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:  ______  ______
  BALANCE LOAD:  ______  ______
  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 COVERS2, 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 ANS 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____
## Traction Elevator Inspection Report

### 4.0 Elevator Car – Outside

<table>
<thead>
<tr>
<th>4.1 Crosshead Data, Hoist Rope and Governor Rope Tags</th>
<th>Pass/Fail/N/A</th>
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</thead>
<tbody>
<tr>
<td>4.2 Stop Switch</td>
<td>Pass/Fail/N/A</td>
</tr>
<tr>
<td>4.3 Light and GFCI Receptacles – Top and Bottom</td>
<td>Pass/Fail/N/A</td>
</tr>
<tr>
<td>4.4 Cartop Operating Device</td>
<td>Pass/Fail/N/A</td>
</tr>
<tr>
<td>4.5 Door Reopening Device</td>
<td>Pass/Fail/N/A</td>
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<td>4.6 Door Opening Restrictor</td>
<td>Pass/Fail/N/A</td>
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<tr>
<td>4.7 Clearance, Refuge Space and Cartop Railing</td>
<td>Pass/Fail/N/A</td>
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<tr>
<td>4.8 Car Leveling Device</td>
<td>Pass/Fail/N/A</td>
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<tr>
<td>4.9 Cartop Emergency Exit and Safety Switch</td>
<td>Pass/Fail/N/A</td>
</tr>
<tr>
<td>4.10 Elevator Number – Top, Bottom and Counterweight Guard</td>
<td>Pass/Fail/N/A</td>
</tr>
<tr>
<td>4.11 Pipe, Duct, Wiring and Bushings</td>
<td>Pass/Fail/N/A</td>
</tr>
<tr>
<td>4.12 Hoistway Running Clearance</td>
<td>Pass/Fail/N/A</td>
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<tr>
<td>4.13 Car Door Operator</td>
<td>Pass/Fail/N/A</td>
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<tr>
<td>4.14 Traveling Cable Suspension and Running Clearance</td>
<td>Pass/Fail/N/A</td>
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<tr>
<td>4.15 Crosshead, Side Stiles and Safety Plank</td>
<td>Pass/Fail/N/A</td>
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<tr>
<td>4.16 Car Safeties</td>
<td>Pass/Fail/N/A</td>
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<tr>
<td>4.17 Governor Rope and Release Carrier</td>
<td>Pass/Fail/N/A</td>
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<tr>
<td>4.18 Hoist Ropes, Cartop Sheave or Shackles and Hitch Plate</td>
<td>Pass/Fail/N/A</td>
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<tr>
<td>4.19 Car Platform Guard – Toe Guard</td>
<td>Pass/Fail/N/A</td>
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</tbody>
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### 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 Recepticle                 | Pass/Fail/N/A |
| 5.10 Emergency Light and Alarm                       | Pass/Fail/N/A |
5.11 EMERGENCY EXIT SECURED FROM OUTSIDE
5.12 VENTILATION
5.13 ELEVATOR NUMBER
5.14 DATA PLATE: CAPACITY, LOADING CLASS AND NUMBER OF PASSENGER
5.15 SIGNAGE AND BRAILLE PLATES
5.16 MEDICAL EMERGENCY
5.17 CAR RIDE QUALITY
5.18 EARTHQUAKE INSPECTION AND TEST
5.19 FIREFIGHTER’S PHASE 2 OPERATION

6.0 ELEVATOR HALL FIXTURES AND HOISTWAY ENTRANCES
6.1 HALL LANTERNS
6.2 POSITIONS INDICATORS
6.3 HALL CALL PUSH BUTTONS
6.4 COMMUNICATION (LIGHT ANNUNCIATOR AND KEY SWITCH)
6.5 MEDICAL EMERGENCY CALL – KEY SWITCH OR CARD READER
6.6 BRAILLE PLATES AND EMERGENCY EVACUATION PLATES
6.7 ELEVATOR NUMBER ON ENTRANCE FRAMES
6.8 FIREFIGHTER’S PHASE 1 OPERATION AND INDICATOR LIGHT
6.9 SMOKE DETECTORS HEAT DETECTORS SPRINKLERS
6.10 EMERGENCY POWER INDICATOR LIGHT
6.11 EMERGENCY POWER SELECTOR KEY SWITCH

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<tr>
<th>ITEM #</th>
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INSPECTOR SIGN ___________________ BUILDING NAME/# ___________________________ ELEVATOR# 
November 1, 2023

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**DATE OF INSPECTION**_________________
**CODE EDITION**_______________________
**PASS**___________**FAIL**____________

**COMPANY NAME:**________________________________
**ADDRESS:**_____________________________________
**CITY, STATE, ZIP:** ______________________________

**INSPECTOR’S QEI-1:#**____________________________
**PRINT NAME:**___________________________________
**SIGNATURE:**_____________________________________