

**This Checklist Is Also Published As An Appendix In The A17.2/B44 Inspection  
Guide For Inspectors**

**Item 6. 5 ACCEPTANCE CHECKLIST FIREFIGHTERS' SERVICE  
(A17.1-2000 AND B44-00) AUTOMATIC ELEVATORS**

**6. 5 Acceptance Test Checklist**

Note: The acceptance checklist is more detailed than the "routine inspection" checklist will be. It is expected that the routine inspection will be to confirm the operation has been maintained in working order.

**6. 5. 1 General**

Pass = meets requirements.

Fail = does not meet requirement.

NA= not applicable

ELEVATOR ID No. \_\_\_\_\_ Building \_\_\_\_\_  
 ADDRESS: \_\_\_\_\_ DATE: \_\_\_\_\_  
 INSPECTED BY: \_\_\_\_\_ INSPECTOR I.D. # \_\_\_\_\_  
 SIGNATURE: \_\_\_\_\_

**6.5.2 EMERGENCY SIGNALING DEVICES**

**[2.27.1]**

		PASS	FAIL	NA
1	<b>"ALARM" MUST SOUND AND ILLUMINATE WHEN PRESSED. 2.27.1.1.1. IF RISE IS OVER 30 METERS (100 FEET) SECOND DEVICE REQUIRED. 2.27.1.1.1(d)(2)</b>			
2	<b>IN CAR EMERGENCY STOP BUTTON (IF PRESENT) MUST SOUND ALARM 2.27.1.1.1</b>			
3	<b>IF RISE IS MORE THAN 18 METERS (60 FEET) CHECK FOR TWO WAY COMMUNICATION BETWEEN CAB AND POINT OUTSIDE HOISTWAY 2.27.1.1.2</b>			
4	<b>ENSURE AUDIBLE ALARMS AND COMMUNICATIONS ARE FUNCTIONAL WITH LOSS OF NORMAL POWER. 2.27.1.1.3</b>			
5	<b>CHECK FOR MEANS TO COMMUNICATE WITH MACHINE ROOM WHEN REQUIRED BY RULE 2.26.1.5.10(c). 2.27.1.3</b>			

**6.5.3 PHASE I KEY SWITCH AND INSTRUCTIONS**

[2.27.3.1 / 2.27.7 / 2.27.8]

PASS FAIL NA

1	<b>OPERATING INSTRUCTIONS 2.27.7.1</b>			
2	<b>GROUP 3 SECURITY KEYS 2.27.8</b>			
3	<b>LABELLED “FIRE RECALL” MARKED “RESET”- “OFF”- “ON” IN THAT ORDER 2.27.3.1.1(b)</b>			
3	<b>PROVIDED AT DESIGNATED LEVEL FOR GROUP 2.27.3.1.1(a)</b>			
4	<b>LOCATED IN THE LOBBY, VISIBLE AND READILY ACCESSIBLE 2.27.3.1.1(c)</b>			
5	<b>THE KEY CANNOT BE REMOVED IN THE “RESET” POSITION. BUT CAN BE REMOVED IN THE OTHER POSITIONS 2.27.3.1.3</b>			
6	<b>2<sup>ND</sup> SWITCH IF PRESENT MUST BE AT CENTRAL ALARM &amp; CONTROL FACILITY LABELED “FIRE RECALL” ONLY BE TWO POSITION SWITCH MARKED “OFF” - “ON” IN THAT ORDER 2.27.3.1.2</b>			

**6.5.4 PHASE II IN CAR SWITCH AND INSTRUCTION**

2.27.8 / 2.27.3.3

Pass Fail NA

1	<b>ENSURE THERE IS A KEY FOR EACH PHASE I, EACH PHASE II AND EACH STANDBY POWER SELECTION SWITCH IN THE BUILDING 2.27.8</b>			
2	<b>THE SAME KEY IS USED FOR PHASE I AND PHASE II AND STANDBY POWER FOR ALL ELEVATORS IN THE BUILDING 2.27.8</b>			
3	<b>KEYS ARE AVAILABLE ONLY TO AUTHORIZED EMERGENCY AND FIREFIGHTING PERSONNEL 2.27.8</b>			
4	<b>THE KEY CAN ONLY BE REMOVED IN THE “OFF” AND “HOLD” POSITIONS 2. 27.3.3</b>			
5	<b>THE KEYS SHALL BE GROUP 3 SECURITY (see 8.1) 2.27.8</b>			
6	<b>LABELED “ FIRE OPERATION” MARKED “OFF” “HOLD” “ON” IN THAT ORDER</b>			

	<b>2.27.3.3</b>			
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**6.5.5 MONTHLY TEST 8.6.10.1**

PASS FAIL NA

	<b>MONTHLY TEST LOG IS COMPLETED</b>			
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**6.5.6 PHASE I OPERATION WHILE RUNNING**

Place several floor calls in the car. While going up, have the person at the designated level place the Phase I switch in the on position. Where a duplicate switch is provided, verify that Phase I is initiated by placing the switch to the on position. Determine the following: 2.27.3

PASS FAIL NA

<b>1</b>	<b>THE CAR STOPS AND REVERSES WITHOUT OPENING THE DOORS</b> <b>2. 27.3.1.6(b)</b>			
<b>2</b>	<b>THE IN-CAR STOP SWITCH OR EMERGENCY STOP SWITCH IS INOPERATIVE</b> <b>2. 27. 3.1.6(c)</b>			
<b>3</b>	<b>CALL REGISTER LIGHTS AND DIRECTIONAL LANTERNS ARE EXTINGUISHED AND INOPERATIVE;</b> <b>2. 27.3.1.6(f)</b>			
<b>4</b>	<b>POSITION INDICATORS WHERE PROVIDED ARE INOPERATIVE EXCEPT IN CAR, DESIGNATED LEVEL AND CENTRAL CONTROL STATION</b> <b>2. 27. 3.1.6(f)</b>			
<b>5</b>	<b>THE IN-CAR DOOR OPEN BUTTON IS RENDERED INOPERATIVE AS SOON AS CAR MOVES AWAY FROM THE LANDING</b> <b>2. 27.3.1.6(i)</b>			
<b>6</b>	<b>CAR CALL BUTTONS ARE INOPERATIVE</b> <b>2. 27.3.1.6(f)</b>			
<b>7</b>	<b>THE CAR RETURNS TO THE DESIGNATED LEVEL AND PARKS WITH POWER OPERATED DOORS OPEN</b> <b>2. 27.3.1.6(a)</b>			
<b>8</b>	<b>THE VISUAL AND AUDIBLE SIGNALS OPERATE AND STAY ON UNTIL CAR IS AT THE DESIGNATED LEVEL</b> <b>2. 27.3.1.6(h)</b>			

**6.5.7 PHASE I OPERATION WITH DOORS OPEN**

Place the Phase I switch to the off position and run the car to any floor. With the doors open, have the Phase I switch turned to the on position and check the following: **2. 27. 3.1.6**

		Pass	Fail	NA
1	<b>DOOR REOPENING DEVICES SENSITIVE TO SMOKE OR FLAME ARE INOPERATIVE IMMEDIATELY</b> 2. 27. 3.1.6(e)			
2	<b>IF DOOR REOPENING DEVICES ARE RENDERED INOPERATIVE, THE CLOSING SPEED IS REDUCED SO THAT THE KINETIC ENERGY, IS REDUCED TO 2 1/2 FOOT POUNDS (3. 5 Joules)</b> 2. 27. 3.1.6(e)			
3	<b>THE EMERGENCY STOP SWITCH OR IN-CAR STOP SWITCH IS RENDERED INOPERATIVE AS SOON AS THE CAR MOVES AWAY FROM THE LANDING.</b> 2. 27. 3.1.6(c)			
4	<b>THE IN-CAR DOOR OPEN BUTTON IS RENDERED INOPERATIVE AS SOON AS THE CAR MOVES AWAY FROM THE LANDING.</b> 2. 27. 3.1.6(i)			

**6.5.8 EMERGENCY STOP SWITCH AND/OR IN CAR STOP SWITCH AND DOORS CLOSING**

Place the Phase I switch to the off position and run the car to ant floor. Activate the emergency stop switch or the in car stop switch. With the doors open, have the Phase I switch turned to the on position. Return the emergency stop switch, or in-car stop switch to the run position **2. 27.3.1.6**

		PASS	FAIL	NA
1	<b>VERIFY THAT THE DOORS CLOSE PROMPTLY AND THE CAR MOVES TO THE DESIGNATED LEVEL</b> 2. 27.3.1.6(c)			

**6.5.9 STOP SWITCHES AND DOOR BUTTONS**

While on Phase I verify that: **2. 27.3.1.6(c) / 2. 27.3.1.6(g)**

		PASS	FAIL	NA
1	<b>THAT STOP SWITCHES OTHER THAN THOSE INSIDE THE CAR REMAIN OPERATIVE</b> 2. 27.3.1.6(c)			
2	<b>FOR VERTICAL SLIDING DOOR, THE CORRIDOR DOOR OPEN AND DOOR CLOSE BUTTONS REMAIN OPERATIVE</b>			

	2. 27.3.1.6(g)			
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**6.5.10 FIRE ALARM INITIATING DEVICE AND OPERATION [ 2.27.3]**

Pass Fail NA

1	<p><b>VERIFY THAT THERE IS A FIRE ALARM INITIATING DEVICE IN EACH ELEVATOR LOBBY, THE ELEVATOR MACHINE ROOM AND SPRINKLERED HOISTWAY.</b></p> <p><b>JURISDICTIONS ENFORCING THE NBCC, VERIFY THAT THERE IS A FIRE ALARM INITIATING DEVICE IN EACH ELEVATOR LOBBY, AT THE DESIGNATED LEVEL IF NOT SPRINKLERED THROUGHOUT AND IN THE MACHINE ROOM IF SPRINKLERED</b></p> <p><i>2.27.3.2.1 / 2. 27.3.2.2</i></p>			
2	<p><b>WITH THE CAR(S) ON NORMAL HAVE THE INPUT FOR MAIN RETURN ACTIVATED AND VERIFY THAT THE ELEVATOR COMMENCES PHASE I OPERATION AND ALL CARS RETURN TO THE DESIGNATED LEVEL</b></p> <p><i>2. 27.3.2.3</i></p>			
3	<p><b>TO RESET OPERATION INITIATED FROM FIRE ALARM SYSTEM THE FIRE ALARM SIGNAL MUST BE RESET, THEN THE PHASE 1 SWITCH MUST BE CYCLED TO “RESET” MOMENTARILY THEN TO “OFF”.</b></p> <p><i>2. 27.3.1.6(k)</i></p>			
4	<p><b>WITH THE CAR(S) ON NORMAL HAVE THE INPUT FOR ALTERNATE LEVEL RETURN ACTIVATED AND VERIFY THAT THE ELEVATOR COMMENCES PHASE I OPERATION AND ALL CARS RETURN TO THE ALTERNATE LEVEL</b></p> <p><i>2. 27.3.2.4</i></p>			
5	<p><b>CAR(S) SHOULD ONLY RESPOND TO THE FIRST FIRE ALARM INPUT</b></p> <p><i>2.27. 3.2. 5</i></p>			
6	<p><b>ACTIVATE THE MACHINE ROOM FIRE ALARM INITIATING DEVICE INPUT AND VERIFY PHASE I AND ALL CARS RETURN TO THE DESIGNATED LEVEL</b></p> <p><i>2.27.3.2.3. (b)</i></p>			
7	<p><b>ACTIVATE THE DESIGNATED LEVEL MACHINE ROOM FIRE ALARM INITIATING DEVICE AND VERIFY PHASE I AND ALL CARS RETURN TO THE ALTERNATE FLOOR</b></p> <p><i>2.27.3.2.3. (b)</i></p>			
8	<p><b>WITH THE CAR(S) ON NORMAL HAVE THE INPUT FOR MACHINE ROOM RETURN ACTIVATED AND VERIFY THE VISUAL SIGNAL IN THE CAR ILLUMINATES INTERMITTENTLY.</b></p>			

	<b>2. 27. 2. 4</b>			
<b>9</b>	<b><u>IN JURISDICTIONS NOT ENFORCING THE NBCC WHERE THE FAID IS REQUIRED IN THE HOISTWAY ACTIVATE THE INPUT AND VERIFY ALL CARS RETURN TO THE DESIGNATED LANDING, EXCEPT THAT FAIDS INSTALLED AT OR BELOW THE LOWEST LANDING OF RECALL SHALL CAUSE THE CARS TO RETURN TO THE UPPER RECALL LEVEL</u></b> <b>2.27.3.2.3 (c)</b>			

**6.5.11 FIRE ALARM INITIATING DEVICE AND PHASE I SWITCH**

		PASS	FAIL	NA
<b>1</b>	<b>IF A TWO-POSITION KEY SWITCH IS PROVIDED, PLACE IT IN THE ON POSITION AND: VERIFY THAT THE ELEVATOR REMAINS AT THE ALTERNATE LANDING</b> <b>2.27.3.1.2</b>			
<b>2</b>	<b>TURN BOTH THE PHASE I SWITCH AND THE ADDITIONAL PHASE I SWITCH (WHEN PROVIDED) TO THE ON POSITION AND VERIFY THAT THE CAR RETURNS TO THE DESIGNATED LEVEL</b> <b>2.27.3.1.6 (j)</b>			

**6.5.12 PHASE II KEY SWITCH AND SIGN 2.27.3.3.1**

With Phase I activated and the car at the designated or alternate landing, place the Phase II key switch in the on position. Operate the car and check the following:

		PASS	FAIL	NA
<b>1</b>	<b>THE ELEVATOR CAN BE OPERATED ONLY FROM THE CAR BUTTONS AND WILL NOT RESPOND TO CORRIDOR CALLS.</b> <b>2.27.3.3.1(a)</b>			
<b>2</b>	<b>ALL CORRIDOR CALL BUTTONS, DOOR OPEN AND CLOSE BUTTONS, AND DIRECTIONAL LANTERNS ARE INOPERATIVE</b> <b>2.27.3.3.1(b), (g)</b>			
<b>3</b>	<b>THE DOOR CAN ONLY BE OPENED BY CONTINUOUS PRESSURE ON THE DOOR OPEN BUTTON AND IF RELEASED BEFORE THE DOORS ARE IN THE NORMAL OPEN POSITION, THE DOOR WILL CLOSE WITHOUT DELAY.</b>			

	<b>2.27.3.3.1(d)</b>			
<b>4</b>	<b>OPEN DOORS CAN BE CLOSED ONLY BY CONTINUOUS PRESSURE MEANS. IF THE MEANS IS RELEASED BEFORE THE DOOR IS FULLY CLOSED, HORIZONTAL SLIDING DOORS WILL REOPEN AND VERTICAL SLIDING DOORS WILL STOP, OR STOP AND RE-OPEN. 2.27.3.3.1(e)</b>			
<b>5</b>	<b>IF TWO ENTRANCES CAN BE OPENED AND CLOSED AT THE SAME LANDING, SEPARATE DOOR OPEN AND CLOSE BUTTONS ARE PROVIDED FOR EACH ENTRANCE 2.27.3.3.1(d)</b>			
<b>6</b>	<b>ALL DOOR REOPENING DEVICES ARE INOPERATIVE – (EXCEPT THE DOB): FULL SPEED CLOSING IS PERMITTED 2.27.3.3.1(g)</b>			
<b>7</b>	<b>CALL CANCEL BUTTON IS LABELED AND WHEN ACTIVATED, WILL CANCEL ALL CALLS AND CAUSE THE CAR TO STOP AT OR BEFORE THE NEXT AVAILABLE LANDING 2.27.3.3.1(h)</b>			
<b>8</b>	<b>FLOOR SELECTION BUTTONS ARE PROVIDED AND FUNCTIONAL FOR ALL LANDINGS WITHOUT RESTRICTIONS 2.27.3.3.1(i)</b>			
<b>9</b>	<b>MOVING CAR WILL STOP AT THE NEXT LANDING WITH A CAR CALL REGISTERED AND REMAINING CAR CALLS CANCELED 2.27.3.3.1(j)</b>			

**6.5.13 PHASE II SWITCH IN HOLD POSITION**

**2.27.3.3.2**

PASS FAIL NA

<b>1</b>	<b>PLACE THE PHASE II SWITCH IN THE HOLD POSITION AND REMOVE KEY. VERIFY THAT THE CAR REMAINS AT THE LANDING AND THE DOOR CLOSE BUTTON IS INOPERATIVE. 2.27.3.3.2</b>			
<b>2</b>	<b>VERIFY THAT THE CAR CALL BUTTONS ARE INOPERATIVE 2.27.3.3.2</b>			

**6.5.14 PHASE II SWITCH IN OFF POSITION AND DOORS CLOSING  
HORIZONTAL SLIDING DOORS**

With the elevator away from the designated level, Phase I in effect, place the Phase II switch in the off position and verify that: **2.27.3.3**

PASS FAIL NA

1	<b>DOORS CLOSE AUTOMATICALLY 2.27.3.3.3(a)</b>			
2	<b>CAR REVERTS TO A PHASE 1 TYPE RETURN ON COMPLETION OF DOOR CLOSING AND REVERTS TO PHASE 1 WHEN THE DOORS OPEN AT THE DESIGNATED LANDING: 2.27.3.3.3 (a)</b>			
3	<b>DOOR REOPENING DEVICE INOPERATIVE AND FULL SPEED CLOSING PERMITTED 2.27.3.3.3(a)</b>			
4	<b>DOOR OPEN BUTTON OPERATIVE 2.27.3.3.3(a)</b>			
5	<b>IF PHASE II SWITCH TURNED TO "ON" OR "HOLD" BEFORE DOOR IS CLOSED, IT WILL REOPEN 2.27.3.3.3 (a)</b>			

**6.5.15 REMOVAL FROM PHASE II 2.27.3.3**

Verify that the elevator can be removed from Phase II only when:

Pass Fail NA

1	<b>PHASE II SWITCH IN OFF POSITION AT DESIGNATED LEVEL AND DOORS OPEN 2.27.3.3.5</b>			
2	<b>PHASE II SWITCH IN OFF POSITION AND PHASE I IN EFFECT 2.27.3.3.4</b>			

**6.5.16 POWER DISCONNECTS OPEN 2.27.3.4**

Pass Fail NA

1	<b>WITH THE ELEVATOR ON PHASE I, HAVE THE MAINLINE POWER INTERRUPTED AND RESTORED TO VERIFY THAT THE ELEVATOR WILL REMAIN ON PHASE I. 2.27.3.4</b>			
2	<b>WITH THE ELEVATOR ON PHASE II, HAVE THE MAINLINE POWER INTERRUPTED AND RESTORED TO VERIFY THAT THE ELEVATOR WILL REMAIN ON PHASE II. 2.27.3.4</b>			
3	<b>THE CAR IS ALLOWED TO MOVE TO A POSITION IN</b>			

	<b>THE HOISTWAY TO RE-ESTABLISH POSITION ONCE MOVEMENT IS ATTEMPTED.</b> <b>2.27.3.4</b>			
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**6.5.17 TOP-OF-CAR OPERATING DEVICE 2.27.6**

While operating from top of car, have the Phase I key switch placed in the on position and verify that:

Pass Fail NA

<b>1</b>	<b>AN AUDIBLE SIGNAL SOUNDS</b>			
<b>2</b>	<b>THE ELEVATOR REMAINS UNDER CONTROL OF THE TOP-OF-CAR OPERATING DEVICE</b>			
<b>3</b>	<b>THAT THE ELEVATOR REMAINS UNDER THE CONTROL OF THE HOISTWAY ACCESS SWITCH</b>			

**6.5.18 AUTOMATIC ELEVATORS WITH ATTENDANT OPERATION**

With elevator on attendant operation, stop at a floor and have the Phase I switch placed in the on position. Verify that: **2.27.5.2**

Pass Fail NA

<b>1</b>	<b>THE AUDIBLE AND VISUAL SIGNAL OPERATES AND THAT A PARKED ELEVATOR WILL AUTOMATICALLY GO ON PHASE I AFTER A TIME DELAY BETWEEN 10 AND 30 SECONDS</b> <b>2.27.5.2(a)</b>			
<b>2</b>	<b>A MOVING CAR ON ATTENDANT OPERATION WILL COMMENCE PHASE I OPERATION WITHOUT DELAY</b> <b>2.27.5.2(b)</b>			
<b>3</b>	<b>IF CAR IS ON HOSPITAL EMERGENCY SERVICE IT WILL REMAIN ON THAT OPERATION UNTIL REMOVED BY THE OPERATOR AND AT THAT POINT REVERT TO PHASE 1 OPERATION. THE AUDIBLE AND VISUAL SIGNALS IN THE CAR SHALL BE ACTIVATED IMMEDIATELY AND REMAIN ACTIVATED UNTIL THE CAR IS RETURNED TO THE DESIGNATED LANDING.</b> <b>2.27.5.3</b>			

**6. 5. 19 ELEVATORS ON PHASE I AND II PREVENTION OF OPERATION AND DISABLING NOT ALLOWED**

With elevator on normal operation verify that: 2.27.3.1.6.1.(l) and (m) 2.27.3.3.6

		Pass	Fail	NA
<b>1</b>	<b>ACTIVATE, MEANS OTHER THAN THOSE SPECIFIED IN THIS CODE TO REMOVE ELEVATORS FROM NORMAL OPERATION, AND VERIFY THAT PHASE I EMERGENCY RECALL OPERATION IS NOT PREVENTED 2.27.3.1.6. (l)</b>			
<b>2</b>	<b>ACTIVATE INPUT FOR DEVICES THAT MEASURE LOADS AND VERIFY THAT THE ELEVATOR IS NOT PREVENTED FROM OPERATING AT OR BELOW THE CAPACITY THAT IS REQUIRED 2.27.3.1.6. (m)</b>			
<b>3</b>	<b>VERIFY THAT AN ACCIDENTAL GROUND OR SHORT CIRCUIT IN EQUIPMENT ON LANDING SIDE WILL NOT DISABLE PHASE II OPERATION 2.27.3.3.6</b>			