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

MEMORANDUM 003-3

INACTIVE- OUT OF SERVICE STATUS

Date: December 28, 2023
To: Elevator Inspectors, Inspection Companies, and Elevator Contractors
From: Gus Guadamuz, Deputy Chief Elevator Inspector

Installations have been placed into Inactive Status indefinitely and improperly put into Out of Service Status. Suspension means, safety devices, governors and hydraulic equipment deterioration create extreme unsafe conditions if the equipment is not properly secured by a Licensed Elevator Contactor and inspected by a State licensed Inspector.

On November 13, 2019 the Elevator Safety Board approved the following resolution:

Existing Installations Placed out of Service and Inactive Status.

All existing installations that are in Inactive Status, shall be inspected by a State Licensed Elevator Inspector. A time period of two years from the inspection date will be allowed for continued Inactive Status.

The installation will be re inspected after a period of two years (2) and shall meet all the requirement of Out of Service Status unless an extension of time is granted by the Elevator Safety Board.

The following Items and Sections are available for the use of Inactive and Out of Service Status inspection reports.

Item 11 CSR-40-5.090 Inspection and Testing

Section 8.11.1.4(a) Installation placed in Inactive Status

The installation has been properly positioned in the hoist way and all doors shall be in a closed position. Hoistway doors shall not be permanently covered.

All fuses are to be removed and placed in a separate location.

The installation shall be Red Tagged, locked out and a report filed with the Elevator Unit. The installation shall be inspected and required to be put into Out of Service Status after a period of two years.

Item 11 CSR-40-5.090 Inspection and Testing

Section 8.11.1.4 Installation placed Out of Service

Section 8.11.1.4(b) (1) Electric elevator, dumbwaiter, or material lift

Section 8.11.1.4(b) (2) Hydraulic elevator, dumbwaiter, or material lift

Section 8.11.1.4(b) (3) Escalator or moving walk

Item 11 CSR-40 -5.090 Inspection and Testing

All A18.1 Equipment

Section 10.1.6 Installations Placed out of Service

Power feed lines have been disconnected from the machine disconnect switch.

This Elevator Safety Board may allow an extension of time for compliance. If you should have questions regarding this please contact me at 573 571 5299.

Gus Guadamuz

Deputy Chief Elevator Inspector