



**STATE OF NEVADA  
MECHANICAL COMPLIANCE SECTION  
CONTRACTOR PRE ELEVATOR INSPECTION CHECKLIST**

E-mail to:  
[MCS.LV@Business.nv.gov](mailto:MCS.LV@Business.nv.gov)  
[MCS.Reno@Business.nv.gov](mailto:MCS.Reno@Business.nv.gov)

State ID#: \_\_\_\_\_ Date: \_\_\_\_\_

Building Name: \_\_\_\_\_

Location: \_\_\_\_\_

Construction Company: \_\_\_\_\_

MCP included (check box): Yes:  No:  Date MCP Received: \_\_\_\_\_

General Contractors Representative's Signature: \_\_\_\_\_

**THIS MUST BE FILLED OUT, SIGNED, AND DELIVERED TO THE MECHANICAL COMPLIANCE SECTION TO SCHEDULE AN ELEVATOR INSPECTION**

MACHINE ROOM / SPACE	Code Ref. from A17.1-2013	Date Completed	Initials
Enclosure of Machine Room Space	2.7.1		
Access Door Self Locking & Self Closing	2.7.3.4		
Temperature Control of Machine Room & Control Space	2.7.9.2		
Lighting of Machine Room	2.7.9.1		
GFCI in Machine or Control Space	NEC 620-85		
Fused Main Electrical Disconnect Switch	NEC 620-51		
Elevator Car Electrical Disconnect Switch w/ Lock Out Provision	NEC 620-22		
Automatic Disconnect Means Provided Shunt Trip IF Sprinkled	2.8.3.3.2 thru 4		
Fire Alarm Initiating Devices Installed Per Code	2.27.3.2		
Only Elevator Utilities, Piping, and Ducting	2.8.3		
ABC Fire Extinguisher Provided	8.6.1.6.5		
Battery Lowering Auxiliary Contact Provided	NEC 620-51		
INSIDE CAR	Code Ref. from A17.1-2013	Date Completed	Initials
Means of Two Way Communication & Monitoring Provided	2.27.1.1.3		
Fire Recall Phase 1 & Fire Service Phase 2 Tested & Functioning	2.27.3.2 & 3		
Cab Panels & Floor covering approved and installed	2.14.2.1.1 & 3.14		
Auxiliary Lighting Provided in Car & Tested	2.14.7.1.3		
OUTSIDE OF HOISTWAY	Code Ref. from A17.1-2013	Date Completed	Initials
Landing Sills / Landings	2.11.11.1		
Fire Alarm Initiating Devices Installed & Tested	2.27.3.2		
PIT	Code Ref. from A17.1-2013	Date Completed	Initials
Pit Light Switch & Location	2.2.5 & NEC 620-24		
Pit Light Provides 10 Foot Candles	2.2.5.1		
GFCI Receptacle in Pit & Single Non-GFCI for Sump Pump	2.2.5 & NEC 620-24 & 85		
Pit Access Ladder	2.2.4.2		
Pit Sump & Pump 3000 gph per Elev.	2.2.2.5		
Heat Detector installed & Tested ( if Sprinkled ) Phase 1	NFPA72 21.3.7		
TOP OF CAR	Code Ref. from A17.1-2013	Date Completed	Initials
Hoistway Vented	2.1.4 IBC 2012		
Only Elevator Utilities, Piping and Ducting	2.8.2.2		
Hoistway sides of Door Frames Sealed	2.1.1.1		
Hoistway Clearances	2.1.6 & 2.5.3.1		
Projections, Recesses, and Setbacks	2.1.6.2		
Construction of The Hoistway Enclosure	2.1.1		
Refuse Space	2.4.7		
Fire Alarm Initiating Devices Installed Per Code & Tested	2.27.3.2		

Elevator Company: \_\_\_\_\_ Date: \_\_\_\_\_

**By signing below you are stating that the above listed Elevator installation is complete, Pre-Tested, and ready for Inspection.**

Signature: \_\_\_\_\_ Printed Name: \_\_\_\_\_ Date: \_\_\_\_\_

Requested Inspection Date: \_\_\_\_\_

MCS USE ONLY; Date Inspection Scheduled: \_\_\_\_\_ Inspector Assigned: \_\_\_\_\_