



JSG ELEVATOR CONSULTANTS LLC

1177 Branham Lane, # 292
San Jose, CA 95118

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Consultant Report Scope

Consultant General Scope of Services:

1. Consultants will familiarize themselves with the site location and client issues before submitting proposal to address the basic scope of proposed work.
2. Access all elevators, elevator machine rooms, elevator pits without disrupting operations.
3. List all elevator types, machine types (i.e. traction, gearless traction, hydraulic), hoist way types – rails, cables, hole-less, etc., capacities, travel speed, landings, door operating type, travel height, controller types, door operators, hall lanterns/buttons, call buttons, ADA compliant features or lack of, safety tags, fire recall logs, maintenance pads, adequate ventilation/HVAC types, locked doors, fire/life safety/alarm device types, condition of rooms/areas, etc.
4. Obtain elevator type and manufacturer, machine type and manufacturer, and controller type and manufacturer.
5. For properties with multiple elevators, each elevator shall be listed individually with their corresponding types and components (we do not simply lump all elevator types, components into one list).
6. Contact elevator service companies to obtain related information regarding previous maintenance and recommended upgrades.
7. Request and view elevator inspection certificates, safety logs, fire recall logs, safety tags, maintenance/service logs, etc. and note findings in report.
8. Photographs of all deficiencies and related areas & items/conditions which will require costs/repairs.
9. After site visit contact client or the case manager to discuss our findings within 72-hours of visit.
10. Payment: Major credit cards accepted.

Report -finished product

The Report will contain:

1. Provide one electronic copy of our full report and photographs and research information in PDF format.
2. An Executive Summary.
3. Conveyance data information listing of elevator types including manufacturers for each elevator. The list shall be separated per each individual elevator type (i.e. passenger, freight, service).
4. For projects with multiple elevators – complete elevator table (example in scope attached) to be included in report.
5. Elevator Performance evaluations for each elevator.
6. Risk Management recommendations.
7. Photographs with captions.



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8. Immediate Repairs – operational adjustments, life safety issues, controller issues, elevator machines, hydraulic pumps/motors, ADA compliant issues, repairs and replacements
9. Long term maintenance costs – Projection and analysis
10. Immediate, Short Terms and Long Term Capital Planning or Remedial Costs & contain quantities and unit costs.
11. Provide all elevator type, equipment, controller, and systems.

Elevator #	Type	Permit #	MFG	Drive	Stops	Capacity (lbs.)	Speed (fpm)
1	Passenger	AHJ Unit	OEM	AC Traction	4	4,000	160

Information included in report:

1. Date of site visit.
2. Building & Contractor Personnel interacted with or interviewed on site.
3. Interviews and notes obtained during investigation.
4. Information reviewed, research and analysis, depositions and related Codes etc.
5. Description of elevator types, machine types, machine room systems and related components.
6. Condition assessments of elevator cabs, hoist ways, elevator pits, elevator machine rooms, cables, hydraulic pumps, controllers, machine room, and issues revealed.
7. Condition of restricted areas accessed including hoist way, car top, pit and machine room.
8. Elevator building areas where access was inaccessible or denied.
9. Follow-up with elevator service- maintenance company, interviews by phone, emails etc.

Attachments:

Photos:

Reference Documents: