

# Engraving Guidelines for Architects and 3<sup>rd</sup> party users

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## FIRE OPERATION

**Content:** FIRE OPERATION

**Font:** Typically Helvetica unless otherwise stated

**Character height:** ¼"

**Color:** RED

**Location:** Immediately below the fire service keyswitch

## NO SMOKING

**Content:** NO SMOKING

**Font:** Typically Helvetica unless otherwise stated

**Character height:** 5/8"

**Color:** Black on typical panels. White on dark colored panels.

**Location:** Typically above the position indicator or 3.5" below the highest point of cover plate

## ELEVATOR IDENTIFICATION NUMBER (2014 NYC Building code Appendix "K" Section 2.29.1)

Each elevator shall be assigned a unique numerical identification

Each bank of elevators shall be identified by an alphabetic letter

**Content:** ? \_\_\_\_\_

**Font:** Typically Helvetica unless otherwise stated

**Character height:** ½"

**Color:** Black on typical panels. White on dark colored panels.

**Location:** Typically on the door or between position indicator and emergency light

## CITY IDENTIFICATION NUMBER (2014 NYC Building code Appendix "K" Section 2.29.1.1)

**Content:** CITY ID NO. \_\_\_\_\_

**Font:** Typically Helvetica unless otherwise stated

**Character height:** ½"

**Color:** Black on typical panels. White on dark colored panels.

**Location:** Typically on the door or between position indicator and emergency light

#### **CAPACITY (ASME A17.1-2000, Section 2.16.3)**

**Content:** CAPACITY \_\_\_\_\_ LBS.

**Font:** Typically Helvetica unless otherwise stated

**Character height:** ¼"

**Color:** Black on typical panels. White on dark colored panels.

**Location:** Typically on the door or between position indicator and emergency light

#### **INSPECTION CERTIFICATION LOCATION (NYC 2014 Building Code, Chapter "30" Section 3009.2)**

**Content:** INSPECTION CERTIFICATE ON FILE IN \_\_\_\_\_ OFFICE LOCATED IN THE \_\_\_\_\_

**Font:** Typically Helvetica unless otherwise stated

**Character height:** ¼"

**Color:** Black on typical panels. White on dark colored panels.

**Location:** Typically on the door

#### **CALL ACKNOWLEDGED ENGRAVING (ASME A17.1a-2002 Section 2.27.1.1.3)**

**Content:** BLINKING INDICATES CALL ANSWERED HELP IS ON THE WAY

**Font:** Typically Helvetica unless otherwise stated

**Character height:** 3/16"

**Color:** Black on typical panels. White on dark colored panels.

**Location:** Immediately below the call acknowledged jewel.

**Alternative:** Instead of engraving on cover, insert plate with LED hole could also be used

#### **Disclaimer**

- All of the information above can be changed per job basis
- All of the information above can be changed per applicable code and job address location
- They shall be reviewed by others and approved before manufacturing
- Monitor is responsible for the engraving only when Monitor engraves the content in-house jobs
- 3<sup>rd</sup> party users shall use these guidelines at their own risks