



Office of the Fire Commissioner

Inspection and Technical Services
508-401 York Avenue
Winnipeg Manitoba Canada R3C 0P8
Phone: (204) 945-3373
Fax: (204) 948-2089

Pre-Inspection Checklist for Elevator Contractors *The Elevator Act*

ITSM Form 18

This form must be completed and returned to the Office of the Fire Commissioner prior to scheduling an acceptance inspection for an elevator.

I. APPLICANT INFORMATION			(PLEASE PRINT)
NAME OF APPLICANT OR FIRM			
MAILING ADDRESS	CITY	PROVINCE, POSTAL CODE	
CONTACT NUMBER		EMAIL ADDRESS	
NAME OF ELEVATOR CONTRACTOR	CONTACT NUMBER	EMAIL ADDRESS	
INSTALLATION ADDRESS	CITY	PROVINCE, POSTAL CODE	
II. PRE-INSPECTION INFORMATION			(PLEASE CHECK ALL ITEMS THAT APPLY)
A. MACHINE ROOM ACCESS (REFER TO SECTION 2.7 OF THE CSA B-44 CODE FOR MORE INFORMATION)			
<input type="checkbox"/> The door is self locking and self closing. <input type="checkbox"/> The key security code is designated for the machine room access. <input type="checkbox"/> The door does not impede electrical code requirements. <input type="checkbox"/> The machine room door meets building code requirements.			
B. MACHINE ROOM ENCLOSURE (REFER TO SECTION 2.7 OF THE CSA B-44 CODE FOR MORE INFORMATION)			
<input type="checkbox"/> There is minimum headroom of 84 inches between floor and over head equipment or ceiling. <input type="checkbox"/> There is permanent machine room lighting (minimum 200 lux at the floor level). <input type="checkbox"/> The complete machine room meets the minimum building code fire separation. <input type="checkbox"/> Each receptacle is GFCI protected (this also applies to machinery spaces). <input type="checkbox"/> A means is provided to maintain temperature and humidity levels as per manufactures specifications. <input type="checkbox"/> All pipes or ducts conveying gases, vapours, or liquids that are not used in connection with elevator equipment are removed from the machine room. <input type="checkbox"/> Pipes, drains, tanks or similar equipment permitted in the machine room enclosure are not installed directly above elevator equipment or reduced clearance requirements. <input type="checkbox"/> The sump pump, sub floor trough, or any other electrical conductive material (metal grates, etc.) installed in the machine room floor is covered. <input type="checkbox"/> The cover is securely fastened into place and covered with an isolation mat to eliminate shock hazard. <input type="checkbox"/> The sump pump that is installed in the machine room have its own dedicated single supply receptacle, which is not required GFCI. <input type="checkbox"/> There is a clear horizontal path (minimum 450mm) around all machine room equipment. <input type="checkbox"/> There is clear unobstructed distance (minimum 1000 mm) in front of controller, disconnect(s), and electrical equipment. <input type="checkbox"/> Adequate guard rails are installed to eliminate trip and fall hazards within the machine room (when required). <input type="checkbox"/> All machine room wiring is complete. <input type="checkbox"/> A permanent means of two way communication between an elevator car and a remote machine room is provided for a remote machine room and/or control room. <input type="checkbox"/> A permanent means of two way communication between an elevator car to a remote machine room and elevator lobby is provided for an elevator rise that is over 18m/ 60 ft that is accessible to emergency personnel.			
C. MAIN DISCONNECT SWITCH (REFER TO SECTION 2.7 OF THE CSA B-44 CODE FOR MORE INFORMATION)			
<input type="checkbox"/> Correct rated over current protection is installed (fuses, circuit breaker). <input type="checkbox"/> Lockable type. <input type="checkbox"/> Correct rated fuse is installed for elevator equipment. <input type="checkbox"/> Properly marked to identify related elevator equipment. <input type="checkbox"/> Labels are properly placed in the building with equipment id and minimum 50mm or 2" in height if there is more than one elevator in the building. <input type="checkbox"/> Overcurrent protection source is clearly indicated on disconnect. <input type="checkbox"/> Clear unobstructed distance (minimum of 1000mm) is provided in front of disconnect.			
D. 120 VOLT AC CAR LIGHTING DISCONNECT SWITCH (REFER TO SECTION 2.7 OF THE CSA B-44 CODE FOR MORE INFORMATION)			
<input type="checkbox"/> Labels are properly placed in the building with equipment id and minimum 50mm or 2" in height if there is more than one elevator in the building. <input type="checkbox"/> Overcurrent protection source is clearly indicated on disconnect.			

This information is collected under the authority of *The Elevator Act* to be used for inspection purposes. Your personal information is protected by *The Freedom of Information and Protection of Privacy Act*. If you have questions about the collection of information, contact Inspections and Technical Services at 508-401 York Avenue, Winnipeg, MB R3C 0P8 or call (204) 945-3373.

<input type="checkbox"/> Lockable type. <input type="checkbox"/> Correct rated fuse is installed. <input type="checkbox"/> Correctly identified to the related elevator equipment <input type="checkbox"/> Clear unobstructed distance (minimum of 1000mm) is provided in front of disconnect.	
E. FIRE FIGHTERS EMERGENCY OPERATION (REFER TO SECTION 2.27 OF THE CSA B-44 CODE FOR MORE INFORMATION)	
<input type="checkbox"/> Manual emergency recall operation is operating as specified. <input type="checkbox"/> Automatic emergency recall is operating as specified. <input type="checkbox"/> Emergency power (if applicable) is functioning as specified. <input type="checkbox"/> Pit drain is installed for elevator that is provided with firefighter's emergency operation.	
F. ELEVATOR PIT (REFER TO SECTION 2.2 OF THE CSA B-44 CODE FOR MORE INFORMATION)	
<input type="checkbox"/> A permanent means is provided to prevent the accumulation of ground water. <input type="checkbox"/> Sumps installed in elevator pits are covered (all covers shall be secured and level with the pit floor). <input type="checkbox"/> A pit drain is installed for elevator that is provided with emergency operation firefighters. <input type="checkbox"/> Each pit receptacle is GFCI. <input type="checkbox"/> Permanent lighting is installed in the pit with a illumination of not less than 100 lux at the pit floor. <input type="checkbox"/> Pit light is provided with a guard. <input type="checkbox"/> Pit stop switch is located as to be accessible from the pit access door a minimum of 450mm (18") above floor level of the landing. Unless it is over 1700mm (67"), then a second pit switch is required 1200mm (47") above floor. <input type="checkbox"/> Light is installed that is easily accessible from bottom landing door.	
G. PIT ACCESS LADDER (REFER TO SECTION 2.2 OF THE CSA B-44 CODE FOR MORE INFORMATION)	
<input type="checkbox"/> Pit access ladder is installed within 1000 mm horizontally from the unlocking means of the bottom landing door. <input type="checkbox"/> Pit access ladder is extended from the pit floor to appoint 1200 mm above the bottom landing sill. <input type="checkbox"/> Pit access ladder is a minimum of 400mm wide. <input type="checkbox"/> Pit access ladder is made of non-combustible material and fixed in place. <input type="checkbox"/> Pit access ladder is installed to avoid any obstructions within the ladder rungs.	
H. PIT ACCESS DOOR (REFER TO SECTION 2.2 OF THE CSA B-44 CODE FOR MORE INFORMATION)	
<input type="checkbox"/> The door is self locking and self closing. <input type="checkbox"/> The key security code for pit access door is designated group 1. <input type="checkbox"/> The pit access door is provided with a vision panel. <input type="checkbox"/> The pit access door meets applicable building code requirements for fire rating.	
I. HOISTWAY (REFER TO SECTION 2.1 OF THE CSA B-44 CODE FOR MORE INFORMATION)	
<input type="checkbox"/> There are no holes, recess and gaps in hoistway enclosures. <input type="checkbox"/> The bevel projections, setbacks, or recesses are greater than 100 mm (75° to horizontal). <input type="checkbox"/> The hoistway enclosures meet building code requirements for fire ratings. <input type="checkbox"/> All pipes or ducts conveying gases, vapours, or liquids that are not used in connection with elevator equipment are removed from hoistway enclosures. <input type="checkbox"/> All electrical wiring, raceways and cables in the hoistway that are not directly connected with the operation or function of the elevator are removed.	
J. ELEVATOR CAR COMMUNICATIONS (REFER TO SECTION 2.27 OF THE CSA B-44 CODE FOR MORE INFORMATION)	
<input type="checkbox"/> Buildings not continuously manned by authorized personnel are provided with a telephone inside which is connected to 24 hour emergency service. <input type="checkbox"/> Buildings with an elevator travel of greater than 18 m are provided with a two-way communication device (i.e. telephone, intercom) that is readily accessible to emergency personnel within the building. <input type="checkbox"/> A permanent means of communications between the elevator car and remote machine rooms is provided.	
K. ELEVATOR CAR (REFER TO SECTION 2.14 OF THE CSA B-44 CODE FOR MORE INFORMATION)	
<input type="checkbox"/> Permanent flooring is installed inside the elevator car. <input type="checkbox"/> All glass & mirrors in elevator cars meet the CAN/CGSB-12.1 code and section 2.14 of the CSA B-44 code. <input type="checkbox"/> Markings on glass are visible as per clause 2.14 of the CSA B-44 code.	
L. OUTSIDE HOISTWAY (REFER TO SECTION 2.11 OF THE CSA B-44 CODE FOR MORE INFORMATION)	
<input type="checkbox"/> Adequate lighting is installed at all elevator entrances (100 lux). <input type="checkbox"/> Tripping hazards at the landing sills (7mm or greater) are eliminated.	
SIGNATURE OF APPLICANT	DATE (YYYY/MM/DD)
INSPECTION AND TECHNICAL SERVICES OFFICE USE ONLY	
FILE NO.	DATE APPLICATION RECEIVED (YYYY/MM/DD)

This information is collected under the authority of *The Elevator Act* to be used for inspection purposes. Your personal information is protected by *The Freedom of Information and Protection of Privacy Act*. If you have questions about the collection of information, contact Inspections and Technical Services at 508-401 York Avenue, Winnipeg, MB R3C 0P8 or call (204) 945-3373.