

Eric Tragash

From: Department of Public Safety on behalf of Department of Public Safety
To: Eric Tragash
Cc:
Subject: State Elevator Inspections
Attachments:

Sent: Thu 4/7/2011 1:15 PM

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*The Commonwealth of
Massachusetts
Department of Public Safety*



DPS ELEVATOR INSPECTIONS

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April 7, 2011

Dear Eric,

This message is being sent out to clarify the process of scheduling state elevator inspections and other associated policies. Thank you for taking a few moments to review this update. It has been sent out to the entire DPS contact list, but please feel free to forward it along to anyone who you think may be interested.

SCHEDULING AN INSPECTION FOLLOWING AN ALTERATION

In an effort to simplify the process of scheduling an elevator inspection after an alteration has been made, the Department of Public Safety has created a new email address through which these inspections should be

 [Department Seal](#)

requested. This does not apply to annual inspections. Annual inspections will continue to be scheduled in the manner they presently are. However, if you require a state inspection of a unit for which a permit was issued for an alteration (either on an emergency basis or in the ordinary course), the request should be made via email.

The email address that should be used is elevator.inspections@state.ma.us. The email message should include the words "**elevator inspection request**" and the **state ID number** in the subject line, and in the body of the message should acknowledge that the permitted work has been completed, identify the address of the unit, name of the elevator company, the date on which the permit was issued, and request an inspection.

This email procedure is not to be used for annual inspections or for placarded units. Inspections of placarded units must be requested by using the [current form](#) and contain the requisite fee.

SCHEDULING PILOT PROGRAM

In an effort to make the scheduling of annual elevator inspections more efficient and reduce the number of rescheduled inspections during the discrepancy period, the Department will begin sending out the inspection schedule on a bi-weekly basis instead of a monthly basis. This pilot program will begin in May. The discrepancy period process will remain in effect.

Elevator companies will continue to be allowed one rescheduling per unit during the discrepancy period after the bi-weekly schedule is released. In that instance, however, the rescheduled unit will be given priority status and rescheduled for inspection as promptly as possible.

INSPECTION OF PLACARDED UNITS

In the event that a unit is placarded for failure to make the necessary repairs/alterations during the period in which a **90 day temporary certificate** has been issued, an inspection must be



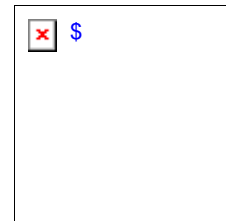
requested prior to the removal of the placard using the [required form](#) and submission of the \$400 inspection fee. These inspections will not be expedited. Requests for inspections following a shut down will not be expedited and will be processed in the ordinary course. If more time is needed to bring the unit into compliance, a request for an extension should be filed prior to the date of the inspection. The request form is available by logging onto the Department's website or by clicking [here](#).

DPS POINTS OF CONTACT

All inquiries relative to the scheduling of an inspection of an elevator should be made to the DPS scheduler who oversees the district in which the unit is located. Please do not contact the inspectors or their supervisors directly. If you are uncertain who to contact, please forward an email to elevator.inspections@state.ma.us and your inquiry will be responded to as promptly as possible.

ANNUAL INSPECTION APPLICATIONS

As a reminder to the notice that went out on April 1, 2010, the Department will not accept applications for an annual inspection more than 1 year prior to the date of the unit's expiration. Any such applications will be returned to the sender. Applications will be returned and refunds issued for any applications exceeding this limitation that have already been submitted.



We look forward to continue working with the entire elevator industry on all issues of interest with an eye towards developing the best possible set of rules and procedures possible. All are welcome to attend and participate in the periodic Elevator Task Group meetings. Thank you for your continued support.

Looking forward,

Department of Public Safety

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