

Elevator System Shop Drawing Review Checklist

Project Name:

Location:

Checked By:

Date:

1. General

No.	Item	Reviewed	Remarks
1.1	Complete set of shop drawings submitted		
1.2	Drawings match contract and architectural plans		
1.3	All drawing titles, numbers, and revisions indicated		
1.4	Manufacturer and model clearly indicated		

2. Elevator Shaft and Pit

No.	Item	Reviewed	Remarks
2.1	Shaft dimensions and clearances		
2.2	Pit depth, waterproofing, and sump provisions		
2.3	Hoistway ventilation and access		
2.4	Shoring, supports, slab thicknesses verified		

3. Car and Doors

No.	Item	Reviewed	Remarks
3.1	Car dimensions and finishes		
3.2	Landing and car door types and sizes		
3.3	Clear opening verification		
3.4	Door protection devices (sensors, etc.)		

4. Machine Room / Control Room

No.	Item	Reviewed	Remarks
4.1	Room location, size, headroom, and access		
4.2	Ventilation/louver details		
4.3	Fire protection measures		

4.4	Equipment layout and working space clearances		
-----	---	--	--

5. Power and Communication

No.	Item	Reviewed	Remarks
5.1	Power supply requirements and routing		
5.2	Emergency power and signage		
5.3	Communication systems (intercom, alarm)		

6. Safety and Compliance

No.	Item	Reviewed	Remarks
6.1	Compliance with codes and standards		
6.2	Emergency access & egress details		
6.3	Safety signage and markings		

7. Other Comments

Remarks / Action Required

Reviewed by:

Signature:

Date: