Elevator inspection checklist

Your staff's checks between visits

01 The elevator and visit

Building and elevator (car number)

Date

Elevator contractor and phone

Checked by (printed name)

02 Firefighters' recall test

4 checks

CHECK	OK	FAIL	NOTE
Recall key at the main floor: the car comes back and parks, doors open	☐	☐	
Calls from other floors do nothing while it is recalled	☐	☐	
In-car key: the car runs one floor, the doors only on the buttons	☐	☐	
Both keys off: the car back in normal service	☐	☐	

For elevators with firefighters' emergency operation, by a person the contractor has shown how. Monthly under NFPA 101; your state or province may set it every 3 months or yearly. Write it on the record overleaf.

03 Walk-through

7 checks

CHECK	OK	FAIL	NOTE
Certificate or permit current and posted where your state or province asks	☐	☐	
Emergency phone or alarm button in the car answers	☐	☐	
The car stops level with each floor	☐	☐	
Doors open and close smoothly, no scraping or slamming	☐	☐	
Car lights, buttons and floor display working	☐	☐	
Machine room or space locked, nothing stored in it	☐	☐	
The contractor's maintenance records on site, last visit written	☐	☐	

04 Defects and sign-off

Defects found, or no defects

Reported to the elevator contractor (date)

Signature

05 Recall test record, one year

DATE	CAR	PHASE I RECALL	ONE FLOOR ON PHASE II	BACK IN SERVICE	INITIALS	NOTE OR ACTION TAKEN

Mark each OK or Fail. A car that fails: tell the elevator contractor the same day and write down what was done.