



# Office of the Fire Commissioner

Inspection and Technical Services  
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## Hydraulic Elevator Data Sheet Checklist

ITSM Elevator Form 02

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<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>Auxiliary Power / Contacts</b>	
	<b>Door Type, Lock, Closer</b>		<b>Pressure Switch</b>	
	<b>Threshold Plate</b>		<b>Manual Lowering Valve</b>	
	<b>GFCI Outlet, Lighting</b>		<b>Certifications &amp; Data Plate</b>	
	<b>ABC Powder Extinguisher</b>		<b>Pressure Gauge Fitting</b>	
	<b>Ventilation, Heating</b>		<b>Tanks Capacity, min Level Indication</b>	
	<b>Other Equipments, Floor Openings</b>		<b>Flexible Hose, Fitting Assemblies</b>	
	<b>Machine Numbering</b>		<b>Supply Lines, Shutoff Valves</b>	
	<b>Disconnect Switch "110" volts</b>		<b>Anticreep Leveling / Stop Switch</b>	

<b>FULL LOAD</b>	<b>Motor Current</b>	<b>Motor Volts</b>	<b>Motor Data Plate</b>	<b>Main Disconnect Switch</b>
	▲ Amp	▲ V	Current As	Fuse As
	<b>Line Current</b>	<b>Line Volts</b>	Volts Vs	Volts Vs
	▲ Amp	▲ V	Working Pressure	psi
	Speed ▲	Speed ▼	Standing Pressure	psi
	Relief Valves	psi	Over-Load Setting	amp
	Over-Speed Valve	f/m	Low Oil Protection Time	S S

<b>NO LOAD</b>	<b>Motor Current</b>	<b>Motor Volts</b>	<b>REDUNDANCY</b>			
	▲ amps	▲ Vs	Ground Or Failure		Bypass Switch	
	Working Pressure	psi	Hoistway Access		Inspection Switch	
	Standing Pressure	psi	Hall Door		Car Gate	
	Speed ▲	Speed ▼	Fuse		Leveling	

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



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Hoistway & Top-Of-Car	Top Access Switch ▲ ▼		Top-of-Car Clearance	
	Stop Switch, Light and Outlet		Refuge Space and Marking	
	Inspection Operation		Car Frame Guides	
	Inspection Open Door, Bypass		Guide Rails and Equipment	
	Equipment on car, Guard Rails		Top Emergency Exit	
	Hoistway Construction		Pipes, Wiring, and Ducts	
	Hoistway Clearances		Door Closed Position, Retainer	
	Windows, Projections, Recesses		Door Hanger & Locking Device	
	Terminal Limit Switches		Identification of Floors	

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(s)		Refuge Space and Marking	In
	Buffer, Plates, Switches		Governor Tension Device	
	Wiring, pipes, and ducts		Car Frame, Platform, Apron	
	Traveling Cables			

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

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