



## *Office of the State Fire Marshal*

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November 8, 2016

**To: All Illinois Licensed Elevator Companies**

**Reminder – Licensed Elevator Companies and Licensed Mechanics working on conveyances without a current certificate of operation.**

**It has come to the OSFM's attention that Licensed Elevator Companies and Licensed Mechanics are working on conveyances that do not have a current certificate of operation. To avoid a possible fine and or suspension of a State Licensed Company or Mechanics License, there should be no work done on a conveyance with an expired certificate of operation unless the presence of a final inspection report that is less than 30 days old can be documented.**

**Please read below the section of the Rules explaining what a licensed mechanic can work on.**

**Section 1000.180 of the Elevator Safety Rules (41 Ill. Adm. Code 1000.180).**

### **Service or Inspection of Non-Compliant Conveyances**

- a) Inspectors, contractors and mechanics are not permitted to service an unregistered existing conveyance that is required by the Act to be registered without prior permission from OSFM, except as provided in this Section.
- b) Licensed elevator contractors and licensed inspection companies shall request from the conveyance owner the conveyance's registration number and a copy of the current Certificate of Operation. If necessary, a 30-day extension may be obtained from OSFM so that a conveyance owner may register a conveyance. A 60-day one-time extension may be obtained from OSFM so that a conveyance owner can schedule an inspection in order to obtain a Certificate of Operation. OSFM will grant the 30-day extension or 60-day extension so that service may be performed. Forms for submitting an extension request are available on the OSFM website at [www.sfm.illinois.gov](http://www.sfm.illinois.gov) under the Elevator Safety link. In municipalities that have a local elevator agreement with OSFM, the conveyance owner must apply to the municipality for an extension to obtain a current Certificate of Operation.

- c) Exceptions to Obtaining Advance Permission from OSFM to Work on a Non-Compliant Conveyance
  - 1) All Elevators and Conveyances

Should a situation occur in which an elevator contractor has been contacted to remove a trapped or injured person from a conveyance or render the conveyance out of service for reasons of safety, the licensee may perform that work, but must notify OSFM via email or phone call the next business day after performing the service.
  - 2) Registered Conveyances with an Expired Certificate of Operation
    - A) The inspection company may have its licensed inspector perform the requested inspection prior to receiving permission from OSFM or the Local Administrator, provided the inspection company notifies OSFM or the Local Administrator via email or phone call or other means the next business day, providing the location of the conveyance that is registered but lacks a current Certificate of Operation. The inspector may put the conveyance out of order if he/she determines the conveyance is unsafe to operate.
    - B) A licensed mechanic may work on a conveyance with an expired Certificate of Operation if there is a final inspection report not older than 30 days posted in the equipment room prior to the conveyance owner applying for and receiving its annual Certificate of Operation. Should the inspection report be older than 30 days, the elevator contractor/mechanic must notify OSFM or the Local Administrator via email or phone call or other means the next business day, providing the location of the conveyance.

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