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COMMISSIONER

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BUREAU CHIEF
ELEVATOR AND AMUSEMENT DEVICE BUREAU

Date: April 19, 2005

To: **All Elevator Companies**

From: Jonathan Brooks
Bureau Chief
Elevator and Amusement Device Bureau

RE: Pre-Inspections by Elevator Companies

Effective May 1, 2005 a pre-inspection of all jobs scheduled for inspection by this Bureau will be required by the companies installing the equipment. To help expedite the inspection process, the items listed on the following checklist must be complete before scheduling an inspection with the Elevator Bureau.

1. Fire service operation complete – Phase I and Phase II recall
2. Hoist way, machine room, pit, car top free of debris
3. Working phone equipment in car enclosure
4. Machine room door and all related assembly in place
5. All elevator related equipment complete; hall buttons, car station, secure and operational
6. Car enclosure complete
7. Completed hoist way
8. Permanent lighting at elevator lobbies installed and working
9. All initiating devices installed and working
10. Completed pit area, lighting, detectors, sump pumps, drains

If you have any questions regarding the aforementioned information, please contact our office.

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