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

**MEMORANDUM 008 (a)  
MAINTENANCE CONTROL PROGRAM  
(MCP)**

Date: November 6, 2020  
To: Elevator/Escalator Building Owners and Managers  
From: Gus Guadamuz, Deputy Chief Elevator Inspector  
Re: Maintenance Control Program (MCP)

Maintenance Control Program (MCP) is designed to prevent elevator failure, maximum reliability and improve safety. (MCP) became effective in Missouri on May 30, 2007 with the adoption of A17.1-2004 Elevator Safety Code. The owner is responsible for the MCP requirements. It is a standard for elevator owners to hire elevator companies to manage the written documents. The State of Missouri does not require or regulate Maintenance Contracts to comply with MCP.

Our current A17- 2016 code edition adopted on April 30, 2020, includes specific documentation requirements. This can be broken down and described as follows:

**On Site Documentation** This documentation is product specific for the use of elevator personnel in the maintenance, repairing, inspection and testing of the equipment. This documentation is furnished by the elevator contractor at the time the equipment is installed and is to be kept permanently on site for the life of the equipment.

The Elevator Safety Board is allowing time for missing On-Site Documentation to be complied with on existing installations; however this must be completed no later than January 1, 2022.

**Maintenance Records** This requirement is for documenting maintenance, repair, replacement and testing task of the equipment. Maintenance Records are required to be in place on all installations. This documentation is to be kept on site for a minimum of 5 years.

To Summarize, MCP is not a new requirement. The Elevator Contractor was to provide the documentation to the owner when the equipment was installed. Compliance for On-Site Documentation and the placing of Maintenance Records is the owner's responsibility. Maintenance agreements are not a requirement for MCP compliance. Failure to comply may delay approval of your Operating Certificate.

Questions regarding these requirements may be directed to Gus Guadamuz, Deputy Chief Elevator Inspector at [Gus.Guadamuz@dfs.dps.mo.gov](mailto:Gus.Guadamuz@dfs.dps.mo.gov) or 573-526-3660.