



Elevator Pre-Inspection Checklist for TCO and CO

Code in effect: A17.1-2000, FBC-2004.

Code	Quick Ref.	Description
ASME A17.1-2000		<u>ITEMS IN THE MACHINE ROOM</u>
Item 2.7.3.	Access to Machine Room	Access to and from the roof and machine room shall be by means of a stairway. When access is over a sloping roof or a roof with vertical obstructions, a walkway shall be provided. Access shall be safe and convenient. It is prohibited to allow access to a machine room to non authorized personnel. Doors, which allow passage through a machine room to gain access to a roof area or other building equipment, shall be prohibited.
Item 2.8.1. Item 2.8.2.	Non-Elevator	All non-elevator-related piping and equipment shall be prohibited from entering or passing through the machine room.
NFPA 70-02 Rule 620-51 Rule 620-22 Rule 620-53	Disconnects	Electrical disconnects shall be lockable in the open position and properly located within sight of the elevator devices as outlined in NFPA 70 Rule 620-51. All disconnects shall be properly fused (RK-5) or utilize a non-self resetting circuit breaker. A lockable disconnect with over-current protection shall be located in the machine room serving the car lighting per NFPA 70 620-22 and 620-53. Advisory: the preferred location for electrical disconnects is near the jamb side of the machine room door in order to be readily accessible to qualified personnel.
NFPA 70-02 Rule 620-85 Rule 620-52 Rule 620-91 Rule 620-5	GFCI Receptacle	Receptacles in the machine room and machinery spaces shall have GFCI-type receptacles or a GFCI-type circuit breaker per NFPA 70 Rule 620-85. Warning signs shall be posted when there is power from more than one source per NFPA 70 Rule 620-52-see also 620-91 & 620-51.
NFPA 70-02 Rule 620-5.	Electrical Clearances	All electrical clearances shall be provided and maintained in front of the controller and disconnect at all times. Advisory: It is interpreted that machine room doors that swing into the electrical clearance area endanger worker safety and are prohibited and they shall meet the provisions of NFPA 70 Rule 620-5.
Item 2.7.5.1. NFPA 70-02 Rule 620-23	Lighting 19 ftc (200lx)	Machine rooms shall be properly lighted so the electrical control devices and machinery are well illuminated. Provide vapor proof fixtures. The light switch shall be located in the machine room and shall be placed near the machine room door jamb per ASME A17.1 Item 2.7.5.1. The required lighting shall not be connected to the load side of a GFCI per NFPA 70 620-23.
Item 2.8.1.1. NFPA 70-02 Rule 620-81	Grounding	All electrical equipment, controllers and machines shall be properly installed and grounded per NFPA 70 Rule 620-81 and ASME A17.1 Item 2.8.1.1.
NFPA 70-02 Rule 620-21	Workmanlike Manner	All electrical conduits shall be properly secured and routed in a workmanlike manner. See NFPA 70 Rule 620-21.
Item 8.6.1.6.5.	“ABC” Fire Extinguisher	An “ABC” type fire extinguisher shall be located in the room per ASME A17.1 Item 8.6.1.6.5. The extinguisher should be sized for the room dimensions. Advisory: A minimum 10-pound extinguisher is recommended.
NFPA 70-02 Rule 620-11 Table 13/18	“Fire wire”	All conductors used in raceways and for hoistway door interlock wiring shall be flame retardant per NFPA 7- Rule 620-11/ Table13 & 18.
Item 2.7.3.4.1	Door	The machine room door shall be self-closing and self-locking. The door shall always require a key to be opened from the outside, but can always be opened from the inside without a key per ASME A17.1-2000 Item 2.7.3.4.1.
Item 2.7.4.1.	7’Clear headroom	The clear headroom in a machine room shall not be less than 7 feet. This shall be measured from any overhead obstruction per ASME A17.1 Item 2.7.4.1. LULA elevator headroom clearances shall not be less than 79” per ASME A17.1 Item 5.2.1.7.2.
Item 2.7.5.2.	Temperature and Humidity	Machine rooms in Miami Beach shall be provided with mechanical means to keep the ambient air temperature and humidity in the range specified by the elevator equipment manufacturer to ensure safe and normal operation of the equipment. <u>The temperature and humidity range shall be permanently posted in the machine room per ASME A17.1 Item 2.7.5.2.</u>

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Item 2.7.8.4.	Remote Machine Control	When provided, a permanent means of communication shall be installed between the elevator car and remote machine/control room per ASME A17.1 Item 2.7.8.4.
Item 2.8.2.3.1.	Sprinklers	Sprinklers may serve a machine room via a branch line, when the machine room is located above the roof of a building; risers, return pipes and branch lines for the machine room sprinkler(s) shall be permitted to be located in the hoistway between the top floor and the machine room, but they shall terminate in the machine room per ASME A17.1 Item 2.8.2.3.1.
Item 2.8.2. NFPA 70-02 Rule 620.51	Shunt trip	Power shall be removed from the main line disconnect prior to application of the sprinkler. Shunt trip breaker shall be located in main electrical room where it is readily accessible. Operation shall comply with NFPA 72 Rule 3-9.4
Item 2.10.	Guarding	Exposed equipment shall be guarded as required per ASME A17.1 Item 2.10.
ITEMS IN THE PIT AREA		
Item 2.2.4.2.	Pit Ladder	For pits greater than 35" in depth, a pit ladder shall be provided with a handrail at least 42" above the landing, the rungs are to have at least 4.5" of clearance and not be less than 12" in width with a 12" separation between rungs. The ladder shall be non combustible and <u>within 39" from the egress door per ASME A17.1 Item 2.2.4.2.</u>
Item 2.4.1.1.	Pit Refuge	A pit refuge area of not less than 24" in height is also required when the car is on a fully compressed buffer per ASME A17.1 Item 2.4.1.1. for traction/drum elevators and 24" or 41" depending on the pit design for hydraulic elevators. LULA elevators shall conform to ASME A17.1 Item 5.2.1.2. and Item 5.2.1.4.
Item 2.2.6.2.	Pit Stop Switch	A Pit Stop Switch shall be located within reach of the access door, adjacent to the pit ladder and located about 18" above the landing in order to be accessible before stepping onto the pit ladder, per ASME A17.1 Item 2.2.6.2.
Item 2.2.6.2.	Second Pit Stop Switch	A second pit stop switch shall be provided when the pit depth exceeds 67" and shall be located about 47" from the pit floor, per ASME A17.1 Item 2.2.6.2.
Item 2.2.4.	Pit Access Door	Pit access doors shall be provided when the pit floor is more than 120" and conform to the requirements of ASME A17.1 Item 2.2.4.
Item 2.2.5.2.	Pit Light	Two or more lights shall be located so as to provide a minimum of 19ftc (200lx) for the pit area. The light switch shall be located near the stop switch. Light Fixtures shall be NEMA-4 and guarded per ASME A17.1 Item 2.2.5.2.
NFPA 70 Rule 620-24	Pit Lighting	The required pit lighting shall not be connected to the load side of the GFCI per NFPA 70 Rule 620-24.
NFPA 70 Rule 620-85	GFCI Receptacle	A GFCI type receptacle shall be provided in pits per NFPA 70 Rule 620-85.
Item 2.8.2.3.4.	NEMA-4	All electrical conduit and fittings shall be enclosed in NEMA-4 and wiring shall be identified for use in wet locations per ASME A17.1 Item 2.8.2.3.4.
NFPA 70 Rule 620-85	Sump pump Connection	A fused disconnect or breaker conforming to NFPA 70 Rule 620-61 shall be installed at 6ft. above pit floor level.
Item 2.2.2.4.	Drain or Sump Pump	Drains or a permanently installed sump pump shall be provided for all pits. The sump hole shall be guarded with a grated steel cover installed flush with the pit floor. The pit floor shall be level and gently sloped towards the sump hole. No water accumulation will be allowed.
FEMA FIA -TB - 4	FEMA float Switch	Within the City of Miami Beach all pits shall be required to have installed a float switch with a warning bell. Elevators will be prevented from serving the lowest landing in case the water level in the pit exceeds the location of the lowest equipment installed. Any elevator device or equipment below BFE shall be constructed in water resistant material. Also refer to A17.1 Interpretations No. 27, Inquiry 03-48.
ITEMS IN THE HOISTWAY		
Item 2.1.6.2.	Offsets or Ledges	All offsets or ledges within the hoistway greater than 4" shall be tapered to not less than 75 degrees per ASME A17.1 Item 2.1.6.2.
Item 2.8.2.	Sprinklers	Sprinklers at the top of the hoistway shall not interfere with the required clearances on top of the elevator car or the moving equipment within the hoistway per ASME A17.1 Item 2.8.2.
Item 2.8.2.1.2.	Sprinkler Branch lines	Only branch lines shall be permitted to serve the hoistway and the line may not serve more than one level per ASME A17.1 Item 2.8.2.1.2.

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Item 2.8.2.3.2. NFPA 72	Shunt trip	Power shall be removed from the main line disconnect prior to the application of the sprinkler. The heat detector device shall be located within 24" of each sprinkler head. See ASME A17.1 Item 2.8.2.3.2 and NFPA 72.
NFPA 13 Item 4- 13.5	Sprinkler in pit	Sprinkler heads in the pit shall be located at less than 24" from the pit floor per NFPA 13, Item 4-13.5. No heat detector device is required for shunt trip operation. Smoke detectors (initiating devices) at 48" above pit floor are required for elevator recall.
Section 2.4 Section 3.4	Top & Bottom of Hoistway Clearances	Top and bottom car and counterweight runby and vertical clearances shall meet the requirements of ASME A17.1 Section 2.4 for traction and Section 3.4 for hydraulic elevators.
Item 2.4.12.1. 3.4.7	Top of hoistway Refuge	Overhead working clearances shall be provided at the top of the hoistway. When the elevator is at extreme travel, a minimum of 43" refuge area is required for traction/drum elevators when the counterweight is on a fully compressed buffer per ASME A17.1 Item 2.4.12.1. On hydraulic elevators a 43" refuge area is to be provided when the car is on the stop ring per ASME A17.1 Item 3.4.7.
Item 2.4.12.2.	Outlined Refuge area	In any area outside the refuge space where the vertical clearance is less than 43" the top of the car enclosure shall be clearly marked. The markings shall consist of alternating 4" diagonal red and white stripes. In addition a sign with the words "Danger Low Clearance" shall be prominently posted on the crosshead and be visible from the entrance. Per ASME A17.1 Item 2.4.12.2.
Item 2.10.2. 2.14.1.7. 1.	Top of car Railing	A standard railing conforming to 2.10.2. shall be provided on the outside perimeter of the car top on all sides where the perpendicular distance between the edges of the car top and the adjacent hoistway enclosure exceeds 12" horizontal. Per ASME A17.1 Item 2.14.1.7.1.
Item 2.4.6.	Crosshead Clearance	A minimum of 24" shall be provided over the crosshead for counterweighted elevators. Beams are not to interfere with these clearances per ASME A17.1 Item 2.4.6.
Item 2.4.11. 2.4.6.2(c) 3.4.5(c)	Nearest Strike & Crosshead Clearance	A minimum of 6" of clearance shall remain between the top of any auxiliary devices on the car top and the overhead structure when the car is at extreme upward travel (strike point) per ASME A17.1 Item 2.4.11/2.4.6.2(c) for traction/drum elevators and ASME A17.1 Item 3.4.5(c) for hydraulic elevators. In addition, hydraulic elevator crossheads shall have a minimum of 12" of vertical clearance to the horizontal plane as described by the lowest point of the overhead structure.
Item 5.2.1.4. 5.2.1.4.2.	LULA Bottom Clearance	Bottom car clearances for LULA elevators shall conform to ASME A17.1 Item 5.2.1.4. or meet the alternative bottom car clearances per ASME A17.1 Item 5.2.1.4.2.
Item 5.2.1.4.3. 5.2.1.4.4.	LULA Top Clearance	Car top clearances for LULA elevators shall conform to ASME A17.1 Item 5.2.1.4.3. Alternative car top clearances per ASME A17.1 Item 5.2.1.4.4. shall be applied to LULAs installed only in existing buildings.
Section 2.5 Item 5.2.1.5. 5.2.2.1.	Horizontal Clearances	Horizontal clearances shall meet ASME A17.1 Section 2.5 for both traction/drum and hydraulic elevators. LULA elevators shall conform to ASME A17.1 Item 5.2.1.5. for traction/drum units and Item 5.2.2.1. for hydraulic LULA units.
Item 5.2.1.28. 5.2.1.14 (b)	LULA Escape Hatches	Car top escape hatches shall be provided for LULA elevators when manual operation is not provided as described in ASME A17.1 Item 5.2.1.28 and 5.2.1.14(b).
ITEMS RELATED TO OPERATIONS AND MISCELLANEOUS		
FBC Chapter 30 Item 2.27.1.1. 3.	Two-way 24-hour Communication	Two-way 24-hour voice communication shall be provided from the elevator car to a location that can take action per ASME A17.1 Item 2.27.1.1.3. Advisory: refer to "ADAAG" guidelines for "hands-free" telephone operation.
Item 2.14.1.8.	Glass in Cabs	All glass used in the elevator cab shall meet the markings requirements of ASME A17.1 Item 2.14.1.8.
Item 2.14.1.8.	Glass Z97.1	All glass used in construction of hoistway enclosures shall be laminated and each piece marked with Z97.1 official stamp.

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Item 2.11.10.2	10ftc at Landings	Illumination at the landing sill shall not be less than 10ftc per ASME A17.1 Item 2.11.10.2.
Item 2.14.2.1.	Flame spread	Materials used on floor and walls of an elevator car enclosure shall adhere to the flame spread and smoke density requirements. Materials shall be certified and tested by the manufacturer for their end use configuration, including adhesives.
Item 2.12.5.	Restricted Opening	All hoistway/car door restricted opening devices shall be installed per ASME A17.1 Item 2.12.5.
Item 2.11.11.	Safety Retainers	Hoistway door guides and safety retainers shall conform to ASME A17.1 Item 2.11.11.
Item 2.20.9.5.	Wedge Sockets	Wedge rope sockets and retaining clips shall be installed per ASME A17.1 Item 2.20.9.5.
Item 2.20.9.8.	Anti-rotation Devices	Anti-rotation devices shall be provided to prevent the rotation of the suspension ropes without restricting their movement horizontally or vertically per ASME A17.1 Item 2.20.9.8.
Section 2.27.3.2. NFPA 72 Item 3.8.14	Smoke Detectors	Initiating devices shall be properly located in elevator lobbies, hoistways and machine rooms. See ASME A17.1 Section 2.27.3.2 and NFPA 72 for specific requirements for wiring methods and device placement. Provide certificate of testing by Fire Alarm Contractor prior to elevator inspection.
Section 2.27 Item 2.27.2. NFPA 101 Item 9.4.3. NFPA 72 Item 3-12.6.5	Emergency Power	One elevator or as needed to service all landings shall function on emergency power. Sequential lowering of each elevator and automatic and manual selection shall be tested prior to calling for inspection. On high rise construction a panel shall be provided in the fire control room with emergency/normal power jewels, car position indicators, direction arrows, car-in-use jewels, phase I recall key switches and elevator selector switches. All devices shall be properly marked by engraving or permanent metal labels in contrasting color with minimum lettering of 0.25" in height. Emergency power shall be provided for machine room lighting, air conditioning, cab lights, fan and telephone, elevator lobby lights, pit lights and outlets including the sump pump line. Refer to NFPA 101, Life Safety Code, Florida Edition, Chapter 9, Item 9.4.3 and ASME A17.1, Item 2.27.2.
Item 2.8.2. NFPA 72 Rule 3.9.4.	Elevator Shut down	The system shall be monitored for presence of operating voltage. Loss of voltage to the control circuit for the disconnecting means shall cause a supervisory signal to be indicated at the control unit per NFPA 72, 3-9.4.4.
Item 2.1.4. FBC Chapter 30.	Smoke Control	Verify that vents are provided to prevent the accumulation of smoke and hot gases. Vents shall be designed to prevent water from entering the elevator hoistway. Verify compliance with FBC Chapter 30.
Item 2.2.2.4.	Sump pump Test	Sump pump system shall be tested prior to calling for inspection.
FEMA FIA-TB-4	Fema float Switch	Float switch shall be tested prior to calling for inspection.
ITEMS RELATED TO SIGNS – LABELS & TAGS		
Item 2.26.4. 3.26. 5.2.2.13.	"UL" "CSA" Controllers	All elevator controllers shall be "UL" or "CSA" labeled conforming to the requirements of ASME A17.5 and per ASME A17.1 Item 2.26.4, or Item 3.26 for hydraulics and Item 5.2.2.13 for LULA elevators.
Item 8.3.3. 2.12.4.3. 3.12 5.2.1.12	Labeled Interlocks	All hoistway door interlocks shall be labeled for conformance with the testing requirements of ASME A17.1 Item 8.3.3, Item 2.12.4.3, Item 3.12 for hydraulics or Item 5.2.1.12 for LULA elevators.
Item 8.9.1. 8.9.2. 8.9.3.	Code Data Plates	Code Data Plates shall be installed per ASME A17.1 Item 8.9.1, 8.9.2, 8.9.3. The plates shall be engraved and permanently attached to the controller or main line disconnect.
Item 2.27.7.	Fire Service Instructions	Fire service instructions shall be installed per ASME A17.1 Item 2.27.7.

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Item 2.29.1.	Emergency Identification	Emergency Identification Numbering (2"-4") shall be provided when more than one elevator is in a hoistway or machine room or in a building. The following items shall be numbered: the driving machine, controller, governor, main line disconnect, light disconnect, the crosshead, the car operating panel(0.5"), adjacent to or above every elevator entrance at the designated and alternate levels and in the pit on a metal plate on the wall directly in front of the opening.
Item 2.29.2 3.1	Identification of Floors	Hoistways shall have floor numbers not less than 4" in height on the hoistway side of the enclosure or hoistway doors visible from within the hoistway.
FBC Section 3008	No Smoking Sign	The designation "NO SMOKING" (Min. 2" height) along with the international symbol shall be displayed above the car station or on the back wall of each cab. The sign shall be permanent on a metal plate properly attached to the cab wall.
FBC Section 3002 Item 3002.4.	Elevator car for Ambulance Stretcher	In buildings 4 stories or more at least one elevator shall accommodate a 24" x 76" ambulance stretcher in the horizontal position. This elevator shall be identified by the international symbol for emergency medical services (star of life). Symbol shall not be less than 3" high and placed inside on both sides of the hoistway door frame at all landings.
FBC Section 3008	Serial Numbers	Each elevator shall have a serial number minimum height of 2" assigned permanently engraved above the car station in plain view. The same serial number minimum height of 3" shall be permanently engraved on a plate and installed in plain view on or near each main disconnect in the elevator machine room.
Item 2.16.3. 3.16. 5.2.1.16. 2.	In-car Capacity Plate	The In-car capacity plate shall be installed per ASME A17.1 Item 2.16.3 or Item 3.16 and Item 5.2.1.16.2 for LULA elevators.
Item 2.16.5.	Class of loading Freight	Freight elevators shall be provided with a sign specifying the type of loading for which the elevator is designed per ASME A17.1 Item 2.16.5.
Item 2.16.5.	Carry Passengers on Freight Sign	Freight elevators not permitted to carry passengers shall have a sign reading "This is not a passenger elevator. No persons other than the operator and freight handlers are permitted to ride on this elevator" per ASME A17.1 Item 2.16.5.
Item 2.20.2.1. 2.20.2.2. 3.20. 5.2.1.20	Rope Data Tags	Rope data tags (metal plate) shall be installed per ASME A17.1 Item 2.20.2.1 on the crosshead and 2.20.2.2 on the wire rope fastenings and Item 3.20 for ropes hydraulics and Item 5.2.1.20 for LULA elevators.
Item 3.24.1.1. 5.2.2.11.	Posting Working Pressures	Full-load working pressures shall be permanently posted on a data plate mounted on the hydraulic machine per ASME A17.1 Item 3.24.1.1 and 5.2.2.11 for LULA elevators.
Item 3.19.4.2.	Sealed Relief	Pump relief valves shall be sealed after being set to the correct pressure per ASME A17.1 Item 3.19.4.2.
Item 3.26.3.1.	Hydraulic Switch Sign	For hydraulic elevators, a sign shall be placed on the mainline disconnect reading "Keep switch closed except during maintenance, repair and inspection" per ASME A17.1 Item 3.26.3.1.
Item 2.16.3. 2.16.3.1. 2.16.3.2.	Data Plates	Every elevator shall have a Data Plate located on the car crosshead or inside the car for elevators without a crosshead.
Item 2.18.5.3.	Tags Governor Ropes	Governor rope data tags shall be installed per ASME A17.1 Item 2.18.5.3.
Item 2.18.9.	Tags for Governor	The tags indicating the governor tripping speeds shall be installed per ASME A17.1 Item 2.18.9.
Item 5.2.1.4.2. 5.2.1.4.4.	Clearance Signs for LULA	For LULA elevators, signs shall be posted in the pit or overhead whenever there is insufficient bottom car clearance or insufficient car top clearance per ASME A17.1 Item 5.2.1.4.2. and Item 5.2.1.4.4.
Item 2.27.3.	Firefighter's Service	Firefighter's Service shall function properly per ASME A17.1 Item 2.27.3.
Item 2.7.2.2.	Maintenance Clearance	A clear path and a clearance of not less than 18" shall be provided in the directions required for maintenance access per ASME A17.1 Item 2.7.2.2.
NFPA 72 Item 3-8.14.1	Buildings Without Fire Alarm System	In facilities without a building fire alarm system, smoke detectors shall be connected to a dedicated fire alarm system control unit that shall be designated as "elevator recall control and supervisory panel". This panel shall receive input and monitor the smoke detectors within the dedicated fire alarm system per NFPA 72 Item 3-8.14.1. A Fire permit is required from City of Miami Beach.

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<u>BUILDING CODE ISSUES & GENERAL ADVISORIES</u>		
A17.1 Appendix O FBC 3002.3	"In case of Fire" Signs	Advisory: A pictograph sign is required to be posted over each elevator call station indicating that occupants shall not use the elevators as required by FBC Section 3003, Item 3002.3 and ASME A17.1 Appendix "O".
FBC Section 3002	Hoistway Fire rating	Advisory: All holes in the enclosure shall be filled to maintain the fire rating of the hoistway. Entrance frames installed in drywall or masonry hoistways must be properly interfaced to maintain the required fire rating per FBC Section 3002.
Item 2.1.4. FBC Section 3004	Hoistway Venting	Advisory: Venting for the hoistway directly to the outside air is to be provided according to the FBC, Section 3004. The vent is placed on the sidewall of the hoistway at the upper end of the enclosure. The vent is to be protected from the weather and nature. A typical vent is not less than 3 ½ percent of the cross sectional area of the hoistway. In no case shall the vent be less than three square feet in area. Per FBC Section 3004 & ASME A17.1 Item 2.1.4.
Item 2.2.2.4. 2.2.2.5. 2.2.2.6. FBC Plumbing	Plumbing	Advisory: The FBC – Plumbing requires that the discharge line is not to be directly connected to the sanitary system but may be connected to the storm water system. A check valve is to be installed in the sump discharge line. Oil interceptors or holding tanks may be required by City of Miami Beach Plumbing Chief.
Item 2.7.1. 3.7.1. NFPA 70 300-21 FBC Section 3006	Machine rooms And doors	Advisory: Machine rooms and machine room doors are to be fire rated when necessary according to the Florida Building Code, Section 3006 and ASME A17.1 Item 2.7.1 for traction/drum elevators and Item 3.7/3.7.1 for hydraulic elevators. Holes around piping and structure penetrations in the machine room are to be properly filled to maintain a fire rated enclosure and firestopped per NFPA 70 300-21.

PLEASE READ BEFORE SIGNING:

A City of Miami Beach Elevator Inspector must inspect an elevator, and a temporary or permanent Certificate of Operation must be issued before an elevator may be used for any purpose. No person or company including a contractor, owner, tenant or Elevator Company may use the elevator to haul construction materials, furniture or persons, not directly related to the installation and construction of the elevator, unless permitted by a Certificate of Operation issued by the Chief Elevator Inspector or an authorized City of Miami Beach Senior Elevator Inspector. An inspection will not be scheduled unless this form is included with your request for inspection. The unit will not be scheduled for inspection unless all items related to your scope of work are completed prior to inspection. The elevator inspection section does not perform "punch-list" type inspections or provide consulting services.

PROVIDE ELEVATOR ID NUMBER: _____

Name of Elevator Company _____ Qualifier: _____

Tel. No. _____ Fax No. _____ E-mail _____

Certified by: **Print name** _____ **Signature** _____

Date: _____

Additional notes and remarks:
