



OFFICE OF COMMISSIONER OF INSURANCE
COMMISSIONER OF INSURANCE • INDUSTRIAL LOAN COMMISSIONER • SAFETY FIRE COMMISSIONER
Ralph T. Hudgens, Commissioner



2 Martin Luther King Jr., Dr., Suite 920, West Tower, Atlanta, GA 30334

Phone: 404-656-2064 ♦ Fax: 404-657-6971 ♦ E-mail: engineering@sfm.ga.gov

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CHECK LIST FOR TEMPORARY CONSTRUCTION ELEVATORS

SAFETY FIRE
SAFETY ENGINEERING
GID-402-SF MAR2015

1. Tower supports shall be anchored to the building at vertical intervals not exceeding 30' or in accordance with the manufacturers design data. Inspect for rust, broken welds and all structural members are free of bends or crushed spots. **ANSI 10.4, Section 5.4.2.**
2. Pit area to be protected a minimum of 8' high on all sides. **ANSI 10.4, Section 5.3.1.**
3. Counterweight to be protected from a point not more than 12" from the pit floor to a minimum of 6' or maximum of 8' above the pit floor. **ANSI 10.4, Section 12.2.**
4. Machine areas shall be protected from weather and secured from unauthorized access. **ANSI 10.4, Section 9.2.**
5. Machine Working Clearances, See **NEC 110-26**:
 - a. 36" from the controller to the wall with nonconductive surface.
 - b. 42" from the controller to the wall with conductive surface and a single leg voltage more than 150 volts.
 - c. 48" from the controller to other electrical devices and with single leg voltages more than 150 volts.
 - d. Width shall be the width of the controller OR 30", whichever is greater.
 - e. Height shall be the height of the controller OR 72" whichever is greater.
6. Main power disconnects shall be capable of being locked in the off position. Shall have overcurrent protection and be within sight of the motor controller. **ANSI 10.4, Section 24.4.**
7. Landings shall be guarded at least 8' high and a minimum of 2'6" on either side of the moving car or counterweight. **ANSI 10.4, Section 5.3.1.**
8. All landing platforms where people may be exposed to falling objects shall be provided with solid overhead protection made of 2" planking or equivalent. **ANSI 10.4, Section 5.6.3.**
9. Railings and toe guards shall be installed on open sides of landing platforms or runways connecting the hoistway or tower to a building structure. **ANSI 10.4, Section 5.6.2.**
10. Landing doors shall not be less than 6'6" tall and they shall measure nor more than 8" from the car threshold. **ANSI 10.4, Section 6.1.**
11. Landing doors shall be provided with a means of locking the doors so they cannot be opened from the landing. **ANSI 10.4, Section 6.2.1.**

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12. Personnel elevators shall be permanently enclosed on the top and on all sides, except for the entrance and exit. **ANSI 10.4, Section 17.2.**
13. Personnel elevators shall have an emergency exit located on the car-top. This exit shall be at least 400 square inches, not measure less than 16" on any one side and shall be electrically interlocked. **ANSI 10.4, Section 17.6.**
14. Car doors and gates shall guard the full height and width of landing openings. **ANSI 10.4, Section 18.1.5.3.**
15. Card doors or gates shall be protected with electric contacts located so there are not readily accessible from inside the car. **ANSI 10.4, Section 18.2 and 18.2.1.**
16. A mechanical lock on care doors or gates shall be provided on sides opposite landings being serviced. The car door or gate shall remain locked until the car is within 2" of the landing being serviced. **ANSI 10.4, Section 18.2.3 and 18.2.4.1.**
17. The car of every personnel elevator shall be provided with one or more care safeties. **ANSI 10.4, Section 19.1.**
18. All personnel elevators shall be full load tested and inspected at the time of installation and every 90 days thereafter. **Note:** Rack and pinion elevator safeties must have an inspection window or have a date when the safety must be disassembled for testing. **ANSI 10.4, Section 26.**

NOTE: Anyone installing, altering or maintaining,(commercial or residential) elevators, wheelchair lifts, dumbwaiters, man-lifts, material lifts, moving walks or escalators, must have a "Certificate of Authorization" issued by the Office of Insurance and Safety Fire, Safety Engineering Division. All new or altered equipment listed above is required to be permitted prior to beginning installation or alteration and inspected by an inspector prior to use. Any work without a permit, or by unauthorized personnel; or any attempt to allow anyone to use this equipment without inspection by our inspectors, or without being approved for use by our inspection, may result in penalties being imposed.

Please contact Curtis Jenkins, Elevator Supervisor, with any questions at (404) 656-2393 or cjenkins@sfm.ga.gov.