



**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](mailto:engineering@sfm.ga.gov)

[www.oci.ga.gov](http://www.oci.ga.gov)

**CHECK LIST FOR NEW COMMERCIAL ELEVATORS**

SAFETY FIRE  
SAFETY ENGINEERING  
GID-404-SF MAR2015

1. The drawings "Approved" by the Georgia Department of Labor, Safety Engineering Division shall be on the job site at the time of inspection. The installation must be in accordance with these "Approved" drawings, before "Final Acceptance".
2. Ladder for each elevator pit to extend 48" above the sill of the pit access door, when the pit depth exceeds 35, retractable ladders are allowed". **ASME A17.1, Sections 2.2.4.2, 2.2.4.2.1.**
3. Pit light with guard (ten foot candles min.), a duplex 15A 120-volt receptacle in pit with ground-fault circuit protection and a 15A 120-volt Non GFCI receptacle for the sump pump. **ASME A17.1, Section 2.2.5, National Electrical Code, Rule 620-85.**
4. The light switch shall be located so to be accessible from pit access door. **ASME A17.1, Section 2.2.5.3.**
5. Sump pump or drain required, capable of discharging 3,000gal/hr per elevator, covers shall be installed secured and level with pit floor. **ASME A17.1, Sections 2.2.2.4., 2.2.2.5, 2.2.2.6.**
6. Grout elevator jack assembly in pit and hoistway door sills when necessary.
7. The pit stop switch shall be located approximately 18" above the floor level of the landing and adjacent to ladder, within reach of access floor When the pit depth exceeds 67", an additional pit stop switch is required approximately 47" above pit floor. **ASME A17.1, Section 2.2.6.2.**
8. When the distance from the plank channel or sling to pit floor exceeds 87", additional access to the underside of the car must be provided, permanently installed or stored in the pit. **ASME A17.1, Section 2.2.8.**
9. All hoistway walls, ceilings and floors shall be fire rated in accordance with the International Building Code.
10. Hoistways of elevators and dumbwaiters penetrating more than three stories in buildings with overnight sleeping quarters shall be vented. Hoistways of elevators and dumbwaiters penetrating more than three stories in other buildings which are not equipped throughout with an approved automatic sprinkler system shall be vented. International Building Code 2012, **Section 3004.1.**
11. No pipes conveying liquids, vapors or gases allowed in hoistway or machine room except as allowed by **ASME A17.1, Section 2.8.3.4.**
12. If the building is sprinkled, a sprinkler head is required at the bottom of each elevator hoistway (one per bank min.), (no shut off valve is required on any sprinkler in hoistways for any elevator) if it is a hydraulic elevator. Sprinklers installed in elevator pits shall be of the sidewall spray type and shall be installed not more than two (2) feet above the pit floor. All riser and return pipes shall be located outside the hoistway. If the building is sprinkled and the hoistway is fire-rated and constructed of non-combustible material, no sprinkler will be required at the top of the hoistway or bottom of hoistway if it is a traction elevator, except as required per the requirements of the IBC, **ANSI A17.1 and NFPA. NFPA 13, Rule 8.15.5.1-Rule 8.15.5.5 & ASME A17.1 Section 2.8.3, IBC 2012 Section 703.5.2, 903.3.1.1 or 903.3.1.2.**

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13. Elevator machine rooms, machinery spaces, control rooms, control spaces shall be separated from the building with construction having a fire resistance rating of two hours. Machine rooms having a two-hour fire separation from the building are not required to be sprinkled. If the machine room, machinery space, controls room, control space is less than two hour rated and the building is sprinkled, the machine room shall be sprinkled and a shunt trip breaker provided, with means to activate the shunt trip breaker prior to the application of water. If the shunt trip is in the machine room, machinery space, control room, control space it shall be in a water resistant enclosure. International Building Code Section **3006.4 – 3006.5**, Georgia Rules & Laws **120-3-25-.19 (3)**.

14. A permanent, safe and convenient means of access to machine rooms, machinery spaces, control rooms, control spaces. Minimum 2' 6" width by 6' 8" minimum height self-closing, self-locking machine room door. Machine room, machinery spaces, control rooms, control spaces door shall swing outward. Machine rooms, control room, control spaces will be sized to allow proper electrical clearances without the door being open. **ASME A17.1, Rule 2.7.3.4, NFPA 70 Section 110.26.**

15. Proper lighting in machine room, machinery space, control room, control space (19 foot candles min. at floor) and a duplex receptacle with ground-fault protection. Each elevator shall be provided with lighting and a duplex receptacle with ground fault protection on the car top. The lighting shall be permanently connected, fixed, or portable, or a combination thereof, to provide an illumination level of not less than 100 lx (10 fc) measured at any point of any equipment part where maintenance or inspection is to be performed from the car top. **ASME A17.1 Section 2.7.9, 2.14.7.1.4.**

16. Proper ventilation or cooling in machine room, machinery space, control room, control space (State Rules require conditioned air and heat) **ASME A 17.1, Section 2.7.9, State Rule 120-3-25.19 (3)**.

17. Class "ABC" fire extinguisher in machine room, machinery space control room, and control space. (5 lb. Minimum) and walk-in machinery & control rooms for escalators and moving walks and shall be located by the access door. **ASME A17.1, Section 8.6.1.6.5.**

18. 110 Volt AC car lighting disconnect in machine room, machinery space, control room, control space. National Electrical Code, **Rules 620-22.**

19. Fused disconnect or circuit breaker for elevator machinery, located in machine room, control room, control space capable of being locked in the off position. National Electrical Code, **Rule 620-51.**

20. Machine room, control room, control space, machinery space is not to be used as access to other parts of building, nor is access to machine room to be through restrooms, dressing rooms or locked tenant spaces. International Building Code, see DCA amendments.

21. Only equipment used in conjunction with the function or use of the elevator shall be in the elevator machine room, machinery space, control space, control room or hoist way. **ASME A17.1, Section 2.8.1.**

22. A means of two way communication is required in each elevator. If Sixty (60) foot or more of travel a two-way means of communication within the building accessible to Emergency personnel shall be provided. **ASME A17.1, Rule 2.27.1.1, Rule 2.27.1.1.4(a-d).**

www.oci.ga.gov	OFFICE OF INSURANCE AND SAFETY FIRE COMMISSIONER	SAFETY FIRE
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23. Emergency Operation and Signaling Devices- The two-way communications means within the car shall include a means to verify operability of the telephone line. Verification of the telephone line shall be automatically performed at least on a daily basis and shall not require activation of the two-way communication link(s). If means other than a telephone line (e.g., VOIP, network, intercom, etc.) is used for the two-way communications, similar verification of this equivalent means shall be performed. If this verification means determines that the telephone line or equivalent means is not functional, an audible and illuminated visual shall be activated. Follow the current Code requirements for location and size and number of visual signals as well as decibel requirements of audible signal. **ASME A17.1 Section 2.27.1.1.6.**

24. One sign at each floor stating, "In Case of Fire - Do not use Elevator, use "Exit Stairways" it shall be size, color and type required in A17.1. International Building Code, **ASME A17.1, Section 2.27.9.**

25. Smoke sensing device in each elevator lobby, elevator hoistway (except, they shall not be installed at the top of unsprinkled hoistway, unless to activate hoistway venting) and associated machine room machinery spaces control rooms, control spaces. These smoke sensors, only, to initiate "Fireman's Emergency Return". The smoke sensors in the machine room, machinery space, control room, control space and hoistway, shall flash the " Fire Hat" in elevator. The smoke sensing devices shall be connected to a control and supervisory panel. Heat heads (no one time heat heads are to be used) are to be two (2) feet from sprinkler heads when installed. **ASME A17.1, Section 2.27.3.2 and NFPA 72, Rule 23.4.2.**

26. Fireman's Emergency Key Box in main egress lobby, with all required keys. **State of Georgia, Rules & Regulations 120-3-25-.19 (4).**

27. Where elevators are provided in buildings four stories or more above grade plane or four or more stories below grade plane at least one elevator shall be provided for fire department emergency access to all floors. **International Building Code Section 3002.4.**

28. LuLa elevators are required to have Phase 1 recall and "elevator communication failure". **ASME A17.1 Section 5.2.1.27, 2.27.1.**

29. No drains are allowed in the machine room, control room, control space, machinery space. **ASME A17.1 Section 2.8.5.3.**

30. Refer to the IBC requirements for Fire Service Elevators in section 3007 and Emergency Occupant Evacuation in section 3008 as required.

Current Codes in effect are: **ASME A17.1 2013, NEC 2011, NFPA 72, 13, 13R, 101 2013 edition, ANSI117.1 2009.**

Note: Anyone installing, altering or maintaining, (commercial or residential) elevators, wheelchair lifts, chairlifts, dumbwaiters, man-lifts, material lifts, moving walks or escalators, must have a "Certificate of Authorization" issued by the State of Georgia. 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 it being approved for use by our inspectors, may result in penalties being imposed.

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