B355 Lifts for barrier-free access
Pre-Inspection Checklist 2025

Inst#

(For use by General Contractors or Owner on New Installations)

⃠= No Inspection until Complete

	Machine Room:	✓
	Machine Room Door or Cabinet:	
⃠	• A panel or door is provided that shall be normally locked, or fastened into place that requires tools or a key to open.	
⃠	• The machine room door swing does not impede on the controller, cabinet, or disconnect clearances	
⃠	• The machine room door meets the applicable building code requirements for fire rating	
	Machine Room Enclosure:	
⃠	• A minimum headroom of 2000 mm is maintained between floor and overhead equipment or ceiling	
	•	
⃠	• Permanent machine room lighting with guarding is installed (minimum 100 Lux at the drive unit)	
⃠	• The complete machine room enclosure meets the applicable building code fire separation	
⃠	• Each receptacle is of GFCI type or GFCI type protection (except sump pump if provided shall not require GFCI)	
⃠	• Remove all electrical wiring, raceways, and cables in the runway not directly in connection with the operation or function of the lift from the machine room	
⃠	• If a sump pump, sub floor trough, or any other electrical conductive material (metal grates, etc.) is installed in the machine room floor, they shall be covered; the cover shall be securely fastened into place and covered with an isolation mat to eliminate the shock hazard.	
⃠	• If a sump pump is installed in the machine room it shall have its own dedicated single supply receptacle, and is not required to be of the GFCI type.	
⃠	• A clear unobstructed distance of 1000 mm minimum in front of controller, or cabinet has been provided	
⃠	• All machine room wiring is complete	
	Main Disconnect Switch:	
⃠	• Correct rated fuses, or circuit breakers are installed	
⃠	• The main disconnect is lockable in the off position	
⃠	• Provided with a sign to identify the location of the supply side overcurrent protective device. 38-051(9)	
⃠	• If provided for emergency lowering or emergency power, the auxiliary contacts shall be located in the main disconnect • Contacts shall be positively opened mechanically, and their opening is not solely dependent on springs	
⃠	• A clear unobstructed distance of 1000 mm is provided in front of the main disconnect	
	120V AC Car Light Disconnect Switch:	
⃠	• The 120VAC car lighting disconnect is lockable in the off position	
⃠	• Correct rated fuse are installed (maximum 15 amp)	
⃠	• A clear unobstructed distance of 1000 mm minimum has been provided in front of car light disconnect	
	Pit:	
	Pit Enclosure	
⃠	• Where the entry of water from other sources is anticipated, provisions shall be made to prevent accumulation in the pit.	
⃠	• A positive means has been provide to prevent water, gases, and odors from entering the hoistway though the pit drain.	
⃠	• Sumps and sump pumps installed in lift pits shall be covered. • The cover is secured and level with the pit floor.	
⃠	• Sump pumps installed in pits shall have a dedicated single supply receptacle, • The receptacle in not required to be of the GFCI type	
⃠	• Each pit receptacle shall be a GFCI type (except sump pumps)	
⃠	• Permanent lighting shall be installed in the pit, with a illumination of not less than 100 lx at the pit floor	
⃠	• The pit light shall be provided with a guard	
⃠	• The light switch shall be installed such that is easily accessible from the bottom landing door	

B355 Lifts for barrier-free access Pre-Inspection Checklist 2025

Inst#

(For use by General Contractors or Owner on New Installations)

⃠= No Inspection until Complete

	Pit Access Ladder (If your pit depth is greater than 1000 mm from the sill of the access door)	
⃠	• Shall be designed to extend from the pit floor to appoint 1200 mm above the bottom landing door sill	
⃠	• Shall be a minimum of clearance of no less than 100 mm from the centre line of the rungs to the wall.	
⃠	• Shall be fixed in place, and made of non-combustible material	
⃠	• Rungs shall utilize anti-slip design (knurling, dimpling, skid resistance coating, etc..)	
⃠	• Shall be installed to avoid any obstructions within the ladder rungs, cleats or steps	
	Runway:	
⃠	• Eliminate all holes, recess and gaps in runway enclosure and ceiling • All surfaces that are exposed to the rider of the lift are solid with a smooth surface.	
⃠	• The hoistway / runway enclosure is designed & built to meet Building Code fire rating requirements	
⃠	• Remove all pipes or ducts conveying gases, vapours, or liquids not used in connection with the lift equipment from the runway enclosure	
⃠	• Remove all electrical wiring, raceways, and cables in the runway not directly in connection with the operation or function of the lift	
⃠	• Remove all shearing, crushing, trapping, or abrading hazards in the runway. For example, recessions or projections such as banisters, handrails, window wells	
	Platform Enclosure:	
⃠	• The permanent flooring is installed on the lift platform	
	Outside Runway:	
⃠	• Install permanent lighting at runway entrances	
⃠	• Tripping hazards at the landing sills due to unfinished or improperly installed flooring are eliminated	
⃠	• Emergency lighting for the runway is operative	
⃠	• Permanent signage has been installed at the lift informing users on how to gain access to and/or assistance with the device. • If there is a barrier that exists between the contact place or person an audible signal shall also be provide to alert the attendant	
	Runway Clearances:	
	Vertical Platform Lifts	
⃠	• A maximum of 15 mm from the access edge of the platform to the inner surface of the runway enclosure, where an enclosure is provided, including a landing door or gate is provided	
⃠	• A maximum of 20 mm from the access edge of the platform to the vision panel on the landing door or gate is provided	
⃠	• A maximum of 100 mm from the non-access side of the platform to the runway enclosure for enclosed vertical platform lifts (if applicable) is provided	
⃠	• A minimum of 50 mm from the non-access side of the platform to the runway enclosure is provided	
	Stair Lifts	
⃠	• All projections in excess of 30 mm into the runway shall be bevelled at an angle of 15 degrees or less to the line of travel if they are within the following distances to the adjacent side of the carriage • 600 mm, if the lift is equipped with a standing platform or wheelchair-and-attendant platform • 300 mm, if the lift is equipped with a wheelchair platform or chair carriage	
⃠	• Any part or edge of the carriage that could possibly be used as a supporting handhold shall have a clearance of not less than 50 mm from any part of the fixed installation, to prevent the trapping of a hand during the travel of the carriage	
⃠	• Any part or edge of the carriage that could possibly be used as a supporting handhold shall have a clearance of not less than 50 mm from any part of the fixed installation, to prevent the trapping of a hand during the travel of the carriage	
⃠	• Unless the shear hazard is otherwise minimized, a solid guard shall be provided in the intersecting angle of the runway and the ceiling or soffit where a stair lift penetrates a floor and where the penetrated ceiling or soffit is less than the following distances from any edge of the chair or platform • 600 mm, if the lift is equipped with a standing platform or wheelchair-and-attendant platform; and • 300 mm, if the lift is equipped with a chair carriage or wheelchair platform	

B355 Lifts for barrier-free access Pre-Inspection Checklist 2025

Inst#	

(For use by General Contractors or Owner on New Installations)

⃠= No Inspection until Complete

⃠	• The exposed edge of a ceiling intersections guard shall have a vertical height of at least 350 mm, be coloured red, and present a minimum width of 25 mm and a minimum radius of 12 mm. The guard may be glass, if shatterproof.	

Instructions:

The General Contractor or Owner shall, prior to the Elevator Contractor requesting an initial inspection (related to a new installation) from the Technical Standard and Safety Authority (TSSA), complete the pre-inspection checklist. Failure to comply with this requirement will result in a cancelled inspection, or a withheld license of the device, and/or additional inspection and travel costs applied to the inspection fee.

The General Contractor or Owner shall complete the required information, and upon completion of the required task, check the applicable boxes listed in the right hand column of the Pre-Inspection Checklist.

The Elevator Contractor shall carry out a preliminary examination of the device, and once satisfied that all work is completed in accordance with the registered design submission, and applicable codes and standards, may request an inspection from TSSA.

The Pre-Inspection Checklist is a minimum requirement of completion of the device and related components, in order to request a TSSA inspection. Any directives discovered at time of inspection will be scored in accordance with, the level of risk associated with 'injury or damage' to the general public, workers, equipment and/or property. The Pre-Inspection Checklist is not inclusive to all requirements of the applicable codes and standards.

An inspector may elect to request a copy of the completed pre-inspection checklist prior to their arrival on site.
Providing misleading, or false information to an inspector is an offence under s20.(1) of the Technical Standard and Safety Act, 2000. If found guilty of an offence and upon conviction, an individual could be liable to a fine of not more than $50,000 or to imprisonment for a term of not more than one year, or to both, or, if the person is a body corporate, to a fine of not more than $1,000,000 s.37.

⃠ - The contractor/owner must complete this code requirement, prior to requesting an inspection.

General Contractor or Owner _____

Location or Address of Installation _____

Printed Name: _____

Title: _____

Contact No. _____

Contact Email: _____

Date_____ Signature _____