

These items shall be completed no later than the 50% CD review stage of all U of I projects that involve any elevator or elevator related work.

1. ALL of the below items, as applicable, shall be noted within the appropriate contractor's written specification sections with specific wording as appropriate for a bid specification.
2. It is very important that the following statement shall be included as the first sentence of these sections: ***"No items shall be installed in the elevator, hoistway / pit / machine room, until placement is coordinated with the elevator contractor."***
3. All enclosed specification sections relating to elevator work shall be installed / inserted / written into the appropriate project bid specification sections.
4. All sections shall be reviewed by the AE to ensure the specific requirements address the individual needs of the current project.
5. Enclosed drawings shall be installed in the drawings, as applicable to the specific project, in the appropriate sections of the pre-bid / bid submittal drawings.
6. The enclosed elevator check-off sheet shall be completed by the AE with marks and notes indicating where all of the installed drawings and written specifications are located within the submittals provided by the AE and the completed check-off sheet shall be provided with the submittal drawings and specifications.
7. Failure to complete any of the above shall initiate the requirement for a re-submittal of all the related drawings and specifications.

ITEMS TO BE ACCOUNTED FOR ON CHECK-OFF SHEET BY AE

All following items are relevant to all projects with an elevator. All items shall be accounted for in the Project Specifications and Drawings, and shall be indicated on the Elevator Design Check-Off Sheet as shown in *Exhibit 14 20 00-2, Elevator Design Process Worksheet*.

1. All **Steel-related** items installed in the elevator machine room, elevator pit area, elevator hoistway (pit ladder detail, overhead access including ships ladder / platform and grating in overhead – access doors for overhead access as required for installations with equipment required to be accessible as per elevator code – common with cable elevators without overhead machine rooms). See *Drawing 14 20 00-3, Elevator Pit Ladder Detail*.
2. All **Carpentry-related** items installed in the elevator machine room, elevator pit area, elevator hoistway (machine room door – closer – width – opens out-lockset-fire rated – and – flooring for elevator). See *Section 08 11 13 – Hollow Metal Doors and Frames* and *Section 09 65 80 - Elevator Flooring Requirements*.
3. All **Sprinkler-related** items installed in the elevator machine room, elevator pit area, elevator hoistway. See *Section 21 10 00 – Water-Based Fire Suppression Systems*.
4. All **Plumbing-related** items installed in the elevator machine room, elevator pit area, elevator hoistway. See *Section 22 13 29 – Sewerage Pumps*.

5. All **HVAC-related** items installed in the elevator machine room, elevator pit area, elevator hoistway. See the *Equipment Rooms, Mechanical* document within the General Guidelines of these Standards.
6. All **Electrical-related** items installed in the elevator machine room, elevator pit area, elevator hoistway. See *Section 26 80 00- Elevator Electrical Requirements*.
7. All **Telecom-related** items installed in the elevator machine room and inside elevator cab. See *Section 27 00 00 - Communications*.
8. All **Fire and Smoke Detection System-related** items installed in the elevator machine room, elevator hoistway. See *Section 28 30 00 – Fire and Smoke Detection System*.