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Commissioner of Insurance
State Fire Marshal

MARK HAIRE
Deputy Commissioner of Insurance

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MISSISSIPPI INSURANCE DEPARTMENT
ELEVATOR SAFETY DIVISION
501 N. WEST STREET, SUITE 1001
WOOLFOLK BUILDING
JACKSON, MISSISSIPPI 39201
www.mid.ms.gov

Elevator or Dumbwaiter Inspection

Date of Inspection:	Conveyance Type: ☐ Dumbwaiter ☐ Passenger Elevator ☐ Freight Elevator

Inspection Type: ☐ Periodic ☐ Acceptance	Permit:	Send Invoice To: ☐ Location ☐ Owner

Building Location and Unit Information

Building Name:	MS Unit ID Number:	Unit Designation:
Address:	Manufacturer:	Installed Date:
City, State, Zip:	Speed: fpm	Capacity: lbs
Contact: Phone:	Stops:	Openings:

1. ELEVATOR INSIDE OF CAR	OK	NG	NA	R
1.1 Door reopening device				
1.2 Stop switches				
1.3 Operating control devices				
1.4 Sills & car floor				
1.5 Car lighting & receptacles				
1.6 Car emergency signal-lighting				
1.7 Car door or gate				
1.8 Door closing force				
1.9 Power closing of doors or gates				
1.10 Power opening of doors or gates				
1.11 Car vision panels & glass car doors				
1.12 Car enclosure				
1.13 Emergency exit				
1.14 Ventilation				
1.15 Signs & operating device symbols				
1.16 Related load, platform area, & data plate				
1.17 Standby power operation				
1.18 Restricted opening of car or hoist-way doors				
1.19 Car ride				

2. ELEVATOR MACHINE ROOM	OK	NG	NA	R
2.1 Access to Machine Space				
2.2 Headroom				
2.3 Lighting & receptacles				
2.4 Machine space				
2.5 Housekeeping				
2.6 Ventilation				
2.7 Fire extinguisher				
2.8 Pipes, wiring, & ducts				
2.9 Guarding of exposed auxiliary equipment				
2.10 Numbering of elevators, machines, disconnects				
2.11 Disconnecting means & control				
2.12 Controller wiring, fuses, grounding, etc.				
2.13 Governor, over-speed switch, & seal				
2.14 Code data plate				
2.15 (T) Static control				
2.16 (T) Overhead beam & fastenings				
2.17 (T) Drive machine brake				
2.18 (T) Traction drive machines				
2.19 (T) Gears, bearings, & flexible coupling				
2.20 (T) Winding drum mach & slack cable dev				
2.21 (T) Belt or chain-drive machine				
2.22 (T) Motor generator				
2.23 (T) Absorption of regenerated power				

2. ELEVATOR MACHINE ROOM (cont.)	OK	NG	NA	R
2.24 (T) AC drives from a DC source				
2.25 (T) Traction sheaves				
2.26 (T) Secondary & deflector sheaves				
2.27 (T) Rope fastenings				
2.28 (T) Terminal stopping devices				
2.29 (T) Car & counterweight safeties				
2.30 (H) Hydraulic power unit				
2.31 (H) Relief valves				
2.32 (H) Control valve				
2.33 (H) Tanks				
2.34 (H) Flexible hydraulic hose & fitting assemblies				
2.35 (H) Supply line & shutoff valve				
2.36 (H) Hydraulic cylinders				
2.37 (H) Pressure switch				
2.38 (H) Roped water hydraulic elevators				
2.39 (H) Low oil protection				
2.40 Maintenance records				
2.41 Static control				
(Intentionally blank)				

3. ELEVATOR TOP OF CAR	OK	NG	NA	R
3.1 Top-of-car stop switch				
3.2 Car top light & outlet				
3.3 Top-of-car operating device				
3.4 Clearance, refuge space standard railing				
3.5 Normal terminal stopping devices				
3.6 Final & emergency terminal stopping devices				
3.7 Car leveling & anti-creep devices				
3.8 Top emergency exit				
3.9 Floor & emergency identification numbering				
3.10 Hoist-way construction				
3.11 Hoist-way smoke control (IDPH only)				
3.12 Pipes, wiring & ducts				
3.13 Windows, projections, recesses, & setbacks				
3.14 Hoist-way clearances				
3.15 Multiple hoist-ways				
3.16 Traveling cables & junction boxes				
3.17 Door & gate equipment				
3.18 Car frame & stiles				
3.19 Guide rails fastening & equipment				
3.20 Governor rope				
3.21 Governor releasing carrier				
3.22 Wire rope fastening & hitch plate				
3.23 Suspension rope				

Unit ID:

3. ELEVATOR TOP OF CAR (cont.)	OK	NG	NA	R
3.24 (T) Top counterweight clearance				
3.25 (T) Car, overhead, & deflector sheaves				
3.26 (T) Broken rope, chain, or tape switch				
3.27 Crosshead data plate & rope data tags				
3.28 Counterweight & counterweight buffer				
3.29 Counterweight safeties				
3.30 (H) Speed test				
3.31 (H) Slack rope device – roped-hydraulic elevators				
3.32 (H) Traveling sheave – roped-hydraulic elevators				
3.33 (T) Compensating ropes & chains				

4. ELEVATOR OUTSIDE HOIST-WAY	OK	NG	NA	R
4.1 Car platform guard				
4.2 Hoist -way doors				
4.3 Vision panels				
4.4 Hoist -way door locking devices				
4.5 Access to hoist -way				
4.6 Power closing of hoist -way doors				
4.7 Sequence operation				
4.8 Hoist -way enclosure				
4.9 Elevator parking devices				
4.10 Emergency doors in blind hoist -ways				
4.11 (T) Separate counterweight hoist -way				
4.12 Standby power selection switch				
4.13 Inspection control				

5. ELEVATOR PIT	OK	NG	NA	R
5.1 Pit access, lighting, stop switch, & condition				
5.2 Bottom clearance, run -by & min. refuge space				
5.3 (T) Final & emergency terminal stopping devices				
5.4 Normal terminal stopping devices				
5.5 Traveling cables				
5.6 Governor -rope tension devices				
5.7 Car frame & platform				
5.8 Car safeties & guiding members – including roped-hydraulic elevators (*)				
5.9 (T) Buffers & emergency terminal speed limiting devices				
5.10 (T) Compensating chains, ropes & sheaves				
5.11 (H) Plunger & cylinder				
5.12 (H) Car buffer				
5.13 (H) Guiding members				
5.14 (H) Supply piping				

6. ELEVATOR FIRE SERVICE	OK	NG	NA	R
6.1 Phase I Operation				
6.2 Phase II Operation				
6.3 FAID (Fire Alarm Initiating Device) Operation				

OK - Meets requirement
NG - No good (insert number to identify comment on form)
NA - Not applicable
R - Repeat Violation
(T) - Traction elevators only
(H) - Hydraulic elevators only

Item No.	Repeat	Comment	Code Reference

Building Owner Information:

Owner Name:
Owner Address:
City, State, Zip:
Contact: Phone:
Signature:

Inspection Company & Inspector's Information:

Company Name:
Street Address:
City, State, Zip:
Inspector QEI #:
Inspector's State License #:
Inspector's Signature:

Print Form Clear Form