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Elevator Contractor Checklist

The objective of this check list is to serve as an aid to contractors to communicate some items that are commonly missed or incomplete at the time of the elevator inspection.

This list should not be considered a complete list of items required to be installed on an elevator. Your architect or designer should supply a complete list of requirements.

All vertical lifting device installations and major alterations are to be sent to our department for a plan review.

Inside of Car

Two-way communication monitored 24 hours a day.

Top of Car

Clearance (proper top of car to closest striking point).

Hoist Way

- Required fire rating maintained throughout.
- Walls flush throughout, no holes and no ledges over 2 inches unless they are beveled 70 degrees with a non-combustible material.
- Floor levels to be marked with permanent signage.
- Smoke control, where required.
- Smoke detector, where required.
- Heat detector, where required.
- Only equipment and piping associated with elevator in hoistway.
- Main sprinkler piping is not allowed in the hoist way. Branch line for the required sprinkler coverage is allowed.

Pit

- Non-combustible ladder, extending from the pit floor to a minimum of 42 inches above bottom landing floor level.
- Maintenance GFCI receptacle on a dedicated circuit.
- Pit light and switch can be connected to the load side of the receptacle.
- Pit light and elevator stop switches located adjacent to pit ladder.
- If sprinklered all electrical is required to be weather tight per ASME 2.8.3.3.4 & NEC requirements.
- Drain or sump pump with cover.
- Pit light and sump pump on a separate circuit from the elevator light.
- Heat detector and or smoke detector as required for recall and shunt trip.

Outside Hoist Way

- All floor openings shall be flush throughout.
- Smoke detectors at each floor lobby area for emergency recall operation.
- Proper signs and instructions installed on each floor.
- Proper lighting on each floor.

Machine Room

- Self-closing and self-locking fire rated doors. (Rated per the required building codes)
- Machine room enclosure shall be built to the required building and fire codes.
- Machine room shall have a minimum of 7-foot height throughout.
- No other equipment or piping other than what is for the elevator shall be in the machine room.
- Main sprinkler piping is not allowed in the machine room. Branch line and sprinkler heads for the required sprinkler coverage is only allowed.
- Smoke detector.
- Heat detector, if required.
- Shunt trip disconnects equipment, where required.
- Properly rated fused and lockable main power supply, disconnect switch.
- Fused and lockable 110VAC cab disconnect switch.
- Disconnects shall maintain proper free space.
- Permanent labels shall be installed on all equipment and devices for each elevator.
- Flexible conduit shall be limited to 6 feet.
- Permanent lighting.
- A GFCI receptacle.
- Ventilation (natural or mechanical).
- Fire extinguisher installed.