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Elevator Division
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NYC DEPARTMENT OF BUILDINGS

Elevator Division News Bulletin

Reference Standard

1. RS18-1 Rule 1202.14e – The use of wedge clamp shackles on winding drum type passenger and freight elevators is not permitted.
2. RS18-1 Section 10 requires that all inspections and tests (DOB and Local Law 10) be performed in accordance with ASME Inspector's Manual A17.2.1, A17.2.2, and A17.2.3.
3. RS18-1 Rule 110.15 states: BS&A or MEA labeling shall be provided for the entire hoistway entrance assembly. Rule 111.2d – Interlocks shall be MEA accepted or BS&A approved.
4. RS18-1 Rule 110.11f states: The bottom of each hoistway door panel shall be guided by two or more members.
5. RS18-1 Rule 101.3 (1) (e) states: Machine room doors shall be labeled "ELEVATOR MACHINE ROOM" with letters not less than two inches (51 mm) high.
6. RS18-1 Rule 110.6 states: Means shall not be provided for locking out of service the doors by padlocks or any other physical locking devices at the following landings: (a) top terminal landing; (b) bottom terminal landing; (c) for elevators equipped with Phase I firefighters' service, the designated and sky lobby landings shall not be locked out of service when Phase I is effective; (d) for elevators equipped with Phase II fire fighter's service, no landing shall be locked out of service when Phase II is effective; (e) consecutive vacant floors; (f) main lobby street floor. Locking devices electrically inter-connected into firemen's' service key is permitted.
7. Keys for machine room, pit access door, operating controls (including firefighters), hoistway access doors, etc. must be properly tagged and kept on the premise in a location readily accessible to the elevator inspector in accordance with RS18-1 Rule 101.3d(4), 106.1d(7) and 211.8.
8. Appendix A , Selected Rules of the Department of Buildings, Chapter 27, Rule 27-02 states: Caution Sign Tapes Required on Elevators Being Serviced: In all buildings when an automatic passenger elevator is being serviced by an elevator maintenance company, elevator maintenance personnel or other persons and there are no maintenance personnel available to remain in the elevator car "CAUTION" sign tapes shall be placed across the car door jamb. One strip of "CAUTION" sign tape shall be placed at the height of eighteen inches from the car floor and another strip of "CAUTION" sign tape shall be place at a height of fifty-four inches above the floor.

Reminders

1. Effective July 01, 2003 – Overtime inspections and tests are limited to expedited elevator application appointments, temporary amusement ride appointments and violation re-inspections.
2. Effective July 01, 2003 the new NYC Electrical Code went into effect. All elevator applications where work includes electrical wiring will require BEC permit number on the elevator application.
3. Effective April 17,2003 all elevators and escalators after satisfactory completion of a two or five year test require a metal tag be attached to the component tested indicating the date of test and the name of the person or firm who performed the test.
4. Reminder Note: Since July 1, 2003, "car door operator" alterations are required to be filed as an "EA" and/or "EBN" elevator application type, requiring a Department inspector acceptance inspection and test before a final certificate of operation can be issued.

Others

1. PVT violation dismissal requests, which include the "affirmation of correction" and a copy of the PVT violation, must be submitted in duplicate to the elevator division for processing.
2. GFCI receptacle rated at not less than 15A, 120 V shall be provided in the pit, top of car and machine room.
3. Any annual, two or five year tests may not be filed if during the test anyone of the following is worn or defective: brake lining, car and hoistway door gibs, traction sheave, hoist or governor ropes. A dynamometer with gage is required equipment to properly perform a five year test on governors requiring pull through.
4. Since April 1996 all elevator applications and plans are provided with an affidavit of professional self-certification submitted by registered architects or professional engineers. This process is called "express permitting". An audit review of these submissions has revealed that many of the elevator applications and plans submitted by the professionals are insufficient, erroneously completed and reflect a disturbing absence of basic code review and analysis. This is not acceptable and is an improper and unprofessional use of a professional seal and title. This poor performance and abuse of the self-certification process by certain professionals has already and will continue to be referred to IAD for follow-up action.
5. Work without permit is subject to a fine of ten times the filing fee.
6. Only original elevator permit applications will be accepted for processing. No whiteout or written editing/correction is permitted.
7. Objection sheet(s) must be stamped and signed by the RA or PE of record for that application after correction of the objected items and included in the resubmission of the application.