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Manitoba

Inspection and Technical Services
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Phone: (204) 945-3373

Pre-Inspection Checklist for Elevator Contractors

The Elevator Act

ITS ED Form- 04

This form must be completed and returned to ITS prior to scheduling an acceptance inspection for an elevator.

I. APPLICANT INFORMATION		**(PLEASE PRINT)**
NAME OF APPLICANT OR FIRM		
MAILING ADDRESS	CITY	PROVINCE, POSTAL CODE
CONTACT NUMBER	EMAIL ADDRESS	
NAME OF ELEVATOR CONTRACTOR	CONTACT NUMBER	EMAIL ADDRESS
INSTALLATION ADDRESS	CITY	PROVINCE, POSTAL CODE

II. PRE-INSPECTION INFORMATION (PLEASE CHECK ALL ITEMS THAT APPLY)

A. MACHINE ROOM ACCESS (REFER TO SECTION 2.7 OF THE CSA B-44 CODE FOR MORE INFORMATION)

- ☐ The door is self locking and self closing.
- ☐ The key security code is designated for the machine room access.
- ☐ The door does not impede electrical code requirements.
- ☐ The machine room door meets building code requirements.

B. MACHINE ROOM ENCLOSURE (REFER TO SECTION 2.7 OF THE CSA B-44 CODE FOR MORE INFORMATION)

- ☐ There is minimum headroom of 84 inches between floor and over head equipment or ceiling.
- ☐ There is permanent machine room lighting (minimum 200 lux at the floor level).
- ☐ The complete machine room meets the minimum building code fire separation.
- ☐ Each receptacle is GFCI protected (this also applies to machinery spaces).
- ☐ A means is provided to maintain temperature and humidity levels as per manufactures specifications.
- ☐ All pipes or ducts conveying gases, vapours, or liquids that are not used in connection with elevator equipment are removed from the machine room.
- ☐ Pipes, drains, tanks or similar equipment permitted in the machine room enclosure are not installed directly above elevator equipment or reduced clearance requirements.
- ☐ The sump pump, sub floor trough, or any other electrical conductive material (metal grates, etc.) installed in the machine room floor is covered.
- ☐ The cover is securely fastened into place and covered with an isolation mat to eliminate shock hazard.
- ☐ The sump pump that is installed in the machine room have its own dedicated single supply receptacle, which is not required GFCI.
- ☐ There is a clear horizontal path (minimum 450mm) around all machine room equipment.
- ☐ There is clear unobstructed distance (minimum 1000 mm) in front of controller, disconnect(s), and electrical equipment.
- ☐ Adequate guard rails are installed to eliminate trip and fall hazards within the machine room (when required).
- ☐ All machine room wiring is complete.
- ☐ A permanent means of two way communication between an elevator car and a remote machine room is provided for a remote machine room and/or control room.
- ☐ A permanent means of two way communication between an elevator car to a remote machine room and elevator lobby is provided for an elevator rise that is over 18m/ 60 ft that is accessible to emergency personnel.

C. MAIN DISCONNET SWITCH (REFER TO SECTION 2.7 OF THE CSA B-44 CODE FOR MORE INFORMATION)

- ☐ Correct rated over current protection is installed (fuses, circuit breaker).
- ☐ Lockable type.
- ☐ Correct rated fuse is installed for elevator equipment.
- ☐ Properly marked to identify related elevator equipment.
- ☐ Labels are properly placed in the building with equipment id and minimum 50mm or 2” in height if there is more than one elevator in the building.
- ☐ Overcurrent protection source is clearly indicated on disconnect.
- ☐ Clear unobstructed distance (minimum of 1000mm) is provided in front of disconnect.

D. 120 VOLT AC CAR LIGHTING DISCONNECT SWITCH (REFER TO SECTION 2.7 OF THE CSA B-44 CODE FOR MORE INFORMATION)

- ☐ Labels are properly placed in the building with equipment id and minimum 50mm or 2” in height if there is more than one elevator in the building.
- ☐ Overcurrent protection source is clearly indicated on disconnect.

This information is collected under the authority of *The Elevator Act* to be used for inspection purposes. Your personal information is protected by *The Freedom of Information and Protection of Privacy Act*. If you have questions about the collection of information, contact Inspections and Technical Services at 508-401 York Avenue, Winnipeg, MB R3C 0P8 or call (204) 945-3373.

Revised: June 2021

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- ☐ Lockable type.
- ☐ Correct rated fuse is installed.
- ☐ Correctly identified to the related elevator equipment
- ☐ Clear unobstructed distance (minimum of 1000mm) is provided in front of disconnect.

E. FIRE FIGHTERS EMERGENCY OPERATION (REFER TO SECTION 2.27 OF THE CSA B-44 CODE FOR MORE INFORMATION)

- ☐ Manual emergency recall operation is operating as specified.
- ☐ Automatic emergency recall is operating as specified.
- ☐ Emergency power (if applicable) is functioning as specified.
- ☐ Pit drain is installed for elevator that is provided with firefighter's emergency operation.

F. ELEVATOR PIT (REFER TO SECTION 2.2 OF THE CSA B-44 CODE FOR MORE INFORMATION)

- ☐ A permanent means is provided to prevent the accumulation of ground water.
- ☐ Sumps installed in elevator pits are covered (all covers shall be secured and level with the pit floor).
- ☐ A pit drain is installed for elevator that is provided with emergency operation firefighters.
- ☐ Each pit receptacle is GFCI.
- ☐ Permanent lighting is installed in the pit with a illumination of not less than 100 lux at the pit floor.
- ☐ Pit light is provided with a guard.
- ☐ Pit stop switch is located as to be accessible from the pit access door a minimum of 450mm (18") above floor level of the landing. Unless it is over 1700mm (67"), then a second pit switch is required 1200mm (47") above floor.
- ☐ Light is installed that is easily accessible from bottom landing door.

G. PIT ACCESS LADDER (REFER TO SECTION 2.2 OF THE CSA B-44 CODE FOR MORE INFORMATION)

- ☐ Pit access ladder is installed within 1000 mm horizontally from the unlocking means of the bottom landing door.
- ☐ Pit access ladder is extended from the pit floor to appoint 1200 mm above the bottom landing sill.
- ☐ Pit access ladder is a minimum of 400mm wide.
- ☐ Pit access ladder is made of non-combustible material and fixed in place.
- ☐ Pit access ladder is installed to avoid any obstructions within the ladder rungs.

H. PIT ACCESS DOOR (REFER TO SECTION 2.2 OF THE CSA B-44 CODE FOR MORE INFORMATION)

- ☐ The door is self locking and self closing.
- ☐ The key security code for pit access door is designated group 1.
- ☐ The pit access door is provided with a vision panel.
- ☐ The pit access door meets applicable building code requirements for fire rating.

I. HOISTWAY (REFER TO SECTION 2.1 OF THE CSA B-44 CODE FOR MORE INFORMATION)

- ☐ There are no holes, recess and gaps in hoistway enclosures.
- ☐ The bevel projections, setbacks, or recesses are greater than 100 mm (75° to horizontal).
- ☐ The hoistway enclosures meet building code requirements for fire ratings.
- ☐ All pipes or ducts conveying gases, vapours, or liquids that are not used in connection with elevator equipment are removed from hoistway enclosures.
- ☐ All electrical wiring, raceways and cables in the hoistway that are not directly connected with the operation or function of the elevator are removed.

J. ELEVATOR CAR COMMUNICATIONS (REFER TO SECTION 2.27 OF THE CSA B-44 CODE FOR MORE INFORMATION)

- ☐ Buildings not continuously manned by authorized personnel are provided with a telephone inside which is connected to 24 hour emergency service.
- ☐ Buildings with an elevator travel of greater than 18 m are provided with a two-way communication device (i.e. telephone, intercom) that is readily accessible to emergency personnel within the building.
- ☐ A permanent means of communications between the elevator car and remote machine rooms is provided.

K. ELEVATOR CAR (REFER TO SECTION 2.14 OF THE CSA B-44 CODE FOR MORE INFORMATION)

- ☐ Permanent flooring is installed inside the elevator car.
- ☐ All glass & mirrors in elevator cars meet the CAN/CGSB-12.1 code and section 2.14 of the CSA B-44 code.
- ☐ Markings on glass are visible as per clause 2.14 of the CSA B-44 code.

L. OUTSIDE HOISTWAY (REFER TO SECTION 2.11 OF THE CSA B-44 CODE FOR MORE INFORMATION)

- ☐ Adequate lighting is installed at all elevator entrances (100 lux).
- ☐ Tripping hazards at the landing sills (7mm or greater) are eliminated.

SIGNATURE OF APPLICANT	**DATE**

INSPECTION AND TECHNICAL SERVICES OFFICE USE ONLY

FILE NO.	DATE APPLICATION RECEIVED

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