



# Elevator Pre-Plan Form

\_\_\_\_\_ Fire Department

<b>Date Pre-Planned:</b>	
<b>Pre-Planned by FD Unit #:</b>	

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

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

**Additional Notes, Lockout/  
Tag out or Procedures:**

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