



Scope of Work Review Form

Repair or Replacement of Elevator Cab Enclosure Components

Please read and familiarize yourself with **Section 5 – “Definitions and Clarification of Terms”** before filling out this submission form.

Please print all fields and attach additional information as required.

AEDARSA assigned **E#**

Section 1: Project Information

Building Name and Address: _____

Elevator “Known As” Identification: _____

Contractor Name & Company: _____

Contact Email & Phone #: _____

Date of Submission: _____

Section 2: Scope of Work Description

Provide a clear and complete summary of the proposed repair or replacement.

Component(s) Involved:

☐ Ceiling Panels ☐ Wall Panels ☐ Flooring ☐ Other: _____

Describe the Existing Condition and Reason for Work:

Proposed Work Summary:

(Include materials to be used, fastening methods, configuration, weight implications, and finish details)

Section 3: Verification of Compliance

Please confirm the following by checking all that apply:

☐ No change in material type or properties

☐ No change in configuration, layout, or dimensions

☐ No change in the method of fastening

☐ No increase or decrease in the deadweight of the car

☐ No change in the finished floor height

☐ The work complies with all applicable sections of the ASME A17.1/B44 code

☐ Any deviations will be disclosed to AEDARSA before work begins

Note: AEDARSA may request before-and-after photos for verification.

Note: Some projects may require a site inspection or be classified as a Major Alteration.

Note: Each submission is evaluated independently. Prior approvals do not remove or eliminate the requirement to submit a Scope of Work for future repairs or replacements. Approval of similar work performed in the past is not precedent-setting and shall not be used to justify future installations.

Section 4: Declaration & Signature

I hereby declare that the information provided is true and complete and that the proposed work will be conducted in compliance with the **Safety Codes Act, ASME A17.1/CSA B44 code**, and all other applicable **regulations**.

Submitted By (Print Name): _____

Signature: _____ Date: _____

Section 5: Definitions & Clarification

The following definitions are provided to promote consistent use of terminology and prevent mischaracterization of work:

Repair:

Reconditioning or renewal of parts, components, or subsystems necessary to keep the elevator in compliance.

Clarification: Restoring a damaged or worn component to its original condition by using parts of at least equivalent material, strength, and design.

Replacement:

The substitution of a device or component and/or subsystems, in its entirety, with a unit that is basically the same as the original for the purpose of ensuring performance in accordance with applicable Code requirements.

Clarification: Involves a one-for-one substitution where material type, fastening method, configuration, and weight remain unchanged. Aesthetic upgrades, modernizations, modifications, refurbishments, or substitutions in material **do not** qualify as a replacement.

Alteration:

Any change to equipment, including its parts, components, and/or subsystems, other than maintenance, repair, or replacement.

Alteration, as part of an: a repair or replacement that is included with other work that is classified as an alteration.

Clarification: Including, but not limited to, changes in materials, fastening methods, configuration, weight, dimension, or functional performance, as well as any installation over existing materials.

Like-for-Like:

Commonly misused. AEDARSA only recognizes “like-for-like” where there is **no variation** in material, dimensions, design, fastening, or weight.

Overlay Installation:

The placement of new materials over existing ones (e.g., installing new flooring—even if identical in appearance or material—on top of old). This is **not** considered a repair or replacement and will be viewed as an **alteration** due to changes in weight and floor height.

Important: Any work that deviates from these definitions may be classified as an Alteration and subject to additional regulatory requirements under the **Safety Codes Act** and **ASME A17.1/CSA B44**.

Important: Anyone performing elevator car enclosure work must be authorized to perform the activities specified in Schedule 2, Section 45 of the **Designated Trades and Restricted Activities Regulation (AR 161/2022)**.

Contractor and Owner Definitions & Responsibilities Defined Under the Safety Codes Act

Contractor:

Means a person or organization that does or undertakes to do, either for the person’s or organization’s own use or benefit or for that of another, whether or not for the purposes of gain, any process or activity to which this Act applies;

Responsibility: A contractor who undertakes construction, operation, or maintenance of, or builds or installs, any thing to which this Act applies shall ensure that this Act is complied with.

Owner:

Including a lessee, a person in charge, a person who has care and control and a person who holds out that the person has the powers and authority of ownership or who for the time being exercises the power and authority of ownership.

Responsibility: Owners, care and control The owner of any thing, process or activity to which this Act applies shall ensure that it meets the requirements of this Act, that the thing is maintained as required by the regulations and that when the process or activity is undertaken, it is done in a safe manner.

Important: Contractors and Owners share equal responsibility under the *Safety Codes Act* to ensure that any repair, replacement, or alteration to elevator car enclosures is carried out in full compliance with applicable codes and regulations. Submitting an accurate Scope of Work is a critical part of meeting this obligation.

Submit forms to: calgaryinspections@aedarsa.com or edmontoninspections@aedarsa.com