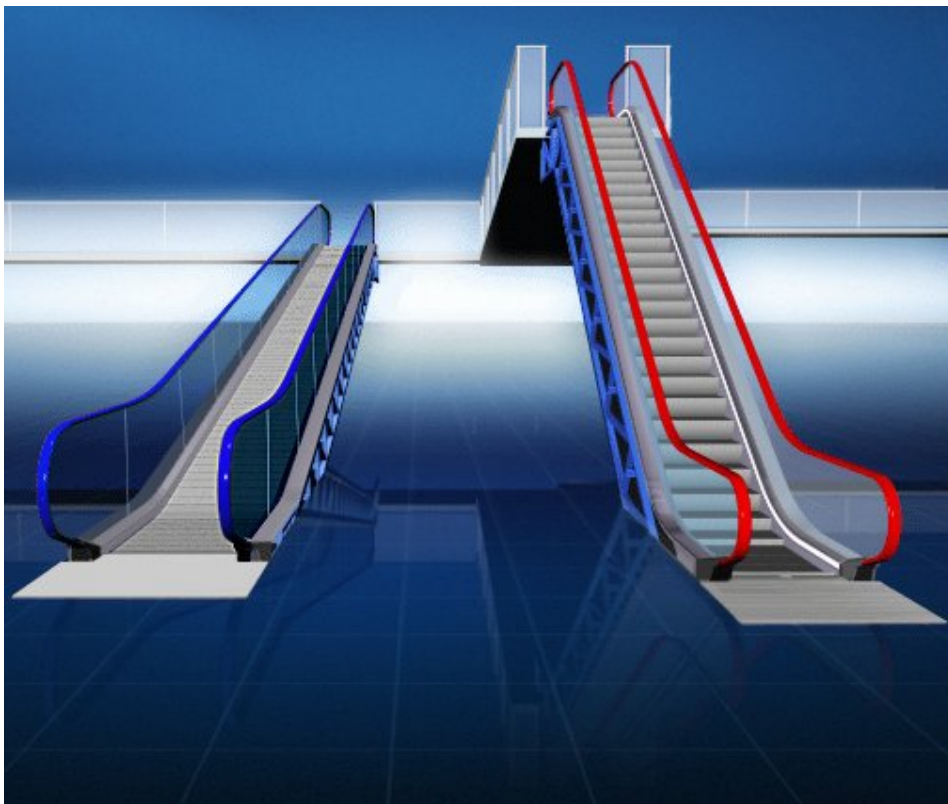


Builder's Guide

Escalator / Trav-O-Lator® Builder's Guide



Otis





A United Technologies Company

Dear Customer,

In order to install the elevator at your site it is important that the following pre-start *job-site essentials* are checked by you:

- 1) **The pit and landings must be complete, clean, dry and adequately protected against incoming water and inclement weather.**
- 2) **The distance between supports and penetration dimensions are as per the contract layout drawing**
- 3) **The availability of permanent 3-phase power located correctly, as per the contract layout drawing**
- 4) **Availability of adequate and correctly located lifting points, as per the contract layout drawing**
- 5) **The penetrations and openings are protected as per local industry regulations and/or contract layout drawings**
- 6) **Finished floor levels are indicated on each landing (F.F.L)**
- 7) **Access to the point of installation is clear**
- 8) **Access path and drop in logistics agreed to by your Otis representative**
- 9) **Access paths and stairways are safe and illuminated**
- 10) **Electrical power must be available with adequate capacity (both for installation tooling and e mains) and be correctly located as per the contract layout drawing.**
- 11) **On site sanitation facilities are available**

We urge you to make sure that these critical conditions are verified and available. In case of any questions or anticipated problems you should contact your nominated Otis Representative or Project Supervisor immediately.

	Checked by authorised site manager or representative	Authorised OTIS representative or Project Supervisor
Date 		
Office 		
Mobile 		
fax 		
@		
Agreed delivery date of material:		Unloading location:
Agreed start date		Storage location:
OTIS Representative or Project Supervisor:		Otis contract number:

NOTE: THIS DOCUMENT MUST BE READ IN CONJUNCTION WITH THE CONTRACT LAYOUT AND THE GUIDE TO YOUR RESPONSIBILITIES SHEET



Hoistway Dimensions

In order to install the escalator(s) / travelator(s) the installation location must reflect the dimensional tolerances and plumb-ness as specified on the contract layout drawings. We strongly emphasise the need for accurate building dimensions, tolerances and plumb-ness;

- Vertical rise (+/- 5mm)
- Horizontal dist. between supports (+40/-0mm)



Availability of Power

During the installation electrical power will be used to:

- Operate power tools and temporary lighting
- Operate electrical hoisting equipment
- Move the escalator / travelator during the installation process

It is therefore important that electrical power is provided with the right capacity rating and at the appropriate location as per the contract layout drawing / product specification.



Safety Barriers / Well Protection

Prior to OTIS mechanics accessing the well all openings must be protected adequately as per OTIS drawings / specifications or local / industry legislation in the case where they are more stringent.



Safe Access & Stairways

Safe access to landings is essential. Access should be possible by means of fixed stairways with fall prevention (e.g. temporary handrails) over the complete transportation / access route. Stairways and access routes should be illuminated. The use of ladders to gain access to either the site, storage facility or the well is not acceptable.



Unloading & Storage

In order to enable efficient material distribution it is important that the material can be unloaded from the delivery truck within a distance of 50 metres of the unit location unless otherwise agreed in the contract. Storage of material should be dry and lockable.

Major obstacles for unloading and positioning of material must be reviewed at least 4 weeks before the delivery. If these obstacles result in extra labour the situation must be reviewed with and approved by the OTIS Project Supervisor.

Major obstacles can be:

- Height differences over 0.5 metres without fixed stairways
- Limitations as to the size of the delivery truck (e.g. City centres)
- Parking limitations for the delivery truck (e.g. City centres)
- Complicated access route to the well
- Transportation over unstable or wet surfaces (e.g. sand or mud)

Non-conformities to the approved situation resulting in unplanned labour by OTIS will be invoiced.

A guide to your responsibilities



Escalator Well

- Provide complete supports of adequate strength, together with bearing plates properly located for the truss at the upper and lower landings, including any required intermediate supports.
- Supports, bearing plates and well are to be complete, waterproof, cleared of all obstructions and available for permanent uninterrupted use.
- All dimensional tolerances are to be as nominated in the Otis Tender Specification and contract layout.
- Provide suitable floor openings, finished and protected, together with any enclosures, shutters, railings and smoke baffles for the well that may be required by local regulations.
- Provide all other builders' work required for the installation, including, but not limited to, the correct routing of conduits, piping, air ducts, sprinkler system, plaster patching, pointing and similar utilities.
- Provide exterior cladding from the edges of the deck covers, including the complete truss and soffit.
- Provide fireproofing and ventilation as required by local legislation.
- Provide patching of adjacent floor coverings.
- Provide signs and notices as required by local regulations together with temporary barricades / guards around the floor openings during installation, to allow adequate working space and protection.
- Provision of suitable access 3 metres wide by 3.5 metres high from the unloading area to the well, together with any strengthening of floors in that path to withstand a weight of 12 tonnes.
- Provide suitable cutouts or fastening points for hoisting equipment above the well. Cutouts shall be positioned and be capable of withstanding the required loadings as shown on layout.
- Provide any infill decking or barriers between parallel adjacent escalators / travolators, i.e. between floor plates or balustrades. Drawings & Finishes
- All buildings drawings and specifications are issued to Otis at time of tender acceptance.



Power, Communication

- Provide suitable 3-phase 400-volt sub-mains to a point at the top landing as shown on the Otis contract layout.
- Provide uninterrupted power for erection, lighting, testing and operation of tools and hoisting equipment. This power is to be single-phase 230-volt and 3-phase 400-volt, located adjacent to the well and available from commencement of OTIS work on site.
- All power supplied to OTIS is to be free of charge.

Miscellaneous

- Provide suitable facilities for water and sanitation.
- Provide adequate weatherproof storage for OTIS equipment and materials.
- Provide all painting, including any necessary retouching, masonry and woodwork etc.