



Car / Inst #'s:			
Last Car?	Yes		No

# Passenger & Freight Elevator Pre-Inspection Checklist 2025

(For use by General Contractors or Owner on New Installations)

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		<b>*Machine Room/Space, Control Room/Space:</b>	(*as applicable)	<b>X or N.L.</b>
		<b>Machine Room* Access:</b>		
⊙		• Install an approved walkway from the roof access door to the machine room access door as per CAD 2.12		
⊙		• Install a non-combustible, weather-resistant stair to machine room* (if applicable)		
		<b>Machine Room* Door:</b>		
⊙		• Door self-locking and self-closing		
⊙		• Key security code is designated for the machine room door only, and no other door in the building		
⊙		• Ensure machine room* door swing does not impede on controller and disconnect clearances		
	△	• Machine room* door shall meet applicable building code requirements for fire rating		
		<b>Machine Room* Enclosure:</b>		
	△	• Minimum headroom of 2134 mm maintained between floor and overhead equipment or ceiling		
⊙		• Machine room lighting (minimum 200 Lux at floor level)		
	△	• Permanent machine room lighting ( <u>minimum 200 Lux at floor level</u> )		
	△	• Complete machine room enclosure to meet building code fire separation		
⊙		• Each receptacle is of GFCI type or GFCI type protection (except sump pump if provided shall not require GFCI). • This also applies to receptacles in machinery spaces.		
	△	• Machine room enclosure is fire rated to applicable building code requirements		
⊙		• Means to maintain temperature and humidity levels to within manufacturers specifications		
	△	• Permanent means to maintain temperature and humidity levels to within manufacturers specifications		
	△	• Remove all pipes or ducts conveying gases, vapors, or liquids not used in connection with elevator equipment from the machine room enclosure		
	△	• Pipes permitted for roof drain of the machine room enclosure shall be covered for condensation or leakage and shall exit the machine room at the closest point of entry.		
	△	• When permitted pipes, drains, tanks or similar equipment permitted in the machine room enclosure, shall not be installed directly above elevator equipment, or encroach on clearance requirements.		
	△	• If a sump pump, sub floor trough, or any other electrical conductive material (metal grates, etc.) is installed in the machine room floor, they shall be covered; the cover shall be securely fastened into place and covered with an isolation mat to eliminate the shock hazard.		
	△	• If a sump pump is installed in the machine room it shall have its own dedicated single supply receptacle and is not required to be of the GFCI type.		
	△	• Smoke sensor installed in each elevator lobby and the associated elevator machine room, machinery space containing a motor controller or electric driving machine, control space, or control room.		
	△	• Ensure a clear horizontal path (minimum 450 mm) around all machine room equipment		
⊙		• Provide a clear unobstructed distance (minimum of 1000 mm) in front of controller, disconnect(s), and electrical equipment.		
	△	• Install guard rails (top and mid rails, kick plate) to eliminate trip and fall hazards within machine room enclosure		
	△	• Complete all machine room wiring		
	△	• If machine room and or control room are remote, provide a permanent means of communication between the elevator car and remote machine room and or control room.		
		<b>Main Disconnect Switch:</b>		
⊙		• Correct rated fuses, or circuit breakers are installed as per the elevator's design submission. • On site Fuse / Breaker rating of [ _____ ] amps, matches the design submission.		
⊙		• Lockable type		
	△	• Provided with a sign to identify the location of the supply side overcurrent protective device. 38-051(9)		
⊙		• Auxiliary contact for emergency lowering (positively opened mechanically, and the opening not solely dependent on springs)		
	△	• Identified to the related elevator equipment		



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	⚡	<ul style="list-style-type: none"> <li>Provide a clear unobstructed distance (minimum of 1000 mm) in front of disconnect</li> </ul>	
<b>120V AC Car Light Disconnect Switch:</b>			
⊖		<ul style="list-style-type: none"> <li>Lockable type</li> </ul>	
⊖		<ul style="list-style-type: none"> <li>Correct rated fuse installed (maximum 15 amp)</li> </ul>	
⊖		<ul style="list-style-type: none"> <li>Identified to the related elevator equipment</li> </ul>	
⊖		<ul style="list-style-type: none"> <li>Provide a clear unobstructed distance (minimum of 1000 mm) in front of disconnect</li> </ul>	
<b>Firefighters Emergency Operation:</b>			
⊖		<ul style="list-style-type: none"> <li>Phase I emergency recall by key switch and in car Phase II recall operation is functioning</li> </ul>	
	⚡	<ul style="list-style-type: none"> <li>Automatic emergency recall operation by Fire Alarm Initiating Devices (FAID's) is functioning as specified</li> </ul>	
	⚡	<ul style="list-style-type: none"> <li>Automatic recall is triggered ONLY by Fire Alarm Initiating Devices (FAID's) located at: <ul style="list-style-type: none"> <li>each elevator landings (within 6.4m [21 ft] of elevator entrances),</li> <li>in the elevator machine room or elevator control room, and/or</li> <li>in the elevator hoistway (if provided in the H/W)</li> </ul> </li> </ul>	
⊖		<ul style="list-style-type: none"> <li>Where partial building occupancy has been permitted by a chief building official, Automatic Recall is triggered by Fire Alarm Initiating Devices (FAID's) located at each elevator landing on floors given occupancy. (Note: Not applicable to last car in the bank. Temporary elevators are for construction use only.)</li> </ul>	
	⚡	<ul style="list-style-type: none"> <li>Building fire control station emergency recall switch is installed and functioning</li> </ul>	
⊖		<ul style="list-style-type: none"> <li>A pit drain or sump pump must be installed, if the elevator is provided with firefighter's emergency operation</li> </ul>	
<b>Emergency Power:</b>			
	⚡	<ul style="list-style-type: none"> <li>Emergency Power or Standby Power is functioning and able to operate the elevator equipment.</li> </ul>	
<b>Pit:</b>			
<b>Pit Enclosure</b>			
	⚡	<ul style="list-style-type: none"> <li>Permanent means shall be provided to prevent the accumulation of ground water in the pit</li> </ul>	
	⚡	<ul style="list-style-type: none"> <li>Pit drains shall be designed with a positive means to prevent water, gases, and odors from entering the hoistway.</li> </ul>	
⊖		<ul style="list-style-type: none"> <li>Sumps and sump pumps installed in elevator pits shall be covered.</li> <li>The cover shall be secured and level with the pit floor.</li> </ul>	
	⚡	<ul style="list-style-type: none"> <li>Sump pumps installed in pits shall have a dedicated single supply receptacle.</li> <li>This receptacle is not required to be of the GFCI type.</li> </ul>	
⊖		<ul style="list-style-type: none"> <li>Install a pit drain, if the elevator is provided with firefighter's emergency operation</li> </ul>	
⊖		<ul style="list-style-type: none"> <li>Each pit receptacle shall be a GFCI type (except for sump pumps)</li> </ul>	
⊖		<ul style="list-style-type: none"> <li>Permanent lighting shall be installed in the pit, with an illumination of not less than 100 lx at the pit floor</li> </ul>	
⊖		<ul style="list-style-type: none"> <li>The pit light shall be provided with a guard</li> </ul>	
⊖		<ul style="list-style-type: none"> <li>The light switch shall be installed such that is easily accessible from the bottom landing door</li> </ul>	
<b>Pit Access Ladder</b>			
⊖		<ul style="list-style-type: none"> <li>Shall be installed within 1000 mm horizontally from the unlocking means, of the bottom landing door</li> </ul>	
⊖		<ul style="list-style-type: none"> <li>Shall be designed to extend from the pit floor to a point 1200 mm above the bottom landing door sill</li> </ul>	
⊖		<ul style="list-style-type: none"> <li>Shall be a minimum of 400 mm wide (if unavoidable obstructions are present, the width maybe reduced, but not less than 225 mm), with rungs, cleats or steps spaced no greater than 300 mm from centre, and a rung clearance of no less than 115 mm.</li> </ul>	
⊖		<ul style="list-style-type: none"> <li>Shall be fixed in place, and made of non-combustible material</li> </ul>	
⊖		<ul style="list-style-type: none"> <li>Rungs shall utilize anti-slip design (knurling, dimpling, skid resistance coating, etc..)</li> </ul>	
⊖		<ul style="list-style-type: none"> <li>Shall be installed to avoid any obstructions within the ladder rungs, cleats or steps</li> </ul>	
<b>Pit Access Door</b>			
⊖		<ul style="list-style-type: none"> <li>Door self-locking, and self-closing</li> </ul>	



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	△	<ul style="list-style-type: none"> <li>Key security code for pit access door shall be designated group 1, and shall not be part of a master key system</li> </ul>	
	△	<ul style="list-style-type: none"> <li>The pit access door shall be provided with a visional panel (when applicable)</li> </ul>	
	△	<ul style="list-style-type: none"> <li>Pit access door shall meet applicable building code requirements for fire rating</li> </ul>	
<b>Hoistway:</b>			
	△	<ul style="list-style-type: none"> <li>Eliminate all holes, recess and gaps in hoistway enclosure and ceiling</li> </ul>	
	△	<ul style="list-style-type: none"> <li>Bevel all projections, setbacks, or recesses greater than 100 mm (75° to horizontal)</li> </ul>	
	△	<ul style="list-style-type: none"> <li>Hoistway enclosure shall be designed to meet Building Code fire rating requirements</li> </ul>	
	△	<ul style="list-style-type: none"> <li>Remove all pipes or ducts conveying gases, vapours, or liquids not used in connection with elevator equipment from the hoistway enclosure</li> </ul>	
<b>Elevator Car: Communications:</b>			
⊖		<ul style="list-style-type: none"> <li>Buildings not continuously manned by authorized personnel, shall be provide a two-way communication means inside the elevator which is connected to 24-hour emergency service</li> </ul>	
	△	<ul style="list-style-type: none"> <li>Verification of two-way communication means with audible &amp; visual signal @ designated recall level shall be operational.</li> </ul>	
	△	<ul style="list-style-type: none"> <li>Buildings with an elevator travel of greater than 18 m, shall be provided with a two-way communication means, readily accessible to emergency personnel within the building.</li> </ul>	
	△	<ul style="list-style-type: none"> <li>A permanent means of communication between the elevator car and remote machine room and or control room shall be provided.</li> </ul>	
	△	<ul style="list-style-type: none"> <li>A means to display video to observe passengers at any location on the car floor for entrapment assessment (not applicable for freight elevator)</li> </ul>	
<b>Elevator Car:</b>			
	△	<ul style="list-style-type: none"> <li>Install the permanent flooring inside the car</li> </ul>	
<b>Outside Hoistway:</b>			
⊖		<ul style="list-style-type: none"> <li>Install adequate lighting at elevator entrances where occupancy of building is not provided</li> </ul>	
⊖		<ul style="list-style-type: none"> <li>Permanent lighting at elevator entrances shall be provided at all occupied floors</li> </ul>	
⊖		<ul style="list-style-type: none"> <li>Eliminate the tripping hazards at the landing sills (7 mm or greater)</li> </ul>	

## Instructions:

The General Contractor or Owner shall, prior to the Elevator Contractor requesting an **initial inspection (related to a new installation)** from the Technical Standard and Safety Authority (TSSA), complete the pre-inspection checklist. Failure to comply with this requirement will result in a cancelled inspection, or a withheld license of the device, and/or additional inspection and travel costs applied to the inspection fee.

The General Contractor or Owner shall complete the required information, and upon completion of the required task, check the applicable boxes listed in the right-hand column of the Pre-Inspection Checklist.

The Elevator Contractor shall carry out a preliminary examination of the device and, once satisfied that all work is completed in accordance with the registered design submission, and applicable codes and standards, may request an inspection from TSSA.

The Pre-Inspection Checklist is a minimum requirement of completion of the device and related components, in order to request a TSSA inspection. Any directives discovered at time of inspection will



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be scored in accordance with, the level of risk associated with 'injury or damage' to the general public, workers, equipment and/or property. The Pre-Inspection Checklist is not inclusive to all requirements of the applicable codes and standards.

A copy of the completed pre-inspection checklist shall be forwarded to the inspector by the end of business day prior to the requested inspection date. For remote areas, the pre-inspection checklist shall be sent to the inspector prior to them commencing travel to the inspection location.

Providing misleading, or false information to an inspector is an offence under s20.(1) of the Technical Standard and Safety Act, 2000. If found guilty of an offence and upon conviction, an individual could be liable to a fine of not more than \$50,000 or to imprisonment for a term of not more than one year, or to both, or, if the person is a body corporate, to a fine of not more than \$1,000,000 s.37.

Prior to inspecting and licensing the last car in a bank of elevators, subsequent inspections shall be performed confirming ALL outstanding orders on the previous cars have been completed.

Single cars will not be licensed with any outstanding orders.

⊙ The contractor/owner must complete the marked code requirement, prior to requesting an inspection.

X The contractor shall ensure that all marked code "△" requirements are completed to license the last elevator.

N.L. The contractor must complete the marked code "△" requirements, prior to licensing the last car but it may be inspected. The elevator will not be released for operation until all code required functions are tested and compliant.

△ **MULTICAR** - The contractor must complete this code requirement prior to requesting an inspection for the last car in the group of elevators unless you are marking the item N.L. In the case you have a building with multiple groups of elevators, one elevator will not be licensed until all orders have been completed, this does not include single elevators not in a group.

△ **SINGLE CAR** - In the case of a car in a single hoistway, "△" items must be completed prior to requesting an inspection.

General Contractor or Owner \_\_\_\_\_

Location or Address of Installation \_\_\_\_\_

Printed Name: \_\_\_\_\_



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Title: \_\_\_\_\_

Contact No. \_\_\_\_\_

Contact Email: \_\_\_\_\_

Date \_\_\_\_\_

Signature \_\_\_\_\_