

UPCOMING ELEVATOR INSPECTION CHECKLIST

At Stuard & Associates, we know that your time is invaluable. Here is a checklist to save you time, money and frustration during your elevator inspection process. Don't hesitate to call or email us with any questions or concerns.(765)352-1975/heather@elevatorinspection.com

SCHEDULING

- Identify your elevator Certificate of Operation Expiration Date _____
 - 4 months prior to expiration date: if we haven't contacted you yet, reach out to us
 - 4 months prior: inform Maintenance Company we are your preferred inspection company
 - 6 weeks prior: verify inspection complete or on the schedule
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CHECK THESE TO AVOID A FAILED INSPECTION

Inside the Machine Room:

- Verify Elevator Machine Room lights are working
- Verify Fire Extinguisher Tags are up-to-date
- Does the door self-close and lock?
- Remove anything non-elevator related

Inside the Elevator Cab:

- Emergency Phone: Does it ring to a 24 hour service? Can that service identify your location and elevator number?
 - Does the alarm bell work?
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AFTER INSPECTION

- Print inspection form (received through email the day of inspection)
 - Download the State of Illinois' Application for Certificate of Operation:
<https://elevatorinspection.com/elevator-forms-and-applications/>
 - Send both inspection form and application to 555 W Monroe St, Suite 1300-N, Chicago, IL 60661
 - After they receive and process it, they will invoice you. Pay the invoice.
 - Certificate should follow 2-3 weeks after paying invoice. If not, follow up.
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