



CHERIE BERRY
COMMISSIONER

JONATHAN R. BROOKS
BUREAU CHIEF
ELEVATOR AND AMUSEMENT DEVICE BUREAU

May 6, 2009

MEMO TO: Elevator Companies

FROM: Thomas M. Chambers
Assistant Bureau Chief

RE: Site Visits

Please be advised of our new Request for Pre-Inspection Site Visit form. This form is to be completed if a pre-inspection visit is requested to any of the sites your companies are currently installing elevator systems in within North Carolina.

Effective May 15, 2009, all companies must complete a Request for Pre-Inspection Site Visit form before any inspector will be allowed to visit a site. However, the Bureau does retain the right to visit any site if directed by the area supervisor or the Raleigh office for any reason. All companies may go to our website (www.nclabor.com/elevator/elevator.htm) to access the form, complete and electronically submit to our office.

If you have any questions regarding this correspondence, please contact our office.

/nfv

Cc: Jonathan Brooks
Area Supervisors