

**ELEVATOR SURVEY
FACILITY CONDITION ASSESSMENT
MAINTENANCE and MODERNIZATION**

Bldg Name_____ **Bldg#**_____ **Project#**_____

Elevator#_____ **Capacity**_____ **Speed**_____

Number of floors_____ **Number of openings Front**_____ **Rear**_____

Floor Numbers_____ **Traction**_____ **Hydraulic**_____

Machine Room

- Location – Penthouse, Basement or Mid-Level.
- Main Line – Fused Disconnect or Shunt Trip Breaker located at lock side of M/R door.
- Controller – Relay Logic or Microprocessor
- Machine – Geared or Gearless
- Motor – DC or ACPM
- Governor and Governor Rope
- Hoist Ropes and Rope Gripper
- Pump and Motor – V-Belt, In-Tank or Motor on Top of Tank.
- Control Valve – In-Tank, Above Tank or Under Tank.
- Oil Line and Fittings – Schedule 40 or 80 - 2” or 3” Victaulic, Threaded or Welded.

- Manual Shutoff Valve and Muffler required by VA
- Smoke, Heat Detectors and Sprinklers – Not located directly over elevator equipment.
- Piping and Duct - Only for function of elevator, no pass throughs.
- Machine Room Lighting – Minimum 7ft head clearance with guards.
- Machine Room Ventilation

Hall Fixtures

- Hall Call Pushbuttons
- Position Indicators – All floors above entrances or Main and Alternate fire recall floors.
- Hall Lanterns – Combination with PI or separate to the side of entrances.
- Fire Service – Main Recall Floor # _____ Alternate Floor # _____
- Hoistway Access Switches – Top Floor and Bottom Floor or Walk in Pit.

Entrance Frames and Doors

- Side Jambs and Headers – Stainless-steel or Painted.
- Doors – Stainless-steel or Painted.
- Door Hardware – Tracks, Hangers, Gibs, Drive Assemblies, Door Locks, and Closers.

- Floor Numbers/Braille Plates

Hoistway equipment

- Terminal Limit
- Buffers – Has pit been flooded?
- Pit Stop Switches – VA requires two (2)
- Pit Ladder
- Pit Light, Switch & GFCI
- Smoke Detectors – Top of hoistway
- Heat Detectors and Sprinkler – Not required in traction elevator pit.
- Hoistway Ventilation
- Deflector Sheave – Top of hoistway
- Hoist Ropes
- Hoist Rope Compensation
- Counterweight Guides (roller or slide)
- Counterweight Safeties and Frame

- Gov Rope and Tail Sheave

- Manual Shutoff Valve

- Automatic Shutoff/Rupture Valve – VA required.

- Cylinder and Plunger – Date installed _____

- Scavenger Pump – Oil recovery system.

- Sump pump or floor drain – Capable of removing 3,000 gallons per hour.

Top and bottom of car

- Leveling Device

- Emergency Exit and Switch

- Elevator Guides (roller or slide)

- Cartop Controls

- Cartop and Bottom Work Light and GFCI

- Cab Exhaust Fan

- Car Doors

- Door Operator and Hardware – Header, Track, Rollers, Drive Arms, Clutch, Restrictor, Gibs and Infrared Door Curtain.

- Platform Guard (toe guard)

- Platform

- Car Safeties and Frame

Car Enclosure (cab)

- Cartop Railing – Required on all elevator with more than 12” clearance between top of cab and hoistway walls.

- Ceiling and Lights

- Wall Panels

- Handrails – VA requires 2 handrails, 30” and 42” above finished floor, maximum diameter 6” square or round.

- Flooring

- Car Entrance Sill

Car Operating Panels

- Main Car Station (COP)

- Auxiliary Car Station (COP)

- Emergency Light

- Position Indicator

- Emergency Communication System

- Audio Voice Annunciator

Fire service

- Recall Floors – Main Floor# _____ Alternate Floor# _____

- Smoke Detector Locations

Emergency Power

- Do all elevators run on Generator Power at the same time or is a selector switch required for each group?