**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 recallPhase 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. |