




**CHERIE BERRY**  
COMMISSIONER

**THOMAS M. CHAMBERS**  
BUREAU CHIEF  
ELEVATOR AND AMUSEMENT DEVICE BUREAU

DATE: December 12, 2018

MEMORANDUM TO: Elevator Companies

FROM:   
Thomas M. Chambers  
Bureau Chief

RE: 2019 Checklist Requirements

Effective January 1, 2019, elevator contractors will be required to provide AWS certifications for all staff or contractors that performed any welding related to the installation of the elevator equipment. This requirement will also be added to the 10-item check list making it an 11-item check list.

Elevator contractors shall provide the 11-item check list to the inspector before any inspections will be scheduled. Elevator contractors shall complete surveys of installations prior to requesting inspections. If an inspection is performed and the inspector notes that one or more of the items on the 11-item check list is not compliant, follow up inspection will not be re-scheduled for 5 working days after the failure of the initial failed inspection. Contractors should take steps to ensure jobs are ready for inspection to avoid the 5 day re-inspection policy.

TC/cs