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

**MEMORANDUM 017  
HOISTWAY AND PIT ACCESS**

Date: December 28, 2023

To: Elevator Inspectors, Inspection Companies, Elevator Contractors, Elevator Mechanics, Owners

From: Gus Guadamuz

RE: Hoistway and Pit Access

The following is a notice / reminder that only elevator personnel licensed by the State of Missouri, or those accompanied by licensed and trained elevator personnel, may access elevator pits and hoistways. Elevator pits, hoistways, and the top of elevator cars are inherently dangerous areas that may expose individuals to hazards such as falling, shearing, crushing, and electrical shock.

It has come to our attention that certain unauthorized personnel may have been accessing elevator pits and hoistways without having licensed elevator personnel present. Not only is this an unsafe practice that places unlicensed personnel at risk, it also runs counter to the Missouri State Elevator Codes.

Missouri State Statute 701.355 (2) empowers the Elevator Safety Board to adopt rules and regulations for the administration and enforcement of the elevator safety. The rules further provides that the board adopt or amend various elevator safety standards, including the American Society of Mechanical Engineers ("ASME") A17.1 – Safety Code for Elevators and Escalators.

The A17.1 Elevator Safety Code defines:

**Elevator Personnel** as persons who have been trained in the construction, maintenance, repair, inspection, or testing of elevator equipment.

**Authorized Personnel** as persons who have been instructed in the operation of the equipment and designated by the owner to use the equipment.

The A17.1 Code makes clear that elevator pits and hoistways should only be accessible to licensed elevator personnel [ASME A17.1-2016 Requirement 2.2.4.4], top-of-car inspection operation shall be used only by elevator personnel [ASME A17.1-2016 section 2.26.1.4.1(e) and 2.26.1.4.2]. Keys to pit access and hoistway access are classified as Security Group 1 that are restricted to use by elevator personnel [ASME A17.1-2016 Requirement 8.1.2.]

For the safety concerns identified above, the department reminds all involved parties that only elevator personnel licensed by the State of Missouri (or those accompanied by licensed and trained elevator personnel) are permitted to access elevator pits and hoistways. Elevator pits and hoistways should not be accessed without the presence of a person licensed as an elevator personnel.