

ELEVATOR SAFETY REVIEW BOARD MEETING

Thursday October 16, 2025
9:30 am
5860 W 111th St, Chicago Ridge, IL 60415

AGENDA

1. Call to order.
2. Pledge of Allegiance.
3. Board to review and vote whether to approve minutes from prior Board Meeting.
(Final action anticipated)
4. Old Business:
 - A. Elevator progress report – OSFM Elevator Safety Division.
5. New Business:
 - A. Introduction of John Koshak, Board Consultant.
 - B. Board to review modified template inspection reports. (See attached Appendix A)
 - C. Public comment on Item B.
 - D. Board to review and act upon Item B. (Final action anticipated)
 - E. Presentation by OSFM/Administrator of public comments regarding rulemaking.
 - F. Public comment.
6. Adjournment.

Meeting Guidelines

ADA Accommodations: The Elevator Safety Review Board meeting listed on this agenda will be accessible to persons with disabilities. Persons who need special accommodations should contact the Elevator Safety Board Administrator's office at 312-814-8734, by October 14, 2025, no later than 2:00 p.m.

Public Comment Guidelines: Public comment sessions are provided as opportunities for members of the public to address the Board. Commenters shall sign in to provide notice of their intention to speak. Commenters will be given a reasonable amount of time to speak as determined by the Board Chairperson. Participation and sharing of viewpoints are encouraged; however, public comment sessions are not intended to be conversations with the Board. No commenter shall engage in personal

attacks and/or act in an uncivil manner. Such disruptive activity is prohibited, and the commenter may be barred from future opportunities to publicly address Elevator Safety Review Board meetings.



PLATFORM & STAIRWAY LIFT INSPECTION FORM

(Your Inspection Company)

(Street Address)

(City, State Zip)

Phone _____ / Fax _____



Date: _____

Code Edition: ASME A18.1 _____

V/T/C _____

ID # _____ Convey # _____

Address _____ Unit _____ Inspection & Test ☐ Routine ☐ Periodic ☐ Acceptance

Bldg. Name _____ Make _____ Power _____ FL/PT _____

Bldg. Rep. _____ Speed _____ fpm Capacity _____ Em Ph _____

Phone No. _____ Em Light _____

10.1.6(a) INSIDE PLATFORM INSPECTIONS	OK NG NA	10.1.6(c) INSIDE RUNWAY	OK NG NA
1. Stop Switches	☐ ☐ ☐	1. Platform/Overhead/Deflector Switches	☐ ☐ ☐
2. Operating Control Devices	☐ ☐ ☐	2. Normal Terminal Stopping Switches	☐ ☐ ☐
3. Floor and Landing Sill	☐ ☐ ☐	3. Final Terminal Stopping Switches	☐ ☐ ☐
4. Lighting	☐ ☐ ☐	4. Broken Rope, Chain, or Tape Switch	☐ ☐ ☐
5. Emergency Signal	☐ ☐ ☐	5. Counterweight	☐ ☐ ☐
6. Door or Gate	☐ ☐ ☐	6. Head Room	☐ ☐ ☐
7. Enclosure	☐ ☐ ☐	7. Slack Rope Devices	☐ ☐ ☐
8. Floor	☐ ☐ ☐	8. Traveling Sheave	☐ ☐ ☐
9. Signals and Operating Symbols	☐ ☐ ☐	9. Platform Safeties & Guiding Members	☐ ☐ ☐
10. Rated Load / Platform FL Area / Data Plate	☐ ☐ ☐	10. Runway Construction	☐ ☐ ☐
11. Ride	☐ ☐ ☐	11. Pipes, Wiring, & Ducts	☐ ☐ ☐
10.1.6(b) MACHINE INSPECTIONS		12. Runway Clearances	☐ ☐ ☐
1. Enclosure of Machine Space	☐ ☐ ☐	13. Traveling Cables & Junction Boxes	☐ ☐ ☐
2. Guarding of Exposed Aux Eq	☐ ☐ ☐	14. Door & Gate Equipment	☐ ☐ ☐
3. Overhead Beam & Fastenings	☐ ☐ ☐	15. Platform Frame	☐ ☐ ☐
4. Drive Machine Brake	☐ ☐ ☐	16. Guide Rails Fastenings & Equipment	☐ ☐ ☐
5. Traction Drive Machines	☐ ☐ ☐	17. Governor Rope	☐ ☐ ☐
6. Gears and Bearings	☐ ☐ ☐	18. Governor Releasing Carrier	☐ ☐ ☐
7. Winding Drum Machine	☐ ☐ ☐	19. Wire Rope Fastenings & Hitch Plate	☐ ☐ ☐
8. Belt or Chain Drive Machine	☐ ☐ ☐	20. Suspension Rope	☐ ☐ ☐
9. Traction Sheaves	☐ ☐ ☐	21. Compensation Ropes & Chains	☐ ☐ ☐
10. Secondary & Deflector Sheaves	☐ ☐ ☐	10.1.6(d) OUTSIDE RUNWAY INSPECTIONS	
11. Rope Fastenings	☐ ☐ ☐	1. Runway Doors	☐ ☐ ☐
12. Slack Rope Devices	☐ ☐ ☐	2. Runway Door Locking Devices	☐ ☐ ☐
13. Governor, Overspeed Device & Seal	☐ ☐ ☐	3. Runway Enclosure	☐ ☐ ☐
14. Platform Safeties	☐ ☐ ☐		
15. Hydraulic Power Unit	☐ ☐ ☐		
16. Control Valves	☐ ☐ ☐		
17. Hydraulic Cylinders	☐ ☐ ☐		
18. Disconnecting Means (A18.1 – 2.1.5.4)	☐ ☐ ☐		

COMMENTS:

OK-meets requirement NG-insert number to identify comment NA-not applicable

THIS IS THE OFFICIAL INSPECTION FORM APPROVED BY THE ELEVATOR SAFETY REVIEW BOARD, THE OFFICE OF THE STATE FIRE MARSHAL (OSFM). THE ELEVATOR SAFETY AND REGULATION ACT (225 ILCS 312) MANDATES EACH CONVEYANCE BE INSPECTED ANNUALLY.

☐ FAIL - RE-INSPECT IN _____ DAYS☐ PASS - CONDITION GOOD-
Approved for Certificate

Elevator Co / Building Representative

Elev Co Lic # IL _____

Elev Mech Lic # IL _____

Inspector's Signature

Inspector QEI# _____

Inspector's Lic # IL _____