

ELEVATOR INSPECTION REPORT (Including Escalators and Dumbwaiters) (Read instructions on reverse before preparing report)			BUILDING	
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STREET ADDRESS		CITY	STATE	REGION
DATE INSPECTION ORDERED	DATE INSPECTION STARTED: COMPLETED:	DATE INSPECTION CERTIFICATES SIGNED	NUMBER OF UNITS IN BUILDING	
			PASSENGER	FRT. OR SERV.
			ESCALATOR	DUMBWAITER

All elevators, escalators, and dumbwaiters in this building have been inspected by the undersigned inspector on the date noted, and were found to be in a satisfactory condition, except as noted below.

A. THE BUILDINGS MANAGER OR CUSTODIAN IS REQUESTED TO HAVE THE FOLLOWING WORK PERFORMED ON THE EQUIPMENT IN THIS BUILDING.
(List items below that can be properly performed by force account.) *

THE WORK DESCRIBED ABOVE HAS BEEN COMPLETED, AND THE EQUIPMENT IS READY FOR REINSPECTION, IF REQUIRED		
MECHANIC'S SIGNATURE	BUILDINGS MANAGER'S SIGNATURE	DATE

B. LIST REPAIR AND MAINTENANCE ITEMS BELOW THAT ARE OUTSIDE THE SCOPE OF RESPONSIBILITY OF THE BUILDINGS MANAGER OR CUSTODIAN.

INSPECTOR'S SIGNATURE	INSPECTOR'S TITLE	DATE
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INSTRUCTIONS

1. A separate report shall be made for each building for which PBS is responsible for elevator inspections.

2. Distribution of copies:

TO	NUMBER OF COPIES
a. Design and Construction Division	As determined by regional requirements
b. Buildings Manager – to be forwarded through the regional Buildings Management Division. (One copy to be signed by the mechanic and the Buildings Manager upon completion of the work listed in Section A of the report, and returned to the inspector.	2