



CHERIE BERRY
COMMISSIONER

THOMAS M. CHAMBERS
BUREAU CHIEF
ELEVATOR AND AMUSEMENT DEVICE BUREAU

DATE: August 29, 2016

MEMORANDUM TO: Amusement Companies

FROM: 
Thomas M. Chambers
Bureau Chief

RE: Inspection readiness and requirements

Please be advised, the bureau has observed an increase in amusement companies not having their equipment ready for inspection on time. Failure to have equipment ready for inspection results in the inspector having to stay onsite to allow the owners to complete the erection of the devices. Additionally, we have had reports of manuals not being onsite and equipment non-compliant with manufacturer requirements. This will no longer be acceptable. ***All equipment requested to be inspected shall be completely erected and ready for inspection at the time requested on the location notice. All documentation will be present with the equipment and ready for review.***

Failure to follow this procedure will result in the inspection being ended, the inspector leaving the location, and inspection charges applied. We suggest that companies plan accordingly to ensure they are ready on time.

Thank you for your cooperation.

/cb