



Office of the Fire Commissioner

Inspection and Technical Services
 500-401 York Avenue
 Winnipeg, Manitoba, Canada R3C 0P8
 Phone: (204) 945-3373
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Electric Elevator Data Sheet Checklist

ITSM Elevator Form 01

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

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

BALANCE LOAD	Current	Voltage	Motor Data Plate	Main Disconnect Switch
	▲ amps	▲ Vs	Current amps	Volts
	▼ amps	▼ Vs	Volts	Fuse
	% of Load			"110" V Switch

FULL LOAD	Motor Current	Motor Volts	Speed	Line Current	Line Volts
	▲ amps	▲ Vs		▲ amps	▲ Vs
	▼ amps	▼ Vs		▼ amps	▼ Vs
	NTS	ETS	Safety Test ▼		
	Car Buffer Test	Over Speed Switch	f/m	Tripping Speed	
	Break Traction	Break Traction		Governor Test Tag	

125% Tests	Roll Away Down	Main Brake Test
	NTS Down	Stopping Accuracy Bottom Level

NO LOAD	Motor Current	Motor Volts	Speed	Line Current	Line Volts
	▲ amps	▲ Vs		▲ amps	▲ Vs
	▼ amps	▼ Vs		▼ amps	▼ Vs
	NTS	ETS	Ascending Car Over-Speed: f/m		
	/w Buffer Test	Break Traction		Roll Away Up	In

Where there is a conflict between this Checklist between this Guideline & the Act & Regulations the regulations Shall Prevail.

This information is collected under the authority of the Elevator Act and Elevator Regulation. Information is protected by The Freedom of Information and Protection of Privacy Act. If you have questions about the collection of information, contact Inspection and Technical Services Manitoba, at 500-401 York Ave, Winnipeg, MB R3C 0P8 or call (204) 945-3373.



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

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

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

INSIDE	Emergency Light & Bell		Door Open Devices	
	Ventilation		Sill Clearance	
	Car Area & Capacity Plate		Car Communication	
	Licence Plate Holder		Power Closing Test	

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