



STATE OF IDAHO  
 DIVISION OF OCCUPATIONAL AND PROFESSIONAL LICENSES  
**ELEVATOR SAFETY PROGRAM**  
**ROPED HYDRAULIC ELEVATOR ANNUAL EXAM FORM**

State ID#:		Date:	
Location:			
			Satisfactory Condition:

MACHINE ROOM	Y	N	NA	MACHINE ROOM	Y	N	NA
*Enclosure Sealed & Lighting of Machine Space Adequate				*Only Elevator Utilities, Piping, and Ducting Installed			
*Access to Machine Space Safe & Housekeeping Well				*Traction Type Drive Machine (in good condition)			
*Temperature Control (provided & in good condition)				*Drive Motor and/or Motor Generator (in good condition)			
*Hydraulic Power Unit (in good condition) & Code Data Plate				*Drive Machine Brake (in good condition)			
*Fused Main Electrical Disconnect (no knife switches)				*Normal Terminal Stopping Device (in good condition)			
Elevator Car Electrical Disconnect Switch (1972 and later)				*Rope or Belt Fastenings (in good condition)			
*Numbering of Machines and Disconnect Switches				*Traction Sheave (in good condition)			
Electric Receptacle Provided (1988 and later)				*Secondary and Deflection Sheaves (in good condition)			
Control Valve & Pressure Switch (in good condition)				Check of Gears and Bearings (in good condition)			
*Hydraulic Tank & Controller (in good condition)				*Governor & Overspeed Switch (in good condition)			
*Flexible Hose and Fittings (in good condition)				Counterweight Governor & Overspeed Switch (in good condition)			
Shut off Valve (1978) & *Supply Line (no leaks)				Winding Drum (in good condition)			
*Guards for Exposed Equipment				*5 lb ABC Fire Extinguisher (provided in or near machine rm)			
INSIDE CAR	Y	N	NA	INSIDE CAR	Y	N	NA
*In Car Stop Switch or Emergency Stop Switch (functioning)				*Car Enclosure (in good condition)			
*Car Lighting (functioning) & Capacity Plate (installed)				*Passenger Car Door or Gate (in good condition)			
*Car Ventilation (electric fan &/or vent holes)				Car Door Reopening Device (power operated in good condition)			
*Emergency Lighting & Signal (functioning - power off)				*Car Floor (in good condition)			
*Operating Control Device (function and ADA requirements)				Fire Service Monthly Operation Log (in good condition)			
*Operating Controls Identified (brail and raised numbers)							
OUTSIDE HOISTWAY	Y	N	NA	OUTSIDE HOISTWAY	Y	N	NA
*Hoistway Doors (in good condition)				Stand-by Power Switch (functioning)			
Car and Hoistway Vision Panels (in good condition)				Counterweight Hoistway (in good condition)			
*Landing Sill (level with elevator sill, in good condition)				Emergency Doors in Blind Hoistways (in good condition)			
Door Sequencing (function of double & biparting doors)				Hoistway Door Unlocking Device (1971) (in good condition)			
Elevator Parking Device (functioning)				*Door Restrictors Installed (adjusted correctly)			
PIT	Y	N	NA	PIT	Y	N	NA
*Car Platform, Frame, & Platform Guard (in good condition)				*Governor Rope Tension Sheave (in good condition)			
Electric Receptacles (1988)				Compensation Sheave Chains, Ropes, and Locking Devices			
Pit Access Door (if provided) & *Ladder (in good condition)				*Traveling Cables and Junction (in good condition)			
*Elevator Stop Switch & Location (in good condition)				*Plunger and Cylinder (in good condition)			
*Pit Light Switch (in good condition)				Terminal Speed Limiting Switch & *Buffer (in good condition)			
*Safety Parts and Plates (in good condition)				*Bottom Run-by & Refuge Space (24W x 47L x 24H min.)			
*Hydraulic Piping (in good condition)(1993 for supports)				Slack Rope Switch & Testing (in good condition)			
*Normal & Final Terminal Stopping Device (in good condition)							
TOP OF CAR	Y	N	NA	TOP OF CAR	Y	N	NA
Car Top Light (1978) & *Operating Devices (in good condition)				*Landing Alignment (up & down) (in good condition)			
*Top Emergency Exit (in good condition)				*Only Elevator Utilities			
*Approved Car Construction (in good condition)				Floor Numbers on Hoistway Side of Doors (1988)			
*Wire Rope Fastenings & Hitch Plate (in good condition)				*Guide Rails, Fastenings, and Alignment (in good condition)			
*Traveling Beam, Sheave and Fastenings (in good condition)				*Projections, Recesses, and Setbacks (beveled)			
*Overhead Deflection Sheaves (in good condition)				Compensation Chains or Ropes (in good condition)			
Governor Release Carrier, *Rope & Tag (in good condition)				*Counterweight and Counterweight Buffer (in good condition)			
Broken Tape Switch (in good condition)				Counterweight Safeties (in good condition)			
*Top Counterweight Clearance (in good condition)				*Hoist Ropes & Tag (clean & in good condition)			
Multiple Hoistways (4 max prior 1987)(3 max 1987-current)				*Hoistway Clearances (3/4" min - guardrails over 12")			
Hoistway Smoke Control Vent (in good condition)				*Normal & Final Terminal Stopping Device (in good condition)			
*Door and Gate Equipment (in good condition)				*Traveling Cables and Junction (in good condition)			
*Upper Run-by, Refuge Space and Headroom (42" - 43")				*Construction of the Hoistway Enclosure (in good condition)			

**Minimum Requirements for Elevator Inspections per A17.2 Sections 1 - 6**

"In good condition" refers to an item functioning correctly as well as being well maintained.

An asterisk (\*) in front of an item refers to the item being required on all installations.

A date behind an item refers to when the code began to require all installations to have that function/item.

No marking refers to an item that is not required but must be correct if installed.

