

Job End Submittals Acceptance Document

1. Clearly legible: All copies and sheets within the submittal sets shall be legible and poor quality copies will not be accepted.
2. Pass / Fail
3. As Built: All submittals shall be “as built” and shall represent the finished product and equipment of the actual equipment and wiring installed.
 - a. Pass / Fail
4. Proper Number / Sets of Project Manuals provided:
 - a. Pass / Fail
5. Each Manual / Set Contains
 - a. Adjuster’s Test Report: An adjuster’s test report shall contain all variable controller settings, adjustable parameter settings and adjustments, and all data from safety tests performed. Settings, loads, forces, speeds and adjustments shall be noted.
 - 1) Pass / Fail
 - b. 3 Adjuster’s test reports are required for each elevator and shall be clearly marked as to the applicable elevator the reports represent.
 - 1) Pass / Fail
 - c. Parts Catalog: A reasonable comprehensive parts catalog / cut sheets and or a means to identify and acquire replacement parts including mechanical / electrical systems of the complete elevator system for all elevator components shall be provided.
 - 1) Pass / Fail
 - d. Owners Manual consisting of the
 - 1) installation instruction
 - (i) Pass / Fail
 - 2) diagnostic information and descriptions, Including all pertinent codes and troubleshooting information:
 - (i) Pass / Fail
 - 3) Any special kind of tools (highest version) necessary for the proper maintenance and adjusting of the units. If any adjusting tool(s) is to be provided, then the unit shall be considered the Property of the Owner and shall be provided at no additional cost to the Owner. The unit provided shall not be of the self-destructing, self-resetting type.

- (i) Pass / Fail
 - (ii) Noted on Signature Document: Any special tools shall be noted as required and accounted for on the signature sheet or stated none required on the Signature Document.
 - 1) Pass / Fail
- e. One (1) set(s) of instructions that explain operating features of the control equipment, including adjusting and troubleshooting procedures.
 - 1) Pass / Fail
- f. Electrical Schematics: Three (3) complete sets of "as built", current and actual finished representation of the complete elevator control and electrical systems including but not limited to all controller(s), motor(s), signal operating fixture(s), door operator(s) shall be provided. Provide the interconnecting wiring list to the processor interface boards. Insure and maintain any circuit changes made during the course of installation on each set of the wiring diagrams is represented. These diagrams will be the property of the University of Illinois.
 - 1) Pass / Fail
 - 2) One (1) of the 3 shall be factory-laminated with a metal grommet hole at the upper-left portion of each laminate section; include a metal chain through the grommet hole that shall attach all of the diagrams / schematics and shall be mounted in the machine room.
 - (i) Pass / Fail
- g. 2 of the 3 sets shall be identical sets non laminated paper copies, minimum 11 X 17 , standard font sizing.
 - 1) Pass / Fail
- h. Operation and Maintenance Manuals: Manuals describing recommended service requirements and procedures for optimal life and operation of equipment shall be provided.
 - 1) Pass / Fail
- i. Keys: Contractor shall provide Three (3) sets of keys (for each elevator) to operate all key-operated functions all properly marked and identified. This is total number of keys per full submittal.
 - 1) Pass / Fail

Signatures -

Dates
