ELEVATOR STOPPAGE REPORT

This report is to be filed with the Chicago Department of Buildings within forty-eight (48) hours of when an elevator stalls or malfunctions with one or more passengers being detained in excess of 30 minutes. If an elevator stalls or malfunctions on a weekend or a holiday, this report should be filed on the next business day or within 48 hours of the occurrence.

Failure to comply with this filing requirement of Section 13-156-065 of the Municipal Code of Chicago may result in a fine of not less than $25.00 and not more than $200.00. Each day such violation continues shall constitute a separate and distinct offence.

Please provide the information:

BUILDING ADDRESS ________________________________________________________________
DATE OF SERVICE INTERRUPTION_________ ELEVATOR IDENTIFICATION NUMBER__________
TIME OF DAY PERSON(S) BECAME DETAINED__________ TOTAL TIME DETAINED__________
NUMBER OF PERSONS DETAINED________
INJURIES REPORTED ______________________________________________________________
WERE POLICE/FIRE DEPARTMENTS NOTIFIED?  POLICE _____ FIRE_____
CAUSE OF SERVICE INTERRUPTION __________________________________________________
NAME OF ELEVATOR COMPANY RESPONDING __________________________________________
NAME OF BUILDING PERSONNEL RESPONDING __________________________________________
NAME OF PERSON FILING THIS REPORT________________________ PHONE # ________________
SIGNATURE_______________________________________________________________________

Please submit this form to the Chicago Elevator Bureau VIA FAX OR E-MAIL:
Via facsimile to (312)743-7104 or E-mail to DOB-Elevator-Inspections@cityofchicago.org

For questions, please contact:
Department of Buildings Elevator Bureau
2045 W. Washington Blvd, Chicago, IL 60612
(312)743-3594