



HOLLISTER-WHITNEY ELEVATOR CORPORATION

#1 Hollister-Whitney Parkway, P.O. Box 4025, Quincy, IL 62305
Phone: (217) 222-0466 Fax: (217) 222-0493 www.hollisterwhitney.com
Email: kgrace@hwec.com

ATTENTION: _____ ELEV. NO.: _____
COMPANY: _____ H-W NO.: _____
FAX NO.: _____ FROM: _____
JOB NAME: _____ DATE: _____

WE REQUIRE ALL INFORMATION CHECKED TO PROCESS YOUR **LAYOUT DRAWINGS:**

- 1. A set of job specifications.
- 2. A set of architectural drawings and structural drawings pertaining to the elevator.
- 3. A field survey showing existing hatch size, hatch door location and size, machine room size and access door location, pit depth, floor heights, overhead heights, and the size and location of existing equipment to be retained including guide rails, machine beams, or any other existing elevator equipment.
- 4. ASME A17.1 Code compliance to which year revision: 1996 / 2000 / or fill in: _____
- 5. Seismic risk zone (as defined in the legacy U.S. building codes): 0 & 1 2 3 4
- 6. If in a seismic risk zone 2 or greater, is this job required to adhere to all seismic requirements per Code including the use of seismic guide rail fishplates? _____
- 7. Weight of cab enclosure + doors (or gates)? _____ Weight of door operator? _____
- 8. For existing cars that are to be retained, what is the existing "total" car weight: _____
- 9. Overall cab height? _____
- 10. Finished flooring thickness? _____ Material? _____ Total Weight? _____
- 11. Motor prints are required for motors supplied by you and shipped to us for mounting to our machine:
Verify motor mfr.: _____ Verify "Full Load" R.P.M.: _____
- 12. For hoist motors that are to be supplied by H-W, verify the power supply: _____
- 13. Controller mfr.? _____ Control cabinet sizes? _____
- 14. Method of outer car & cwt. guide rail bracket attachment to the structure?
c.m.u. inserts _____ concrete anchors _____ steel framing _____
- 15. For guide shoes by you, verify mfr. _____ & model no. for car: _____ & cwt.: _____.
- 16. Other: _____

- 17. Layouts will be emailed in .pdf format to your email address of: _____

NOTE: We will not proceed with fabrication of equipment until an approved layout is returned to us.