



CHERIE BERRY
COMMISSIONER

JONATHAN R. BROOKS
BUREAU CHIEF
ELEVATOR AND AMUSEMENT DEVICE BUREAU

MEMORANDUM

DATE: November 5, 2009
TO: All Elevator Companies
FROM: Thomas Chambers
Assistant Bureau Chief
RE: Application Processing

Please be advised of the following information regarding application for installations, alterations and repairs.

Our office has been experiencing several requests to expedite the application process for various reasons that are not in keeping with this Bureau's guidelines. We will no longer entertain requests to process an application based on your company's time constraints or contractual agreements. All applications will be processed in the order they are received; no exceptions.

All companies are aware of the reasons that are acceptable for an emergency rush to process and they remain the same. However, we will not consider any reasons other than the approved reasons for emergency to expedite any application from this day forward. All companies should allow ample enough time for the application to be processed before engaging in any work reflective of the scope being requested.

Please share this information with all concerned parties.

Respectfully,

Thomas M Chambers

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