



Electric Elevator Data Sheet Checklist

GENERAL	Date:	Class:	Type:
	Unit Number:	Unit #:	# Floors:
	Address:	Capacity:	Speed:
	City:	Elev. Mechanic:	
	ED Installer:	Signature:	

MACHINE ROOM	Access to M/R	Ropes Number, Diameter
	Door, Lock, Closer, Threshold Plate	Governor, Seal, Plate
	Lighting, GFCI Outlet	Governor Rope, Type
	ABC Powder Extinguisher	Type of Roping 1:1 2:1
	Ventilation, Heating	Safety Type A, B, C
	Other Equipment, Floor Openings	Sprinklers & Guards
	Machine Numbering	MRL Passenger Rescue Procedure
	Rope Guards	

BALANCE LOAD	Current	Voltage	Motor Data Plate	Main Disconnect Switch
	▲ amps	▲ Vs	Current amps	Volts
	▼ amps	▼ Vs	Volts	Fuse
	% of Load			“110” V Switch

FULL LOAD	Motor Current	Motor Volts	Speed	Line Current	Line Volts
	▲ amps	▲ Vs		amps	▲ Vs
	▼ amps	▼ Vs		amps	▼ Vs
	N T S	E T S	Safety Test ▼		
	Car Buffer Test		Over Speed Switch	m/s	Tripping Speed
	Break Traction		Break Traction		Governor Test Tag

125% Tests	Roll Away Down	Main Brake Test	Traction Sheave Test
	NTS Down	Stopping Accuracy Bottom Level	

NO LOAD	Motor Current	Motor Volts	Speed	Line Current	Line Volts
	▲ amps	▲ Vs		▲ amps	▲ Vs
	▼ amps	▼ Vs		▼ amps	▼ Vs
	N T S	E T S	Ascending Car Over-speed: m/s		
	CW Buffer	Break Traction		Roll Away Up	mm

Where there is a conflict between this Guideline & the Act & Regulations the regulations shall Prevail.



- Page 2 - Electric Elevator Data Sheet Checklist

Redundancy	Brake		Leveling		Roll-Away Detection		Car Gate	
	Contactor		Inner landing		Ascending Car Detection		Hall Door	
	Bypass		Ground Failure		Hoistway Access Switches		Fuse	

Hoistway & Top-Of-Car	Top Access Switch ▲ ▼				Rope Fastening & Hitch Plate		
	Stop Switch, Light and Outlet				Ropes , Tag		
	Inspection Operation				All Data Plates & Signs		
	Inspection Open Door, Bypass				Car Frame Guides		
	Equipment on car ,				Guide Rails and Equipment		
	Guard Rails, Toe Board				Safety Slide		mm
	Refuge Space and Marking		mm		C/W & C/W Safeties		
	Overhead & Deflector Sheaves				C/W Guides & Stiles		
	Terminal Limit Switches				Identification of Floors		
	Top-of-car clearance		mm		Governor Rope Tag, Clearance		
	Top Counterweight Clearance		mm		Traveling Cable, Junction Box		
	Top Emergency Exit				Pipes, Wiring, and Ducts		
	Hoistway Construction				Door Closed Position Retainer		
	Hoistway Clearances				Door Hanger & Locking Device		
Windows, Projections Recesses				Pull On:		Pull Through:	

PIT	Pit Access Switch ▲ ▼				Car Buffer Stroke		mm
	Lighting				CW Buffer Stroke		mm
	Stop Switch(s)				Car Runby, Signs		mm
	GFCI				CW Runby		mm
	Drain, Sump Pump				Car Clearance Bottom		mm
	Limit Switches				Pit Depth		mm
	Comp. Chain Switch(es)				Refuge Space and Marking		mm
	Buffer, Plates, Switches				Governor Tension Device		
	Wiring, pipes, and ducts				Car Frame, Platform, Apron		
	Traveling Cables				Seismic ▼ ▲		

INSIDE CAR	Emergency Light & Bell				Door Open Devices		
	Ventilation				Sill Clearance		
	Car Area & Capacity Plate				Car Communication		
	Power Closing Test						

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