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

**Memorandum 012  
Scheduling Inspections**

Date: April 23, 2021  
To: Elevator Inspectors, Inspection Companies, and Elevator Contractors  
From: Gus Guadamuz, Deputy Chief Elevator Inspector  
Re: Scheduling Inspectors

Due to an increasing number of improper situations that have occurred in relation to the scheduling of annual safety inspections, please take note of the following information:

It is the **building owner's responsibility** under state law/regulations to select a state licensed inspector to conduct the inspection of their elevator equipment, **not the elevator company**. Reports and investigations of collusion between state licensed inspectors and elevator companies and/or mechanics have occurred in which inspections are being conducted without the building owner's knowledge or authority.

It is a violation of State Code of Regulation 11 CSR 40-5.090 for an elevator company/mechanic to schedule an inspection or select the inspector to conduct an inspection without authorization or direction from the owner. The Division of Fire Safety-Elevator Safety Unit will not allow this practice to occur. If an owner or location is unsure how to identify a state licensed inspector, they can be directed to our website at [www.dfs.dps.mo.gov](http://www.dfs.dps.mo.gov) to review the list of licensed inspectors or they may contact our office at 573-526-3660 to obtain a copy of such list.

The Division has received a number of complaints stating elevator companies/mechanics just show up with an inspector to conduct the inspection without notice or involvement in the process. These owners have expressed their concerns as to the lack of control over the inspection process and selection of the inspector.

Complaints will be reviewed by the Deputy Chief and submitted to the Elevator Safety Board for disciplinary action when necessary.

Gus Guadamuz  
Deputy Chief Elevator Inspector