Annual Inspection Certification Program

The Annual Inspection Certification (AIC) program was established to augment the City of Chicago's Building Code enforcement model to ensure public safety and increase efficiency.

INTRODUCTION

The AIC program requires building owners to create an online account to document the existing conditions of elevators, escalators, and other conveying devices in their buildings to comply with the Chicago Municipal Code requirement of various annual inspections. The building owner’s designated representative, an Authorized Technician, reports on the condition of the devices using a web-based form.

Initial installations, modernizations, and permitted repair inspections of all devices, as well as 311 calls and accident investigations, will continue to be performed by Department of Buildings (DOB) inspectors for all buildings.

PARTICIPATION - ELIGIBILITY

The program participants are buildings within the Central Business District (CBD), sister agencies (CHA, CTA, CPS, DOA, etc.) and institutional owners such as hospitals and universities. Also buildings participating in the Life Safety Evaluation (LSE) program and new permit installations are included. Other buildings including buildings owned by the City of Chicago or buildings with devices that are in the adjudication process for serious code or life safety violations will receive annual inspections by DOB personnel. The CBD is defined by the Municipal Code of Chicago and is bordered by Roosevelt Road (south), Halsted Street (west), the lake (east) and Chicago Avenue west of LaSalle Street or Division Street east of LaSalle Street (north).

Buildings that contain devices that are exempt from the annual fees will still participate in the AIC program. The program fee will be waived but the expenses for the AT will still apply.

PROGRAM DESCRIPTION: KEY ELEMENTS

The building owner is required to secure a contract with an independent third-party inspector as an "Authorized Technician" (AT - defined below) to inspect the conveyance device and certify that it is maintained per the code under which it was originally constructed or modernized. Both the building owner and the AT are subject to the False Statement Ordinance outlined in Chapter 1-21-010 of the Municipal Code of Chicago.

The first year of participation DOB provides a unique reference number and PIN which the building owner will use to access the online reporting form. After logging into the online form, the building owner verifies the contact information and makes corrections as needed. Additionally, the owner will eliminate duplicate equipment entries or insert missing equipment to the list of
devices provided online. This inventory of devices is only required the first year. The data will be remembered in each subsequent year.

The online form provides the building owner with a list of companies eligible to participate from which the owner may choose to contract with as an AT to do the inspection. The same company is not required to inspect all of the devices. Upon selection, the inspection company will receive an email notice and access to DOB equipment records for the building. The inspection company will be able to see all of the devices within the building, but will only be able to take action on those devices assigned to their company. The inspection company assigns an Illinois licensed elevator inspector from within the company to inspect the devices as the AT.

The AT arranges to inspect the devices in the building with the building owner. After performing the inspection, the AT reports to the building owner the results of the inspection and completes the online form by certifying the condition of the devices. Additionally, the AT corrects or completes online any missing or incorrect information about individual devices such as speed and capacity.

There are four possible results of an inspection:

- **COMPLIED** - If no repairs are required and the devices comply with the code, then the AT certifies the form to the effect that the devices comply. Each device is individually reported for compliance.
- **WORK IN PROGRESS** - If necessary repairs are minor enough that a repair permit would not be required, the AT notifies the building owner of the required repairs and reports the results of the inspection as Work in Progress. The building owner is able to pay for and download a Conditional Certificate to display. Displaying the conditional certificate prevents the owner from being out of compliance with the requirement for posting the certificate, but the building must still complete the repairs in a timely manner (typically within 60). The AT must reinspect once the work is complete. When the AT is ready to change the status to Comply, he/she must notify the DOB via email (aic@cityofchicago.org). DOB will then change the status and the building owner will be able to download and print the final certificate.
- **PERMIT REQUIRED** - If necessary repairs or upgrades require a permit, the AT informs the building owner and reports online that repairs are required on specific devices. The building owner is then responsible for contracting with a City of Chicago licensed elevator contractor to secure a permit and complete the repairs. The building owner is required to report the permit numbers for the repairs and pay the program fees. It is not required to have the permitted work complete to submit the form online. DOB personnel will inspect the permit work and release the annual certificate upon approval of the work.
- **UNDER MODERNIZATION** – If devices are currently under permit for modernization, the AT reports that status each year and confirms the device information such as speed and capacity. The building owner pays the program fees and DOB will perform necessary inspections while the modernization permit is active. Once DOB approves the permit work an installation certificate is issued. The annual inspection will revert to the AT the following year. (a future program enhancement will allow the building owner to report that devices are Under Modernization eliminating the need for an AT for that device while it is under modernization.)

**AUTHORIZED TECHNICIANS**
The Authorized Technician (AT) is a Qualified Elevator Inspector (QEI) licensed by the State of Illinois as a Licensed Inspector and works for an Illinois Licensed Inspection Company for elevator inspections. The AT must be an independent (third party) inspector without financial ties to the elevator maintenance or repair contractors and in good standing with the state of Illinois.
The list of eligible inspection companies is available on the department website at: www.cityofchicago.org/buildings/aic.

INSPECTION OF DEVICES
The national standards developed by the American Society of Mechanical Engineers (ASME) for periodic inspections will be used as the basis for the annual inspection. The required checklists customized to the city of Chicago are available on the city website referred to above. The witnessing of the periodic tests is not required, but the AT must verify that the tests were completed and the results satisfactory. The reporting forms for the periodic tests as well as monthly fire service test log are available on the city website as well. Copies of all checklists and forms are to be available on site for review and audit by DOB personnel.

Given that all state of Illinois Licensed Inspectors are required to be QEI’s as a threshold for receiving a license, the conduct, duties, and ethical standards of QEI’s as described in ASME A17.2 pertain to the AT as well.

DANGEROUS AND HAZARDOUS CONDITIONS
If the AT finds dangerous and hazardous conditions upon his/her inspection, the AT shall immediately call 311 as well as DOB (312-743-3594) and report an “Emergency” condition. The AT also informs the building owner/manager of the condition. The AT is not required to remain on site until city personnel arrive, but is required to remain until the device is secured against operation.

DEADLINES/FEES
The due date for the completion of the on-line reporting is the end of the calendar year. (Periodic tests must be completed by the anniversary date of the original test) Prior to the due date, the inspection information must be submitted along with the payment of the program fee online. The program fee will be calculated online upon verification of the list of devices. The amount is 50% of the full inspection fee. The program fee is due at the time the information is submitted online for all of the devices regardless of the whether the devices comply or are in need of repair.

It is the building owner’s responsibility to schedule the inspection and any necessary repairs within the required timeframe so that the form can be certified by the AT before the expiration of the certificate. The elevator maintenance or repair contractor is required to complete the necessary repairs within the same timeframe required for the correction of similar violations written by the DOB. If an owner or property manager fails to submit the on-line form and payment prior to the due date, the address will be forwarded to Administrative Hearings for adjudication.

AUDITS OF AT
A percentage of the AIC reports will be randomly audited each year which may include an onsite inspection by the DOB personnel. The audit will not incur additional inspection fees, but any issues unreported will result in a violation notice and all exposed repairs must be addressed. Any false reports will be subject to the False Statement Ordinance and subject to enforcement per Chapter 1-21-010 of the Municipal Code of Chicago.

QUESTIONS
All questions and issues can be directed to: aic@cityofchicago.org