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## **Annual/Periodic Elevator Pre-Inspection Checklist**

### **General:**

1. When was the last annual safety test performed by the elevator maintenance company?
  - a. Testing is valid for one year.
  - b. Fully completed State form must be posted in elevator machine room.
  - c. Annual safety test tag must be filled out.
2. If applicable, when was the last annual FAID/smoke detector test performed by the fire alarm company?
  - a. Testing is valid for one year.
  - b. State form must be posted in elevator machine room with corresponding State safety test form.
3. If applicable, when was the last emergency generator test performed?
  - a. Testing is valid for one year.
  - b. Form must be posted in elevator machine room with corresponding safety test form.

### **Elevator Cab(s):**

1. Is the elevator's emergency phone working?
2. Are the emergency lights and bell operational?
3. Are all the buttons working?
4. Are the handrails tightly secured to the cab wall?
5. Are fire warning and no smoking signs posted and legible?
6. Is the fire warning signage posted in all elevator lobbies and inside the car?

### **Elevator Machine Room:**

1. Is the fire extinguisher in the elevator machine room up to date?
  - a. Fire extinguisher is good for one year.
2. Is the elevator machine room clear of non-elevator related items and clean?
3. Is the machine room door self-closing and self-locking?
4. Are the elevator maintenance and fire service logs posted in the elevator machine room?
5. Are the annual elevator safety test forms and the fire alarm/generator testing forms (if applicable) posted in the elevator machine room?

**\*All annual testing of an elevator/lift is required to be performed by a licensed elevator mechanic and in the presence of a TPQEI as of October 1st 2022**

Additional information can be found on our website  
**[www.AllsafeElevators.com](http://www.AllsafeElevators.com)**