



## Office of the State Fire Marshal

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### MEMORANDUM

**TO:** All Licensed Contractors, Inspection Companies and Inspectors

**FROM:** Robert Capuani  
Director, Elevator Safety Division

**DATE:** September 16, 2009

**RE:** ANNUAL INSPECTIONS - PERSONNEL REQUIRED

Our office has been receiving numerous complaints from conveyance owners that elevator contractors are sending employees to accompany inspectors during their annual conveyance inspections.

Contractors are **ONLY** required to perform tests for an inspector to witness, and not accompany the inspector during his routine annual inspection. This has resulted in unnecessary excessive costs to conveyance owners.

If you have any questions regarding this, please do not hesitate to contact our office.