



Office of the State Fire Marshal

September 24, 2013

TO: Municipalities With Illinois Elevator Safety Program Agreements

FROM: Robert Capuani, Director of the Elevator Safety Division

Re: OSFM INSPECTION FORM

Dear Municipality:

This memorandum serves as notice that Illinois licensed inspectors are to supply a written inspection report to the conveyance owner in **open territory and unincorporated municipalities** describing any and all violations. This report process should include the OSFM Elevator Inspection Form. The OSFM Inspection Form should be legible, dated, and signed. In addition, the condition of the elevator should be marked either fail or pass.

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.

Conveyances covered under an **Illinois Elevator Agreement Program are not** required to utilize the OSFM Inspection Form. However, OSFM recommends the use of the OSFM Inspection Form to ensure that the program meets the requirements of the Elevator Safety and Regulation Act or 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

Robert Capuani
Director of Elevator Safety Division

