



MCE to complete shaded area

MCE job number:	Date received:
Engineer name:	Comments:

Timely delivery and trouble-free installation begin with these data forms. Accurate, complete information is essential. Non-response to a yes/no question will be defined as meaning that the item does not apply.

Logistics Information A

Job Type

- | | | | |
|---|---|---|-----------------------------------|
| <input type="checkbox"/> Federal Government | <input type="checkbox"/> State Government | <input type="checkbox"/> Other Government | <input type="checkbox"/> Hospital |
| <input type="checkbox"/> School or University | <input type="checkbox"/> Office Building | <input type="checkbox"/> Private | <input type="checkbox"/> Other |

Site & Contact Information

Site Address
Owner Representative
Print Name:
Signature:
Title:
Contact Information
Business Phone:
Cell Phone:
eMail:
Contact Address:

Contractor Information

Business Name:
Contact Name:
Contact Information
Business Phone:
Cell Phone:
eMail:
Contractor Address:

Consultant Information

Business Name:
Contact Name:
Contact Information
Business Phone:
Cell Phone:
eMail:
Consultant Address:

Form Completed By

Name:
Contact Information
Business Phone:
Cell Phone:
eMail:
Address:

Shipping Information

Ship To Address:

- Notice Required: 24 hrs 48 hrs
 Lift Gate Truck Required: Yes No



Logistics Information B

Delivery & Payment Schedule

Standard MCE terms of payment (net 30 days) apply to your order. If you require special terms of payment, please provide an Alternative Payment Schedule.

Customer Job Number:		
Customer PO Number:		
Job Name:		
Number of cars:		
Control	Delivery Date	Payment Date
Car " "		
Car " "		
Car " "		
Car " "		
Car " "		
Car " "		
Car " "		
Car " "		
Car " "		
Group " "		

Delivery & Payment Schedule

If different payment terms are required, please provide an alternative proposal. Please include specifics of building owner payments and provide a copy of your contract.

Alternative Proposal Provided: Yes No

Contract Attached:

Extra Documentation

If this job requires additional engineering drawing packages or additional manuals, please indicate below.

<input type="checkbox"/> Drawing Sets	# Required:
<input type="checkbox"/> Manuals	# Required:

Is a copy of the consultant specification attached?

Yes No

Please note that if the specification is not attached, and special features are required of this job, delays in sending the written specification for the job to MCE will result in automatic extensions in the shipment date of the controllers. Engineering of the controls for this job will not begin until this written specification is received.

Elevator Safety Code Compliance

Accurate information is essential. Both hardware and software are affected.

Job location (city/state):		
Contract date:		
Project Type: <input type="checkbox"/> New construction <input type="checkbox"/> Modernization		
Duty: <input type="checkbox"/> Passenger <input type="checkbox"/> Service <input type="checkbox"/> Freight		
Measurements: <input type="checkbox"/> U.S./English <input type="checkbox"/> S.I./Metric		
U.S. compliance		
<input type="checkbox"/> ASME A17.1-2007 <input type="checkbox"/> A17.1-2004 <input type="checkbox"/> A17.1-2000		
<input type="checkbox"/> ASME A17.1-1996/98 (If 98 addendum on multi-car installation, provide details on machine room/hoistway configuration page 6 or on a separate sheet of paper.)		
<input type="checkbox"/> ASME A17.1- Specify code and addenda.		
International compliance		
<input type="checkbox"/> Australia AS 1735		
<input type="checkbox"/> Britain EN 81/ BS 5655		
<input type="checkbox"/> Canada <input type="checkbox"/> B44-07 <input type="checkbox"/> B44-04 <input type="checkbox"/> B44-00		
<input type="checkbox"/> Other:		
Additional state or local code compliance		
<input type="checkbox"/> California		
<input type="checkbox"/> Chicago		
<input type="checkbox"/> Denver	<input type="checkbox"/> Pressurized hoistway	
<input type="checkbox"/> GSA	<input type="checkbox"/> Heat detectors <input type="checkbox"/> MR <input type="checkbox"/> Floors	
<input type="checkbox"/> Hawaii		
<input type="checkbox"/> Houston	<input type="checkbox"/> Door Reopen Button, Fire Phase I	
<input type="checkbox"/> Maryland		
<input type="checkbox"/> Michigan	<input type="checkbox"/> Detroit	<input type="checkbox"/> Mach room sprinklers
<input type="checkbox"/> New York state	<input type="checkbox"/> New York city	<input type="checkbox"/> White Plains
	<input type="checkbox"/> Nassau County	
<input type="checkbox"/> Pennsylvania		
<input type="checkbox"/> Seattle	Number of Fire Phase 1 switches:	
	# 3-pos swtchs:	# 2-pos swtchs:
<input type="checkbox"/> Washington DC		
<input type="checkbox"/> Other:		
<input type="checkbox"/> Additional Compliance Requirements? Explain:		

Does this job have reduced stroke buffers?

Yes No

If the answer is No or if this item has been left unchecked, the job does not have reduced stroke buffers and therefore does not require an MCE Emergency Terminal Speed Limiting (ETSL) device.



Motor Control Options

Type: SCR Drive Flux Vector AC (Closed Loop)
 MG Control

Cabinet Cooling: Fan AC AC Non-condensing

Dispatching

Standard:
 Simplex Group Dispatcher, 9" monochrome CRT (enhanced ETA)

Optional: (additional charges may apply)
 Group Dispatcher w/ 14" monochrome CRT (enhanced ETA)
 Redundant Group Dispatcher (enhanced ETA)

Building Power Supply

Line voltage:
 Phase: AC 3 Phase 60Hz 50Hz DC

Automatic Passenger Style Doors

<input type="checkbox"/> MCE SmarTraq (Full) (Complete survey forms)	<input type="checkbox"/> MCE SmarTraq Upgrade (Mark existing door model)
<input type="checkbox"/> GAL MOD (230V)	<input type="checkbox"/> GAL MOD (115V)
<input type="checkbox"/> GAL MOVFR I and II	<input type="checkbox"/> GAL MOM/MOH
<input type="checkbox"/> GAL MOCT/MOCTA	
Motor Volt: <input type="checkbox"/> 220 <input type="checkbox"/> 110 Logic Volt: <input type="checkbox"/> 220 <input type="checkbox"/> 110	
<input type="checkbox"/> GAL MOSVCL	<input type="checkbox"/> GAL MODHA
<input type="checkbox"/> GAL MOA	<input type="checkbox"/> GAL MODVC/MODHVC
<input type="checkbox"/> GAL MOMVC/MOHVC	<input type="checkbox"/> GAL MOPM-P/MOPM-PL
<input type="checkbox"/> MAC PM-SSC	<input type="checkbox"/> MAC (old style)
<input type="checkbox"/> ECI 895/1000/2000	<input type="checkbox"/> Dover HD68/70/73/91
<input type="checkbox"/> Otis 6970A – Resistance	<input type="checkbox"/> Otis 6970A – Reactance
<input type="checkbox"/> Otis 7300	<input type="checkbox"/> Otis A7770A
<input type="checkbox"/> Otis 7782AA	<input type="checkbox"/> Otis OVL
<input type="checkbox"/> Atlantic/Vertisys Model:	
<input type="checkbox"/> IPC Encore (closed loop)	<input type="checkbox"/> Delco (closed loop)
<input type="checkbox"/> Other (wiring diagram required): _____	

Front Door Operation

Automatic horizontal slide (car & hoistway)

Automatic vertical bi-parting (car & hoistway)

Power gate / manual hoistway doors
 Manual doors are: swing vertical bi-part
 horizontal slide

Manual gate / power hoistway doors
 Manual doors are: swing vertical bi-part
 horizontal slide

Manual – car and hoistway
 Manual doors are: swing vertical bi-part
 horizontal slide

Front retiring cam re-used? Yes No
 If yes: Voltage: _____ AC DC
 Phases: _____ Current: _____
 If DC, resistance of retiring cam unit: _____

Rear Door Operation

Automatic horizontal slide (car & hoistway)

Automatic vertical bi-parting (car & hoistway)

Power gate / manual hoistway doors
 Manual doors are: swing vertical bi-part
 horizontal slide

Manual gate / power hoistway doors
 Manual doors are: swing vertical bi-part
 horizontal slide

Manual – car and hoistway
 Manual doors are: swing vertical bi-part
 horizontal slide

Retiring cam re-used? Yes No
 If yes: Voltage: _____ AC DC
 Phases: _____ Current: _____
 If DC, resistance of retiring cam unit: _____

Note: If automatic vertical bi-parting doors or retiring cams are used, accurate, legible schematics must be provided so that we can interface the controller with the door operator controls.

Lobby Parking Floor

Lobby parking floor marking: _____

When parked, open doors: Front Rear

Fire Service Operation

Code

<input type="checkbox"/> NYC Fire Code	<input type="checkbox"/> National Fire Code
<input type="checkbox"/> Chicago Fire Code	<input type="checkbox"/> California Fire Code
<input type="checkbox"/> Australian Fire Code	<input type="checkbox"/> Canada B44
<input type="checkbox"/> New Zealand Fire Code	<input type="checkbox"/> Other _____

Recall Floor Marking & Door Operation

Main recall floor: _____ Open doors: Front Rear

Alternate recall floor: _____ Open doors: Front Rear

2nd Alternate: _____ Open doors: Front Rear

3rd Alternate: _____ Open doors: Front Rear

In-car key switch is: 2 position 3 position

"Master Fire Service" switch (Chicago only)

Car Station Board

Car Station Board required: Yes No

Location: In car operating panel
 Car top enclosure (additional charge)

Ship car station board directly to vendor? Yes No
 If yes, enter vendor name / address below.

Name: _____

Address: _____

Vendor contact: _____

Contact phone: _____



Job Features

The features below are standard (included in the quoted price). If a feature is not checked, it will not be enabled in your system.

<input type="checkbox"/> Earthquake/Seismic Operation
<input type="checkbox"/> Extended Door Open Timing
<input type="checkbox"/> Front <input type="checkbox"/> Rear <input type="checkbox"/> In Car <input type="checkbox"/> In Hall
<input type="checkbox"/> Lobby Door Hold <input type="checkbox"/> Front <input type="checkbox"/> Rear
<input type="checkbox"/> Emergency Power Operation Will this car / group interlock with other MCE cars / groups to prevent overloading the emergency generator? <input type="checkbox"/> Yes <input type="checkbox"/> No (If Yes, then the supplemental EMG form must be completed)
<input type="checkbox"/> Heavy Door Output <input type="checkbox"/> Front <input type="checkbox"/> Rear Please indicate at which floor(s) the Heavy Door Output should turn on _____
<input type="checkbox"/> Sabbath Feature
<input type="checkbox"/> Anti-Nuisance Please indicate which of the following should trigger the anti- nuisance feature: <input type="checkbox"/> # stops without breaking electric eye <input type="checkbox"/> Weight Switch (microswitch input) <input type="checkbox"/> Both
<input type="checkbox"/> Pre-Torquing (Normally required on DC Gearless jobs unless specified per job) Please note that a Nyload LW4201 strain gauge must be purchased as a load transducer for MCE pre-torquing.
<input type="checkbox"/> MCE will supply Nyload Transducer Only (Additional charge)
<input type="checkbox"/> MCE will supply Nyload Transducer with Microswitch Input Kit (Additional charge)
Note: Weight Bypass, Weight Dispatch, and Weight Anti-nuisance are automatically included when Pre-Torque is selected. When Pre Torque is selected, the following 3 options should only be selected if a separate microswitch will be used to trigger these features.
<input type="checkbox"/> Weight Bypass (microswitch input)
<input type="checkbox"/> Weight Dispatch (microswitch input)
<input type="checkbox"/> Weight Anti-nuisance (microswitch input)

Optional Job Features

The following features are optional. Selecting a feature that was not part of the original quote will change the total order price. If a feature is not checked off, it will not be supplied.

<input type="checkbox"/> Attendant in Car Annunciator Circuitry
<input type="checkbox"/> Audible signal (Buzzer) <input type="checkbox"/> Visual signal (Panel in car)
<input type="checkbox"/> Temporary Cross Cancellation
<input type="checkbox"/> Cross-Registration Feature Otis Touch Buttons <input type="checkbox"/> Yes <input type="checkbox"/> No
<input type="checkbox"/> Medical Emergency Operation List Medical Emergency Recall Floors: _____
List cars that will respond to each Medical Emergency Recall Floor: _____
<input type="checkbox"/> Rope Brake Per Car <input type="checkbox"/> Hollister Whitney <input type="checkbox"/> Bode
Voltage: _____ (<input type="checkbox"/> AC <input type="checkbox"/> DC) Current: _____
<input type="checkbox"/> Car Call Lockouts <input type="checkbox"/> In Car <input type="checkbox"/> In Hall/Remote Panel <input type="checkbox"/> Key sw per floor per car <input type="checkbox"/> Key sw per group
Please indicate which cars and floors Cars: _____ Floors: _____
<input type="checkbox"/> Card Reader Please indicate which cars and floors Cars: _____ Floors: _____
<input type="checkbox"/> Hall Call Lockout Controller Inputs Triggered From: <input type="checkbox"/> Hall Stations <input type="checkbox"/> Remote Panel
Please indicate which floors Floors: _____
<input type="checkbox"/> Car Button Security Access Feature (Group Dispatcher or BMS required)
<input type="checkbox"/> Inconspicuous Riser Service (Supplemental I/R floor table sheet must be completed)
Please indicate how inconspicuous riser service will be triggered:
<input type="checkbox"/> Manually via key switch in the lobby
<input type="checkbox"/> Manually via key switch in the car
<input type="checkbox"/> Automatically via external time clock
<input type="checkbox"/> Automatically via I/R hall call registration
If selective door operation, does the car station have separate front and rear car call buttons? <input type="checkbox"/> Yes <input type="checkbox"/> No
Is the main hall riser being split to simulate a separate inconspicuous riser? <input type="checkbox"/> Yes <input type="checkbox"/> No

Additional: If other special operating features are required, please list them here.



Monitor System

Remote monitoring only – phone line/modem
 Color display: 14" 17" 19" 21"
 Locations: _____
 Specify elevators to be displayed: _____

Interactive monitoring system, BMS
 Color display: 14" 17" 19" 21"
 Printer: Laser Ink Jet
 Locations: _____
 Specify elevators to be displayed: _____

Remote interactive monitoring – Central, phone/modem
 Color display: 14" 17" 19" 21"
 Printer: Laser Ink Jet
 Locations: _____
 Specify elevators to be displayed: _____

Brake Information

DC Lift volts: _____ Hold volts: _____
 Relevel volts: _____ Coil resistance: _____

AC Phases: _____ Volts: _____ Amps: _____

DC Hoist Motor

Condition: New Re-use existing

Application: Geared Gearless

Name plate information, existing:
 Manufacturer: _____ Model: _____
 Frame: _____ HP: _____ FL Volts: _____
 FL Amps: _____ Field Volts: _____ Field Amps: _____

Measured information, existing:
 Speed: Up FPM: _____ Down FPM: _____
 RPM: Up RPM: _____ Down RPM: _____
 Armature Volts: Up: _____ Down: _____
 Armature Current: Up: _____ Down: _____
 Field Volts- Standing: _____ Running: _____ Leveling: _____
 Motor Field Resistance: _____ ohms (disconnect controller)

Drive Sheave Diameter: _____ (gearless only)

Brake Drum Diameter: _____ (gearless only)

Current wiring configuration:
 Series Series/Parallel Parallel

Encoder: From MCE From customer
 If customer, make/model: _____

Motor Generator

Manufacturer: _____
 Frame: _____ KW: _____

DC End
 FL Volts: _____ FL Amps: _____
 Field Volts: _____ Field Amps: _____

AC End
 HP: _____ Volts: _____ Amps: _____ Hz: _____

Re-use existing starter panel? Yes No

MG Starting: Y/Delta Across the line Resistance

Generator field voltage, top speed down, empty: _____

Generator field resistance, top speed down, empty: _____

AC Hoist Motor

Condition: New Re-use existing

Name plate information, existing:
 Manufacturer: _____ Model: _____
 Frame: _____ HP: _____ FL Volts: _____
 FL Amps: _____ Hz: _____ Slip Freq: _____
 Mag Amps: _____

Measured information, existing:
 Motor volts: Up: _____ Down: _____
 Motor current: Up: _____ Down: _____
 Speed: Up: _____ FPM Down: _____ FPM
 RPM: Up: _____ RPM Down: _____ RPM

Encoder: From MCE From customer
 If customer, make/model: _____

Tachometer: From MCE From customer
 Sngl channel, foot mount Sngl channel, flange mount
 If customer, make/model: _____



Car Fixtures

Fixture	24V DC	110V AC	Other
Car call acknowledge lights	<input type="checkbox"/>	<input type="checkbox"/>	
Handicapped passing chime	<input type="checkbox"/>	<input type="checkbox"/>	
Nudging buzzer	<input type="checkbox"/>	<input type="checkbox"/>	
Fire service buzzer	<input type="checkbox"/>	<input type="checkbox"/>	
Fire service indicator	<input type="checkbox"/>	<input type="checkbox"/>	
Medical emergency indicator	<input type="checkbox"/>	<input type="checkbox"/>	
Medical emergency buzzer	<input type="checkbox"/>	<input type="checkbox"/>	
Car travel lanterns/gongs	<input type="checkbox"/>	<input type="checkbox"/>	
Attendant call annunciator lights	<input type="checkbox"/>	<input type="checkbox"/>	
Earthquake service indicator	<input type="checkbox"/>	<input type="checkbox"/>	

Auxiliary car station: Yes No

Car position indicator/direction arrow: Yes No
 New Existing
 Binary One per floor
 24 VDC 110 VAC Other: (additional charge)
 Positive in / Negative out Negative in / Positive out
 Pos in / Neg out is standard and will be provided if not checked otherwise.

CE Electronics Display Interface

1 driver per car, located in car station
 Provided by customer

CE Type:

Segmented display with Micro Comm interface
 (Accepts ASCII character, CE part # begins "MH")
 Half-moon Scrolling Dot matrix Voice
 Other:

E-Motive

Driver provided by MCE

Hall Fixtures

Fixture	24V DC	110V AC	Other
Hall call acknowledge lights	<input type="checkbox"/>	<input type="checkbox"/>	
Hall lanterns	<input type="checkbox"/>	<input type="checkbox"/>	
In service indicator	<input type="checkbox"/>	<input type="checkbox"/>	
Fire service indicator	<input type="checkbox"/>	<input type="checkbox"/>	
Emergency power indicator	<input type="checkbox"/>	<input type="checkbox"/>	
Earthquake service indicator	<input type="checkbox"/>	<input type="checkbox"/>	
Medical emergency indicator	<input type="checkbox"/>	<input type="checkbox"/>	
Independent riser call acknowledge lights	<input type="checkbox"/>	<input type="checkbox"/>	
This car up	<input type="checkbox"/>	<input type="checkbox"/>	
This car down	<input type="checkbox"/>	<input type="checkbox"/>	

Hall position indicator/direction arrow: Yes No
 New Existing
 Binary One per floor
 24 VDC 110 VAC Other: (additional charge)
 Positive in / Negative out Negative in / Positive out
 Pos in / Neg out is standard and will be provided if not checked otherwise.

CE Electronics Display Interface

1 driver per car, located in controller cabinet
 Provided by customer

CE Type:

Segmented display with Micro Comm interface
 (Accepts ASCII character, CE part # begins "MH")
 Half-moon Scrolling Dot matrix Voice
 Other:

E-Motive

Driver provided by MCE



Emergency Power Generator Information (if used)

Number of elevators to be run simultaneously on emergency generator?
Phase I Recall Initiation: <input type="checkbox"/> Automatic <input type="checkbox"/> Manual If automatic, how many elevators should return simultaneously on automatic Phase I?
Phase II Selection: <input type="checkbox"/> Automatic <input type="checkbox"/> Manual If Automatic, identify which elevators should be automatically selected and in which order they should be selected: _____
Indicate which elevators should be automatically selected if the first choice cannot be selected: _____
If Manual is selected, are the Phase II selection switches for the banks mechanically interlocked? <input type="checkbox"/> Yes <input type="checkbox"/> No
Number of feeders: <input type="checkbox"/> 1 <input type="checkbox"/> 2
Car numbers for feeder 1 cars: _____
Car numbers for feeder 2 cars: _____
Provide the order of phase I return for all banks, elevators within banks and simplexes:
Bank / Simplex #1 (Bank #1 will be the first elevator bank to perform Phase I recall)
Bank Name: _____ Number of Elevators: _____ Order of Return: _____
Are the Phase II selection switches for all cars in Bank #1 mechanically interlocked? <input type="checkbox"/> Yes <input type="checkbox"/> No
Bank / Simplex #2 (Bank #2 will be the second elevator bank to perform Phase I recall)
Bank Name: _____ Number of Elevators: _____ Order of Return: _____
Are the Phase II selection switches for all cars in Bank #2 mechanically interlocked? <input type="checkbox"/> Yes <input type="checkbox"/> No
Bank / Simplex #3 (Bank #3 will be the third elevator bank to perform Phase I recall)
Bank Name: _____ Number of Elevators: _____ Order of Return: _____
Are the Phase II selection switches for all cars in Bank #3 mechanically interlocked? <input type="checkbox"/> Yes <input type="checkbox"/> No
Bank / Simplex #4 (Bank #4 will be the fourth elevator bank to perform Phase I recall)
Bank Name: _____ Number of Elevators: _____ Order of Return: _____
Are the Phase II selection switches for all cars in Bank #4 mechanically interlocked? <input type="checkbox"/> Yes <input type="checkbox"/> No
Bank / Simplex #5 (Bank #5 will be the fifth elevator bank to perform Phase I recall)
Bank Name: _____ Number of Elevators: _____ Order of Return: _____
Are the Phase II selection switches for all cars in Bank #5 mechanically interlocked? <input type="checkbox"/> Yes <input type="checkbox"/> No

Bank / Simplex #6 (Bank #6 will be the sixth elevator bank to perform Phase I recall)
Bank Name: _____ Number of Elevators: _____ Order of Return: _____
Are the Phase II selection switches for all cars in Bank #6 mechanically interlocked? <input type="checkbox"/> Yes <input type="checkbox"/> No
Bank / Simplex #7 (Bank #7 will be the seventh elevator bank to perform Phase I recall)
Bank Name: _____ Number of Elevators: _____ Order of Return: _____
Are the Phase II selection switches for all cars in Bank #7 mechanically interlocked? <input type="checkbox"/> Yes <input type="checkbox"/> No
Bank / Simplex #8 (Bank #8 will be the eighth elevator bank to perform Phase I recall)
Bank Name: _____ Number of Elevators: _____ Order of Return: _____
Are the Phase II selection switches for all cars in Bank #8 mechanically interlocked? <input type="checkbox"/> Yes <input type="checkbox"/> No