



## Electric Elevator Data Sheet Checklist

<b>GENERAL</b>	<b>Date:</b>	<b>Class:</b>	<b>Type:</b>
	<b>Unit Number:</b>	<b>Unit #:</b>	<b># Floors:</b>
	<b>Address:</b>	<b>Capacity:</b>	<b>Speed:</b>
	<b>City:</b>	<b>Adjuster:</b>	
	<b>Contractor:</b>	<b>Signature:</b>	

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

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

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

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

<b>NO LOAD</b>	<b>Motor Current</b>	<b>Motor Volts</b>	<b>Speed</b>	<b>Line Current</b>	<b>Line Volts</b>
	▲ amps	▲ Vs		amps	▲ Vs
	▼ amps	▼ Vs		amps	▼ Vs
	<b>N T S</b>	<b>E T S</b>	<b>Ascending Car Over-speed: f/m</b>		
	<b>/W Buffer Test</b>	<b>Break Traction</b>	<b>Roll Away Up mm</b>		

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

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

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

<b>INSIDE CAR</b>	<b>Emergency Light &amp; Bell</b>				<b>Door Open Devices</b>		
	<b>Ventilation</b>				<b>Sill Clearance</b>		
	<b>Car Area &amp; Capacity Plate</b>				<b>Car Communication</b>		
	<b>Power Closing Test</b>						

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