



EXPLO National Manual for Projects Management

Volume 6, chapter 7

Elevator Data Sheet Guidelines



Document No. EPM-KEA-GL-000009 Rev 003



Elevator Data Sheet Guidelines

Document Submittal History:

Revision:	Date:	Reason For Issue
000	30/10/2017	For Use
001	27/05/2018	For Use
002	21/02/2019	For Use
003	15/08/2021	For Use



Elevator Data Sheet Guidelines

THIS NOTICE MUST ACCOMPANY EVERY COPY OF THIS DOCUMENT

IMPORTANT NOTICE

This document, ("Document") is the exclusive property of Government Expenditure & Projects Efficiency Authority.

This Document should be read in its entirety including the terms of this Important Notice. The government entities may disclose this Document or extracts of this Document to their respective consultants and/or contractors, provided that such disclosure includes this Important Notice.

Any use or reliance on this Document, or extracts thereof, by any party, including government entities and their respective consultants and/or contractors, is at that third party's sole risk and responsibility. Government Expenditure and Projects Efficiency Authority, to the maximum extent permitted by law, disclaim all liability (including for losses or damages of whatsoever nature claimed on whatsoever basis including negligence or otherwise) to any third party howsoever arising with respect to or in connection with the use of this Document including any liability caused by negligent acts or omissions.

This Document and its contents are valid only for the conditions reported in it and as of the date of this Document.



Elevator Data Sheet Guidelines

Table of Contents

1.0	PURPOSE	5
2.0	SCOPE	5
3.0	ABBREVIATIONS, ACRONYMS AND DEFINITIONS.....	5
4.0	USE OF DATA SHEET	5
4.1	Material Requisition (MR).....	5
4.2	Material Approval Request (MAR).....	5
5.0	ATTACHMENTS- TEMPLATES – REFERENCED FOR USE WITH THIS GUIDELINE.....	5
Attachment 1 - EPM-KEA-TP-000008 - Template - Elevator Data Sheet		6



Elevator Data Sheet Guidelines

1.0 PURPOSE

The purpose of this document is to serve as a guide for preparing the Elevator Data Sheet for projects executed by the A/E on behalf of the ENTITY. The Elevator Data sheet is to convey project-specific information about the Elevator between the A/E, Procurement and the Construction Contractor. See Section 3.0 for its use.

2.0 SCOPE

The Elevator Data Sheet is a set of information in tabular form. See EPM-KEA-TP-000008 - Template - Elevator Data Sheet.

3.0 ABBREVIATIONS, ACRONYMS AND DEFINITIONS

Abbreviations	Description
A/E	Architectural / Engineering is the entity performing the architectural design and engineering for the Project.
MR	Material Requisition
MAR	Material Approval Request

4.0 USE OF DATA SHEET

The Elevator Data Sheet is used in tender packages and supplier submittal documents.

4.1 Material Requisition (MR)

The A/E is responsible for preparing the initial elevator data sheet to be used in the Elevator Material Requisition (MR), which is part of tender packages.

4.2 Material Approval Request (MAR)

The Construction Contractor is responsible for preparing the elevator data sheet to be used in the Elevator Material Approval Request (MAR).

5.0 ATTACHMENTS- TEMPLATES – REFERENCED FOR USE WITH THIS GUIDELINE

1. EPM-KEA-TP-000008 - Template - Elevator Data Sheet



National Project, O&M Management Organization (Mashroat)

Template - Elevator Data Sheet

Document No. EPM-KEA-TP-000008 Rev 001

Table of Contents

1.0	ELEVATOR TECHNICAL DATA	7
1.1	Elevator General Data	7
1.2	Control System	7
1.3	Traction Machine	7
1.4	Speed Governor	8
1.5	Suspension	8
1.6	Car Data	8
1.7	Landing Doors Data	8
1.8	Fixture Data	9
1.9	Shaft Data	9
1.9.1	Safety Features	9
1.9.2	Emergency Features	10
1.9.3	General Operation Features	10