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Elevator Pit and Machine Room Inspection Checklist

Ensure a safe and efficient elevator installation with our comprehensive inspection checklist. Prevent delays, maintain compliance, and enhance safety.

Project:

Date:

Filled by:

Elevator Pit Inspection

1	Check for any water accumulation and ensure drainage systems are functional.
2	Remove all debris and obstructions from the pit area.
3	Inspect the pit walls and floor for signs of structural damage or cracks.

Machine Room Inspection

4	Verify the availability of the required power supply and backup systems.
5	Ensure that the machine room is clean and free from dust and other contaminants.
6	Check that all required safety signs and notices are clearly displayed.
7	Confirm that the room temperature and humidity levels are within specified limits.

Compliance Checks

8	Verify that all safety regulations are being adhered to according to industry standards.
9	Ensure that all required permits and documentation are current and accessible.
10	Check for proper labeling of all control panels and emergency shut-offs.

Comments:

Filled by:

Signature:

Introduction

This checklist is designed for professionals tasked with inspecting elevator pits and machine rooms prior to equipment installation. It ensures that all necessary preparations, safety checks, and compliance measures are thoroughly addressed. By following this comprehensive guide, inspectors can identify potential issues that could delay installation or pose safety risks. Regular use of this checklist helps maintain high standards of safety, operational efficiency, and regulatory compliance.

How to use this checklist

1. Gather all necessary tools and documents, including blueprints, safety gear, and regulatory guidelines. 2. Conduct a thorough visual inspection of the elevator pit for water, debris, and structural integrity issues. 3. Examine the machine room for space adequacy, electrical readiness, and environmental control. 4. Record all findings and discrepancies in a detailed report, including photographic evidence where applicable. 5. Address any identified issues with the relevant parties before proceeding with equipment installation.