

## O'Keefe Elevator Company – Work by Others Checklist

The following items must be completed prior to the finish adjusting and state inspection of the elevators on the project. These are the most commonly found items, which hold up the use of the elevators. However, the required inspections may reveal additional requirements that need to be completed. Items within the confines of the hoistway should be coordinated with the installation crews. Should O'Keefe Elevator Company be required to assist in completing these items after the installation crews leave, the general contractor will be billed at our normal hourly billing rate for a team of two workers (mechanic and helper) plus any additional traveling expenses.

### ELEVATOR HOISTWAY:

1. All interior walls including the front wall around the door frames must be complete.
2. Hoistway of the elevator shall be vented as per **Rule 100.4 of ANSI A17.1** code and the local building code.
3. Protective guards must be installed on all sprinkler heads in the hoistway and in the elevator equipment room.
4. Finished floor material thickness at each elevator landing will be required for setting of the door sills.
5. Install a pit light switch 18" above the lowest landing adjacent to the pit ladder with a light mounted 12" above the pit floor on side near the rear of the hoistway. This light must be guarded and the guard must be grounded. A GFI duplex outlet must be mounted adjacent to the light.
6. Entrance sills must be grouted.
7. Pit must be water free. If a sump pump is used, the hole must be covered flush with the pit floor.
8. Vent holes in the hoistway or the equipment room must be covered with louvers or screening material.
9. Car finish flooring.
10. Telephone instrument must be installed in the cab and operational (unless it is specified that the telephone be furnished by the elevator contractor).

## O'Keefe Elevator Company – Work by Others Checklist

11. A drain or sump pump shall be provided in the elevator pit per **ANSI 17.1 Rule 106.1 b.**

The above items require working in the hoistway elevator cab. Please coordinate their completion with the installation crew **BEFORE** they leave the project. Also, please understand that this work must not delay the installation crew in any way.

### ELEVATOR EQUIPMENT ROOM:

12. Self-locking, self-closing equipment room door must be installed.
13. Permanent equipment room lighting must be complete with a switch located within 12" of the door strike jamb, a duplex outlet and a bonded guard on the lighting fixtures.
14. Access to equipment rooms & equipment spaces must meet the requirement of governing codes.
15. Dedicated 120 V 15 AMP lockable switched circuit for cab lighting (one per elevator) brought to the controller.
16. Permanent three-phase power through a **FUSED** disconnect. Fitting must be bushed and ground **WIRE** must be pulled to the controller.
17. **A WORKING** telephone line run to an electrical box on the controller. Elevator company will run a pair of #20 shielded wires inside the elevator hatchway.  
**(TELEPHONE BY OTHERS)**
18. Smoke sensors must be installed in the equipment room & be operational to recall elevator to designated level per **ANSI A17.1 Rule 211.3.**
19. An independent means of ventilation or air conditioning must be provided to maintain the equipment room at 50 to 90 degrees Fahrenheit.
20. Shunt trip breakers if machine room or hoistway is sprinkled. **ANSI A17.1 Rule 102.2.**
21. Class ABC fire extinguisher on machine room wall adjacent to the door.

### ELEVATOR LOBBIES:

22. Lobby walls must be complete for mounting of hall lanterns & pushbuttons.

## **O'Keefe Elevator Company – Work by Others Checklist**

23. Permanent hall lighting must be installed.
24. Lobby smoke sensors must be installed and operational to recall elevator to designated level as per **ANSI A17.1 Rule 211.3**.
25. Lobby finished flooring must be flush with the elevator entrance sills or ramping must be provided.

**If reinspection becomes necessary due to incomplete “work by others” items; the general contractor shall pay all reinspection fees. The current fee charged by the state is \$75.00 per reinspection plus mileage and expenses.**

**If O'Keefe is required to make additional trips to the job site for reinspections due to items not completed by the general contractor, general contractor will be billed at our normal hourly rate for a team of two workers (mechanic and helper) plus additional traveling expenses.**

This list is provided to you in an effort to reduce the problems which might prevent the use of your elevator at the time of final inspection. These requirements are not required by O'Keefe Elevator Company but by the governing code authorities.

**If you have any questions on Elevator Code items, please contact the state elevator inspectors:**

**Iowa (515) 281-5415**

**Bud Witt in Nebraska (402) 595-2523.**