



## Firefighters' Emergency Operation Checklist

<b>Installation No(s) :</b>	<b>Date of Check:</b>
<b>Checked by:</b>	<b>Last Checked on:</b>

Item	Description	Indicate P (Pass) or F (Fail)				
		Car 1	Car 2	Car 3	Car 4	
<b>Lobby Checks</b>						
1	Keys	Check for availability of the key(s) used to initiate recall of elevators. Verify keys are available to authorized, emergency, and elevator personnel only. A separate FEO key shall be provided for each switch [Note (1)].				
2	PH I Recall	Recall the elevator(s) to the recall level by activation of the Phase I recall switch located in the lobby of the designated landing.				
<b>In-Car Checks</b>						
3	PH II Initiation	Verify that the same Phase I key can be used to open the Emergency Operation panel cover where a key is required to open and initiate Phase II operation in the car.				
4	Floor Run (s)	Verify Phase II operation (by use of the in-car "FIRE OPERATION" switch) by running the elevator a minimum of one floor. (Buildings with several floors should be verified over more floors.)				
5	Registering a Call	When the Phase II switch is in the "ON" position, floor selection is permitted. Register a car call by pressing a floor button.				
6	Closing the Doors	Close the doors by applying constant pressure on the door close button to travel to the selected floor. Where no door close button is provided, constant pressure on a floor button is permitted.				
7	Opening the Doors	Upon arrival at a floor, open the doors by applying constant pressure on the door open button. Verify that constant pressure of the car door buttons (in both the open and close directions) is required to complete a full door open or full door close sequence.				
8	Door Protection Check	During a door close sequence, obstruct the electronic door edge, or photo eyes if provided, to ensure the doors continue to close and that the door edge device or photo eye is rendered inoperative.				
9	Canceling a Call	After registering a car call, verify that the call can be canceled by one of the following methods: (a) Momentarily rotate the key to the "HOLD" position (if "HOLD" position exists). (b) For a two-position switch (marked "OFF"-"ON"), momentarily rotate the key to "OFF." (c) Press the "Cancel Call" button.				
10	Holding/Securing the Car	With the car at a landing other than the recall level and the key in the "HOLD" position (if "HOLD" position exists), verify that the car door close buttons are inactive and the car remains at the floor with its doors open.				
11	Ending Phase II Operation	With the car at a landing other than the recall level, turn the key to the "OFF" position. Observe that the doors close automatically. Once the doors reach the fully closed position, the car shall return to the recall level as per the applicable Code requirement. For elevators that include a firefighters' operation panel cover, verify the firefighters' operation panel cover remains securely closed when the operation is complete.				

**General Notes**

- (a) Conformance with these checks is the responsibility of the owner. These checks are suggested to exercise and verify the features commonly used by emergency personnel.
- (b) Persons performing these checks shall be authorized personnel who have been designated by the owner and instructed in the applicable requirements of Firefighters' Emergency Operation (FEO).
- (c) A copy of this report shall be available to elevator personnel and the elevating devices safety inspector.

Note (1) A sufficient number of keys must be available to emergency personnel to operate multiple elevators at a time if required.