



Hollister-Whitney

ELEVATOR CO. LLC

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LAYOUT DRAWING INFORMATION (FULL LAYOUT)

Company:	Date:
Address:	Job Name:
Contact:	Job Address:
Phone:	Your PO #:
Email:	H-W Contract #:

PLEASE PROVIDE THE FOLLOWING:

- General Specifications, Job Summary, or Scope of Project:** Or if unavailable, fill out H-W #E-166 Estimation and Order form, which is available online.
- Pre-designed Jobs:** Provide a complete set of architectural and structural drawings.
- Design Build Jobs:** For "design build" jobs that have no architectural or structural drawings available, advise if H-W has complete freedom to determine the hoistway size, pit depth, and overhead height as per our requirements: Yes No
- Existing Hoistway / Machine Room:** For existing elevator construction provide a thorough field survey and/or the original elevator installation layout. Indicate hoistway size; door type, size, and hand; machine room size and configuration; all floor heights; pit depth; and clear overhead height. We have various survey forms available in Bulletin #1139 Field Surveys, which is available online.
- Modernization Jobs:** For "modernization" jobs indicate sizes and locations of all equipment that is to be retained. We have various survey forms available in Bulletin #1139 Field Surveys, which is available online. Identify all **existing** elevator equipment that you intend to keep in place:

<input type="checkbox"/> Car rails and brackets	<input type="checkbox"/> CWT. rails and brackets	<input type="checkbox"/> Hoistway door frames and sills
<input type="checkbox"/> Car sling	<input type="checkbox"/> Car platform	<input type="checkbox"/> CWT. frame
<input type="checkbox"/> Safety	<input type="checkbox"/> Governor	<input type="checkbox"/> Tension weight
<input type="checkbox"/> Car shoes	<input type="checkbox"/> CWT. shoes	<input type="checkbox"/> Buffers
<input type="checkbox"/> Pit channels	<input type="checkbox"/> Machine beams / DEH beams	<input type="checkbox"/> Machine
<input type="checkbox"/> Deflector sheave	<input type="checkbox"/> Overhead sheave supports	<input type="checkbox"/> Overhead sheaves
<input type="checkbox"/> Cab enclosure	<input type="checkbox"/> Controller	<input type="checkbox"/> Other: _____
- Elevator Code:** List the governing ASME A17.1 Code year revision: _____
- Seismic Design Information:** Fill out the applicable data on the separate "Seismic Design Information" sheet.
- Incoming Building Power Supply:** _____ Voltage **Machine/Controller Power Supply:** _____ Voltage
- Occupied Space:** Is there "occupied space" below the pit (requires a counterweight safety per code): Yes No
- Existing Car Being Retained:** List the total empty car weight: _____
- New Passenger Cab:** O.A. Height: _____ Cab + Door Weight: _____
- New Freight Cab:** Mfr.: _____ O.A. Height: _____ Cab Weight: _____ Gate(s) Weight: _____
(Forward a job specific drawing of the cab & gate assembly)
- Finished Car Flooring:** Thickness: _____ Type of Material: _____
Weight in lbs/sq.ft: _____ or Overall Weight: _____ total lbs.

14. **Loading Classification:**
 Passenger (only) Passenger/Class A Passenger/Class C1 Passenger/Class C2 Passenger/Class C3
 Freight/Class B Freight/Class A Freight/Class C1 Freight/Class C2 Freight/Class C3
15. **Confirm Accessibility Requirements:**
 Wheelchair only 76" x 24" Stretcher 84" x 24" Stretcher
16. **Guide Shoes:** Mfr.: _____ Car Shoe Model: _____ Cwt. Shoe Model: _____
17. **Rail Bracket Attachment:** Method of car and cwt. guide rail bracket attachment to the structure at the outer walls:
 Inserts Concrete anchors Steel framing (steel locations are required)
18. **Machine:** Mfr.: _____ Model: _____ Type (Geared / Gearless): _____
 (If not being supplied by H-W, forward a job specific drawing of the machine.)
19. **Hoist Motor (Geared Machine):** Mfr.: _____ HP: _____ RPM: _____ Frame Size: _____
 (If not being supplied by H-W)
20. **Controller:** Mfr.: _____ Model No.: _____ Size: _____ W. _____ D. _____ H. _____
21. **Other Equipment in Machine Room:** List all items and provide sizes:

22. **Drive Manufacturer (required if H-W is supplying a gearless machine):**
 KEB Magnetek Other (cable will be provided by customer)
23. **Jobs with Live Shaft Governor:** Standard shaft dia. is 12 mm, if using G.A.L. control. If using other control manufacturer specify the required shaft diameter: 12 mm (.472") dia. .25" dia. .75" dia. 1.00" dia.
24. **Car Sill Detail:** If H-W is supplying a car platform with all-steel type construction that has no additional wood sub-flooring on top, then a car sill detail is required by our final engineering department before fabrication of the platform.
25. **Car Operating Panel Cut-out Detail:** If the car operating panel is located at the side of the cab enclosure, then a drawing showing the size and location of the C.O.P. box cut-out is required by our final engineering department before fabrication of the car sling.

MRL APPLICATIONS (only):

1. **MRL Plan Arrangement:** Which Plan arrangement have you chosen from our MRL Design Guide (available online): _____
2. **MRL Machine Access Door:** If you are considering our MRL Plan A1, A2, F, or G (counterweight located at the side), then a machine access door is required. If it is not structurally feasible to provide the access door these plan arrangements may not be available. Confirm whether you can provide the machine access door: Yes No
3. **MRL Governor Access (NYC):** Confirm if required to follow NYC Appendix K, which requires a governor access door: Yes No
4. **MRL Grating Platform (NYC):** For MRL elevators located in New York City the NYC D.O.B. may require a grating platform in the overhead with 53" minimum clear headroom to facilitate machine maintenance access. The installation of grating will require additional overhead height than what is called for in our MRL Design Guide. Confirm if a grating platform is required: Yes No
5. **MRL Encoder Cable Length:** H-W standard length for the encoder cable is 20 meters (65 feet). The maximum length that we supply is 75 meters (246 feet). Determination of the correct length required to route through the building structure is your responsibility. Confirm required encoder cable length: _____ft.
6. **MRL Manual Brake Release Cable Length:** If the controls are by G.A.L. a manual brake release is NOT REQUIRED. If the controls are by another manufacturer, then a manual brake release cable is supplied unless you tell us otherwise. Determination of the correct length required is your responsibility. Our standard stock cable length is 8'-0". Other stock lengths available: 15'-0", 20'-0", 25'-0", 30'-0", 40'-0", and 50'-0" (max.). Do you require a manual brake release: Yes No Confirm the cable length: _____ ft.

Additional Comments: _____

NOTE: If layouts are being prepared by H-W, we will require your written approval verifying the accuracy of the layout drawings and authorizing us to proceed with final engineering to release to production before any fabrication of equipment can proceed.