



MICHAEL B. HANCOCK  
Mayor

**Denver Fire Department**  
Fire Prevention Division

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## Elevator Cab Interior New/Alteration Scope of Work Form

Information on this form is important for providing you with timely and efficient review of your project. **Complete submittals prevent delays in processing and reviewing your project.** No cab interior installation work may commence until an alteration permit has been issued by DFD. **All fields are required to be completed. Incomplete forms (including lack of documentation) will be returned without being processed.**

Conveyance Contractor:	Contact Name:
Email:	Phone #: Fax #:

Elevator Registration #:	CP#:	CP#:	CP#:	CP#:
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### 1. Elevator Information

Fire Service Key Type:	Current Weight of Car Interior:      lbs	Is a Car Top Exit Hatch Present:
Car Interior Panel Fasting Method:		Increase/Decrease of Inside Car Dimensions:
Car Enclosure Type:		Current Car Flooring Type:

### 2. Cab Interiors - Mark All Items Being Changed/Added During Car Interior Installation

<input type="checkbox"/> Interior Walls – Glass/Mirrors Being Installed: <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Ceiling – Clear Unobstructed Passage <input type="checkbox"/> Lighting Fixtures <input type="checkbox"/> Car Ventilation <input type="checkbox"/> Ventilation Fan <input type="checkbox"/> Flooring	<input type="checkbox"/> Emergency Communication (phone) <input type="checkbox"/> Hall Call Stations <input type="checkbox"/> Car Operating Panel <input type="checkbox"/> *Increase or decrease of the dead weight of the car more than 5% (* <b>must be accompanied with an Engineering Report</b> )
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**NOTE:** The new car interior shall Comply with ASME A17.1 Section 2.14.2. Napped, tufted, woven, looped, and similar materials in their end-use configuration on car enclosure walls shall conform to 8.3.7, The enclosure walls to which this material is attached shall conform to 2.14.2.1.1(a). Glass in elevator cars shall conform to 2.14.1.9. **Supporting documentation (cut sheets, fire rating documents for all material is required.**

### 3. Persons/Company Completing Alteration

Is Elevator Contractor completing the cab interior installation? Yes <input type="checkbox"/> No <input type="checkbox"/> - The Conveyance contractor is required to be onsite at all times when others are completing cab interiors.	If No, please provide the contact information of the company performing the work.
Company Name:	Contact Person:      Phone number:

### 4. Signature

By signing this document, I certify that the proposed work will comply with the Denver Fire Code, its regulations and all currently adopted standards. I also Certify that the elevator contractor will provide a licensed conveyance mechanic to supervise all work completed by others.		
Signature:	Email:	Date:
Printed Name:	Title:	Phone: