



Labor Commission

Boiler, Elevator, and Coal Mine Safety Division

160 E 300 S – 3rd Floor | PO Box 146620 | Salt Lake City, UT 84111 | 801-530-6850

New or Remodel Escalator/Moving Walk Installation Checklist

This form must be filled out completely with all sections initiated by both the elevator company adjuster completing the installation and the general contractor PRIOR to the corresponding elevator inspection being scheduled. The completed checklist must be sent via email to the following email address, neuelevator@utah.gov, at the Utah Labor Commission - Safety Division.

All efforts will be made to schedule inspections within 24 hours of the time they are received and for a date no less than two and no more than three business days in the future. (For instance, an inspection request received on a Monday will be scheduled within 24 hours of receipt to take place no earlier than the Wednesday and no later than the Thursday of that week. Inspections received on a Friday will be scheduled to take place no earlier than the Tuesday and no later than the Wednesday of the following week.)

If the checklist is not fully complete the request will be returned and no inspection scheduled until a corrected checklist is received. If the contact information provided cannot be verified, no inspection will be scheduled until verifiable contact information is provided. Be advised, this list is not all inclusive but provides a general guideline of the requirements for acceptance inspections of elevators and escalators in the State of Utah.

E-	☐ New ☐ Remodel	Date to be Inspected	
Location Name		Specific Location	
Physical Address			
Type	Year ☐ Built ☐ Remodeled	Manufacturer	
Kind	Capacity	Speed	
Number of Stops	Rise	Step Size (If escalator)	
Installation Company	Main Contact	Phone	
Adjuster Name	Phone	Alternate Phone	

By signing below I confirm that the requirements for a new/remodel elevator/escalator inspection by the Utah Labor Commission - Division of Boiler, Elevator and Coal Mine Safety have been met and the above-listed elevator/escalator is ready to be inspected without violation. I also understand that if any of these items are found to be incomplete the inspector will immediately leave the jobsite, issue a special inspection invoice including the amount for the scheduled time of the inspection and the inspection request process will need to be started again.

Elevator Company Rep - Print Name	Signature	Date
General Contractor Rep - Print Name	Signature	Date

Elevator Company	General Contractor	REQUIREMENTS
		Entrances and egress ends shall be continuous with no abrupt elevation changes between landing plates and floor surfaces
		Entry and exit zones shall be kept clear of all obstacles
		Sides and undersides of the truss wellway shall be enclosed in materials noncombustible defined by the IBC or NFPA 101
		The angle of Inclination from the horizontal shall not exceed 30 degrees on the escalator, and 3 degrees within 36 inches of either end and no more than 12 degrees at any point for moving walks
		The handrail shall be a minimum 4 inches horizontally and 1 inch vertically from adjacent surfaces
		Glass or plastic used for balustrades shall conform to the requirements of Z97. or 16 CFR part 1201, There shall be a label on each piece and visible after installation
		Intersection guards shall be provided to protect the intersection formed by the top of the handrail and the plain of the ceiling or soffit where the centerline of the handrail is 14 inches or less from the ceiling or soffit
		Anti-slide devices shall be provided on high deck balustrades where the outer edge is greater than 8 inches and when the interior deck is greater than 12 inches between the handrail of the adjacent escalator
		Deck barricades shall be provided for low deck exterior balustrades at the top and bottom ends of each escalator where the outer deck exceeds 5 inches and on interior decks between escalators where the gap exceeds 16 inches
		Minimum headroom shall be 84 inches from the step tread nose line, landing plates, and landings measured vertically
		Permanent provision shall be provided to prevent the accumulation of ground water in the pit
		Caution signs and graphics shall be located at the top and bottom landings
		Landing floor plates and all exposed step treads shall be illuminated uniformly with not less than 50 lx (5 fc)
		Permanent electrical lighting and a GFCI duplex receptacle shall be provided in all escalator and moving walk pits and machinery space
		All electrical equipment and wiring shall conform to NEPA 70
		If the escalator or moving walk is subject to blowing snow or freezing rain heating systems shall be provided to prevent the accumulation of snow or ice on the steps, landings, and skirt deflector devices
		Components not used directly in connection with the escalator or moving walk are prohibited to be installed on, in, or through the unit
		The escalators and moving walks shall meet the requirements of ASME A17.1 8.4 Seismic requirements
		The interior and exterior of the escalator and moving walk electrical protective devices shall be tested for conformance