Division 14 Conveying Equipment pre-submittal checklist

PROJECT	SPEC SECTION	SUBMITTAL NO.

CHECKED BY	DATE

1. Before you start

These apply to every submittal, whatever the trade.

- [ ] Pull the exact spec section this package answers to, including addenda that changed it.
- [ ] Read the submittal articles in Part 1 and list every item they ask for.
- [ ] Confirm the transmittal names the right section number, and that each product is tagged to the paragraph it answers.
- [ ] Mark any deviation from the spec yourself on the transmittal. A declared deviation gets reviewed; a hidden one gets the package rejected.
- [ ] Keep a copy of exactly what you sent, with the date, for your submittal log.

2. Named manufacturers and products match the spec **Blocker**

Compare every product in the package to the manufacturer and model the spec names. If anything differs, attach the approved substitution or or-equal letter, or swap back before you send. Tick each item once you have checked it and nothing below applies without written approval.

- [ ] Elevator manufacturer substitutions (Otis, KONE, Schindler, thyssenkrupp, Mitsubishi Electric, Fujitec)
- [ ] LULA/accessibility lift manufacturer substitutions (Savaria, Garaventa, Symmetry, Federal Elevator)
- [ ] Wheelchair lift manufacturer substitutions (Garaventa, Savaria, National Wheel-O-Vator, Ascension)
- [ ] Escalator manufacturer substitutions (Otis, KONE, Schindler, thyssenkrupp, Mitsubishi Electric, Fujitec)
- [ ] Controller/drive system substitutions (proprietary OEM vs third-party - Virginia Controls, MCE, etc.)
- [ ] Cab interior vendor substitutions (Eklund's, G&R Custom Elevator Cabs, Snap Cab, Tyler Elevator)
- [ ] Door operator substitutions (GAL Manufacturing, Wittur, proprietary OEM)

3. Performance values meet the spec numbers **Blocker**

Put the data sheet next to the spec and compare the actual values, not just the test method. A sheet that says "tested per ASTM" without the number is not proof. Tick each value once it meets or beats the spec.

- [ ] **Capacity** (lbs) - passenger, service, freight, stretcher-service rated loads
- [ ] **Speed** (fpm) - travel speed affects wait times, motor sizing, and shaft overhead requirements
- [ ] **Number of stops/openings** - front and rear openings at each landing

- [ ] **Car interior dimensions** (width x depth x height) - must meet ADA minimums and project requirements
- [ ] **Door opening width** - 36" minimum for ADA, 42" or 48" for stretcher service
- [ ] **Door type** - single-slide, center-opening, two-speed (affects opening time and width)
- [ ] **Motor horsepower** (HP) - must match capacity and speed requirements
- [ ] **Machine type** - geared traction, gearless traction, hydraulic (above-ground or in-ground cylinder)
- [ ] **Controller type** - AC variable frequency drive, hydraulic valve (affects ride quality, energy use)
- [ ] **Travel distance** - total rise from lowest to highest landing
- [ ] **Escalator step width** - 24", 32", or 40" nominal (affects passenger throughput)
- [ ] **Escalator rise height** - floor-to-floor vertical distance
- [ ] **Escalator speed** - 100 fpm standard, 90 fpm for certain applications
- [ ] **Elevator door opening/closing time** - code minimums per ASME A17.1
- [ ] **Leveling accuracy** - +/- 1/4" for passenger elevators per code
- [ ] **Standby power operation** - automatic transfer to generator, lowering capability

4. Certifications and test reports are attached Fix and Resubmit

Reviewers want the report itself, not a line on the data sheet saying one exists. Tick each document that the spec requires and the package actually contains. Skip lines that do not apply to your section.

- [ ] **ASME A17.1/CSA B44** compliance (Safety Code for Elevators and Escalators - the primary governing standard)
- [ ] **ASME A17.2** inspection guide compliance documentation
- [ ] **ASME A18.1** compliance for wheelchair lifts and LULA elevators
- [ ] **ADA/ICC A117.1** accessibility compliance (car size, controls, signals, door timing)
- [ ] **UL listing** for controllers, power units, and electrical components
- [ ] **Seismic provisions** per ASCE 7 and ASME A17.1 Seismic Requirements (where required by jurisdiction)
- [ ] **NFPA 72** interface documentation (firefighters' emergency operation - Phase I recall, Phase II operation)
- [ ] **NFPA 13** compliance for sprinkler protection in hoistways and machine rooms
- [ ] **IBC Chapter 30** compliance documentation
- [ ] **State elevator code** compliance (varies by jurisdiction - some states adopt A17.1 with amendments)
- [ ] **Structural load data** for architect/engineer (machine room loads, hoistway reactions, pit loads)
- [ ] **Electrical load data** for electrical engineer (motor FLA, feeder size, disconnect requirements)

5. Colors, finishes, and profiles match the selection Fix and Resubmit

Match each visible attribute to the spec text and the architect's approved sample or color schedule. Tick each one you have confirmed.

- [ ] Cab interior finishes (wall panels - stainless steel type/finish, laminate, stone, wood veneer)

- [ ] Cab ceiling type (LED downlights, suspended panel, fan with light)
- [ ] Cab flooring material and pattern (spec may require owner's finish - coordinate thickness)
- [ ] Entrance/door finish (satin stainless, mirror stainless, painted, bronze, antique)
- [ ] Handrail type and finish inside cab
- [ ] Signal fixture style (hall lanterns, position indicators, car operating panel design)
- [ ] Signal fixture finish (faceplates - stainless, bronze, painted to match wall)
- [ ] Hall call button style and finish
- [ ] Escalator balustrade type (glass, stainless steel, solid)
- [ ] Escalator handrail color (black standard - colored is a specification item)

6. Details and installation match the spec and drawings Fix and Resubmit

These are the mismatches reviewers catch most in this division. Check your shop drawings and installation data against the spec and the contract drawings, and tick each line once you have confirmed it does not apply to your package.

- [ ] **Hoistway dimensions** differ from manufacturer's required dimensions (pit depth, overhead clearance, shaft width/depth)
- [ ] **Pit depth** insufficient for specified equipment (hydraulic vs traction requirements differ)
- [ ] **Overhead clearance** insufficient for specified speed and code requirements
- [ ] **Machine room size** inadequate for specified equipment (or MRL specified but overhead machine room shown)
- [ ] **Rail bracket spacing** differs from structural drawings
- [ ] **Sill-to-sill dimension** at landings differs from manufacturer requirements
- [ ] **Cab weight** exceeds structural design assumptions (heavy interior finishes)
- [ ] **Electrical power supply** does not match specified motor requirements (voltage, phase, amperage)
- [ ] **Ventilation** - machine room cooling/ventilation capacity mismatch
- [ ] **Escalator truss support points** do not match structural design
- [ ] **Escalator pit dimensions** insufficient for specified unit
- [ ] **Landing configuration** mismatch (front/rear openings not coordinated with architectural plans)

7. Every required item is in the package Fix and Resubmit

Open the submittal articles in Part 1 of your spec section (often split into action and informational submittals) and confirm each required item is present. The list below is what this division's specs most often require.

- [ ] Layout drawings (plan view of hoistway, pit, overhead, machine room)
- [ ] Elevation drawings showing all openings and travel
- [ ] Structural load reactions (for structural engineer review)
- [ ] Electrical power requirements (for electrical engineer review)
- [ ] Cab interior finish samples or detailed drawings

- [ ] Signal fixture samples or cut sheets (hall lanterns, COP, hall stations)
- [ ] Door operator and entrance details
- [ ] Controller and drive system specifications
- [ ] Firefighters' emergency operation sequence narrative
- [ ] Seismic design calculations (where required)
- [ ] Maintenance and warranty terms
- [ ] Escalator truss layout and support point reactions
- [ ] ADA compliance checklist covering car size, controls height, door timing, signals

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Free checklist from deviationcheck.com/checklists/14-conveying-equipment/. Want the package checked against your spec? Deviation Check reviews it for $35 at deviationcheck.com.