



Stafford County Fire and Rescue Department Office of the Fire Marshal

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Acceptance Testing/Inspection Checklist for:

Elevator Recall Inspection (875)

Applicable Codes and Standards:

- VCC – Virginia Construction Code (2018)
- VSFPC – Virginia Statewide Fire Prevention Code (2018)
- NFPA 72 – NFPA Standard for the Installation of Fire Alarm Systems (2016)
- ASME A17.1 – American Society of Mechanical Engineers Safety Code for Elevators (2016)

Inspection Basics:

Yes	No	Item	Code Section
		Building address posted and visible from the street?	VUSBC 110.5
		Applicable construction permit posted?	VUSBC 110.5
		Approved plans on site?	VUSBC 109.5

If any of these are “No”, the inspection may be failed immediately

Key Information:

Yes	No	Item	Code Section
		Have the fire alarm system monitoring company, building occupants and Stafford County ECC been notified of the testing?	VSFPC 901.7
		Is the NFPA 72 Record of Completion being filled out? This form must be completed and the system completely pre-tested prior to final inspection of the fire alarm system.	VUSBC 907.7.2
		Are all devices the same devices listed on the plans, installed and secured properly and wired in accordance with NFPA 70?	NFPA 72, 12.2.2.4
		Test all devices initiating <i>Designated Level</i> elevator recall per the approved sequence of operations and NFPA 72. (Typically includes: elevator lobby smoke detectors above the 1 st floor and top of hoistway smoke detectors)	NFPA 72, 21.3.12.1
		Test all devices initiating <i>Alternate Level</i> elevator recall per the approved sequence of operations and NFPA 72 (Typically includes: 1 st floor elevator lobby, 1 st floor elevator machine room, and elevator pit smoke detectors if provided).	NFPA 72, 21.3.12.2
		Test the function of elevator firefighters operation key to recall elevators to the Designated Level and In-car operation (Phase II recall)	ASME A17.1
		Test any heat detection or dedicated water flow switch for power shutdown where provided. Ensure that smoke detection is also provided to initiate recall prior to shut down.	NFPA 72, 21.4
		Verify that appropriate signage including typical “in case of fire, do not use elevators, use exit stairs” sign in each lobby, as well as lights/instructions for Phase II firefighter operation.	VSFPC 607.2
		For new buildings, ensure that a Knox Elevator Box is provided in the lobby of the <i>Designated Level</i> (typically 1 st floor) and contains firefighter operation keys as well as a large door key.	VSFPC 607.4
		Ensure that any elevator designed to accommodate a stretcher is marked with a “Star of Life” in the door frame on each level.	VCC 3002.4
		Ensure that the elevator equipment room door is properly labeled	VSFPC 509.1