www.technicalsafetybc.ca
contact@technicalsafetybc.ca
Toll Free: 1 866 566 7233

General Contractor's Passenger, Accessibility lifts and Freight Elevator Pre-inspection

Note: Any personal information collected is handled in accordance with the British Columbia *Freedom and Protection of Privacy Act*. If you have questions about the collection, use, or disclosure of this information, contact the Records, Information and Privacy Analyst for the Technical Safety BC at 1 866 566 7233.

Instructions:

Prior to the acceptance inspection being performed by a Technical Safety BC safety officer, the following shall be required:

- The General Contractor or Asset Owner shall, prior to requesting an acceptance inspection, verify each of the checklist items is compliant by checking the applicable box in the right hand column of this Pre-inspection Checklist.
- An X under Column "1" indicates the general contractor must complete this requirement, prior to requesting an inspection.
- An X under Column "2" indicates the general contractor must complete the following:
  - MULTICAR - The General contractor must complete this requirement prior to requesting an inspection for the last car in the bank of elevators.
  - SINGLE CAR - In the case of a car in a single hoistway, The general contractor must complete all items prior to requesting a final inspection.
- The Elevator Contractor shall carry out a preliminary examination of the elevating device ensuring the elevating device is installed in accordance with the design submitted, and the applicable *Act*, Regulations, codes and standards.
- As per s. 12(2)(b) of the EDSR, prior to requesting an acceptance inspection, the elevator contractor shall submit a declaration confirming the elevating device has been installed in accordance to the design submission, applicable *Act*, Regulations, codes and standards.
- This completed checklist shall be included as part of the elevating devices contractor declaration.

Note: No elevating device may be put into use for the general public until all requirements as specified in the applicable sections of the CSA B44 or the CSA B355 code have been met.

General	Unit number:		Construction Use: (Y/N)	Last Car: (Y/N)
	Site Address:		City:	
	Elevating Devices Contractor name:		General Contractor name:	
	General Contractor or Asset Owner representative name:		Contact Phone:	
	Signature:		Date:	
	Applicable code:	B355 / B44		
	Checking this box and submitting this form to Technical Safety BC **via email** constitutes your authorization. This has the same effect as submitting a handwritten signature.			

1	2	Machine Room	Compliant	N/A
Machine Room Access:				
X		Provide safe and convenient access to machine room, machine space or control space	☐	☐
X		Provide unobstructed walkway from roof access door to machine room	☐	☐
X		Permanent, fixed, noncombustible stair to machine room (if applicable)	☐	☐
Machine room door:				
X		Door is self-closing self-locking, openable from the inside without use of keys	☐	☐
X		Door meets applicable building code requirement for fire rating	☐	☐
X		Door swing does not impede on controller or disconnect clearances	☐	☐
Machine room enclosure				
	X	Provide clear headroom of 2130mm between floor and overhead equipment or ceiling	☐	☐
X		Machine room lighting minimum 200 lx. (100 lx construction use)	☐	☐
	X	Permanent machine room lighting (minimum 200 lx at floor level)	☐	☐
	X	Complete Machine room enclosure to meet fire rating as per applicable building code	☐	☐

1	2	Machine Room	Compliant	N/A
X		Means to maintain temperature and humidity levels as per the manufacturers requirements. (including machine spaces located in the hoistway)	☐	☐
	X	Permanent means to maintain temperature and humidity levels as per the manufacturers requirements (including machine spaces located in the hoistway)	☐	☐
	X	Each receptacle is of a GFCI type. (includes machinery spaces)	☐	☐
X		Remove all pipes or ducts conveying gases, vapors or liquid not used in the connection with the operation of the elevator	☐	☐
	X	Where permitted pipes, drains and tanks or similar equipment shall not be located above elevator equipment or encroach on required clearances.	☐	☐
	X	Provide clear horizontal path of 450mm around all machine equipment	☐	☐
	X	Provide clear unobstructed path of 1000mm in front of controllers, electrical equipment and disconnects	☐	☐
X		Access and egress for the machine room or space and hoistway entrance must not be through a private suite or washroom.	☐	☐
X		Where a fall hazard is present within the machine room provide approved guard rails	☐	☐
	X	Complete all machine room electrical wiring	☐	☐

1	2	Machine Room Disconnect Switches	Compliant	N/A
Main Disconnect:				
X		Correct rated fuses as per the design requirements	☐	☐
X		Lockable disconnect	☐	☐
X		Install sign to indicate location of supply side	☐	☐
X		Each disconnect identified to the related elevator	☐	☐
X		Provide unobstructed distance of 1000mm in front of disconnect	☐	☐
Cab Light Disconnect:				
X		Correct rated fuse (max. 15amp)	☐	☐
X		Lockable disconnect	☐	☐
X		Each disconnect identified to the related elevator	☐	☐
X		Provide unobstructed distance of 1000mm in front of disconnect	☐	☐

1	2	Hoistway	Compliant	N/A
	X	Eliminate all holes, gaps and recess in hoistway enclosure and ceiling	☐	☐
	X	Bevel all projections greater than 100mm (bevel not less than 75 degrees)	☐	☐
	X	Hoistway enclosure meets building code fire rating requirements	☐	☐
X		Where the machine space is at the top of the hoistway provide lighting not less than 200 lux (100 lx for construction use)	☐	☐
	X	Where the machine space is at the top of the hoistway, provide permanent lighting not less than 200 lx at the level of the standing surface at the blocked position. The light switch shall be located at the point of entry	☐	☐
X		Remove all pipes or ducts conveying gases, vapors or liquid not used in the connection with the operation of the elevator from the hoistway enclosure.	☐	☐
X		Remove electrical wiring and equipment not used in the connection with the operation of the elevator from the hoistway enclosure.	☐	☐
Hoistway Landing:				
X		Eliminate the tripping hazard at the landing sills	☐	☐
	X	Permanent lighting to be installed at all occupied landings of not less than 100 lx	☐	☐
X		Install adequate lighting (100 lx) at all landings where building occupancy is not yet permitted.	☐	☐
	X	Permanant flooring installed and flush to landing sills.	☐	☐

1	2	Pit	Compliant	N/A
Pit Enclosure:				
	X	Permanent means to prevent the accumulation of ground water in the pit	☐	☐
X		Install a pit drain (where elevator is provided with firefighters emergency operation)	☐	☐
X		The pit drain shall be designed with positive means to prevent water, gases and odors from entering the hoistway.	☐	☐
	X	Sumps and sump pumps installed in pits shall be covered The cover shall be level with the pit floor	☐	☐
	X	Sump pumps installed in the pit shall have a dedicated single supply receptacle A GFCI receptacle is not required for the pit sump pump	☐	☐
X		Permanent lighting shall be installed in the pit (100 lx at the pit floor) The pit light shall be guarded	☐	☐
X		The light switch for the pit shall be easily accessible from the bottom landing door	☐	☐
Pit Ladder:				
X		Provide a fixed vertical ladder of non-combustible material within reach of the access door	☐	☐
X		Access ladder extends from the floor to 1200mm above the sill of the access door	☐	☐
X		Ladder rungs shall be 400mm wide. (where obstructions are encountered they may be permitted to be reduced, but not less than 225mm)	☐	☐
X		The ladder rungs shall be spaced 300mm on center and designed to minimize slipping The top rung be located not less than level with the height of the access door sill	☐	☐
X		Provide a clear distance of 115mm from the cleat centerline to the wall.	☐	☐
Pit Access Door:				
X		Pit access door shall be self-locking and self-closing	☐	☐
X		Pit access lock to be group 1	☐	☐
X		Pit door to be provided with a vision panel (where applicable)	☐	☐
X		Pit access door to meet applicable building code fire rating requirements	☐	☐

1	2	Elevator Car	Compliant	N/A
	X	Install permanent flooring inside elevator car	☐	☐
Elevator Car Communications:				
	X	A two-way communications means between the car and a location staffed by authorized personnel shall be provided	☐	☐
	X	Verification of telephone line with audible and visual signal at the designated level shall be operational	☐	☐
	X	Buildings where the elevator is located within a seismic zone provide two-way voice communications within the building accessible to emergency personnel	☐	☐
	X	Provide a permanent means of communication between the elevator or and the remote machine room or control room	☐	☐
X		Elevators shall be provided with audible signaling device or a permanent or portable means of two-way communication (construction use)	☐	☐

1	2	Fire Fighters Emergency Operation	Compliant	N/A
X		Phase I emergency recall by key switch and in car phase II recall operation is functioning. (excluding construction use)	☐	☐
	X	Automatic recall only by fire alarm initiating devices installed and verified	☐	☐
	X	Building fire control station emergency recall switch is installed and functioning	☐	☐

1	2	Emergency Power	Compliant	N/A
	X	Emergency power or standby power is functioning and able to operate the elevator equipment	☐	☐

1	2	BC P. Engineers documentation	Compliant	N/A
	X	Provide letter of assurance from engineer in regards to the capacity of the pit drain or sump	☐	☐
	X	Provide letter of assurance from engineer in regards to the heating and ventilation requirements for machine room or machine spaces	☐	☐

Where there is a conflict between this Guideline & the *Act* & Regulations the regulations shall Prevail.