STATE, ZIP: _____ INSPECTOR'S QEI-1: # _____ PRINT NAME: _____  SIGNATURE: _____
---	---