

Home Elevator - Pre Installation Checklist

Each item listed below is required to be fully complete prior to Residential Elevators, Inc. scheduling an installation crew. Please see WORK DONE BY OTHERS for specific requirements.

Job name _____ REI # _____

	Item	Completed		Notes	
		Y / N	Date		
Phase I	1	Pit Depth (8" min/35" max), plumb & square with hoistway/shaft. Confirm loads per Work By Others.			
	2	Hoistway measurements per specs. Legal Hoistway that is clean, dry, clear, square & plumb			
	3	Legal machine room (hydraulic only)			
	4	Access door per spec's (traction only)			
	5	Dedicated 240VAC/ 30A circuit 10-3 wire to machine room (hydro) or top of shaft (traction) in 4x4 junction box with 6" pigtail			
	6	Dedicated 120VAC/ 20A circuit 12-2 wire to machine room (hydro) or top of shaft (traction) in 4x4 junction box with 6" pigtail			
	7	Phone line w/ 10' pigtail to machine room (hydro)/ equipment location (traction)			
	8	Rail side blocking complete per spec (whole wall to be solid concrete, poured block, or (2) 2"x12" wood blocking sandwiched with (2) 2"x4" per framing detail			
	9	Rail side door returns per specs			
	10	Door entry comply w/ 3"x5" rule			
	11	Hydro only: Confirm minimum 3" clear knockout through all penetrations between machine room and hoistway			
	12	Overhead measurement (from top landing to underside of hoistway ceiling) per spec's			
Phase II	13	Hoistway and Machine Room (hydraulic) covered by sheet rock including 240VAC / 120 VAC / Phone line			
	14	Door jamb installed & compliant w/ 3"x5" code			
	15	Solid core door installed maximum 3" from edge of floor / threshold			
	16	Maximum 1/4" thick hoistway door casing / trim on hoistway side of jamb			
Phase III	17	GFI, Light & Switch in machinery space			
	18	Door hardware installed			
	19	Temp. power to machine room			
	20	Permanent power on home			

I have reviewed the job site conditions as outlined above and confirmed that all work required in the "Work Done By Others", is complete and jobsite is ready for elevator installation.

General Contractor/ Job Superintendent

Date