



Escalator / Inst #'s:

Last Escalator?

Yes

No

Escalator Pre-Inspection Checklist 2025

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

⊘ = No Inspection until Complete

△ = Must be complete for Last Escalator

		BUILDING SURROUNDINGS:	✓
	△	• Protection of floor openings against passage of flame/heat/smoke	
⊘		• Fall protection of opening surrounding top landing	
⊘		• Truss enclosure fully enclosed with materials defined as noncombustible by the building code.	
⊘		• Tripping hazard eliminated between landing plates and building floor (6mm)	
⊘		• Any fire doors installed within safety zone stop escalator upon activation	
	△	• Adequate pit drain (if ground water entry is possible)	
⊘		• Minimum headroom of 2134 mm maintained between floor and overhead equipment or ceiling	
⊘		• Machine room lighting (minimum 100 Lux at floor level) – if machine room provided	
	△	• Permanent machine room lighting (minimum 200 Lux at floor level) – if machine room provided	
	△	• Complete machine room enclosure to meet building code fire separation – if machine room provided	
⊘		• Each receptacle is of GFCI type or GFCI type protection (except sump pump if provided shall not require GFCI). (pit and control room) – if machine room provided	
	△	• Machine room enclosure is fire rated to applicable building code requirements – if machine room provided	
	△	• Permanent means to maintain temperature and humidity levels to within manufacturers specifications	
	△	• Remove all pipes or ducts conveying gases, vapors, or liquids not used in connection with escalator equipment from the machine room enclosure – if machine room provided	
	△	• Pipes permitted for roof drain of the machine room enclosure shall be covered for condensation or leakage and shall exit the machine room at the closest point of entry. – if machine room provided	
	△	• When permitted pipes, drains, tanks or similar equipment permitted in the machine room enclosure, shall not be installed directly above escalator equipment, or encroach on clearance requirements. – if machine room provided	
	△	• 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 machine room provided	
	△	• 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. – if machine room provided	
	△	• Seismic detection provided (8.5.4) (if required)	
	△	• Escalator equipment bonded to ground (38-084)	
⊘		• Provide a clear unobstructed distance (minimum of 1000 mm) in front of controller, disconnect(s), and electrical equipment. – if machine room provided	
	△	• Pit lighting provided	
	△	• Complete all machine room wiring – if machine room provided	
		Main Disconnect Switch:	
⊘		• Correct rated fuses, or circuit breakers are installed as per the escalator's design submission.	
		• On site Fuse / Breaker rating of [_____] amps, matches the design submission.	
⊘		• Lockable type – if machine room provided	
	△	• Provided with a sign to identify the location of the supply side overcurrent protective device. 38-051(9)	
⊘		• Disconnect in same location as controller	
	△	• Identified to the related equipment	
		Passenger Protection	
⊘		• Ceiling guards installed	
⊘		• Adequate headroom maintained throughout travel (2130mm)	
⊘		• Egress Safety zone maintained	



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⊖		• Clear unobstructed path with adequate lighting provided to and from escalator landings	
⊖		• Minimum uniform lighting intensity maintained throughout escalator travel (50 lx)	
		Outdoor escalators	
	⚠	• Overhead cover and heating means (6.1.8.2)	

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.

⚠ **MULTI-DEVICE** - The contractor must complete this code requirement prior to requesting an inspection for the last device in the group of escalators.

⚠ **SINGLE DEVICE** - In the case of a single device, "⚠" items must be completed prior to requesting an inspection.



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General Contractor or Owner _____

Location or Address of Installation _____

Printed Name: _____

Title: _____

Contact No. _____

Contact Email: _____

Date _____

Signature _____