

ELEVATOR RECALL INSPECTION

M	ELEVATOR RECALL
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Facility:

Month/Yr:

Inspector Name:

FIREFIGHTER ELEVATOR RECALL Functional Testing: Monthly Tests are required by ASME A17.1-2007 "All elevators provided with firefighters' emergency operation shall be subjected to monthly Phase I recall by use of the key switch, and a minimum of one-floor operation on Phase II, except in jurisdictions enforcing the NBCC. Deficiencies shall be corrected. A record of findings shall be available to elevator personnel and the authority having jurisdiction."

Code Ref: LSC-2012 §9.4.6.1

PHASE I (Elevator Recall): 1. Insert circular fireman's key into the hall way key switch and turn to "On" or "Fireman" position. The car should travel to the floor you are on and park, with the doors remaining open. Calling the elevator from another floor should have no effect. It is best to alternate this recall test between the primary and secondary floors.

PHASE II (Firefighter Control): 2. Leaving the hall station in the "test" position, remove the key and enter the elevator. Push any button to travel to another floor and the elevator doors should remain open. Push the "Door Close" button and the doors should remain open.

3. Insert the fireman's key into the car key switch and turn to the "On" position. Push the "Door Close" button and hold until doors are fully closed. Some elevators may require the floor button to be continually pushed.

4. Push any "Floor" button and the car should go to that floor and the doors remain closed.

5. Push the "Door Open" button momentarily and the doors should remain closed. Constantly push the "Door Open" button until doors are fully open, and should remain open. If button is released prior to fully open the doors should close. The doors should remain open until the "Door Close" or a "Floor" is pushed.

6. It is best practice to confirm that the emergency telephone in the cab functions as expected.

7. Travel to the floor where the initiating hall key switch was turned "ON". Turn car key switch to "Off". Push any button to travel to another floor and the elevator doors should remain open. Push the "Door Close" button and the doors should remain open.

8. Repeat the above for each elevator in the bank of elevators, if any.

10. When all elevators in the bank have been tested, turn the hall recall switch to "Normal" and the elevator should return to normal service. Confirm normal service by going into the car and pushing any "Floor" button to confirm it travels to that floor.

11. If elevator performs as above, circle the "P" (Pass) in the box for the month of test. If the elevator fails in any way, circle the "F" (Fail) in the box and describe the issue more fully on the last sheet. Person who makes correction must fill in the last two columns

12. Repeat the above for each elevator in the building.

Elev ID & Location	Pt 1 Hall Car Call Test		Pt 2 Disregard Test #1		Pt 3 Door Close Test		Pt 4 Floor Travel Test		Pt 5 Door Open Test		Pt 6 Phone Test		Pt 7 Disregard Test #2	
	P	F	P	F	P	F	P	F	P	F	P	F	P	F
	P	F	P	F	P	F	P	F	P	F	P	F	P	F
	P	F	P	F	P	F	P	F	P	F	P	F	P	F
	P	F	P	F	P	F	P	F	P	F	P	F	P	F

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Elev ID & Location	<u>Pt 1</u>	<u>Pt 2</u>	<u>Pt 3</u>	<u>Pt 4</u>	<u>Pt 5</u>	<u>Pt 6</u>	<u>Pt 7</u>
	Hall Car Call Test	Disregard Test #1	Door Close Test	Floor Travel Test	Door Open Test	Phone Test	Disregard Test #2
	P F	P F	P F	P F	P F	P F	P F
	P F	P F	P F	P F	P F	P F	P F
	P F	P F	P F	P F	P F	P F	P F
	P F	P F	P F	P F	P F	P F	P F
	P F	P F	P F	P F	P F	P F	P F
	P F	P F	P F	P F	P F	P F	P F
	P F	P F	P F	P F	P F	P F	P F
	P F	P F	P F	P F	P F	P F	P F
	P F	P F	P F	P F	P F	P F	P F
	P F	P F	P F	P F	P F	P F	P F
	P F	P F	P F	P F	P F	P F	P F
	P F	P F	P F	P F	P F	P F	P F
	P F	P F	P F	P F	P F	P F	P F
	P F	P F	P F	P F	P F	P F	P F
	P F	P F	P F	P F	P F	P F	P F
	P F	P F	P F	P F	P F	P F	P F

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DEFICIENCY & CORRECTION SUMMARY

Instructions: This sheet describes the issues found during an inspection of the facility that could not be described on the inspection report due to space restrictions, and should always be attached to the end of the actual inspection report. Always refer to the actual inspection report to view the full inspection. All deficiencies must be acted upon/corrected as soon as possible after discovery, and the item be re-inspected/tested to ensure compliance.

For each problem, enter the date & elevator # & describe the issue. When corrected, enter the action taken, date & initial.

Elev ID # & Location	Test Point #	Describe Problem	Corrective Action	Who Fixed	Date of Final Fix