



CHERIE BERRY
COMMISSIONER

THOMAS M. CHAMBERS
BUREAU CHIEF
ELEVATOR AND AMUSEMENT DEVICE BUREAU

DATE: March 13, 2014
MEMORANDUM TO: All Elevator Companies

Tommy L. Petty

FROM: Tommy L. Petty
Deputy Bureau Chief

Annual Routine Inspection:

Effective March 6, 2014 the following policy will be enforced by our safety inspectors for all elevators and all related equipment.

- 1- Elevators and related equipment cited for required periodic testing more than 30 days past due will be given a 5-day notice to perform the delinquent testing. Failure to comply will result in the equipment being removed from service.
- 2- Suspension means with reduced diameter, rust, rouge or broken wires (device) will be shut down per the requirements of A.S.T.M. A17.6 Standard for Elevator Suspension, Compensation and Governor System, Section 1.10, 2.9 and 3.7 Replacement Criteria.
- 3- Any safety device not operating properly will result in the unit being shut down.
- 4- If safety inspectors write a second notice for any violation cited, the owner will be given a 10-day notice to correct the violations. Failure to comply will result in the unit being removed from service.
- 5- Our safety inspectors will issue 10 to 30-day notices on any other item found that is not covered above.

The 5, 10 and 30 days listed above will include weekends and holidays.

Alterations:

When performing an alteration, companies will be required to correct any and all violations cited on the previous inspection report relating to the equipment being altered. Failure to comply will result in the inspection not passing and being certified. This has been a policy for years but sometimes it's not done until the safety inspector brings it to your attention.

New Construction:

Before calling for an inspection, you need to be sure that all related work has been completed and tested. The permit to install the unit issued by this Bureau must be affixed to the front of the controller until the unit passes final inspection.

Pre-inspection check list attached