



DATE: June 5, 2018

TO: Contractor/Service Agent inspections

FROM: Kim Schmitt, Section Chief

SUBJECT: COMPLIANCE INVESTIGATIONS

When an inspection contractor or service agent is unable to gain compliance, the contractor-service agent may refer that conveyance to the Department for enforcement action. Any conveyance referred to the State of Wisconsin for enforcement action shall meet the following criteria:

First inspection:

Compliance date for orders issued shall not exceed 30 business days without departmental approval. Shorter compliance time may be used where warranted. Orders shall include a notice to the owner that prohibits operation of the conveyance with an expired permit to operate (PTO) per SPS 318.1011.

Second inspection:

A second inspection of the conveyance shall be made within 5 business days of the compliance date established from the first inspection notice. Orders that have not been complied with from the first inspection shall be issued to the owner. Compliance date shall not be extended and shall remain the same as from the first inspection. A chronological list of orders must be documented, and owner verification shall be completed. A follow up inspection shall be scheduled for not more than 10 business days from this inspection.

Third inspection:

A third inspection of the conveyance shall be made within 10 business day of the second inspection. If compliance has not been obtained the inspection contractor may refer the inspection to the department within 2 business days of completing the third inspection. All referrals shall include a complete list of chronological orders and owner verification documents. All referrals shall be submitted to Elevator Program Section Chief to be processed.

Note:

- This policy does not include locked and/or vacant buildings or facilities. The contractor is responsible for getting owner information as would the State of Wisconsin, by contacting the City Clerk's Office-Property of Deeds.

- This policy does not include buildings or facilities identified as "no access."