



Office of the State Fire Marshal

TO: All Illinois Licensed Elevator Inspection Companies and Inspectors

FROM: Robert Capuani
Director

DATE: July 11, 2017

SUBJECT: Follow-Up to May 3, 2017 Reminder – Supplying the owner with a written inspection report

On May 3, 2017, OSFM issued a Reminder that, pursuant to 41 Ill. Adm. Code 1000.140(b)(3), all Licensed Inspection Companies and Licensed Inspectors must supply the owner or representative a hard copy inspection report upon completion of the inspection before the inspector leaves the location and that electronic copies alone would not suffice. OSFM's Reminder was primarily sent out in response to OSFM being informed that certain conveyance owners were having issues receiving emailed inspection reports – apparently as a result of emails being inadvertently filtered to “junk mail” or “spam” folders.

After receiving feedback regarding its May 3, 2017 Reminder, OSFM has determined that 41 Ill. Adm. Code 1000.140(b)(3) will be satisfied by supplying the owner with either a physical, hard copy inspection report or an electronic copy of the inspection report. This determination continues the initiative and efforts of OSFM to make certain operations and regulatory mechanisms paperless.

An inspector must still supply the owner or representative an inspection report upon completion of the inspection. While this determination will allow for paperless dealings with regard to satisfying 41 Ill. Adm. Code 1000.140(b)(3), it remains of chief importance that owners receive their inspection reports in a timely manner so that conveyance owners can apply for certificates of compliance and avoid late fees. As such, OSFM suggests that if copies of inspection reports are sent to owners via email, Licensed Inspection Companies and Licensed Inspectors may wish to consider as best practice to suggest to owners that they add the sender's email address as a “safe” email address so it does not get inadvertently filtered to a “junk mail” or “spam” folder.

Section 1000.140 of the Administrative Rules, governing conveyance inspections, may be found in full below.

Section 1000.140 of the Elevator Safety Rules (41 Ill. Adm. Code 1000.140)

Section 1000.140 Conveyance Inspection

- a) Acceptance Inspections
All new conveyance installations shall be inspected and, based on that inspection, shall, prior to initial use, receive a Certificate of Operation from OSFM or the Local Administrator. *All new conveyance installations shall be performed by a licensed elevator contractor who shall, subsequent to inspection, certify compliance with the applicable Sections of the Act and this Part.* [225 ILCS 312/95(a)]
- b) Periodic Inspections and Tests
 - 1) *It shall be the responsibility of the owner of all new and existing conveyances located in any building or structure to have the conveyance inspected annually.* [225 ILCS 312/120(a)] It shall be the responsibility of the owner to insure that the inspections and tests are performed at the prescribed intervals.
 - 2) All inspections and tests shall be conducted in accordance with the State code listed in Section 1000.60 that applies to the conveyance being inspected.
 - 3) Upon completion of the *inspection, the licensed elevator inspector must supply the property owner with a copy of the written inspection report describing any and all violations* and the licensed elevator inspector and property owner shall keep records for review by OSFM or the Local Administrator. [225 ILCS 312/120(a)]
 - 4) All property owners and licensed elevator inspection companies shall maintain elevator inspection reports and elevator testing results for 10 years.
 - 5) *Property owners shall have 30 days from the date of the published inspection report to be in full compliance by correcting any violations.* [225 ILCS 312/120(a)] Upgrades to existing conveyances shall comply with the time limits provided in Section 1000.60(d). The licensed inspector will review the actions taken by the property owner and, if the corrections are adequate, will issue a follow-up inspection report indicating adequate remediation of the violations.
 - 6) OSFM or the Local Administrator *may extend the compliance dates for good cause, provided that the violations are minor and pose no threat to public safety.* [225 ILCS 312/120(a)]
 - 7) All tests and inspections shall be performed by individuals licensed to perform that work or inspections on that particular type of conveyance.
- c) Inspections by OSFM

OSFM may conduct random on-site inspections and tests on existing installations using its own personnel or third party licensed inspectors under contract with OSFM.

d) Conflict of Interest

- 1) No individual licensed as both an elevator mechanic (regular or limited) and elevator inspector may inspect his/her own work, the work of his/her company, or the work of a company affiliated with his/her company.
- 2) The Board may grant exceptions for governmental, academic, and other institutions that maintain their own personnel licensed as elevator inspectors and as elevator mechanics to allow those personnel to inspect conveyances owned or leased by the institutions as long as the personnel are not inspecting their own work.
- 3) In the event that there are insufficient independent licensed inspectors available, the Board may grant exceptions and allow Category 1 Hydraulic Pressure Tests (see ASME A17.1) of elevators to be witnessed by a licensed inspector employed by a licensed contractor, provided that a separate licensed mechanic performs the tests.

(Source: Amended at 36 Ill. Reg. 13131, effective October 1, 2012)