



Elevator Pre-Plan Form

Fire Department

Date Pre-Planned:

Pre-Planned by FD Unit #:

Building Name/Address:			
Number of Elevators in Building:		Building Keys Needed for Access:	

Elevator Location #1:			
Elevator Type:		Machine Room Location:	
Mainline Disconnect Location:			
Fan/Lights Disconnect Location:		Fire Service Key #:	
Hoist-way Door Key Type:		FS Phase I Switch Location:	
Stop Switch Locations:		Type of Elevator Pit: (Walk-in or Climb-in)	
Special Tools, Fall Protection or Ladder Requirements:			
Additional Notes, Lockout/ Tag out or Procedures:			
Elevator Location #2:			
Elevator Type:		Machine Room Location:	
Mainline Disconnect Location:			
Fan/Lights Disconnect Location:		Fire Service Key #:	
Hoist-way Door Key Type:		FS Phase I Switch Location:	
Stop Switch Locations:		Type of Elevator Pit: (Walk-in or Climb-in)	
Special Tools, Fall Protection or Ladder Requirements:			
Additional Notes, Lockout/ Tag out or Procedures:			
Elevator Location #3:			
Elevator Type:		Machine Room Location:	
Mainline Disconnect Location:			
Fan/Lights		Fire Service Key #:	
Hoist-way Door Key		FS Phase I Switch Location:	
Stop Switch Locations:		Type of Elevator Pit: (Walk-in or Climb-in)	
Special Tools, Fall Protection or Ladder Requirements:			

Additional Notes, Lockout/ Tag out or Procedures:	
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