



OFFICE OF INSURANCE AND SAFETY FIRE COMMISSIONER

RALPH T. HUDGENS
COMMISSIONER OF INSURANCE
SAFETY FIRE COMMISSIONER
INDUSTRIAL LOAN COMMISSIONER

SEVENTH FLOOR, WEST TOWER
FLOYD BUILDING
2 MARTIN LUTHER KING, JR. DRIVE
ATLANTA, GEORGIA 30334
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CONTRACTORS CHECK LIST

FREQUENTLY ENCOUNTERED ITEMS THAT DELAY ACCEPTANCE OF NEW ELEVATORS

Revised: August, 2012

1. The drawings "Approved" by the Office of Insurance and Safety Fire Commissioner, Safety Fire Division shall be on the job site at the time of inspection. The installation must be in accordance with these "Approved" drawings, before the "Final Acceptance".
2. Ladder for each elevator pit to extend 48" above the sill of the pit access door. When the pit depth exceeds 35", retractable ladders are allowed. One required for each elevator
ASME A17.1 Rule 2.2.4.1 thru 2.2.4.6
3. Pit light with guard (ten foot candles min.), a duplex 15A 120-volt receptacle in pit with ground-fault circuit protection and a 15A 120-volt Non GFCI receptacle for the sump pump.
ASME A17.1, Rule 2.2.5, National Electrical Code, Rule 620-85
4. The light switch shall be located so to be accessible from the pit access door.
ASME A17.1, Rule 2.2.5.3
5. Sump Pump or drain required, capable of discharging 3,000 gal/hr. per elevator, covers shall be installed secured and level with pit floor.
ASME A17.1, Rule 2.2.2.4, 2.2.2.5, 2.2.2.6
6. Grout around elevator jack assembly in pit and hoist way door sills when necessary.
ASME A17.1, Rule 2.2.2.3
7. The pit stop switch shall be located approximately 18" above the floor level of the landing and adjacent to ladder, within reach of access floor. When the pit depth exceeds 67", an additional pit stop switch is required approximately 47" above the pit floor.
ASME A17.1, Rule 2.2.6.2

8. When the distance from the plank channel or sling to pit floor exceeds 87", additional access to the underside of the car must be provided, permanently installed or stored in the pit.

ASME A17.1, Rule 2.2.8

9. All hoist way walls, ceilings and floors shall be fire rated in accordance with International Building Code. All hoistway walls at each floor and machineroom, machinery space, control room, control space walls shall have the fire rating stenciled, per the requirements of The State Minimum Fire Safety Standards Chapter 120-2-3 Section 703.5 " () HR Fire and Smoke Barrier, Protect all Openings".

10. Hoistways of elevators and dumbwaiters penetrating more than three stories in buildings with overnight sleeping quarters shall be vented. Hoistways of elevators and dumbwaiters penetrating more than three stories in other buildings which are not equipped throughout with an approved automatic sprinkler system shall be vented.

International Building Code, Rules 903.3.1.1, 903.3.1.2, 3004.1.

11. No pipes conveying liquids, vapors or gases allowed in hoistway or machine room except as allowed by ASME A17.1, Rule 2.8.3.4

12. If the building is sprinklered, a sprinkler head is required at the bottom of each elevator hoistway (one per bank min.), (no shut off valve is required on any sprinkler in hoistways for any elevator) if it is a hydraulic elevator. Sprinklers installed in elevator pits shall be of the sidewall spray type and shall be installed not more than two (2) feet above the pit floor. All riser and return pipes shall be located outside the hoistway. If the building is sprinklered and the hoistway is fire rated and constructed of non-combustible material, (see 703.4.2 Composite Materials in the IBC 2006), no sprinkler will be required at the top of the hoistway or bottom of hoistway if it is a traction elevator, except as required per the requirements of the IBC 2006, Rule 3004.1 and A17.1 2007.

NFPA 13, Rules 8.14.5.1-Rule 8.14.5.5 & ASME A17.1, Rule 2.8.2

IBC 2006, Rules 703.4.2, 903.3.1.1 or 903.3.1.2, 3004.1

13. Elevator machine room, machinery space, control room, control space shall be separated from the building with construction having a fire resistance rating of two hours. Machine rooms having a two-hour fire separation from the building are not required to be sprinklered. If the machine room, machinery space, control room, control space is less than two hour rated and the building is sprinklered, the machine room shall be sprinklered and a shunt trip breaker prior to the application of water. If the shunt trip is in the machine room, machinery space, control room, control space it shall be in a water resistant enclosure.

International Building Code & Office of Insurance and Safety Fire Commissioner, Rules and Regulations 300-3-6-.19(3)

14. A permanent, safe and convenient means of access to machine room, machinery space, control room, control space. Minimum 2' 6" width by 6' 8" minimum height self-closing, self-locking machine room door. Machine room, Machinery space, control room, control space door shall swing outward. Machine room, machinery space, control room, control space will be sized to allow proper electrical clearances without the door being open.

ASME A17.1, Rule 2.7.3.4 & Office of Insurance and Safety Fire Commissioner and Regulations 300-3-6-.19(3). NFPA 70

15. Proper lighting in machine room, machinery space, control room, control space (19 foot candles min. at floor) and a duplex receptacle with ground-fault protection. Each elevator shall be provided with lighting and a duplex receptacle with ground fault protection on the car top. The lighting shall be permanently connected, fixed, or portable, or a combination thereof, to provide an illumination level of not less than 100 lx (10 fc) measured at any point of any equipment part where maintenance or inspection is to be performed from the car top.

ASME A17.1, Rule 2.7.9, 2.14.7.1.4

16. Proper ventilation or cooling in machine room, machinery space, control room, control space (State Rules require conditioned air and heat)

ASME A17.1, Rule 2.7.5.2, State Rule 300-3-6.19(3)

17. Class "ABC" fire extinguisher in machine room, machinery spaces, control room, and control space. (5lb. Minimum) and walk-in machinery & control rooms for escalators and moving walks and shall be located by the access door.

ASME A17.1, Rule 8.6.1.6.5

18. 110 Volt AC car lighting disconnect in machine room, machinery space, control room, control space.

National Electrical Code, Rules 620-22 & 620-52

19. Fused disconnect or circuit breaker for elevator machinery, located in machine room, machinery room, control room, control spaces capable of being locked in the off position.

National Electrical Code, Rule 620-51

20. Machine room, machinery room, control room, control space, is not to be used as access to other parts of the building, nor is access to machine room to be through restrooms, dressing rooms or locked tenant spaces.

International Building Code, see DCA amendments

21. Only equipment used in conjunction with the function or use of the elevator shall be in the elevator machine room, machinery space, control space, control room or hoistway.

ASME A17.1, Rule 2.8.1

22. A working telephone or intercom is required in each elevator. If sixty (60) foot or more of travel a two-way means of communication within the building accessible to Emergency personnel shall be provided.
ASME A17.1, Rule 2.27.1.1, Rule 2.27.1.1.4(a-d)
23. Emergency Operation and Signaling Devices – The two-way communications means within the car shall include a means to verify operability of the telephone line. Verification of the telephone line shall be automatically performed at least on a daily basis and shall not require activation of the two-way communication link(s). If means other than a telephone line (e.g. VOIP, network, intercom, etc.) is used for the two-way communications, similar verification of this equivalent means shall be performed. If this verification means determines that the telephone line or equivalent means is not functional, an audible and illuminated visual shall be activated. Follow the current Code requirements for location and size and number of visual signals as well as decibel requirements etc... of audible signal.
ASME A17.1 Rule 2.27.1.1.6
24. One sign at each floor stating “In Case of Fire – Do Not Use Elevator, Use Exit Stairways” it shall be size, color and type required in A17.1.
International Building Code, ASME A17.1, Rule 2.27.9
25. Smoke sensing device in each elevator lobby, elevator hoistway **(except, they shall not be installed at the top of unsprinkled hoistway, unless to activate hoistway venting)** and associated machine room, machinery space, control room, control space. These smoke sensors, only, to initiate “Fireman’s Emergency Return”. The smoke sensors in the machine room, machinery space, control room, control space and hoistway, only, to flash the “Fire Hat” in elevator. The smoke sensing devices shall be connected to a control and supervisory panel. Heat heads **(no one time heat heads are to be used)** are to be two (2) feet from sprinkler heads when installed.
ASME A17.1, Rule 2.27.3.2 and NFPA 72, Rule 6.15.3.2, 6.15.3.6, 6.15.4.2
26. Fireman’s Emergency Key Box in main egress lobby, with all required keys.
Office of Insurance and Safety Fire Commissioner, Rules & Regulations 300-3-6-.19(4)
27. Where elevators are provided in buildings four stories or more above grade plane or four or more stories below grade plane at least one elevator shall be provided for fire department emergency access to all floors.
International Building Code Section 3002.4
28. LuLa elevators are required to have Phase 1 recall and “elevator communications failure”.
ASME A17.1 Section 5.2.1.27, 2.27.1
29. No drains are allowed in the machine room, machinery space, control room or control space.
ASME A17.1 Section 2.8.5.3

For State Laws and Rules refer to website: www.oci.ga.gov/FireMarshal/SafetyEngineering.aspx

Current Codes in effect are: ASME A17.1 2007 with 08 & 09 addenda's, NEC 2011, NFPA 72, 13, 13R, 101 2002 edition , ANSI 117.1 2003

Note: Anyone installing, altering or maintaining, (Commercial or residential) elevators, wheelchair lifts, chairlifts, dumbwaiters, manlifts, material lifts, moving walks or escalators, must have a "Certificate of Authorization" issued by the Office of Insurance and Safety Fire Commissioner. All new or altered equipment listed above is required to be permitted prior to beginning installation or alteration and inspected by the Office of Insurance and Safety Fire Commissioner Inspector prior to use. Any work without a permit, or by unauthorized personnel or any attempt to allow anyone to use this equipment without inspection by our inspectors, or without it being approved for use by our inspectors, may result in penalties being imposed.

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