

City of Chicago
Department of Buildings

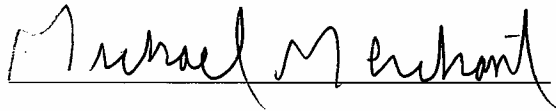
RULES AND REGULATIONS
FOR
ELEVATOR INSPECTION

City of Chicago
Rahm Emanuel
Mayor

Michael Merchant
Commissioner of Buildings

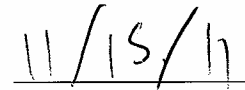
BY AUTHORITY VESTED IN THE COMMISSIONER OF BUILDINGS PRUSUANT TO THE GENERAL PROVISIONS OF THE MUNICIPAL CODE OF CHICAGO, THE FOLLOWING RULES AND REGULATIONS REGARDING ELEVATOR INSPECTIONS ARE ADOPTED HEREIN.

By Order of the Commissioner

A handwritten signature in black ink that reads "Michael Merchant". The signature is written in a cursive style and is positioned above a horizontal line.

Michael Merchant

Adopted this date

A handwritten date "11/15/11" in black ink, written in a simple, slightly slanted style, positioned above a horizontal line.

Published: 8/8/11
Effective: 11/15/11

CITY OF CHICAGO
DEPARTMENT OF BUILDINGS

RULES AND REGULATIONS

FOR

ELEVATOR INSPECTIONS

- Rule No. 1 The Department of Buildings Municipal Code Section 13-30-100 item 24. *8.9.1.1 (Permanent Identification Number)* requires “a permanent identification number assigned by the department of buildings shall be included in the code data plate required by 8.9.1 or in a plate installed adjacent to the code data plate.”

Until further notice, there will not be enforcement of the required permanent identification number. The Department of Buildings is in the process of developing the system to assign the numbers and does not currently have such numbers available.

- Rule No. 2 The inspection checklists and category 1, 3, and 5 reporting forms provided by the Department of Buildings and available on the website shall be used to confirm the compliance of the conveying devices with the current code requirements. These forms are required to be used for future inspections.

The originals of these check lists and reporting forms are to be maintained on site as part of the maintenance log and accessible to the Commissioner of Buildings or his representative upon demand. A copy of the category 1, 3, and 5 reporting forms shall be forwarded to the Department of Buildings elevator bureau by email, mail, or hand delivery within 30 days of the completion of the test.

Email address: DOB-Elevator-Inspections@cityofchicago.org

Mailing/delivery address: Department of Buildings, elevator bureau,
120 N. Racine
Chicago, IL 60607

- Rule No. 3 The code section 18-30-160 (1) states, in part, that “....existing installations, at a minimum, shall meet the requirements of the Municipal Code of Chicago in effect at the time the installation was installed or altered, plus all the requirements set forth in Article 14 of this ordinance....”

The code in effect at the time of the installation can be found on the website in a chart detailing the dates. The Code Data plate is to indicate the code in effect at

the time the permit is issued. Any elevator constructed pursuant to a permit issued prior to the effective date of November 26, 1965 shall have the date listed as “pre-1965.”

Rule No. 4 The Municipal code section 18-30-040 (59) referring to ASME section A 17.1 - 2007 2.27.8 (switch keys) states:

“The key(s) shall be of a tubular, 7 pin, style 137 construction and shall have a bitting code of 6143521.” This statement is to be clarified by adding the following description: “starting at the tab and sequenced clockwise as viewed for the barrel and of the key.” All elevators in a building must be keyed alike. If at any point one key is changed, or a new device with a key is added, all of the remaining existing keys must be changed to match the new key and must meet the requirements of this rule.

Rule No. 5 Witnessing of periodic tests is not required by the elevator inspector. If a periodic test is not witnessed, however, the inspector shall verify that any required periodic test was performed per the test intervals prescribed in Table N-1 of ASME 17.1 - 2007.

Rule No. 6 Log forms recording the results of monthly Firefighters’ Emergency Operation testing are to be maintained on site and shall contain the information required by Chicago code section 18-30-100 which refers to ASME 17.1 - 2007 section 8.6.11.1. The log form is available on the Department of Buildings website.

Rule No. 7 No later than 30 days after the promulgation date of these rules, all forms posted on the Department of Buildings website at <http://www.cityofchicago.org/city/en/depts/bldgs.html> shall be used by all building owners, elevator service personnel and authorized technicians.