

Elevator Installation Site Readiness Checklist

Project & Site Details

PROJECT NAME	DATE
SITE ADDRESS	PREPARED BY

Checklist

STATUS	ITEM	COMMENTS
<input type="checkbox"/>	Pit is clean and dry	
<input type="checkbox"/>	Pit ladder installed	
<input type="checkbox"/>	Temporary light with switch in pit	
<input type="checkbox"/>	Power supply available in machine room/control room	
<input type="checkbox"/>	Elevator shaft is free of debris and obstructions	
<input type="checkbox"/>	Shaft doors installed/secured	
<input type="checkbox"/>	Entry to site/building is accessible	
<input type="checkbox"/>	Machine room floor finished and clean	
<input type="checkbox"/>	Machine room ventilated and illuminated	
<input type="checkbox"/>	Hoistway and overhead are dry and watertight	
<input type="checkbox"/>	Scaffolding or working platform in place, if needed	
<input type="checkbox"/>	Required building permits posted	

Additional Notes