



Letcher's ECI, LLC

Certified Elevator Inspectors & Consultants

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Annual/Periodic Elevator Pre-Inspection Checklist

General:

- ☐ Annual Safety Test Performed – Last Date Performed: _____ 5YR _____
- ☐ Annual Safety Test Certificate Posted In Elevator Machine Room. (or a copy of certificate)
- ☐ Annual & Last 5 years of safety test tags filled out and kept in Elevator Machine Room.
- ☐ If a generator is tied to the elevator – Date Last Tested: _____
 - ☐ Form posted in elevator machine room

Elevator Cab(s):

- ☐ The elevator's emergency phone is working.
- ☐ The emergency lights and bells are operational.
- ☐ All buttons are working.
- ☐ The handrails are tightly secured to the cab wall.
- ☐ Fire warning and no smoking signs are posted and legible.

Elevator Machine Room:

- ☐ The Fire Extinguisher in the elevator machine room is up to date. (Checked Annually)
- ☐ The elevator machine room is clear of non-elevator related items and is clean.
- ☐ The machine room door is self-closing and self-locking.
- ☐ The annual & the last 5 years of elevator maintenance log is:
 - ☐ posted in the elevator machine room & ☐ is filled out with maintenance dates
- ☐ The annual & last 5 years of elevator safety test forms and fire alarm testing forms (if applicable) are posted in the elevator machine room.

This is a pre-checklist that addresses the most common issues found on annual inspections. It does not cover all aspects of the inspection or violations that can be found under codes in ASME 17.1 – 2016MO & ASME17.1-2022KS.