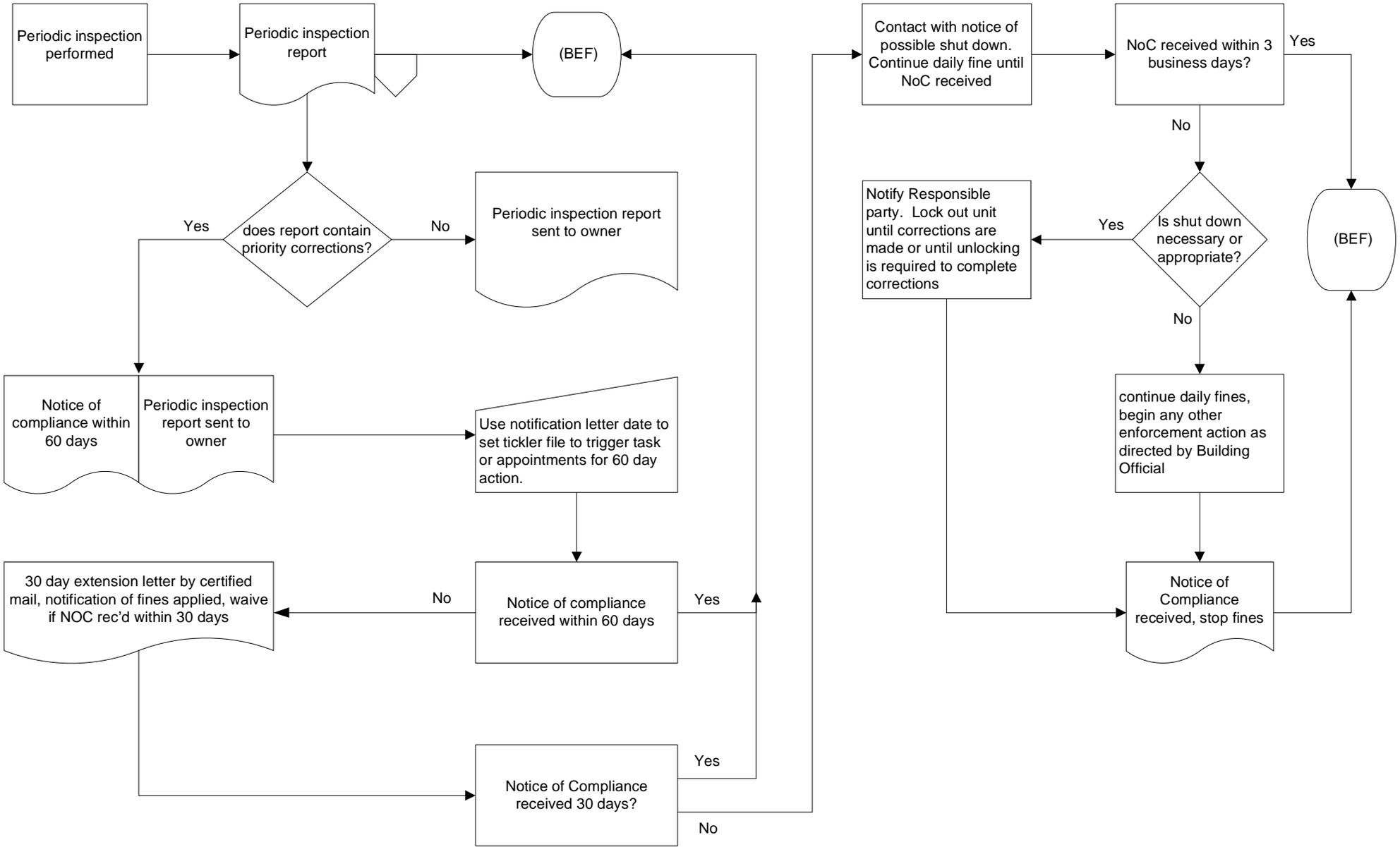
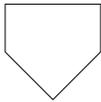


START

# Elevator Periodic Inspection Cycle 2-24-09





Periodic inspection  
Report (1<sup>st</sup> Letter)

Following a physical inspection and verification of code in effect at the time of installation a notification letter will be written with any discrepancies.

As the report is written each line item is evaluated for which of the following categories it belongs, the decision is made by consensus of the inspectors and /or any policy affecting that issue.

The categories are

- 1) Code discrepancies to be re-inspected at the next periodic inspection
- 2) Items of an urgent nature requiring a re-inspection within 60 days. Identified by an asterisk(\*).(urgent meaning poses a hazard to the public.)
- 3) Items that met the code or intent of the code at the time of installation but required research to confirm this status. (does not appear on letter, only in MOA files)
- 4) Code discrepancies that have been present from the installation of the unit and that do not present a hazard to the public which will not be required to be corrected until a modernization of the unit and/or building remodel occurs. Identified by separation in the letter and altered font.
- 5) Items that will require a variance or alternative means to correct. Identified by a comment in the write up.

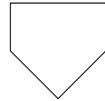
FORMAT

The notification letter will include in addition to the list of discrepancies, 1) Building Name & address 2) Tag number, Type, Landings, Manufacturer & Serial number 3) Responsible party's address 4) Date of report. 5) Inspector performing the inspection and contact information 6) Means to provide NOTICE of completion 7) Actions expected of responsible party (complete corrections and notify MOA with in 60 days) and MOA (additional inspections and fines for non compliance)

When the inspector has completed the report, a copy of the report is placed in the e-BEeF and in the letters ready to send folder.

A Task request is sent to administrative assistant to have the letter sent out via certified mail with appropriate enclosures. The request is to be completed within 3 business days.

When the letter has been mailed a copy is placed in the BEeF. Tickler file date entered in Tracking to trigger phone calls and next letter/ fine.



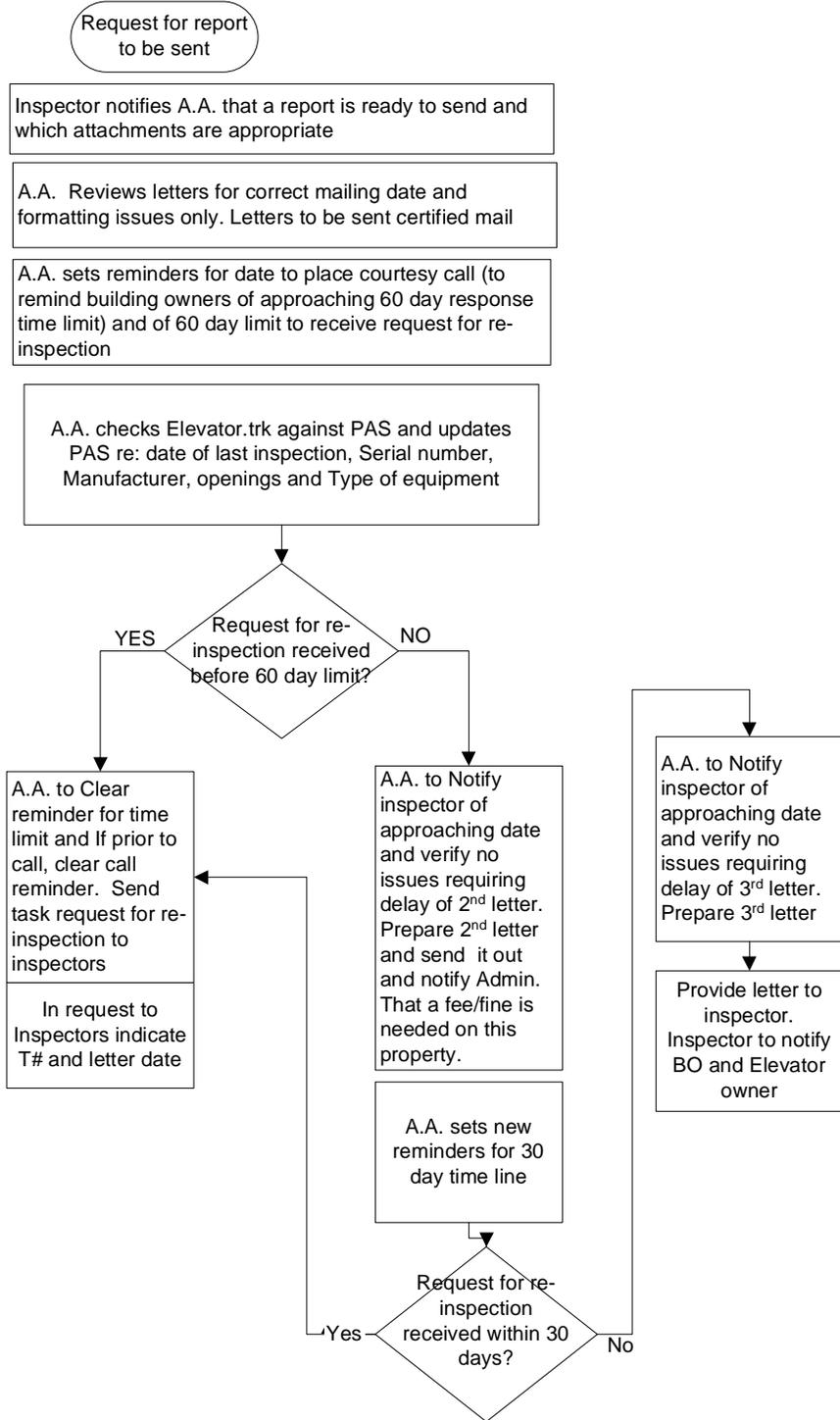
Re-inspection Letter  
(2<sup>nd</sup> letter)

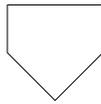
Following a physical re-inspect or failure to receive a NOTICE (of work complete) a notification letter will be sent to the responsible party

The 2<sup>nd</sup> letter will contain the same line items listed on the 1<sup>st</sup> letter unless they have been corrected. Some line items may be rewritten to clarify or cover partially complete tasks. (NO NEW ITEMS will be added, Except where attempted corrections have introduced new hazards)

Additionally the 2<sup>nd</sup> letter will include statement of the fine to follow and a progressed statement of actions necessary by the responsible party and the MOA

A.A. = Administrative Assistant





## REPORTS

