



Hollister-Whitney Elevator Corporation

#1 Hollister-Whitney Parkway
Quincy, IL 62305
Ph: 217-222-0466 Fax: 217-222-0493

website: www.hollisterwhitney.com
email: engineering@hwec.com
email: sales@hwec.com

LAYOUT DRAWING INFORMATION

Company:	Date:
Address:	Job Name:
Phone:	Job Address:
Email:	Your PO #:
Fax:	H-W Estimate/Contract #:

General Information:

- General Specifications, Job Summary, or Scope of Project:** Or if unavailable, fill out H-W #E-166 Estimation and Order form, which is available online.
- Pre-designed Jobs:** Provide a complete set of architectural and structural drawings.
- Design Build Jobs:** For "design build" jobs that have no architectural or structural drawings available, advise if H-W has complete freedom to determine the hoistway size, pit depth, and overhead height as per our requirements: Yes No
- Existing Hoistway / Machine Room:** For existing elevator construction provide a thorough field survey and/or the original elevator installation layout. Indicate hoistway size; door type, size, and hand; machine room size and configuration; all floor heights; pit depth; and clear overhead height. We have various survey forms available in Bulletin #1139 Field Surveys, which is available online.
- Modernization Jobs:** For "modernization" jobs indicate sizes and locations of all equipment that is to be retained. We have various survey forms available in Bulletin #1139 Field Surveys, which is available online. Identify all existing elevator equipment that is to be retained:

<input type="checkbox"/> Car rails and brackets	<input type="checkbox"/> CWT. rails and brackets	<input type="checkbox"/> Hoistway door frames and sills
<input type="checkbox"/> Car sling	<input type="checkbox"/> Car platform	<input type="checkbox"/> CWT. frame
<input type="checkbox"/> Safety	<input type="checkbox"/> Governor	<input type="checkbox"/> Tension weight
<input type="checkbox"/> Car shoes	<input type="checkbox"/> CWT. shoes	<input type="checkbox"/> Buffers
<input type="checkbox"/> Pit channels	<input type="checkbox"/> Machine beams / DEH beams	<input type="checkbox"/> Machine
<input type="checkbox"/> Deflector sheave	<input type="checkbox"/> Overhead sheave supports	<input type="checkbox"/> Overhead sheaves
<input type="checkbox"/> Cab enclosure	<input type="checkbox"/> Controller	<input type="checkbox"/> Other: _____
- Complete Existing Car Being Retained:** List the total empty car weight: _____ lbs.
- Governing Codes:** List the applicable ASME A17.1 Code year revision: _____
- Seismic Risk Zone:** Check the applicable seismic zone- 0 1 2 3 4 N/A (Existing)
- Incoming Building Power Supply:** _____ Voltage **Machine/Controller Power Supply:** _____ Voltage
- Rail Bracket Attachment:** Method of car and cwt. guide rail bracket attachment to the structure at the outer walls-
 Inserts Concrete anchors Steel framing (steel locations are required)
- Occupied Space:** Is there "occupied space" below the pit (requires a counterweight safety per code): Yes No

Equipment by others:

1. **Passenger Cab + Doors:** Mfr.: _____ O.A. Height: _____ Cab + Door Weight: _____
2. **Freight Cab + Gates:** Mfr.: _____ (Forward a job specific drawing of the cab and gate assy.)
O.A. Height: _____ Cab Weight: _____ Gate(s) Weight: _____
3. **Finished Car Flooring:** Thickness: _____ Type of Material: _____ Overall Weight: _____ lbs.
4. **Guide Shoes:** Mfr.: _____ Car Model: _____ Car Type: _____ Cwt. Model: _____ Cwt. Type: _____
5. **Geared Machine:** Mfr.: _____ Model: _____ Drive Sheave Dia.: _____
(Forward a job specific drawing of the machine.)
6. **Gearless Machine:** Mfr.: _____ Model: _____ Drive Sheave Dia.: _____
(Forward a job specific drawing of the machine.)
7. **Hoist Motor:** Mfr.: _____ HP: _____ RPM: _____ Frame Size: _____
(Forward a job specific drawing of the motor data print.)
8. **Controller:** Mfr.: _____ Model No.: _____ Size: _____ W. _____ D. _____ H.
9. **Other Equipment in Machine Room:** List all items and provide sizes:

10. **Drive Manufacturer (for all gearless machines by HW):**
 KEB Magnetek Other (cable will be provided by customer)
11. **Jobs with Live Shaft Governor:** Standard shaft dia. Is 12 mm if using G.A.L. controls. If using other control manufacturer specify the required shaft diameter: 12 mm (.472") dia. .25" dia. .75" dia. 1.00" dia
12. **Car Sill Detail:** A car sill detail from the cab manufacturer is required by our final engineering department before we proceed with fabrication if H-W is supplying a car platform with all-steel type construction.
13. **Car Operating Panel Cut-out Detail:** A drawing showing the size and location of the C.O.P. box cut-out is required by our final engineering department when the car operating panel is located at the side of the cab enclosure for either passenger or freight cars.

MRL Applications:

1. **MRL Plan Arrangement:** Which Plan arrangement have you chosen from our MRL Design Guide (available online): _____
2. **MRL Machine Access Door:** If you are considering our MRL Plan A1, A2, F, or G (counterweight located at the side), then a machine access door is required. If it is not structurally feasible to provide the access door these plan arrangements may not be available. Confirm whether you can provide the machine access door: Yes No
3. **MRL Governor Access:** Confirm if required to adhere to NYC Appendix K, which requires a governor access door: Yes No
4. **MRL Encoder Cable Length:** H-W standard length for the encoder cable is 20 meters (65 feet). The maximum length that we supply is 75 meters (246 feet). Determination of the correct length required to route through the building structure is your responsibility. Confirm required encoder cable length: _____ ft.
5. **MRL Manual Brake Release Cable Length:** If the controls are by G.A.L. a manual brake release is NOT REQUIRED. If the controls are by another manufacturer, then a manual brake release cable is supplied and our standard stock cable length is 8'-0". Other stock lengths available are 15'-0", 20'-0", 25'-0", 30'-0", 40'-0", and 50'-0" (max.). Confirm required brake release cable length: _____ ft.

NOTE: If layouts are being prepared by H-W, then we will require your written approval verifying the accuracy of the layout drawings and authorizing us to proceed with final engineering to release to production before any fabrication of equipment can proceed.