

# Office of the Fire Commissioner



## Inspection and Technical Services

### Pre-Inspection Checklist for Elevator Contractors

Date Issued: August 12, 2016  
OFC ITSM 16 – 005

All elevator contractors must complete a *Pre-inspection Checklist for Elevator Contractors* prior to scheduling an acceptance inspection for an elevator. This checklist is required for both new and modernized elevators.

The checklist will help reduce the time required in conducting acceptance inspections and prevent elevator contractors from incurring additional re-inspection fees by ensuring that elevator contractors have met minimum code requirements prior to an inspection.

Elevator contractors can return the completed checklist to our office via:

- Email to both [Adam.Gower@gov.mb.ca](mailto:Adam.Gower@gov.mb.ca) and [firecomm@gov.mb.ca](mailto:firecomm@gov.mb.ca)  
Attn. Elevator inspection request; or
- Fax at 204-948-2089

### Reference Documents

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

508 - 401 York Avenue  
Winnipeg Manitoba R3C 0P8  
T: 204 945-3373  
F: 204 948-2089  
Toll Free: 1-800-282-8069 (in Manitoba only)  
Website: [www.firecomm.gov.mb.ca](http://www.firecomm.gov.mb.ca)