



Cherie K. Berry  
Commissioner

Elevator and Amusement Device Bureau  
(919) 807-2770

May 20, 2004

TO: ALL AMUSEMENT COMPANIES

FROM: Thomas M. Chambers  
Assistant Bureau Chief  
Elevator and Amusement Device Bureau

RE: 10-Day Advanced Location Notice

Effective July 1, 2004, a **10-day advanced location notice** must be sent to this office. In order to better serve your companies and have an inspector scheduled at your location to conduct a safety inspection, this must be enforced. Any location notice that is sent into this office not meeting the 10-day requirement will NOT be processed. It is imperative that we have at least 10 days to process and schedule your inspections.

The 10-day notice was discussed during the March meeting in Raleigh. This office has been receiving location requests at times for one day before the requested date. This is unacceptable.

Please take note of this requirement and feel free to contact me at my office.

Cc: Jonathan Brooks  
Bureau Chief

TC/nv