**PPD Construction Administration Checklist**

CM/GC shall be responsible for following inspections and reviews and obtaining PPD approval for the building sub-system for substantial completion.

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| **19** | **Elevators** | | Approved for Substantial Completion:  (Required for Substantial Completion Approval by PPD Office.) |
|  | Inspection/Review Item | **Notice Required** | **Remarks** | |
| 1 | Pit inspection | 24 hours | Pit must be inspected prior to pouring to verify proper moisture seal. | |
| 2 | Steel casing installation | 24 hours |  | |
| 3 | PVC casing installation | 24 hours |  | |
| 4 | Jack. | 24 hours | Jack must be inspected before it is put into PVC casing for protection coating | |
| 5 | Elevator car | 24 hours |  | |
| 6 | Oil line | 24 hours | Oil lines must be continually checked during the installation process | |
| 7 | Elevator wiring / diagram | 72 hours prior to SCI | PPD must be provided wiring diagram before SCI | |
| 8 | Fire alarms recall  Phase I & Phase II | 24 hours | PPD representative must be present for this testing sequence. | |
| 9 | State elevator inspection | 24 hours | PPD representative must be present for this inspection. | |