



Office of the State Fire Marshal

July 7, 2014

TO: Inspection Companies and Municipalities with Illinois Elevator Safety Program Agreements

FROM: Robert Capuani, Director of the Elevator Safety Division

Re: OSFM REVISED INSPECTION FORMS

At the June 5, 2014 meeting, revised State inspection forms were approved by the Elevator Safety Review Board. The revised inspection forms will become mandatory for use in open territories starting February 1, 2015. However, the inspection forms will be available as early as Friday, August 1, 2014, for use on a voluntary basis, by accessing the Elevator Safety Division application and forms link on our web page www.SFM.Illinois.Gov.

Conveyance owners in **open territory and unincorporated municipalities are required** to submit the OSFM Elevator Inspection Form along with their Certificate of Operation Application(s) for existing conveyances and at the time of initial certification for new conveyances.

Municipalities covered under an **Illinois Elevator Program Agreement are not** required to utilize the OSFM Inspection Form for elevator inspections conducted within their jurisdiction at this time. However, OSFM **strongly** recommends the use of the revised OSFM Inspection Form to ensure that the local program meets the requirements of the Elevator Safety and Regulation Act and the Administrative Rules.

The OSFM Elevator Inspection Form can be obtained from www.sfm.illinois.gov under the Elevator Safety Link.

If you have any concerns or questions regarding inspection forms in open territory or unincorporated jurisdictions in the State of Illinois, please do not hesitate to contact me at (312) 814-8734.

Thank you for your cooperation in this matter.

Sincerely,
Bob Capuani