DEPARTMENT OF LABOR AND INDUSTRY

Office memo

Date: **March 21, 2022**

To: **All Elevator and General Contractors**

From: **Elevator Inspections**
Construction Codes & Licensing Division

RE: Elevator Inspection Checklist and Scheduling

Elevator contractors may schedule elevator inspections up to two weeks in advance. Scheduling inspections in advance can benefit both contractors and The Department of Labor and Industry (DLI). But many times, the elevator is not ready for final inspection at the scheduled time. Project deadlines are the responsibility of the contractor. DLI does not perform "punch-list" inspections or provide consulting services. If an installation is not complete and ready for final inspection, the contractor may be subject to additional fees and delays in scheduling. See Minnesota state statute 326B.184 subdivision 1.

Use this pre-inspection checklist before inspection day to make the process more efficient. This will benefit contractors, owners and DLI. The process includes the following:

1. Identify the location of the installation and the responsible parties.
2. Review the checklist of common code items that prevent installations form passing inspection.
3. Complete the "Are You Ready For An Elevator Inspection" form.
4. Elevator Contractors can upload the "Are You Ready For An Elevator Inspection" form to the associated IMS elevator permit.

Due to scheduling conflicts and inspection demands, the inspection may need to be rescheduled if this form is not received two days prior to the inspection.

NOTE: This form is intended to be used for "NEW CONSTRUCTION" projects. Where used for alterations, only the altered portions identified in this form are required to be verified**.**

Use this link to find your inspector. **http://workplace.doli.state.mn.us/jurisdiction/**

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ARE YOU READY FOR AN ELEVATOR INSPECTION?

SITE NAME		ELEVATOR #	PERMIT #
ADRESS			CITY
ELEVATOR CONTRACTOR	GC		INSPECTORS NAME

The following items are most often incomplete:	**Referenced Rules/Section**	**Completed?**
1. Is two-way emergency communication provided and working? Is there call-in and call-out capability? Is it directed to 24-hour monitoring service staffed by authorized personnel who can take proper action?	ASME A17.1 Section 2.27.1	☐ Yes ☐ No
2. Is an emergency key box labeled "Fire Dept" Installed in the proper location? Does the emergency key box contain the following keys or FOB: elevator room(s)/space(s) key, fire service keys (one for each switch), hoistway door unlocking device, floor lockout key(s), and any locked door(s) leading to the elevator room(s) and space(s) and access to disconnecting means?	MN Rules 1307.0067 Subp. 9	☐ Yes ☐ No
3. Are elevator corridor call station pictograph signs installed? Also known as in case of fire signs.	ASME A17.1 Section 2.27.9 MNSBC 3002.3	☐ Yes ☐ No
4. Has Phase I and II emergency recall operation been tested to ensure proper operation?	ASME A17.1 Section 2.27	☐ Yes ☐ No
5. Is proper door identification signage installed? "Elevator Equipment Room" for all rooms or spaces outside the hoistway that contain elevator equipment. And "Elevator Equipment Room Access" for doors leading to these rooms or spaces.	MN Rules 1307.0047 Subp.7	☐ Yes ☐ No
6. Is the elevator floor covering installed and code compliant?	ASME A17.1 Section 2.14.2.1	☐ Yes ☐ No
7. Do the elevator landings have 100 lx (10 fc) illumination at the landing sills with the elevator doors closed? Lighting at the landing cannot be on a switch.	ASME A17.1 Section 2.11.10.2	☐ Yes ☐ No

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8. Is the elevator landing floor surface substantially flush with the landing sills?	ASME A17.1 Section 2.11.11.1	☐ Yes ☐ No
9. Are doors to elevator room(s) and space(s) self-closing and self-locking? Are they openable from the inside?	ASME A17.1 Section 2.7.3.4.1	☐ Yes ☐ No
10. Are Class ABC fire extinguishers provided in elevator room(s)/space(s) and located convenient to the access door?	ASME A17.1 Section 8.6.1.6.5	☐ Yes ☐ No
11. Is all non-elevator equipment such as piping, conduits, ducts, and other equipment, not related to the use, function, or operation of the elevator(s) removed from elevator room(s)/space(s)?	ASME A17.1 Section 2.8.1	☐ Yes ☐ No
12. Are the elevator room(s)/space(s) provided with natural or mechanical means to keep the air temperature and humidity in the range specified by the elevator equipment manufacturer?	ASME A17.1 Section 2.7.9.2	☐ Yes ☐ No
13. Are the elevator room(s)/space(s) and hoistway(s) fire rated in compliance with the building and fire codes? Consider door assemblies, smoke dampers, ventilation systems, etcetera.	Consult with local building and fire officials.	☐ Yes ☐ No
14. Is the elevator pit designed with permanent provisions to prevent the accumulation of groundwater in the pit?	ASME A17.1 Section 2.2.2.3	☐ Yes ☐ No
15. If a sump is used, is it located outside the pit and not in any elevator room or space?	MN Rules 1307.0067 Subp. 1	☐ Yes ☐ No
16. Are the Fire Alarm Initiating Devices installed and working at each elevator lobby and associated elevator room(s)/space(s)? Have they been tested to ensure proper operation?	ASME A17.1 Section 2.27	☐ Yes ☐ No
17. Will qualified personnel be present at the time of inspection for testing of the fire alarm initiating devices and smoke control doors if installed at the hoistway entrances and lobbies?	ASME A17.1 Section 2.27 MSBC 3006.3	☐ Yes ☐ No

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The following items are most often incomplete:	Referenced Rules/Section	Completed?
18. Are the branch circuit(s) supplying the pit lighting separate from the branch circuit(s) supplying the GFCI receptacle(s) in pit(s)? These circuits shall supply no other loads. Does the pit lighting provide not less than 10 fc at the pit floor?	NFPA 70, article 620.24 ASME A17.1 Section 2.2.5	☐ Yes ☐ No
19. Are the branch circuit(s) supplying elevator room(s)/space(s) lighting separate from the branch circuit(s) supplying the GFCI protected receptacle(s) in those place(s)? These circuits shall supply no other loads. Does the elevator room(s) and space(s) lighting provide not less than 19 fc at the floor?	NFPA 70 article 620.23 ASME A17.1 Section 2.7.9.1	☐ Yes ☐ No
20. Has the available fault current at controller line terminals been calculated? Has a label with the available fault current and date been installed on the elevator control panel?	NFPA 70, article 620.51(D)(2)	☐ Yes ☐ No
21. Is the car light and GFCI receptacle circuit properly installed? The 15-amp fused disconnect switch or circuit breaker, lockable in the open position, shall be in the elevator room/space where the controller is located. Where there isn't an elevator room/space it shall be outside the hoistway, only accessible to qualified persons.	NFPA 70 article 620.53	☐ Yes ☐ No