



Inspection Check List

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|---------------------------------------|---------|
| Company: | |
| Building Name: | Car ID# |
| Building Address: | |
| (T1) Test performed by: | Date: |
| (T2) 3 rd Party Inspector: | Date: |
| (T3) D.O.B. Representative: | Date: |

Warning: Before beginning the test procedure below, confirm that the Elevator will not run on controller inspection, car top inspection or automatic service with a hall door or car door/gate opened. All tests must be performed on the bottom, top and at least one intermediate landing.

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| <p>Step 1: Verify Door Open Limit Operation</p> <p>Place the elevator at a landing and put the car on car top inspection. Open the car door/gate fully and verify that the “OL1” and “OL2” relays drop out. Manually close the door and verify that the “OL1” and “OL2” relays energize.</p> | T1 | <input type="checkbox"/> Passed <input type="checkbox"/> Failed |
| | T2 | <input type="checkbox"/> Passed <input type="checkbox"/> Failed |
| | T3 | <input type="checkbox"/> Passed <input type="checkbox"/> Failed |
| <p>Step 2: Verify Door Close Limit Operation</p> <p>With the car door/gate closed verify that the “CL1” and “CL2” relays de-energize (for Otis elevators equipped with a “7300” AC door operators the “CL1” and “CL2” relays will energize with the car door/gate fully closed). Manually open the car door/gate fully and verify the “CL1” and “CL2” relays energize (for Otis elevators equipped with a “7300” AC door operator the “CL1” and “CL2” relays will de-energize.)</p> <p>Note A: Since the Hall Door and Car Door/Gate monitoring is determined by comparing the limit condition with the position of the doors, the limit operations become critical to this process. Their operation must be verified so a baseline operation can be drawn.</p> | T1 | <input type="checkbox"/> Passed <input type="checkbox"/> Failed |
| | T2 | <input type="checkbox"/> Passed <input type="checkbox"/> Failed |
| | T3 | <input type="checkbox"/> Passed <input type="checkbox"/> Failed |
| <p>Step 3: Landing Door Interlock Test</p> <p>Place the elevator at a landing and allow the doors to open. With the landing door and car door/gate opened, jump the landing hall door interlock contacts at the landing the elevator is stopped at. The door should remain opened and the strobe light and audible indicator mounted on the Monidor cabinet should engage showing a fail has been detected. Observe the car door/gate; it should not close. To place the elevator back in service, remove the hall door interlock jumper and cycle the “Car Top Inspection Switch” to the “On” position and then back to the “Off” position, or cycle the main line.</p> <p>Note B: Step 3 must be repeated at top, bottom and at least one intermediate landing.</p> | T1 | <input type="checkbox"/> Passed <input type="checkbox"/> Failed |
| | T2 | <input type="checkbox"/> Passed <input type="checkbox"/> Failed |
| | T3 | <input type="checkbox"/> Passed <input type="checkbox"/> Failed |

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| <p>Step 4: Car Door/Gate Contact Test</p> <p>Place the elevator at a landing and allow the doors to open. With the landing door and car door/gate opened, jump the door/gate contact at the car. The door should remain opened and the strobe light and audible indicator mounted on the Monidor cabinet should engage showing a fail has been detected. The car door/gate should not close. To place the elevator back in service, remove the car door/gate contact jumper and cycle the “Car Top Inspection Switch” to the “On” position and then back to the “Off” position, or cycle the main line.</p> | T1 | <input type="checkbox"/> Passed <input type="checkbox"/> Failed |
| | T2 | <input type="checkbox"/> Passed <input type="checkbox"/> Failed |
| | T3 | <input type="checkbox"/> Passed <input type="checkbox"/> Failed |
| <p>Step 5: “Hall Door Bypass” Switch Test</p> <p>To test the “Hall Door Bypass” switch function, place the car at a landing and move the “Hall Door Bypass” switch to the “Bypass On” position. Observe the “Bypass Active” LED, it should be illuminated. Verify that the Elevator controller has been placed on inspection and <u>will not</u> run in automatic or controller inspection mode. Proceed to the car top and verify the elevator <u>will</u> run on inspection from the car top with the hall door opened. To return the elevator to automatic service place the “Hall Door Bypass” switch into the “Bypass Off” position. Verify that the “Bypass Active” LED shuts off and the elevator returns to automatic service.</p> <p>Note C: This cannot be verified from the machine room. It must be verified from the car top through the use of the car top inspection station.</p> | T1 | <input type="checkbox"/> Passed <input type="checkbox"/> Failed |
| | T2 | <input type="checkbox"/> Passed <input type="checkbox"/> Failed |
| | T3 | <input type="checkbox"/> Passed <input type="checkbox"/> Failed |
| <p>Step 6: “Gate Bypass” Switch Test</p> <p>To test the “Gate Bypass” function, place the car at a landing and move the “Gate Bypass” switch to the “Bypass On” position. Observe the “Bypass Active” LED, it should be illuminated. Verify that the elevator controller has been placed on inspection and <u>will not</u> run in automatic or controller inspection mode. Proceed to the car top and verify the elevator <u>will</u> run on inspection from the car top with the car door/gate opened. To return the elevator to automatic service place the “Gate Bypass” switch into the “Bypass Off” position. Verify that the “Bypass Active” LED shuts off and the elevator returns to automatic service.</p> <p>Note D: This cannot be verified from the machine room. It must be verified from the car top through the use of the car top inspection station.</p> | T1 | <input type="checkbox"/> Passed <input type="checkbox"/> Failed |
| | T2 | <input type="checkbox"/> Passed <input type="checkbox"/> Failed |
| | T3 | <input type="checkbox"/> Passed <input type="checkbox"/> Failed |
| <p>Step 7: “Jumped Hall Door Lock” Test</p> <p>Place the elevator at any landing and hold it there with the hall doors opened and car door closed. Place a jumper on “A3” and “A4” terminals of the Monidor unit. The car door will reopen showing a fail has been detected. Remove the jumper and cycle the main line to reset the system.</p> <p>Note: If the Car door were not allowed to open the Monidor would go into full fail mode.</p> | T1 | <input type="checkbox"/> Passed <input type="checkbox"/> Failed |
| | T2 | <input type="checkbox"/> Passed <input type="checkbox"/> Failed |
| | T3 | <input type="checkbox"/> Passed <input type="checkbox"/> Failed |
| <p>Step 8: “Jumped Door/Gate Contact” Test</p> <p>Place the elevator at a landing and hold it there with the doors opened. Place a jumper on “A1” and “A2” terminals of the Monidor unit. The strobe light and audible signal mounted on the Monidor cabinet should engage showing a fail has been detected. Remove the jumper and cycle the main line to reset the system.</p> | T1 | <input type="checkbox"/> Passed <input type="checkbox"/> Failed |
| | T2 | <input type="checkbox"/> Passed <input type="checkbox"/> Failed |
| | T3 | <input type="checkbox"/> Passed <input type="checkbox"/> Failed |
| <p>Step 9: Fire Service Operation</p> <p>Recall the Elevator and place it on Phase II operation. Run the car to any landing and open the doors. Once the doors are opened split them and close the hall door only. No fail should be detected when the hall door interlock engages. Turn the Fire Service key switch to the “Off” position and allow the Elevator to recall. If the Elevator recalls normally, the test has been completed successfully.</p> | T1 | <input type="checkbox"/> Passed <input type="checkbox"/> Failed |
| | T2 | <input type="checkbox"/> Passed <input type="checkbox"/> Failed |
| | T3 | <input type="checkbox"/> Passed <input type="checkbox"/> Failed |

Rev. E