



KEYS TO COMPLIANCE

A quick guide of the **DO's** and **DON'T's** to maintain compliance with Conveyance Regulations.

Owning an elevator, lift, or escalator involves many moving parts including maintenance, testing, and inspection requirements that can be difficult or confusing to navigate. Below are just a few things you can do to maintain compliance with the Regulations and adopted Code.

DO - Any time you receive an inspection invoice packet be sure to review all related documents. If the attached inspection reports includes any code violations be sure to forward that report to your conveyance contractor at once so that the issues can be addressed and repaired in a timely manner.

DO - Be sure to maintain the required monthly Firefighters Phase I and Phase II log and check the phone quarterly. A copy of this log can be found on our website. The number one violation related to elevators nationwide is the phone not working and Firefighters Phase I and II not working. Conveyance regulations require that the owner or owner's agent is responsible for maintaining these logs.

DO - Verify that your annual safety test(s) and required witnessed test(s) are current and take note of when they are due. Tests are performed by conveyance mechanics while inspections are completed by NWCCOG inspectors. To verify, check that you have a copy of the annual safety test form and that a safety test tag has been provided. If not found, contact your conveyance contractor at once to have it scheduled

Conveyance Regulations require:

Elevators: annual safety test each year and witness test every five years

Indoor Platform Lifts: annual and witness every five years

Outdoor Platform Lifts: annual every three years and witness every 6 years

Escalators: witnessed annually

DO - Contact our office with any questions you may have. We generally have someone available five days a week during normal business hours. Many issues can be avoided with a simple call or email and our office is here to help support you in the compliance process. Email is the best way to contact due to high call volumes.

- DON'T** - Assume that your conveyance contractor is automatically aware of any issues related to your conveyance. Again, any time you receive an inspection invoice packet or updated report, be sure to review all related documents. If the attached inspection reports includes any code violations be sure to forward that report to your conveyance contractor at once so that the issues can be addressed and repaired in a timely manner.
- DON'T** - Attempt to access the elevator hoistway or pit at any time without a licensed Conveyance Contractor on-site to provide such access. Many times a code violation is found that may be something the conveyance owner is required to address in the hoistway. Conveyance Regulations has very strict rules that prohibit non-elevator personnel from accessing the hoistway and pit at any time without the presence of a Licensed Mechanic that is providing such access.

Note: accessing the hoistway and/or pit without a licensed conveyance contractor shall result in a Notice of Violation document and fine

- DON'T** - Assume that your Conveyance Contractor has completed the required annual safety test(s). Conveyance contractors and Mechanics are a busy group of folks, especially given the limited amount of field staff they have in our mountain region. Be sure to verify that your annual safety test(s) are current, there should be an annual safety test form on-site that is accompanied with a safety test tag. If you find that your annual safety test is not current, contact your Conveyance Contractor to have such test completed.

- DON'T** - Forget to completely review any inspection report you receive from our office. If your inspection report has code violations listed but the violations are **not** Temporary Certificate of Operation (TCO) violations, you have one-year to correct those violations. If your inspection report has Code violations listed as (TCO) then contact your Conveyance Contractor immediately as this means you have 90-days to correct those types of violations.
In any scenario, always contact your Conveyance Contractor if a code violation is shown on your annual inspection report.

Note: if a non-TCO violation is not corrected by the next annual inspection it will then become a TCO violation and will be subject to a TCO surcharge on the annual inspection invoice.