



STATE OF IDAHO
DIVISION OF BUILDING SAFETY
TRACTION ELEVATOR ANNUAL EXAM FORM



| | | | |
|------------|--------------------|-------|-------------------------|
| State ID#: | | Date: | |
| Location: | | | |
| | | | |
| | Servicing Company: | | Satisfactory Condition: |

| MACHINE ROOM | Y | N | NA | MACHINE ROOM | Y | N | NA |
|---|---|---|----|--|---|---|----|
| *Enclosure Adequate, Sealed, & Locked | | | | *5 lb ABC Fire Extinguisher (provided in or near machine rm) | | | |
| *Lighting of Machine Space Adequate | | | | *Only Elevator Utilities, Piping, and Ducting Installed | | | |
| *Access to Machine Space Safe & Housekeeping Well | | | | *Traction Type Drive Machine (in good condition) | | | |
| *Temperature Control (provided & in good condition) | | | | *Drive Motor and/or Motor Generator (in good condition) | | | |
| *Fused Main Electrical Disconnect (no knife switches) | | | | *Drive Machine Brake (in good condition) | | | |
| Elevator Car Electrical Disconnect Switch (1972 and later) | | | | *Normal Terminal Stopping Device (in good condition) | | | |
| *Numbering of Machines and Disconnect Switches | | | | *Rope or Belt Fastenings (in good condition) | | | |
| Electric Receptacle Provided (1988 and later) | | | | *Traction Sheave (in good condition) | | | |
| *Guards for Exposed Equipment | | | | *Secondary and Deflection Sheaves (in good condition) | | | |
| Counterweight Govrn & Overspd Switch (in good condition) | | | | Check of Gears and Bearings (in good condition) | | | |
| Winding Drum (in good condition) | | | | *Governor & Overspeed Switch (in good condition) | | | |
| INSIDE CAR | Y | N | NA | INSIDE CAR | Y | N | NA |
| *In Car Stop Switch or Emergency Stop Switch (functioning) | | | | *Car Enclosure (in good condition) | | | |
| *Car Lighting (functioning) & Capacity Plate (installed) | | | | *Passenger Car Door or Gate (in good condition) | | | |
| *Car Ventilation (electric fan &/or vent holes) | | | | Car Door Reopening Device (power operated in good condition) | | | |
| *Emergency Lighting & Signal (functioning - power off) | | | | *Car Floor (in good condition) | | | |
| *Operating Control Device (function and ADA requirements) | | | | Fire Service Monthly Operation Log (in good condition) | | | |
| *Operating Controls Identified (brail and raised numbers) | | | | | | | |
| OUTSIDE HOISTWAY | Y | N | NA | OUTSIDE HOISTWAY | Y | N | NA |
| *Hoistway Doors (in good condition) | | | | Stand-by Power Switch (functioning) | | | |
| Car and Hoistway Vision Panels (in good condition) | | | | Counterweight Hoistway (in good condition) | | | |
| *Landing Sill (level with elevator sill, in good condition) | | | | Emergency Doors in Blind Hoistways (in good condition) | | | |
| Door Sequencing (function of double & biparting doors) | | | | Hoistway Door Unlocking Device (1971) (in good condition) | | | |
| Elevator Parking Device (functioning) | | | | *Door Restrictors Installed (adjusted correctly) | | | |
| PIT | Y | N | NA | PIT | Y | N | NA |
| *Car Platform, Frame, & Platform Guard (in good condition) | | | | *Governor Rope Tension Sheave (in good condition) | | | |
| Electric Receptacles (1988) (in good condition) | | | | Compensation Sheave Chains, Ropes, and Locking Devices | | | |
| Pit Access Door (if provided) & *Ladder (in good condition) | | | | *Traveling Cables and Junction (in good condition) | | | |
| *Elevator Stop Switch & Location (in good condition) | | | | Terminal Speed Limiting Switch & *Buffer (in good condition) | | | |
| *Pit Light Switch (in good condition) | | | | *Bottom Run-by & Refuge Space (24W x 47L x 24H min.) | | | |
| *Safety Parts and Plates (in good condition) | | | | Slack Rope Switch & Testing (in good condition) | | | |
| *Normal & Final Terminal Stopping Device (in good condition) | | | | | | | |
| TOP OF CAR | Y | N | NA | TOP OF CAR | Y | N | NA |
| Car Top Light (1978) & *Operating Devices (in good condition) | | | | *Landing Alignment (up & down) (in good condition) | | | |
| *Top Emergency Exit (in good condition) | | | | *Only Elevator Utilities | | | |
| *Approved Car Construction (in good condition) | | | | Floor Numbers on Hoistway Side of Doors (1988) | | | |
| *Wire Rope Fastenings & Hitch Plate (in good condition) | | | | *Guide Rails, Fastenings, and Alignment (in good condition) | | | |
| *Traveling Beam, Sheave and Fastenings (in good condition) | | | | *Projections, Recesses, and Setbacks (beveled) | | | |
| *Overhead Deflection Sheaves (in good condition) | | | | Compensation Chains or Ropes (in good condition) | | | |
| Governor Release Carrier, *Rope & Tag (in good condition) | | | | *Counterweight and Counterweight Buffer (in good condition) | | | |
| Broken Tape Switch (in good condition) | | | | Counterweight Safeties (in good condition) | | | |
| *Top Counterweight Clearance (in good condition) | | | | *Hoist Ropes & Tag (clean & in good condition) | | | |
| Multiple Hoistways (4 max prior 1987)(3 max 1987-current) | | | | *Hoistway Clearances (3/4" min - guardrails over 12") | | | |
| Hoistway Smoke Control Vent (in good condition) | | | | *Normal & Final Terminal Stopping Device (in good condition) | | | |
| *Door and Gate Equipment (in good condition) | | | | *Traveling Cables and Junction (in good condition) | | | |
| *Upper Run-by, Refuge Space and Headroom (42" - 43") | | | | *Construction of the Hoistway Enclosure (in good condition) | | | |

Minimum Requirements for Elevator Inspections per A17.2 Sections 1 - 6

Items that are shaded can be performed by owner-authorized personnel, items that are not shaded can be performed by properly licensed elevator personnel.

condition" refers to an item functioning correctly as well as being well maintained.

front of an item refers to the item being required on all installations.

item refers to when the code began to require all installations to have that function/item.

refers to an item that is not required but must be correct if installed.

"In good
An asterisk (*) in
A date behind an
No marking

COMMENTS/REPAIRS NEEDED

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