

Michael L. Parson
Governor

Sandra K. Karsten
Director, Public Safety

J. Tim Bean
State Fire Marshal



205 Jefferson Street, Suite 1315
Mailing Address: P.O. Box 844
Jefferson City, MO 65102
Telephone: (573) 526-3660
Fax: (573) 526-5971

E-Mail: Gus.Guadamuz@dfs.dps.mo.gov
Patricia.Magee@dfs.dps.mo.gov
Website: www.dfs.dps.mo.gov

**DEPARTMENT OF PUBLIC SAFETY
DIVISION OF FIRE SAFETY**

Memorandum 002

To: Elevator Inspectors, Inspection Companies, and Elevator Contractors
From: Gus Guadamuz, Deputy Chief Elevator Inspector
Date: January 3, 2019

Documents (repair logs, call back logs, unique procedures firefighter's operation test logs and wiring diagrams) are being stored on car tops, because there is no machine room or control room. With documentation stored on car tops, the building owner/manager does not have access to these records and therefore has limited oversight over the elevator service contractor. The elevator mechanic also has limited access to these records as the elevator has to be in a specific location to access the car top without the use of wiring diagrams or call back logs to assist in moving the car, evaluating the problem, and correcting the condition.

On November 13, 2019 the Missouri State Elevator Safety Board approved a resolution that Maintenance Control Program (MCP) documentation, wiring diagrams, test logs, and fire extinguishers are not to be located in hoistways, pits, and car tops.

Maintenance record locations shall comply with A17.1 Section 8.6.1.4.1, 8.6.1.4.2, and shall not be located in hoistways, pits, or car tops.

Wiring diagram locations shall comply with A17.1 Section 8.6.1.6.3 (a) and shall not be located in hoistways, pits, or car tops.

The specific requirements of this resolution may be modified by the Deputy Chief Elevator Inspector, under the direction of the Elevator Board, to allow for alternative arrangements.

Gus Guadamuz
Deputy Chief Elevator Inspector