

Information for Owners of Conveyances Serving Commercial Buildings in Wisconsin

(Rev. 01/10)

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INTRODUCTION

This article is a summary of owner's responsibilities regarding conveyances serving commercial buildings in the State of Wisconsin.

Since 1914, the State of Wisconsin, Department of Commerce, Safety & Buildings Division and its predecessor agencies have regulated elevators and other conveyances serving commercial buildings. Commercial buildings include public buildings, places of employment, churches and fraternal organizations.

Conveyances include elevators, escalators, moving walks, dumbwaiters, Type B material lifts, vertical and inclined platform lifts and stairway chair lifts.

The term "elevators" includes passenger elevators, freight elevators, limited use/limited application (LULA) elevators, inclined elevators (usually outdoors), power sidewalk elevators, stage elevators, rooftop elevators and special purpose personnel elevators. The term "elevators" in commercial buildings also includes private residence elevators permitted to be installed in some commercial buildings prior to July 1, 2002 and currently permitted to be installed by petition for variance in some commercial buildings only for demonstration purposes.

For current Wisconsin Department of Commerce code requirements addressed in this article, please refer to the following codes, available free of charge on the Safety & Buildings Division web site:

Comm 2, Fee Schedule:

<http://www.legis.state.wi.us/rsb/code/comm/comm002.pdf>

Comm 5, Licenses, Certifications and Registrations:

<http://www.legis.state.wi.us/rsb/code/comm/comm005.pdf>

Comm 18, Elevators, Escalators and Lift Devices:

<http://www.legis.state.wi.us/rsb/code/comm/comm018.pdf>

Many codes administered by the Department of Commerce adopt a national standard. At this time, Comm 18 Elevators, Escalators and Lift Devices adopts the following national standards, available for purchase through www.asme.org.

ASME A17.1 (2007 edition) Safety Code for Elevators and Escalators

ASME A18.1 (2005 edition) Safety Standard for Platform Lifts and Stairway Chairlifts.

In general, the code in effect when the original installation contract was signed between the owner and the contractor is the effective code for the life of the conveyance. An elevator contracted to be installed in 1975 will be inspected to the codes in effect in 1975, for example.

Components of a conveyance that have been replaced, repaired or altered may have contract dates that differ from the original installation contract date. For example, if the 1975 elevator had fire-fighter's emergency operation contracted to be installed in 2005, the fire-fighter's emergency operation system would be inspected each year to the 2005 code requirements. Parts of the elevator not altered in 2005 would continue to be inspected to the codes in effect on their contract date. This allows improvements to be made to a conveyance without requiring upgrading unrelated components at the same time.

Portions of the current elevator codes are retroactive and apply to all existing conveyances regardless of the contract date. Those requirements are explained in this article.

LICENSING OF CONTRACTORS AND MECHANICS

Only licensed individuals employed by licensed elevator or lift contractors may construct, install, alter or replace conveyances.

Comm 5.9905(1) GENERAL.

- (a) Pursuant to s 101.984(1), Statutes, no person or entity, as of June 1, 2008, may engage in the business or offer to engage in the business of constructing, installing, altering, servicing, replacing, or maintaining conveyances unless the person or entity holds a license issued by the department as a licensed elevator contractor, except as provided under par. (b).

An owner or owner's representative may perform certain service or maintenance tasks without a license as described in the Service, Maintenance and Tests by Owner section of this article.

Individuals must have a license of type 1 through 5 below to erect, construct, alter, replace, repair, remove or dismantle conveyances including elevators, escalators and dumbwaiters. These license holders may also erect, construct, alter, replace, repair, remove or dismantle vertical and inclined platform lifts and stairway chairlifts.

Comm 5.991 Elevator installers. (1) GENERAL.

(a) Except as specified in sub. (2), no person may erect, construct, alter, replace, maintain, repair, remove or dismantle conveyances unless the person holds a license or registration issued by the department as one of the following:

1. A licensed elevator mechanic.
2. A licensed elevator mechanic–restricted.
3. A registered elevator apprentice.
4. A registered elevator apprentice–restricted.
5. A registered elevator helper.

6. A licensed lift mechanic.
7. A registered lift apprentice.
8. A registered lift helper.

(b) The activities under par. (a) (intro.) that may be undertaken by a person who holds a license or registration as a licensed elevator mechanic–restricted or a registered elevator apprentice–restricted shall be limited to the repair and maintenance of conveyances and the replacement of conveyance components and subsystems except the replacement of hoist ropes and governor ropes.

Individuals with a license of a “lift” type (6 through 8 above) may erect, construct, alter, replace, maintain, repair, remove or dismantle vertical platform lifts, inclined platform lifts, stairway chair lifts, LULA elevators, residential elevators, residential inclined elevators, and power dumbwaiters only. Such license holders may not erect, construct, alter, replace, repair, remove or dismantle other types of elevators, escalators or moving walks.

Comm 5.991 Elevator installers. (1) GENERAL.

(c) The activities under par. (a) (intro.) that may be undertaken by a person who holds a license or registration as a licensed lift mechanic, a registered lift apprentice, or a registered lift helper shall be limited to the erection, construction, alteration, replacement, maintenance, repair, removal or dismantling of conveyances covered under ASME A18.1 and ASME A17.1 sections 5.2, 5.3, 5.4, 7.1, 7.2, 7.3 and 7.8.

For new installations and repairs, replacement and alterations requiring plan review, the application for plan review must be completed by a licensed contractor or a licensed elevator mechanic, elevator mechanic - restricted or elevator apprentice – restricted employed directly by the owner of the conveyance.

Comm 18.1013 Plan review. (1) GENERAL REQUIREMENTS.

An elevator contractor shall submit plans and permit applications for the installation of any new or altered conveyance to the department or agent municipality for approval. No work shall commence before the plans and permit application are approved by the department or agent municipality. The approval letter issued by the department or agent municipality shall be posted prior to construction at or near the equipment space at the construction site and shall remain posted until the final inspection determines compliance with the code. The approval letter shall be considered the permit specified under s. 101.983 (1) (a), Stats.

SERVICE CONTRACTS

Wisconsin code and adopted national standards do not require a conveyance to have a contract for periodic maintenance or service. Conveyances are required to be maintained and serviced as necessary to remain in safe operating condition.

Codes may require a conveyance to have annual tests. Required annual tests may be performed only by licensed individuals employed by licensed contractors. Tests are addressed in the Periodic Test Requirements sections of this article.

SERVICE, MAINTENANCE AND TESTS BY OWNER

Limited service, maintenance and tests may be performed by the building owner or owner's representative.

Comm 5.9905(1) GENERAL.

(b) A person, entity or business is not required to hold a license as an elevator contractor to service or maintain existing conveyances within facilities or properties owned by the person, entity or business.

Comm 5.990(2) EXCEPTIONS.

(b) *Maintenance or repair of conveyances.* The requirements under sub.(1) do not apply to maintenance or repair activities that do not effect the operation of the conveyance including any of the following:

1. Changes to the interior finishes of a conveyance that do not significantly affect the dead load of the conveyance.

Note: A licensed elevator contractor must be consulted where changes to interior finishes will increase the sum of the dead load and the rated load by more than 5% per Table Comm 18.1013-1, Item 4.

2. Changing lamps for conveyance illumination.

Building owners or owner's representatives may change interior finishes provided the new finishes meet the code requirements for weight, smoke development, flame spread rating and other requirements.

Building owners or owner's representatives may access elevator machine rooms, pits and hoistways for the purposes of cleaning, changing lamps, servicing a sump pump, repairing building components, etc., if trained to do so safely.

NOTE: Working near conveyance equipment can be extremely dangerous! Knowledge of the equipment is necessary to avoid crushing, fall, electrical and other hazards!

For elevators with hydraulic jacks or hydraulic piping below ground and not visible for inspection, a quarterly check of hydraulic oil usage is required. The building owner or owner's representative may perform this check and must assure the written record of this check is maintained.

ASME A17.1, 8.6.5.7. Record of Oil Usage.

For systems where the part of cylinder and/or piping is not exposed for visible inspection, a written record shall be kept of the quantity of hydraulic fluid added to the system and emptied from leakage collection containers and pans. The written record shall be kept in the machine room. When the quantity of hydraulic fluid loss cannot be accounted for, the test specified in 8.11.3.2.1 and 8.11.3.2.2 shall be made.

Comm 18.1708(2)(c)1.

This is a department rule in addition to the requirements in ASME A17.1, 8.6.5.7: An owner shall maintain a written record of oil level and usage on a quarterly basis.

For elevators equipped with fire-fighter's emergency operation a monthly test of fire-fighter's emergency operation key switches is required. The building owner or owner's representative may perform this test if trained to do so.

ASME A17.1, 8.6.11.1. Fire-fighter's Emergency Operation.

All elevators with fire-fighter's emergency operation shall be subjected monthly to Phase I recall by use of the key switch, and a minimum of one-floor operation on Phase II. Deficiencies shall be corrected. A record of findings shall be available to elevator personnel and the authority having jurisdiction.

Any deficiencies shall be corrected by licensed elevator personnel.

MAINTENANCE CONTROL PROGRAM

A maintenance control program is required for all new and existing elevators, escalators, moving walks, dumbwaiters and Type B material lifts.

ASME A17.1, 8.6.1.2.1.

(a) The Maintenance Control Program shall consist of but not be limited to

(1) examinations, maintenance, and tests of equipment at scheduled intervals in order to ensure that the installation conforms to the requirements of 8.6. The maintenance procedures and intervals shall be based on

(a) equipment age, condition, and accumulated wear

(b) design and inherent quality of the equipment

(c) usage

(d) environmental conditions

(e) improved technology

(f) the manufacturer's recommendations for any SIL (safety integrity level) rated devices or circuits

(2) cleaning, lubricating, and adjusting applicable components at regular intervals and repairing or replacing all worn or defective components where necessary to maintain the installation in compliance with the requirements of 8.6.

(b) The instructions for locating the Maintenance Control Program shall be provided in or on the controller along with instructions on how to report any corrective action that might be necessary to the responsible party.

(c) The maintenance records required by 8.6.1.4 shall be kept at a central location.

(d) The Maintenance Control Program shall be accessible to the elevator personnel and shall document compliance with 8.6.

(e) Procedures for tests, periodic inspections, maintenance, replacements, adjustments, and repairs for all SIL rated E/E/PES (electric / electronic / programmable electronic system) protective devices and circuits shall be incorporated into and made part of the Maintenance Control Program. See 2.26.4.3.2, 2.26.9.4(b), 2.26.9.5.1(b), and 2.26.9.6.1(b).

(f) Where unique or product-specific procedures or methods are required to inspect or test equipment, such procedures or methods shall be included in the Maintenance Control Program.

At least one copy of the maintenance control program must be provided to the owner by the installing contractor for new equipment. The maintenance control program is the property of the owner. The owner should keep an additional copy of the maintenance control program in case the copy in the machine room would become misplaced.

Maintenance control programs may be requested by inspectors but the content of maintenance control programs will not be evaluated at this time.

A17.1, 8.6.1.2.1(f) is particularly important. Unique or product specific procedures for inspecting or testing equipment must be provided to the owner by the manufacturer or installer. These procedures shall be kept on site in a location readily accessible to elevator personnel (typically, in the machine room or control room or space). The owner should keep an additional copy of product specific procedures in case the readily accessible copy would become misplaced.

MAINTENANCE RECORD

For all elevators, escalators, moving walks, dumbwaiters and Type B material lifts with installation contract dates of April 1, 2004 or later, construction, maintenance, examinations, tests, adjustments, repairs and replacements of components must be recorded.

ASME A17.1, 8.6.1.4.1.

Maintenance records shall document compliance with 8.6 of the Code and shall include records on the following activities:

- (a) description of maintenance task performed and dates
- (b) description and dates of examinations, tests, adjustments, repairs, and replacements
- (c) description and dates of call backs (trouble calls) or reports that are reported to elevator personnel by any means, including corrective action taken
- (d) written record of the findings on the firefighter's service operation required by 8.6.11.1.

The maintenance record must be made available to the inspector upon request. A copy of the maintenance record is typically kept in the machine room or machinery space.

Comm 18.1007 Responsibilities.

(1) OWNER.

- (b) *Maintenance record.* A maintenance record as specified in ASME A17.1 section 8.6.1.4.1 and s. Comm 18.1708 (2) (a) shall be made available to the inspector upon request.

Comm 18.1708(2)(b).

Substitute the following wording for the requirements in ASME A17.1, Section 8.6.1.4.2: The owner or the owner's agent shall retain the maintenance records as specified in ASME A17.1, 8.6.1.4.1 and keep these records at the building site. Any electronic records of maintenance performed on conveyances shall be transferred to the paper copy of the maintenance record within 3 months of the initial recording of maintenance. Maintenance records are the property of the owner and shall be readily available upon request from elevator personnel.

Comm 18.1708(2)(a) MAINTENANCE, REPAIR AND REPLACEMENT. (a) *Application of ASME A17.1 section 8.6.* Substitute the following wording for the requirements in ASME A17.1 section 8.6 (intro. par.): ASME A17.1 sections 8.6.1 to 8.6.11 and ASME A17.1 sections 8.6.12.1, 8.6.12.3.1.3 and 8.6.12.4.1.2 apply to maintenance, repairs and replacements.

As part of performing maintenance, examinations, tests, adjustments, repairs or replacements, the conveyance contractor must provide the owner with updates to the maintenance record. The maintenance record is the property of the owner. The owner should keep an additional copy of the maintenance record in case the copy accessible to the conveyance contractor would become misplaced.

WRITTEN PROCEDURES

Written procedures for existing conveyances are required, where applicable.

ASME A17.1, 8.6.11.3. Cleaning of a car and hoistway transparent enclosure.

This covers safe access to glass where installed in the walls of elevator cars or in elevator hoistways.

ASME A17.1, 8.6.11.4. Emergency Evacuation for Elevators.

This covers safe emergency evacuation of persons from stalled elevators. *NOTE: This procedure is intended only to be available for trained elevator personnel and emergency personnel such as fire-fighters. Emergency evacuation is not to be attempted by others.*

ASME A17.1, 8.6.11.5. Escalator or Moving Walk Startup.

This covers checking of operation of escalators and moving walks by persons trained to do so. These checks are to be performed before each startup.

ASME A17.1, 8.6.11.6. Operating Instructions for Means Specified in 2.7.5.1.1 or 2.7.5.2.1

This covers maintenance or inspection of the elevator driving machine brake or an emergency brake, or elevator motion controllers or motion controllers from inside the car or from the car top that could result in unexpected vertical car movement. This is not common.

ASME A17.1, 8.6.11.7. Egress and Reentry Procedure from Working Areas in 2.7.5.1.3 and 2.7.5.2.3.

This covers entry to and egress from the means addressed in 8.6.11.6 above.

ASME A17.1, 8.6.11.8. Operating instructions for retractable platforms.

This covers retractable platforms used to access some elevator equipment and is not common.

The written procedures required by 8.6.11.3 through 8.6.11.8 will not be evaluated as part of inspections at this time.

Comm 18.1708(2)(d). *Special provisions.* This is a department informational note to be used under ASME A17.1 sections 8.6.11.3 to 8.6.11.8: Written procedures as specified in these sections will not be evaluated by the department.

OTHER RECORDS

Other records may be required for new elevators, escalators, moving walks, dumbwaiters and Type B material lifts with contract dates of April 1, 2004 or later.

ASME A17.1, 8.6.1.6.3

(a) Up-to-date wiring diagrams detailing circuits of all electrical protective devices and critical operating circuits shall be available in the machinery space, machine room, control space, or control room as appropriate to the installation.

At least one copy of wiring diagrams must be provided to the owner by the installing contractor. Wiring diagrams are the property of the owner. The owner should keep an additional copy of the wiring diagrams in case the copy in the machine room would become misplaced.

PERIODIC TESTING REQUIREMENTS - Elevators, escalators, moving walks, dumbwaiters and type B material lifts

Beginning with the adoption of the 2007 edition of the ASME A17.1 effective January 1, 2009, several annual tests are now required in addition to the annual tests that have been required for some time. Annual and 5-year tests must be completed by licensed elevator personnel.

The tests required may vary greatly from one conveyance to another depending on the age and type of equipment.

For elevators suspended with cables or suspension belts, the following annual tests are required:

- ASME A17.1, 8.11.2.2.1. Oil Buffers.** (a commonly-required annual test for traction elevators)
- ASME A17.1, 8.11.2.2.2. Safety Devices.** (common)
- ASME A17.1, 8.11.2.2.3. Governors.** (common)
- ASME A17.1, 8.11.2.2.4. Slack Rope Devices on Winding Drum Machines.** (not common)
- ASME A17.1, 8.11.2.2.5. Normal and Final Terminal Stopping Devices.** (common)
- ASME A17.1, 8.11.2.2.6. Fire-fighter's Emergency Operation.** (common)
- ASME A17.1, 8.11.2.2.7. Stand-by or Emergency Power Operation.** (not common)
- ASME A17.1, 8.11.2.2.8. Power Operation of Door System.** (common)
- ASME A17.1, 8.11.2.2.9. Broken Rope, Tape or chain switch.** (common)
- ASME A17.1, 8.11.2.2.10. Tests of Electrical Protective Devices.** (not common)
- ASME A17.1, 8.11.2.2.11. Ascending car overspeed and Unintended Car Movement Devices** (common since 2004)

For elevators suspended with cables or suspension belts, the following 5-year tests are required:

- ASME A17.1, 8.11.2.3.1. Car and Counterweight Safeties.** (tested with full load in car)
- ASME A17.1, 8.11.2.3.2. Governors.**
- ASME A17.1, 8.11.2.3.3. Oil Buffers.** (tested with full load in car)
- ASME A17.1, 8.11.2.3.4. Braking System.**
- ASME A17.1, 8.11.2.2.5. Stand-by or Emergency Power Operation.** (may require a load)
- ASME A17.1, 8.11.2.2.6. Emergency Terminal Stopping and Speed Limiting Devices.**
- ASME A17.1, 8.11.2.2.7. Power Opening of Doors.**
- ASME A17.1, 8.11.2.2.8. Leveling Zone and Leveling Speed.**
- ASME A17.1, 8.11.2.2.9. Inner Landing Zone.**
- ASME A17.1, 8.11.2.2.10. Emergency Stopping Distance.**

For hydraulic elevators, the following annual tests are required:

- ASME A17.1, 8.11.3.2.1. Relief Valve Setting and System Pressure Test.** (for elevators with contract dates on or after January 1, 1994 with in-ground jack or piping)
- ASME A17.1, 8.11.3.2.2. Hydraulic Cylinders and Pressure Piping.** (common)
- ASME A17.1, 8.11.3.2.3(a) Normal Terminal Stopping Devices** (common)
 - (b) Governors, overspeed switch and seals.** (not common)
 - (c) Safeties.** (not common)
 - (d) Oil buffers.** (not common)
 - (e) Fire fighter's Emergency Operation.** (common)
 - (f) Stand-by Power Operation.** (common)
 - (g) Power Operation of Door Systems.** (common)
 - (h) Emergency Terminal Speed Reducing Devices.** (not common)
 - (i) Low Oil Protection Operation.** (common)
- ASME A17.1, 8.11.3.2.4. Flexible Hose and Fitting Assemblies.** (common)
- ASME A17.1, 8.11.3.2.5. Pressure Switch.** (common)

For hydraulic elevators, the following 5-year tests are required:

- ASME A17.1, 8.11.3.4.1. Safeties, Governors, Oil Buffers.** (not common)
- ASME A17.1, 8.11.3.4.2. Coated Ropes.** (not common)
- ASME A17.1, 8.11.3.4.3. Wire rope fastenings.** (not common)
- ASME A17.1, 8.11.3.4.4. Plunger Gripper.** (not common)
- ASME A17.1, 8.11.3.4.5. Overspeed Valves.** (not common)

See MAINTENANCE BY OWNER section of this article for additional periodic checks that may be performed by the owner or owner's representative.

For escalators and moving walks, up to 22 separate annual tests are required.

For all escalators, regardless of age, the required annual tests include:

- ASME A17.1, 8.11.4.2.19. Step / Skirt Performance Index.**

For annual test for dumbwaiters and Type B material lifts, see Section 8.11.5. In general, these refer to the applicable sections of 8.11.2 and 8.11.3.

PERIODIC TESTING REQUIREMENTS - Vertical and inclined platform lifts and stairway chair lifts

Beginning with the adoption of the 2005 edition of the ASME A18.1 effective January 1, 2009, new annual tests are now required for lifts.

Unlike for elevators, there is no requirement for a maintenance record or test record for platform lifts or stairway chair lifts. The 5-year tests of safety devices are the only tests for platform lifts and stairway chair lifts requiring reporting of the test results to this department.

- ASME A18.1, 10.3.3.1. Platform Safeties.** (lifts are commonly equipped with safety devices)

For vertical and inclined platform lifts and stairway chairlifts, the following annual tests are listed in the ASME A18.1 however there is no requirement to report or record that such a test has been completed.

- ASME A18.1, 10.3.1.1. Unexposed portions of hydraulic cylinders.** (lifts not commonly equipped with such cylinders)
- ASME A18.1, 10.3.1.2. Safety Devices.** (lifts are commonly equipped with safety devices)
- ASME A18.1, 10.3.1.3. Governors.** (not common)
- ASME A18.1, 10.3.1.4. Slack Rope Devices on Winding Drum Machines.** (not common)
- ASME A18.1, 10.3.1.5. Normal and Final Terminal Stopping Devices.** (common)
- ASME A18.1, 10.3.1.6. Broken rope, chain or tape switch.** (not common)
- ASME A18.1, 10.3.1.7. Slack roped device on Roped Hydraulic machines.** (common)

For vertical and inclined platform lifts and stairway chairlifts, the following 3-year test is listed in the ASME A18.1 however there is no requirement to report or record that such a test has been completed.

ASME A18.1, 10.3.2.1. Unexposed portions of hydraulic cylinders. (lifts not commonly equipped with such cylinders)

For vertical and inclined platform lifts and stairway chairlifts, the following 5-year tests are listed in the ASME A18.1 code however there is no requirement to report or record that such tests have been completed.

ASME A18.1, 10.3.3.2. Governors. (not common)
ASME A18.1, 10.3.3.3. Brake. (not common)

INSPECTIONS

The term “inspection” is sometimes used by elevator contractors or service companies to describe a service they provide. For the purpose of the elevator code however, periodic (annual) inspection of a conveyance is required to be performed a licensed elevator inspector. Satisfactory annual inspection is required for issuing of the annual permit to operate (PTO).

Comm 18.1015 Inspection Responsibilities.

(1) GENERAL.

(a) *Licensing.* All inspections of conveyances required by this chapter shall be conducted by persons who are licensed in accordance with s. Comm 5.64.

Comm 5.64 Elevator inspectors.

(1) GENERAL. No person, as an authorized representative of the department, may provide inspections required under ch. Comm 18 unless the person holds a license issued by the department as a licensed elevator inspector.

All inspections of new and existing conveyances in the cities of Milwaukee and Madison are performed by municipal inspectors.

Inspections of new conveyances and the required inspections of alterations, repairs and replacements for existing conveyances outside Milwaukee and Madison are performed by state inspectors. These inspections are scheduled by the elevator contractor performing the installation, alteration, repair or replacement.

Annual inspections occur by one of two methods. If the owner does nothing, either a state or agent elevator inspector (depending on county) will arrive automatically to perform the required inspection before the PTO expires. At present, the agent inspection company is National Elevator Inspection Services (NEIS).

The owner also has the option of contracting with the agent inspection company or another private inspection company to perform the required annual inspection. Contracted annual inspections are sometimes performed at a negotiated fee.

Inspectors may only perform inspections as described in the conveyance codes. Inspectors may not perform code-required tests, checks, service or maintenance required to be performed by licensed elevator contractors and individuals.

PERMIT TO OPERATE

All regulated conveyances must have a valid permit to operate while in service.

Comm 18.1007 Responsibilities.

(1) OWNER.

(a) *Permit to operate.* The owner of any equipment covered by this chapter shall obtain and maintain a valid permit to operate as specified under this chapter.

Comm 18.1014 Permit to operate.

(1) ISSUANCE. No owner may use or operate a conveyance until an acceptance inspection, periodic inspection, or test of equipment covered by this chapter is performed and the installation is found to be in compliance with the provisions of this chapter. The department or agent municipality shall issue a permit to operate within 10 business days from receipt of an inspection report showing compliance with the provisions of this chapter.

(2) DISPLAY. The owner of a conveyance shall display the permit to operate applicable to the conveyance on or in the conveyance, or, if applicable, in the machinery room or space.

(3) TERM. A permit to operate issued under this section shall expire one year from the date of issuance.

(4) RENEWAL.

(a) Prior to the expiration of the permit to operate as specified in sub. (3), an owner shall renew the permit to operate by scheduling a periodic inspection with the department, agent municipality or an independent licensed elevator inspector.

(b) Upon performing the inspection, the department shall give the owner notice of the conveyance safety deficiencies and shall instruct the owner as to the procedure for obtaining periodic inspections and renewing the permit under which the lift or equipment is operated.

(5) REVOCATION. The department or agent municipality may revoke a permit to operate if the equipment is found to be in noncompliance with the applicable safety standard. Upon revocation of the permit to operate, the department or agent municipality shall notify the owner, in writing, of the non-complying items and afford the owner the opportunity for a hearing within 30 days after the date of revocation.

ACCIDENT REPORTING

An accident resulting in personal injury serious enough to require medical attention and possibly caused by an equipment failure, must be reported within 24 hours of the accident.

Comm 18.1007 Responsibilities.

(1) OWNER.

(c) *Accident reporting.* The owner of any equipment covered under this chapter shall report any accidents as specified under s. Comm 18.1008.

Comm 18.1008 Accident Reporting.

If a conveyance malfunctions resulting bodily injury requiring more than first aid treatment, the owner or owner's agent shall do all of the following:

(1) Remove the conveyance from service immediately.

(2) Notify the department during normal business hours or notify the state division of emergency management during non-business hours immediately after the accident.

NOTE: The department may be contacted at phone: (608) 266-7548 during normal business hours. The State Division of Emergency Management can be contacted at (800) 943-0008 during non-business hours. A copy of the elevator/escalator accident report form SBD-10782 is available on the Safety and Buildings' web site at www.commerce.wi.gov/SB.

- (3) Submit an accident report to the department within 48 hours.

NOTE: Accident reports are to be submitted to the Department of Commerce, Safety and Buildings Division, Integrated Services Bureau, Elevator Safety Program, P. O. Box 7302, Madison, WI 53707-7302 or fax at (608) 283-7411.

- (4) Prohibit repairs, adjustments or removal of parts from the premises until authorized by the department.

- (5) Verify the department's investigation and inspection has been completed. The conveyance shall not be returned to service until authorized by the department.

PLACING A CONVEYANCE OUT OF SERVICE FOR HAZARDOUS CONDITION

An elevator, escalator, moving walk, dumbwaiter or type B material lift operating with a hazardous condition must be taken out of service.

ASME A17.1, 8.6.1.2.2.

Where a defective part directly affecting the safety of the operation is identified, the equipment shall be taken out of service until the defective part has been adjusted, repaired, or replaced.

PLACING A CONVEYANCE OUT OF SERVICE FOR NON-USE

An owner may choose to have a conveyance placed out of service where the conveyance is no longer needed. This typically occurs where all or part of a building served by the conveyance will not be in use for an extended period. A conveyance may be placed out of service by other than a licensed conveyance contractor however contracting with a licensed electrician may be necessary. Persons placing a conveyance out of service must be authorized by the building owner.

NOTE: Working near conveyance equipment can be extremely dangerous! Knowledge of the equipment is necessary to avoid crushing, fall, electrical and other hazards!

Comm 18.1708(6)

(c) *Installation placed out of service.* Substitute the following wording for the requirements in ASME A17.1 section 8.11.1.4:

1. A conveyance placed out of service shall require all of the following:
 - a. Removal of power feed lines from the load side terminals of the electrical disconnecting means.
 - b. Sealing of the disconnecting means in the open position.
 - c. For elevators, dumbwaiters and material lifts, securing or locking of hoistway doors and access doors.

Note: See ASME A17.1 section 8.1.3 for requirements relating to Group 2 security.
 - d. The car and counterweights, where provided, shall be secured to prevent either from falling due to suspension member or equipment failure.
 - e. For escalators or moving walks, barricading of entrances to prevent access. Barricades shall be constructed in accordance with the building code.
 - f. Inspection of subd. 1. a. to d. shall be performed by the department.
 - g. Approval of the building code authority where a conveyance is part of a required accessible route in an occupied building.
2. A conveyance placed out of service shall not require periodic inspections or tests.
3. A conveyance placed out of service shall require applicable periodic inspections and tests before being returned to service.

Approval of the building code authority is required for an elevator to be placed out of service in a building that will remain at least partially in use. An elevator that is part of a required accessible route in an occupied building may not be placed out of service.

REMOVAL OR DISMANTLING OF A CONVEYANCE

Existing conveyances may be removed or dismantled only by licensed contractors or individuals, except where demolition of the conveyance will safely occur as part of demolition of that portion of the building.

Comm 5.990(2)

- (a) *Removal or dismantling of conveyances.* The requirements [*for licensing*] under sub.(1) do not apply to removal or dismantling of conveyances as addressed under s. 101.984(2)(c)1., Stats.

Section 101.984 (2) (c) 1, Stats.

Paragraph (a) does not apply to an individual who removes or dismantles a conveyance that is destroyed as a result of a complete demolition of a building or where the hoistway or wellway is demolished back to the basic support structure such that the hoistway or wellway is inaccessible.

A hydraulic elevator with an in-ground jack is considered a well by the Department of Natural Resources. An in-ground hydraulic elevator jack may not be abandoned in place. See the DNR website for well filling and sealing procedures and contacts:

<http://dnr.wi.gov/org/water/dwg/wellaban.htm>