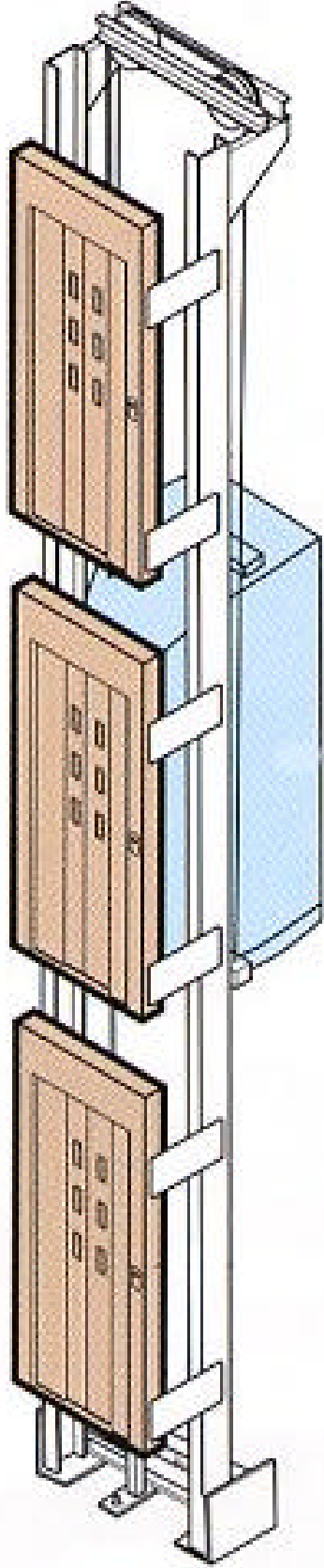


OTIS



The Home Elevator

HomeLine
moving people in the home

Builder's Guide

Dear Customer,

In order to install the elevator at your site it is important that following site conditions are available and checked by you:

- The hoistway and pit are maintained dry and clean
- The hoistway dimensions are as per the layout drawing, including all hall penetrations
- The inserts are in the correct location (if not a variation will apply)
- The availability of permanent 1-phase power and a telephone line, both located correctly, as per the layout drawing
- The hoistway openings are protected as per local industry regulations and/or layout drawings
- Finished Floor levels are indicated on each landing (F.F.L)
- Secure, dry, undercover material storage location (10m²) is available within a distance of 10 metres of the hoistway and access to the hoistway is clear
- Access to the hoistway and stairways are safe and illuminated
- On site sanitation facilities are available

We urge you to make sure that these critical conditions are verified and available. In case of any questions or anticipated problems you should contact your nominated Otis Representative or Supervisor immediately.

	Checked by authorised site manager or representative:	Authorised OTIS representative or Supervisor:
Date 📅	<input type="text"/>	<input type="text"/>
Office ☎️	<input type="text"/>	<input type="text"/>
Mobile 📱	<input type="text"/>	<input type="text"/>
fax 📠	<input type="text"/>	<input type="text"/>
@	<input type="text"/>	<input type="text"/>

Agreed delivery date of material:

Unloading location:

Agreed start date:

Storage location:

OTIS Representative or Supervisor:

Otis contract number:

Hoistway Dimensions

In order to install the lift(s) the hoistway must respect dimensional tolerances and plumb-ness as specified on the contract and layout drawings. Also the exact floor levels at each landing must be indicated nearby the entrance (e.g. by a 1000 mm mark). Dimensional non-conformities in hoistway are likely to require re-ordering of material or re-work and cause delays. They therefore potentially generate extra cost. We strongly emphasise the need for accurate hoistway dimensions, tolerances and plumb-ness (+/- 15mm)

Availability of Power

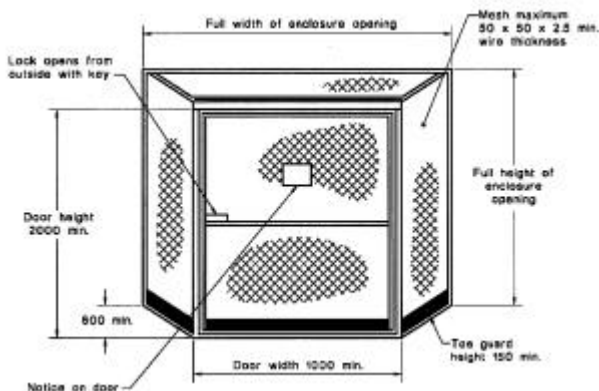
During the installation electrical power will be used to:

- Operate power tools and temporary lighting
- Operate electrical hoisting equipment
- Move the lift car during the installation process

It is therefore important that electrical power is provided with the right capacity rating and at the appropriate location as per the layout drawing / product specification.

Safety Barriers / Hoistway Protection

Prior to OTIS mechanics accessing the hoistway all openings must be protected adequately as per OTIS drawings / specifications or local / industry legislation in the case where they are more stringent. For typical requirements, refer to the diagram below.



Safe Access & Staircases

Safe access to landings is essential. Access should be possible by means of fixed staircases with fall prevention (e.g. temporary handrails) over the complete transportation / access route. Staircases and access routes should be illuminated. The use of ladders to gain access to either the site, storage facility or the hoistway is not acceptable.

Unloading & Storage

In order to enable efficient material distribution it is important that the material can be unloaded from the delivery truck within a distance of 50 metres of the storage / unit location unless otherwise agreed in the contract. Storage of material should be dry and lockable. The storage facility should be within 10 metres of the final location of the unit unless otherwise confirmed in writing by the OTIS Supervisor.

Major obstacles for unloading and positioning of material must be reviewed at least 3 weeks before the delivery. If these obstacles result in extra labour the situation must be reviewed with and approved by the OTIS Supervisor.

Major obstacles can be:

- Height differences over 0.5 metres without fixed staircases
- Limitations as to the size of the delivery truck (e.g. City centres)
- Parking limitations for the delivery truck (e.g. City centres)
- Complicated access route to hoistway (most common is transportation of material through staircases)
- Transportation over unstable or wet surfaces (e.g. sand or mud)

Non-conformities to the approved situation resulting in unplanned labour by OTIS will be invoiced.

Availability of Phone Line

Prior to making the unit available for either the final users or for temporary use during the construction* process of the building it is necessary that:

- The unit is completely installed and adjusted
- The hoistway is completely closed
- A telephone line is provided

The availability of the phone-line is a very frequent cause for delays. We recommend taking special care in the timely availability of the telephone line since it is critical for receiving approval.

Contact your OTIS Representative or Supervisor for specific details.

* OTIS does not recommend the use of the lift by third parties during the construction of the building. This will require additional cleaning and re-adjustment prior to final hand-over. Also there is a substantial risk of damage with possible delays in completion. Temporary use of the lift always requires a special contract.

**NOTE, THIS DOCUMENT MUST BE READ
IN CONJUNCTION WITH THE CONTRACT LAYOUT
AND THE GUIDE TO YOUR RESPONSIBILITIES SHEET**

A guide to your responsibilities

Hoistway

- Hoistway to be constructed to dimensions shown, with tolerances of $\pm 15\text{mm}$ for each wall.
- Building in of inserts, flush with the face of the finished hoistway wall for fixing the machine bedplate (OTIS to supply inserts).
- Completion of hoistway, bricking in and/or grouting of doorframes,
- A waterproof pit designed to withstand the load reactions shown.
- Dry sump in elevator pit to comply with S.A.A. Lift Code and local building regulations.
- Provide accurate grid and/or datum lines for setout of hoistway.
- Provide guards to all hoistway entrances in compliance with S.A.A. Lift Code.
- Temporary weatherproofing of lift shaft (if required).
- Carry out all necessary cutting and closing of walls.

Machine Room

- Provide a clean, completed machine room to lock-up stage with suitable access, lighting, power points and mechanical ventilation where required to comply with S.A.A. Lift Code and local building regulations.
- Machine room access door, lock, closer and notice to comply with S.A.A. Lift Code and local building regulations. The machine room door is to swing outwards.
- Provide a fire extinguisher or sprinkler system (dry return type) to comply with S.A.A. Lift Code and local building regulations.

Power, Communication

- Provide suitable A.C. 1 phase 240-volt sub-mains to a point inside the motor room (Isolation Switch in motor room by OTIS).
- Provide uninterrupted power for erection, lighting, testing and operation of tools and hoisting equipment. This power is to be single phase 240 volts A.C.
- All power supplied to OTIS to be free of charge.
- Power to be located adjacent to the hoistway and available from commencement of OTIS work on site.
- Provide a telephone line (including application and payment of fees) terminated at a point inside the motor room.

General

- Provide suitable facilities for water and sanitation.
- Provide adequate weatherproof storage for OTIS equipment and materials.
- All painting, including any necessary retouching, masonry and woodwork etc.
- Painting of elevator equipment is the responsibility of OTIS.