



CHERIE K. BERRY
COMMISSIONER

JONATHAN R. BROOKS
BUREAU CHIEF
ELEVATOR AND AMUSEMENT DEVICE BUREAU

TO: ALL ELEVATOR COMPANIES

DATE: April 6, 2005

SUBJECT: 24-Hour Inspection Cancellation Notice

Effective May 1, 2005, all companies will be required to notify the inspector 24 hours prior to the scheduled inspection if they request to cancel the inspection.

If the company fails to contact the inspector or this office of the cancellation, they will be charged the cost of the inspection. A cancellation policy has never been enforced in the past, but due to the increase in last minute cancellations, it has posed a problem with our inspection scheduling process. As you are aware, this office has experienced an increase in applications for installation and repairs. We hope that this requirement will aid in our inspection processes.

If you have any questions concerning the above, please contact our office.

Respectfully,

Thomas M. Chambers
Assistant Bureau Chief