












COMMERCIAL PASSENGER LIFTS

BUILDER'S GUIDE



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Concept to Completion
Flexibility in Design & Personalised Service

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PRE-START CHECKLIST

City Lifts is committed to providing on time and on budget projects. We require your assistance to achieve this aim. Before installation of the lift commences at your site it is important that the following pre-start checklist is completed by you.

1. The lift shaft, landings and pit must be complete, clean, dry and adequately protected against incoming water and inclement weather.
2. The lift shaft dimensions are as per the approved layout drawings, including all hall and overhead beam penetrations.
3. All penetrations, lifting points or beams are in place, as shown on the approved drawings.
4. The lift shaft openings are protected as per local industry regulations and/or contract layout drawings.
5. Finished floor levels are indicated on each landing (F.F.L).
6. Electrical power must be available with adequate capacity (both for installation tooling and lift mains) and be correctly located as per the approved drawing.
7. A phone line must be available and be correctly located as per the approved drawing.
8. The unloading area, and transportation route to both the storage area and lift shaft must be clearly defined.
9. Secure, dry, undercover materials storage location (30m²) is available within a distance of 20 metres of the lift shaft and access to the lift shaft is clear/unobstructed at all times during the installation.
10. Access to the lift shaft and stairways are safe and illuminated.
11. On site sanitation facilities are available.

We urge you to make sure that these critical conditions are verified and available. In case of any questions or anticipated problems you should contact your nominated City Lifts' representative.

Date	Authorised Builder's Representative	Authorised City Lifts Representative
Name		
Office		
Mobile		
E-mail		
Agreed delivery date of material		
Unloading location		
Storage location		
Agreed start date		

LIFT SHAFT DIMENSIONS

In order to install the lift(s) the lift shaft must respect dimensional tolerances and plumb-ness as specified on the approved layout drawings. Also the exact floor levels at each landing must be indicated nearby the entrance (e.g. by a 1,000 mm mark). Dimensional non-conformities in lift shaft are likely to require re-ordering of material or re-work and cause delays. They therefore potentially generate extra cost. We strongly emphasise the need for accurate lift shaft dimensions, tolerances and plumb-ness (+30 mm/- 0 mm) The shaft walls are to be concrete or filled with reinforced block work that is able to properly hold masonry fasteners. Blocks should be filled every 3 to 4 courses. The shaft construction must attenuate vibrations & sound traveling into building below 45dBA.

LIFT SHAFT

- ⊕ A clean, dry two hour fire rated lift shaft built to the lift code and applicable government regulations, to the dimensions as shown and tolerance of + 30 mm/- 0 mm as shown and designed to bear the reactions as shown.
- ⊕ A waterproof pit designed to bear the reactions shown.
- ⊕ Penetrations/ beams for Machine Beam Installation as shown (Machine beams by City Lifts. Hoist beam by customer).
- ⊕ Penetrations for installation platform as shown.
- ⊕ Rough opening cut outs for landing doors as shown.
- ⊕ Penetrations for all fixtures. 25mm diameter hole in the centre of fixture location as shown.
- ⊕ 2 Recesses and 1 penetration for the controller panel on the top floor served as shown on the approved drawings.
- ⊕ Provide accurate grid and datum lines per landing indicating finished floor levels. Eg a 1,000mm mark.
- ⊕ Weatherproof lift shaft.
- ⊕ Weatherproof top landing served for protection of controller panel.
- ⊕ Cutting & closing of walls in lift shaft.
- ⊕ Cover plate for machine beam penetrations – 2 hour fire rated lift shaft.
- ⊕ Cover plate/grouting for Installation platform penetrations – 2 hour fire rated lift shaft.
- ⊕ Grouting/making good finished front wall to landing finished frame.
- ⊕ Ventilation in top of shaft. Area to comply with local building regulations. (located to avoid equipment in shaft). The lift shaft shall be suitably ventilated. In the absence of relevant regulations or standards, it is recommended to provide ventilation openings at the top of the lift shaft, with a minimum 0.10sqm. The ambient temperature in the lift shaft shall be maintained between 0°C & +40°C. Note: Relevant regulations and standards should be checked for the need for fire dampers.

AVAILABILITY OF POWER

- Ⓢ Prior to the commencement and during the entire installation of the lift, provide uninterrupted temporary power within 5m of the controller recess on the top floor served. This supply will cater for a maximum demand of 15 amps and be available in three phase 415 VAC and single phase 230 VAC. This supply will be used for erection , lighting, testing and operation of tools and hoisting equipment.
- Ⓢ Prior to the commencement of installation, provide permanent power, located in the controller recess as shown, with a tail of 5 metres. If multiple lifts are being installed submains per lift are required.
 - Ⓢ Power supplied to be 3 phase, 50 Hertz, 5 wire, 415 volt.
 - Ⓢ Maximum demand: (contract basis).
 - Ⓢ Rating of mains protective device, to be greater than largest lift circuit breaker.
- Ⓢ All power supplied to City Lifts, whether permanent or temporary and/or rental shall be at the builders cost.

SAFETY BARRIERS / LIFT SHAFT PROTECTION

Prior to City Lifts' mechanics accessing the lift shaft all openings must be protected adequately as per City Lifts drawings, specifications and AS4431 / EN81-20. For typical requirements, refer to the picture below.



SAFE ACCESS & STAIRWAYS

Safe access to landings is essential. Access should be possible by means of fixed stairways with fall prevention (e.g. temporary handrails) over the complete transportation / access route. Stairways and access routes should be illuminated. The use of ladders to gain access to either the site, storage facility or the lift shaft is not acceptable.

UNLOADING & STORAGE

In order to enable efficient material distribution it is important that the material can be unloaded from the delivery truck within a distance of 50 metres of the storage / unit location and have clear, rollable access from unloading area to storage area.

Onsite – Provide 30m², secure & weatherproof storage for City Lifts equipment and materials when delivered to site within 20 metres of lift shaft and located on lowest landing served, with clear and level access between unloading/ storage area and lift shaft.

In the event that storage on the Site as specified above is not available, the Customer shall be liable for storage costs of \$250.00 per unit per month.

Customer is responsible for all traffic control at the site during delivery of the equipment to the site.

Commencement – Please note: If your site is not ready for delivery on the scheduled date of commencement (“Commencement Date”) and you do not advise City Lifts six (6) weeks prior to the Commencement Date then storage costs of \$250.00 per month per unit or pro rata for each part of a month will be charged to the contract as a variation. These storage costs will continue until such time as the site is ready for delivery.

AVAILABILITY OF PHONE LINE

Two weeks prior to handover provide a dedicated analogue phone line, terminated at a final distribution point on the inside of the shaft at the top floor served within 3 metres of the controller panel. The availability of the phone-line is a very frequent cause for delays. We recommend taking special care in the timely availability of the telephone line since it is critical for receiving a safe to work certificate. In the event that the phone line is not available when required, the customer shall be liable for re-establishment costs should City Lifts have to leave and return back to site to finalise the project. The installation and on-going rental fees of the phone line shall be at the builders cost.

DRAWINGS & FINISHES

All buildings drawings and specifications are issued to City Lifts at time of tender acceptance (this includes door frame data sheets and architectural finishes).

MISCELLANEOUS

- ④ Prior to making the unit available for either the final users or for temporary use during the construction process of the building it is necessary that:
 - The unit is completely installed and adjusted.
 - The lift shaft is completely closed & waterproof.
- ④ Non lift equipment must not be installed in the lift shaft without prior written permission from City Lifts.
- ④ Fire detection and protection fitted in the lift shaft must be of a type that will not adversely affect the lift equipment or cause electrical hazards.
- ④ Provide & install a lift car floor covering, which complies with local code regulations.
- ④ All painting, including any necessary retouching, masonry and woodwork etc, not included in the contract.
- ④ Protection of lift doors, architraves and lift fixtures prior to handover is not included in the contract.
- ④ Provide safe access and well illuminated work areas.