Residential Elevator Door Baffle – Field Measuring Instructions

For use by elevator contractors and qualified installers. Measurements are taken from finished surfaces and verified on site prior to fabrication. Each landing must be measured independently; dimensions can vary by floor.

Scope / Responsibility: This document describes a field measuring procedure used to fabricate a retrofit barrier panel intended to reduce reach-through and entrapment hazards created by the space between the hoistway door and the car door. This document is not a code determination or certification. Panel placement, hardware selection, and acceptance remain the responsibility of the installing contractor and the Authority Having Jurisdiction (AHJ).

Required Tools

- Low-adhesive painter's tape
- Tape measure readable to 1/16 in
- Straightedge or level
- Notepad / measurement worksheet
- Flashlight
- Helper (recommended)

Step 1 — Prepare the Elevator (Per Landing)

1. Park the car at the landing being measured and ensure it is stationary.
2. Fully close the hoistway door in its normal resting position.
3. Perform the full procedure at **each** level. Panels are fabricated per-floor.

Step 2 — Establish Panel Layout Using Tape (Door Closed)

1. Apply painter's tape to define the intended baffle perimeter on the door face. The tape represents the future baffle edges.
2. Place tape lines so the panel clears casing/trim and will not interfere with hinges, closers, interlock hardware, or other projections.
3. Open and close the door slowly to confirm clearance. Adjust tape until door operation is unobstructed.

Step 3 — Determine Panel Size (Door Open)

1. With the door open, measure the **clear distance** between the left and right tape lines. Record as **Baffle Width** (in).
2. Measure the **clear distance** between the top and bottom tape lines. Record as **Baffle Height** (in).
3. These dimensions represent the fabricated panel size for that landing.

Step 4 — Handle Cut-Out Layout (Full Rotation Arc)

1. With the door closed, apply tape around the handle area while rotating the handle through its full arc.
2. Increase the taped clearance until the handle clears the simulated panel position in all positions.
3. Record cut-out dimensions and location per the worksheet (in). Ensure sufficient clearance for comfortable operation.

Step 5 — Interlock Clearance

1. Confirm the taped panel outline does not block interlock operation or service access.
2. If a cut-out is required, tape the clearance window and record its dimensions per the worksheet (in).
3. The baffle must not obstruct required interlock access.

Step 6 — Measure Door-to-Car Gap (Controls Standoff Length)

1. With the hoistway door closed and the car parked at the landing, measure the distance from the hoistway door face to the car door face.
2. Measure at multiple points (top/middle/bottom and both sides) and record the **smallest** distance found (in).
3. The smallest gap governs to avoid contact between the baffle and the car door.

Step 7 — Determine Standoff Barrel Length (Inches)

Barrel Length = (Smallest measured gap) – (Acrylic thickness) – (Standoff cap thickness)

Typical acrylic thickness: **Full-door panels 1/2 in**; **Half-door panels 3/8 in** unless otherwise specified. Installer is responsible for confirming that selected hardware will not create interference with trim, interlock, or door operation.

Step 8 — Mounting Hole Layout (Note Deviations Only)

Typical mounting patterns are provided as a starting reference only. Door construction varies and may include glass, hollow-core areas, raised trim, reinforcement plates, seams, or decorative profiles.

- Typical patterns: **Full-door** panel uses **8** mounting points; **Half-door** uses **5–6** mounting points.
- Standard placement is approximately **1.50 in** in from panel edges.
- If all locations follow the standard pattern, no additional notes are required.
- If any location must move due to interference or door construction, note the deviation on the worksheet (or provide a sketch).

Door Composition (Required if Hardware Is Supplied)

Identify door type on the worksheet (solid wood, MDF/composite, metal, fire-rated, other). Hardware selection depends on door construction. Installer must verify the door structure is suitable for the intended fasteners.

Step 9 — Fabrication Drawing Approval (Always Provided)

- A fabrication drawing (CAD sketch) will be provided for **every** project.
- Installing contractor must review, verify, and approve the drawing prior to fabrication.
- Fabrication is based on the **approved drawing** — not the worksheet.

Final Check Before Submitting

- Door opens and closes freely with planned panel outline
- Handle rotates through full arc without contact
- Interlock operation and access are not obstructed
- No interference with casing/trim/closer hardware
- Smallest gap and barrel length recorded in inches
- Hole layout deviations (if any) clearly noted