



Elevator Recall Switch Inspection Checklist

No	Inspection Item	Status	Remark
1	Switch mounting security (firmly attached, no looseness)	OK / Faulty	
2	Key switch condition (smooth operation, no binding)	OK / Faulty	
3	Switch labeling ("FIRE RECALL" clearly marked and legible)	OK / Faulty	
4	Physical damage or tampering (visual inspection)	OK / Faulty	
5	Protective covers (present and intact if required)	OK / Faulty	
6	Connection to fire alarm system (secure wiring)	OK / Faulty	
7	Signal integrity between fire alarm and elevator controller	OK / Faulty	
8	Primary floor recall function (responds to fire alarm signal)	OK / Faulty	
9	Alternate floor recall function (responds when primary floor	OK / Faulty	
10	Shunt trip circuit connection (for sprinklered hoistways/mac	OK / Faulty	
11	Power supply to recall circuits (correct voltage)	OK / Faulty	
12	Backup power connection for recall function (if applicable)	OK / Faulty	
13	Circuit continuity tests (no breaks in control circuits)	OK / Faulty	
14	Terminal connections (tight, no corrosion)	OK / Faulty	
15	Indicator light functionality (illuminates properly)	OK / Faulty	
16	Key switch functionality in "OFF" position (normal operation	OK / Faulty	
17	Key switch functionality in "ON" position (initiates recall)	OK / Faulty	
18	Key switch functionality in "BYPASS" position (if equipped)	OK / Faulty	
19	Elevator returns to designated primary recall floor	OK / Faulty	
20	Elevator returns to alternate recall floor when primary reca	OK / Faulty	
21	In-car Phase II key switch operation (OFF, ON, HOLD)	OK / Faulty	
22	Call cancelation button functionality	OK / Faulty	
23	Door control functionality (open/close buttons)	OK / Faulty	
24	Car operates in response to car call buttons only	OK / Faulty	
25	Car does not respond to hall calls during Phase II operation	OK / Faulty	
26	Visual indicator illumination (Fire Service Hat symbol)	OK / Faulty	
27	Audible signals as required (chimes, bells, etc.)	OK / Faulty	

28	In-car indicators of Phase II status	OK / Faulty	
29	Lobby position indicators (functionality during recall)	OK / Faulty	
30	Direction indicators (operation during recall)	OK / Faulty	
31	Doors remain open at recall level during Phase I	OK / Faulty	
32	Door open/close buttons operate correctly in Phase II	OK / Faulty	
33	Door reopening devices disabled during Phase II (except door	OK / Faulty	
34	Doors close with constant pressure on door close button duri	OK / Faulty	
35	Door position during power loss (closes or remains closed)	OK / Faulty	
36	Code compliance verification (ASME A17.1/CSA B44, local code	OK / Faulty	
37	Previous testing records available and complete	OK / Faulty	
38	Firefighter's service keys stored in approved location	OK / Faulty	
39	Testing frequency meets code requirements (monthly, quarterl	OK / Faulty	
40	Fire service instruction signage present and legible	OK / Faulty	

Technician Signature: _____

Barcode: []