




BUILDINGS
2022-009
BULLETIN
OPERATIONAL

ISSUANCE DATE
June 15, 2022

ISSUER: Keith L. Wen, R.A. 
Assistant Commissioner, Code & Zoning Interpretation

PURPOSE: This Bulletin rescinds 18 Memoranda, 7 Directive, 1 OPPNs, and 6 Letters which were issued by the Department but are no longer applicable under current Codes and Local Laws.

SUBJECT(S): Rescinding Directives, Memoranda, OPPNs, a TPPN and Letters

RESCINDED DOCUMENTS:

Directive 3 of 1964, Directive 8 of 1969, Directive 14 of 1969, Directive 10 of 1970, Directive 10 of 1971, Directive 11 of 1971, Directive 16 of 1974

Memo 3/16/71, Memo 1/14/75, Memo 1/16/75, Memo 3/19/75, Memo 5/31/77, Memo 8/6/79, Memo 10/26/81, Memo 1/26/82, Memo 3/8/82, Memo 9/22/82, Memo 9/30/82, Memo 8/6/84, Memo 1/4/88, Memo 2/11/87, Memo 11/17/89, Memo 6/20/90, Memo 11/2/90, Memo 8/12/91

OPPN 6/26/96

Letter 11/21/77, Letter 4/17/91, Letter 12/12/95, Letter 6/11/84, Letter 6/23/89, Letter 4/22/88

BACKGROUND

The Department of Buildings periodically reviews published Buildings Bulletins (BB), Policy and Procedure Notices (Technical, Operational, Legal, Administrative, OTCR) and the various Directives, Executive Orders, Memoranda and Letters issued in the past to ensure their continued consistency with current Departmental practice and to verify that new laws and regulations are incorporated into these documents.

The above listed Memoranda, Directives and Letters are rescinded effective immediately and are attached therein.

The rescinded documents will appear on the Department's website with the watermark **RESCINDED**. Because this review is ongoing, documents not specifically listed in this Bulletin may be addressed in future bulletins. Watermarked Memoranda, Directives, Executive Orders and Letters may be accessed through the online version of this Bulletin at <https://www1.nyc.gov/site/buildings/codes/building-bulletins.page>.

**RESCINDED BY
BUILDINGS BULLETIN 2022-009**

THE CITY OF NEW YORK
DEPARTMENT OF BUILDINGS

DIRECTIVE NO. 3 1964

To: Borough Superintendents **Date:** May 18, 1964
From: Joseph Ferro **Subject:** Discontinuance of
 Director of Operations Dumbwaiters

This directive shall supersede all previous issuances on the same subject.

Where dumbwaiter shafts are discontinued in multiple dwellings, all dumbwaiter equipment shall be removed and the following means of protecting the shafts shall be provided:

A. Where the shaft is converted to closets:-

1. Roof bulkhead to be removed, opening in roof tier to be filled in with same material as existing roof tier and covered with approved roofing material. The underside to be covered with rocklath.
2. The opening in the first tier shall be filled in with wood beams where the existing first tier construction is wood beams. The underside to be covered with one-our fire resistive material. Where the first tier is concrete, the opening shall be filled in with 4" concrete reinforced with wire mesh.
3. The opening in the intermediate tiers shall be filled in with the same material as the intermediate tier construction.
4. The door opening into the shaft in the cellar, including the trim, shall be removed. The opening may be bricked up if desired.

B. Where the shaft is to remain:-

1. Roof bulkhead shall remain and the door above the roof into the shaft shall be removed. The opening shall be filled in with same material as the existing shaft wall construction or material of equal fire-resistive rating. The roof side to be covered with approved roofing material. 144 square inches of fixed ventilating louvred openings shall be provided in the top of the opening created by the removal of the door prior to filling in the

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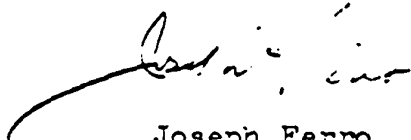
Directive No. 3 1964

May 18, 1964

remainder of the opening. This shall not be required where there is an existing skylight with fixed ventilating louvred openings on top of the roof bulkhead.

2. Doors opening into shaft on intermediate floors shall be removed and the openings filled in with same material or of equal fire-resistive rating as the existing shaft wall construction.
3. Door opening into shaft in cellar shall be removed, including trim, and opening bricked up.

Transmitted herewith are sketches incorporating the corresponding acceptable means of protecting the shafts. However, where an application proposes the discontinuance of dumbwaiters, sketches shall not be required if proposed means of protecting the shaft are properly described and specified.



Joseph Ferro
Director of Operations

JWS:MB

cc: Commr. Birns

Dep. Commrs. Kane and Gribetz

Spec. Asst. to Commr. Meyer

Asst. Dir. of Opers. Schneider

Exec. Engr. Asst. Cohen

Exec. Hsg. Asst. Riley

Chief Insp. Const. (Opers.) Breiner

Chief Insp. Hsg. (Opers.) Dell'Aira

Borough Superintendents:
for distribution to
borough personnel

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RESCINDED BY
BUILDINGS BULLETIN 2022-009

C O P Y

The City of New York
DEPARTMENT OF BUILDINGS

DIRECTIVE No. 8/1969

Elevators
Fire Department
Building Code-1968
C26-1431.1

TO: Borough Superintendents

DATE: Oct. 9, 1969

FROM: Director of Operations, T.V. Burke

SUBJECT: Elevators in readiness for Fire Department use
C26-1431.1 Administrative Code

As you have already been informed the stop orders which were issued for buildings under construction exceeding 150' in height are to be rescinded in part, with the stipulation that no work is to be done above the 150' level in any building which does not have an elevator in readiness at all times for Fire Department use, and for those buildings in which elevators have been constructed, it is to be stipulated that no work is to be conducted in any part of the building which is above the top most story served by the elevator.

Where permission is requested to do work above the specified level, the request shall be forwarded to the Borough Superintendent who shall then request a report from the Chief Inspector as to the height at which construction has presently been carried and the height of the elevator, if any.

The Borough Superintendent shall forward to the Director of Operations in writing the request for permission to do additional work, stating the nature of the work to be done and the number of additional stories requested. With the request, he shall attach a report of the Chief Inspector as to the present status of the building. No permission to perform work above the specified limits shall be granted without the approval of the Director of Operations. Requests to perform additional work shall be forwarded with the required information as quickly as possible, by messenger if necessary.

(signed)

Thomas V. Burke
Director of Operations

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C O P Y

City of New York
DEPARTMENT OF BUILDINGS

Elevators
AC-Title C-Part 11-C26-1800.8
Ref. Std. RS 18-1

DIRECTIVE NO. 14 of 1969

TO: Borough Superintendents

DATE: November 13, 1969

FROM: Thomas V. Burke, Director of Operations

SUBJECT: Elevators - Section C26-1800.8A.C. "Elevator in Readiness"
Section 210.13 Modified - Reference Standard RS 18

For new installations of automatic passenger elevators in buildings exceeding 100 feet in height, keyed switches shall be required in conformance with Section 210.13 "Emergency Controls For Fire Department" added under modifications to reference standard RS 18-1 entitled USA Standard Safety Code for Elevators, Dumbwaiters Escalators and Moving Walks" USASI A17.1-1965. In addition to the required keyed switches in such installations, in buildings exceeding 150 feet in height, "there shall be available at all times a man competent to operate the elevator....." (Section C26-1800.8 A.C.)

For existing installations, "in every completed structure over one hundred fifty feet in height a competent elevator operator shall be available at all times to assist the fire department in obtaining access to any floor of the structure served by elevators". (Section C26-1431 Administrative Code-1938). Compliance with Section C26-1800.8 Administrative Code is not required for existing installations.

When required by Section C26-1800.8 Administrative Code, "Elevator in Readiness", that at least one elevator be kept available for immediate use by the fire department, the number of such elevators to be provided shall be sufficient to permit the fire department access to all parts of every floor of the building by the use of these elevators.

Automatic passenger elevators provided with keyed switches as required by Section 210.13, "Emergency Controls for Fire Department", added by modification to reference standard RS 18-1 shall be acceptable as available for immediate use by the fire department. Only such elevators required to be available for immediate use by the fire department shall be required to be controlled by the keyed switches.

TVB/WCK/sl

(Signed)
Thomas V. Burke
Director of Operations

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BUILDINGS BULLETIN 2022-009**

THE CITY OF NEW YORK
Housing and Development Administration
Department of Buildings

DIRECTIVE NO. 10 of 1970

TO: Borough Superintendents

March 2, 1970

FROM: Thomas V. Burke, Director of Operations

SUBJECT: Elevators - Sub-Article 1802.0 Administrative Code -
Required Periodic Inspections and Tests for Power Operated
Passenger and Freight Elevators

Under the provisions of Section C26-1802.2 Administrative Code entitled "Periodic Inspection and Test Intervals", subdivision (a), (1) and (2), power operated passenger and freight elevators shall be inspected and tested at least every 3 months except car safeties and counterweight safeties, where provided, shall be tested at intervals not exceeding 2 years and oil buffers shall be tested at intervals not exceeding 6 months.

Section C26-1802.3(a) Administrative Code provides that such inspections and tests be subjected to the requirements specified in Reference Standard RS 18-1 with modifications.

Reference Standard RS 18-1 provides for inspections and tests under Rule 900.6 entitled, "Periodic Inspections and Tests" and under Rule 900.7 entitled, "Maintenance Inspections and Tests".

Some confusion exists as to the necessary tests and the time interval for such tests required for car and counterweight oil buffers and for car safeties and counterweight safeties.

For the purpose of clarity and uniformity, every power operated passenger and freight elevator; in addition to the other required inspections and tests shall be inspected and tested as follows:

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<u>TEST</u>	<u>REMARKS</u>	<u>TEST INTERVALS</u>
<u>A. CAR AND COUNTERWEIGHT OIL BUFFERS</u>		
1. General Inspection	visual inspection to include such items as excessive oil leakage, improper or loose anchorage, misalignment, dirt or deleterious materials near the working parts	6 months
2. Oil Level Test	required by Rule 900.6i to be made as specified in subdivision "a" of Rule 900.3	6 months
3. Tests of the Oil Buffer Compression Switch and Oil Level Device of Type C Safeties for Conformity with Rules 205.8b(7) & (8)	required by Rule 900.6f	6 months
4. Plunger Return Test	required by Rule 900.6i to be made as specified in subdivision b(1) of Rule 900.3	In conjunction with car safeties test B1, B2 and B3 (see below)
5. Load and Speed Tests	required by Rule 900.7d (2) to be made as specified in subdivision "c" of Rule 900.3	In conjunction with car safeties test B3 (see below)

B. CAR SAFETIES AND COUNTERWEIGHT SAFETIES

1. Inspection of Safety Parts	required by Rule 900.6f	2 years
2. Test of Safeties	required by Rule 900.6h	2 years
3. Inspection and Test (rated load; rated speed)	required by Rule 900.7d	5 years

The inspection and tests of the car and counterweight oil buffers shall be performed at the same time and in conjunction with the inspections and tests of the car safeties and counterweight safeties.

The above noted inspection and test intervals shall at no time deter an inspector from requiring such tests as he may deem necessary, when, in his opinion, based on a visual inspection, such tests are deemed necessary for the safety of the public.

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THE CITY OF NEW YORK
HOUSING AND DEVELOPMENT ADMINISTRATION
DEPARTMENT OF BUILDINGS

DIRECTIVE NO. 10 OF 1971.

TO: Borough Superintendents

June 9, 1971

FROM: Director of Operations, T. V. Burke

SUBJECT Procedure for Use of "Elevator Inspector's Daily Report Card" -
Form 245 and "Elevator Inspector Route Sheet" - Form 235

The purpose of "Elevator Inspector Route Sheet" Form 235 is to have all elevator inspectors use this form in preparing their tentative daily itinerary. In preparing the tentative route the inspector shall plan to inspect all pending items at the locations scheduled, i.e. if a violation reinspection is scheduled - the inspector shall check the records for other violations pending, open applications, complaints, etc. In this manner consideration will be given to elevator work actively in progress, prevention and elimination of backlogs and inspections requiring priority action. It shall be the duty of all supervisors that when reviewing route sheets submitted to them, to make certain that inspectors are giving consideration to these items as well as to proper sequence in scheduling and inspections so that there will be a minimum of travel time involved.

The following procedure shall be instituted in the borough office under your supervision, effective July 1, 1971.

Form 235 shall be filled out in duplicate. Inspectors shall be required to prepare a route sheet daily before leaving the office each day showing the inspections scheduled to be made on their next tour of field duty. The route sheet shall show the name and title of the inspector and the date on which the inspections are to be made. All entries shall indicate the address of the premises and the type of inspection scheduled, such as Violation # _____, Periodic Inspection, Complaint, Accident, etc. One copy of Form 235 shall be turned in to the

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supervisor before leaving the office on each working day.

Inspectors shall carry the original Form 235 with them on their field inspections. Inspectors shall make their inspections insofar as they may be able to, in the order listed. In any event, the first stop listed must be the first inspection made in the field.

Inspectors shall also carry with them, Form 245 "Inspector's Daily Report Card." Entries on Form 245 shall be made at the time inspection is made as follows.-

- I A - Time of arrival and departure at each visit.
- II B - Location - address of premises - if building is known or listed as more than one address, all addresses shall be listed -
- III C - Periodic Inspections - the appropriate column shall show the number of cars on which inspections have been completed. Moving walks shall be shown as escalators. Amusement devices and all other types of machine inspected periodically shall be listed under "Other Inspections."
- IV D - Tests - number of cars tested shall be listed in the appropriate column. If a periodic test is incomplete it shall be so noted under "Record" and listed under "Tests or Periodic Inspections" only when completed.
- V E - Other Inspections - All inspections not listed in any other column shall be listed under "Other Inspections." Summons service shall be listed here only once for each location.
- VI F - Record - a short description shall be listed, such as no access, violation reported, test incomplete. If space provided is inadequate, mark Record column "over" and enter appropriate notes under "Special Notations" on back of card.

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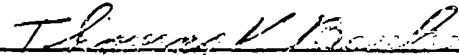
- VII G - Block - block number shall be entered to simplify clerical work.
- VIII H - Total Visits - shall be the total number of locations visited; this number shall also appear on line 16 on back of card.
- IX I - Total Inspections - shall be the number of car inspections completed under "Periodic Inspections and Tests" plus "Other Inspections." For the purpose of computing the number of inspections:-
1. an inspection under "Other Inspections" shall be the number of cars only when a substantial inspection is made of each car, for example, an inspection of the pit, shaft and machine room and 3 cars will show as 3 inspections.
 2. a simple inspection of portions of many cars, i.e. a check to determine whether mirrors are installed shall be counted as one inspection.
 3. a check of the machine room for more than one car to see whether debris is removed or ventilator repaired shall be counted as one inspection.
- Special Notations - shall be used if required to record information necessary to identify any entry made elsewhere on the card.
- Items A through J - show a breakdown of the types of equipment tested by number of cars. The sum of A through J must equal the sum of line 1 and 2.
- Items 27 and 28 - Summons Served and Summons Attempted are for statistical purposes only. If a summons is served or service attempted at the same location as a recorded violation, the inspection shall be also recorded on Form 245 as a Violation Reinspection; if served or attempted at any other location, it shall be recorded on Form 245 as "Other Inspections." Regardless of the number of summons served at one location at one time, this activity shall be recorded as one visit and one inspection.

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Inspectors shall turn in completed Daily Report Cards each day before leaving the office.

All completed Daily Report Cards shall be reviewed and initialed by Chief Elevator Inspectors or the Borough Chief Engineers - Construction, so that they will be cognizant of the work performance of inspectors under their supervision

The revised Monthly Activity Report "B Form EL-1A" coordinated with the revised Form 245 "Elevator Inspectors Daily Report Card" shall be used conjunctively.



Thomas V. Burke
Director of Operations

TVB:JL
cc: Executive Staff
Chief Engineers-Construction
Chief Elevator Inspectors

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THE CITY OF NEW YORK
HOUSING AND DEVELOPMENT ADMINISTRATION
DEPARTMENT OF BUILDINGS
DIRECTIVE NO. 11 OF 1971 (CORRECTED)

DEPARTMENTAL MEMORANDUM

DATE: August 11, 1971

TO: Borough Superintendents

FROM: Thomas V. Burke, Director of Operations

SUBJECT: Elevator Inspections and Elevator Inspection Fees -
Sections C26-33.0 and C26-1802.2 of the Administrative Code

Section C26-1802.2 of the Administrative Code requires every new and existing elevator to be inspected and tested at least once every three months, except as otherwise prescribed therein for car safeties, counterweight safeties, oil buffers, hydraulic elevator pressure tanks and piston rods of roped hydraulic elevators. The owners of such elevators are required to pay an inspection fee to the department for each elevator so inspected, pursuant to C26-33.0 of the Administrative Code.

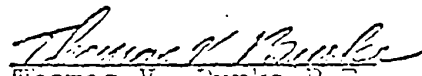
Section C26-1802.4 authorizes insurance companies, elevator maintenance companies, elevator manufacturers and certain other persons or agencies to make two of the four inspections required each year, and stipulates therein the requirements for submission of inspection reports.

A review of the elevator inspection reports indicates that a great number of inspections are made of elevators for various reasons (complaints, accidents, and the like) where no fees were charged or paid. Accordingly, hereafter, whenever an inspection is to be made of an elevator for any reason, the Chief Elevator Inspector shall ascertain the time interval since the last inspection for which fees were charged. If more than three months have elapsed, then fee cards (B Form CBS-21) are to be prepared by the elevator inspector, who shall fill out the appropriate items after inspecting the elevator for the particular basis for the inspection, plus such other items required to be tested, and forward the fee card to the License and Permit Division.

This directive shall take effect immediately.

The sixth and seventh lines of the third paragraph have been corrected. All other items remain unchanged.

TVB/DEM/sl


Thomas V. Burke, P.E.
Director of Operations

cc: Exec. Staff
License & Permit Section

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**THE CITY OF NEW YORK
HOUSING AND DEVELOPMENT ADMINISTRATION
DEPARTMENT OF BUILDINGS**

DIRECTIVE NO. 16 of 1974

DATE: October 16, 1974

DEPARTMENTAL MEMORANDUM


TO: Borough Superintendents

FROM: Thomas V. Burke, P.E., Director of Operations

SUBJECT: Local Law #5/73 - Section C26-608.2 Building Code
Signs at Elevator Landings

The posting of the sign and floor plan diagram, specified in Section C26-608.2, shall not be required on the street (entrance) floor.

The Fire Department requires that a plan of the street (entrance) floor shall be incorporated in the Fire Safety Plan for their information.


Thomas V. Burke, P.E.
Director of Operations

TVB:JWS:ASR

**RESCINDED BY
BUILDINGS BULLETIN 2022-009**

THE CITY OF NEW YORK
HOUSING AND DEVELOPMENT ADMINISTRATION
DEPARTMENT OF BUILDINGS

DEPARTMENTAL MEMORANDUM

DATE: March 16, 1971

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TO: Borough Superintendents
FROM: Thomas V. Burke, P.E., Director of Operations
SUBJECT: Fees - Amusement Devices

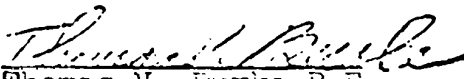
Under section C26-33.0(c) of the building code, fees for permits to use and operate elevators and other devices listed in sub-article 1800 are to be calculated on the basis of \$16.50 for each inspection of each device by the department.

Amusement devices are required to be inspected and tested every six months under section C26-1802.2(c). No more than two inspection fees may be charged per year under (g) of the aforementioned section.

It is stated in section C26-1802.2(h) that every owner of elevators or other devices shall pay to the department an inspection fee for each elevator or device in the amount prescribed by sub-division (d) of section C26-33.0 (sub-divisions g and h added by local law 45 of 1969 approved August 13, 1969).

The owner, lessee or agent of each elevator and of all other devices listed in article 18, in use in this city are required to file annually with the Commissioner under the provisions of section C26-1802.5 Administrative Code. On completion of a re-inspection of the device, Form CBS E1 shall be completely filled out noting thereon the type of device inspected. The card (CBS E1) shall be forwarded to the Central Billing Section for processing.

A card index system for reference shall be maintained in each borough for each device.


Thomas V. Burke, P.E.
Director of Operations

TVB/WC/sl

cc: Staff
Josepha Koupek, Supervising Clerk (C.B.S.)

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**RESCINDED BY
BUILDINGS BULLETIN 2022-009**

HOUSING AND DEVELOPMENT ADMINISTRATION
DEPARTMENT OF BUILDINGS

DEPARTMENTAL MEMORANDUM

DATE: January 14, 1975

TO: Borough Superintendants
FROM: Director of Operations, T. V. Eureka, P.E.
SUBJECT: COMPOSITE VIOLATION FORMS

A combined violation form #35 and form #53 has been designed, printed and delivered to the borough offices.

The new form was designed for three primary purposes:-

- a. To institute a new standard numbering system to be used city wide.
- b. To establish the procedure giving inspectors capability to write and serve violations in the field.
- c. Establish priorities and dates for reinspection at the time the violation is submitted for docketing.

PROCEDURE

Effective Date: JANUARY 20, 1975

1. When noting violations of law in the course of inspection activity, the inspector (by completing form #35 "Notice of Violation" and form #53 "Inspector's copy of Violation") will write the violation in the field.

Under the violation number, the inspector shall write in:-

- a. under date - insert numerals (June 9, 1974 would be 060974;-
Dec. 11, 1974 would be 121174)
- b. under type - C = Construction
E = Elevator
P = Plumbing
S = Steel
IP = Plaster
HR = Hoist & Rigging
B = Boiler
- c. under district - insert district number if any.
- c. under number - insert number of the violation written on that date _____ the first violation written would be #1 etc.

Thus the first violation written on June 9, 1974 by a plumbing inspector in district 14 would officially be numbered 060974 P 141. A violation written by an elevator inspector in district 9 on October 14, 1975 would be numbered 101475 E 091.

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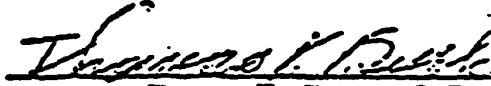
PROCEDURE - continued -

Where more than one inspector is assigned to a district, the senior inspector shall be instructed to add the letter "X" to the violation number. Thus all violations written by the second inspector would terminate with the letter "X". If more than two inspectors are assigned as might be the case in conducting a survey or crash program each added inspector will use a different letter at end of the violation number.

2. Where a responsible person can be found at or near the premises, the inspector shall serve the duplicate of the violation "form #35" either by handing the summons personally to the person named or by putting in their mail box or under their door. The inspector shall note on back of the original "form #35" how the service was made.
 - a. If personal service, the inspector shall execute an affidavit of service.
 - b. If deposited in mail box or left under door - inspector shall make note of such on the back of the original "form #35."
3. If the inspector is unable to serve violation he shall make diligent to ascertain name and address of a responsible person. If this info is not ascertainable in the field he shall consult the Multiple Dwelling registry in case of a multiple dwelling or the Real Estate Guide in other cases.
4. Senior Inspector will make note on the form #35 and form #53.
 - a. Violation priority.
 - b. Date of Reinspection (insert first weekending date following ten days from date of filing).
 - c. File form #53 in the index file for future routing.
5. Original of form #35 shall be forwarded to the Violation Section.
6. Zoning violations shall be docketed and entered in the same docket book as all other violations.

TVB:JL:rrr
cc:

Executive Staff
Chief Engineers-Construction
All Inspectors


Thomas V. Burke, P.E.
Director of Operations

RESCINDED BY
BUILDINGS BULLETIN 2022-009

THE CITY OF NEW YORK
HOUSING AND DEVELOPMENT ADMINISTRATION
DEPARTMENT OF BUILDINGS

DEPARTMENTAL MEMORANDUM

DATE: January 16, 1975

TO: Borough Superintendents
FROM: Thomas V. Burke, P.E., Director of Operations
SUBJECT: MANUAL OF BUILDING APPLICATION FEES
SECTION 14. TRANSFORMER VAULTS

Section 14 of the manual is superseded by this memorandum.

14. The cost of electrical or mechanical equipment within transformer vaults shall not be included in fee computations.

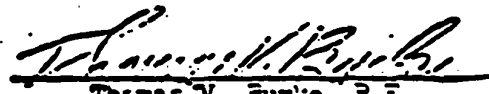
Transformer vaults constructed within the envelope of an existing building shall be considered an alteration for fee purposes, and have its fee computed on a cost basis - C26-32.0, Sub. 2.

Transformer vaults constructed outside of existing buildings, isolated transformer vaults, utility and transformer vaults under the sidewalk, not in connection with buildings, shall have its fee computed based on volume, in accordance with C26-32.0, Sub 1a.

Transformer vaults constructed in conjunction with new building or enlargements to existing buildings, shall have their fee based on volume, in accordance with C26-32.0, Sub. 1 (a) and (b).

Open yards for transformer and electrical equipment shall have their fees computed on the basis of C26-32.0, sub (a) and (b), i.e., foundations, excavations and open spaces.

This memorandum is to be added to the manual.


THOMAS V. BURKE, P.E.
Director of Operations

TVB:ah

Distribution:
Boro Supts

1013

**RESCINDED BY
BUILDINGS BULLETIN 2022-009**

**THE CITY OF NEW YORK
HOUSING AND DEVELOPMENT ADMINISTRATION
DEPARTMENT OF BUILDINGS**


DEPARTMENTAL MEMORANDUM

DATE: January 16, 1975

TO: Marvin Hassman, Director of IEA Division
FROM: Thomas V. Burke, P.E., Director of Operations
SUBJECT: Private Elevator Inspection Agencies Rules and Regulations; Interpretations

1. Directors and Associate Directors who have been certified as private elevator inspectors may also inspect and witness tests but only for the agency in which they are employed.
2. The private elevator inspection agency's certificate of qualification which contains the director's name shall also constitute the certificate of approval for the director.
3. The certification of the associate director shall be by the department form letter attached. It lists the agency's name, and director's name, and shall be issued in duplicate. The original shall be given to the applicant for attachment to the agency's certificate of qualification and the duplicate to the IEA Division for its file.
4. When a director is no longer connected with a private elevator inspection agency, he shall notify the IEA division in writing immediately. The Certificate of Qualification becomes void and a new certificate of qualification with the new director's name must be obtained. The IEA division shall immediately notify by telephone the borough elevator division of all cancellations of certificates of qualification, to be followed by written notification.
5. Directors and Associate Directors shall be in control of only one private elevator inspection agency.
6. Private elevator inspectors may be employed (on part time basis) by more than one private elevator inspection agency.

TVE:LR:sh
cc: Boro Supts
Staff


Thomas V. Burke, P.E.
Director of Operations

References

1. City Record 7-12-72 Rules for Certification of Qualification of Private Inspection Agencies.
2. T.V. Burke 10-30-72 Private Inspection Agencies for Elevators page 705.
3. T.V. Burke 1-10-75 Rules for Certification of Private Inspection Agencies.

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THE CITY OF NEW YORK
HOUSING AND DEVELOPMENT ADMINISTRATION
DEPARTMENT OF BUILDINGS

DEPARTMENTAL MEMORANDUM

DATE: March 19, 1975

TO: Borough Superintendents
FROM: T. V. Burke, P.E., Director of Operations.
SUBJECT: Processing Form # 72 Elevator 5 Year Test Report.

All forms are to be received and time stamped at the mail room. The report form must be filed in duplicate.

One set of forms may be used to report on multiple elevators in a building under the following conditions:

1. Each elevator has the same type of car and counterweight safeties, governors and oil buffers.
2. The report will include only those elevators which passed the specified test.
3. The identification number of each elevator is listed.

One set of forms shall be filed for each elevator which has not passed the test or has uncorrected defects.

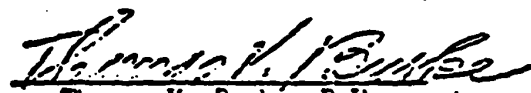
The authorized private inspection agency has ten days in which to submit reports of satisfactory tests. Elevators which fail tests are to be immediately reported to the borough elevator division by telephone, followed by the required written report.

The Borough Superintendent shall assign elevator division personnel to review and accept satisfactory reports, which shall be noted in Department records. Unsatisfactory or improperly completed submitted reports shall be processed for further action. Reports shall be filed by a method which will permit:-

- (a) Easy retrieval.
- (b) Easy disposal to archives.
- (c) Centralized filing locations.

In general, this may be either by street address or by block and lot number and by year, depending on the existing method of record keeping in the borough.

Department personnel are to report through channels authorized private inspection agencies and approved private inspectors who fail to comply with the requirements of the department's rules and regulations.


Thomas V. Burke, P.E.
Director of Operations

TVB:LR:ah

cc: Boro Supts.

THE CITY OF NEW YORK
HOUSING AND DEVELOPMENT ADMINISTRATION
DEPARTMENT OF BUILDINGS

DEPARTMENTAL MEMORANDUM

DATE: May 31, 1977

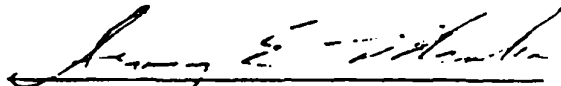
TO: Borough Superintendents and Chief Elevator Inspectors

FROM: Director of Operations Irving E. Minkin

SUBJECT: PERIODIC ELEVATOR INSPECTIONS

The third period elevator inspections for 1977 may be commenced immediately, in view of reports from your offices that no owner, lessee or agent has filed the written statement required for 1977, by Section C26-1802.5.

In the event a conflict arises between your scheduled inspection and one scheduled by a private elevator inspection agency, the department inspection shall be performed as scheduled, and the attached form letter sent to the building owner or agent.


Irving E. Minkin
Director of Operations

IEM/df
Att.

CC: Exec. Staff

1312

**RESCINDED BY
BUILDINGS BULLETIN 2022-009**

THE CITY OF NEW YORK
DEPARTMENT OF BUILDINGS

DEPARTMENTAL MEMORANDUM

DATE: August 6, 1979

TO: Borough Superintendents, Chief Elevator Inspectors
& Director of MEA Division
FROM: Irwin Fruchtman, P. E., Commissioner
SUBJECT: Board of Standards & Appeals Resolution
Cal. No. 164-79-GR, Adopted May 29, 1979;
RS-18-1 (Elevator & Conveyors)

A meeting was held on July 26, 1979 with the Commissioners of the Board of Standards & Appeals, representatives of this department, and representatives of the elevator industry present. As a result, the Board members present signified their intent to modify the above resolution so that it will apply only to elevator interlocks at their September 18, 1979 meeting.

Pending Board modification, the Departmental Memorandum of May 28, 1979 is superseded by this memorandum.

Elevator applications may be approved utilizing interlocks having prior Board approvals, provided the approvals comply with one of the following testing criteria.

- (a) Board of Standards & Appeals Bulletin Vo. XVII, No. 26 dated June 24, 1932 on Tests of Interlocks.
- (b) Administrative Building Code Sections C26-1179.0 thru C26-1185.0 effective January 1, 1938.
- (c) American Standard Safety Code for Elevators, Dumbwaiters, Escalators and Moving Walks A17.1-1965 Section 903 - Engineering Tests of Hoistway-Door Interlocks, Hoistway-Door Combination Mechanical Locks and Electric Contacts, & Hoistway-Door and Car-Door or Gate Electric Contacts.
- (d) American National Standard Safety Code for Elevators, Dumbwaiters, Escalators and Moving Walks, ANSI A17-1-1978 Section 1101 - Engineering Tests of Hoistway-Door Interlocks, Hoistway-Door Combination Mechanical Locks & Electric Contacts, and Hoistway-Door and Car-Door or Gate Electric Contacts.

Continued.....

1627

- 2 -

The Chief Elevator Inspector in each borough is to keep a file of Board approvals on the interlocks, so that he may note any conditions, and verify compliance with the foregoing.



**Irwin Fruchtman, P. E.
Commissioner**

1628

THE CITY OF NEW YORK
DEPARTMENT OF BUILDINGS

DEPARTMENTAL MEMORANDUM

DATE: October 26, 1981

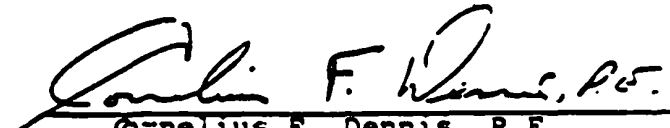
TO: Borough Superintendents
FROM: Cornelius F. Dennis, P.E., Assistant Commissioner-Operations
SUBJECT: REMOVED, DISMANTLED AND NOT-IN-USE ELEVATORS -
DIRECTIVE NO. 15 of 1975 AMENDED

This memorandum amends Directive No. 15 of 1975 and memorandum of June 28, 1977 in relation to Condition No. 1 and No. 2.

Elevators which are "NOT-IN-USE", "DISMANTLED" or "PLACED OUT OF SERVICE" shall be subject to periodic inspection and fees the same as an elevator in normal service.

An elevator "NOT-IN-USE" shall be subject to all test requirements the same as an elevator in normal service.

The amended procedure shall take effect immediately.


Cornelius F. Dennis, P.E.
Assistant Commissioner - Operations

CFD;rtt:
cc. Executive Staff
Kubacki

1795

**RESCINDED BY
BUILDINGS BULLETIN 2022-009**

THE CITY OF NEW YORK
DEPARTMENT OF BUILDINGS

DEPARTMENTAL MEMORANDUM

DATE: January 26, 1982

TO: Borough Superintendents
Administrative Chief Inspectors
Chief Elevator Inspectors

FROM: Cornelius F. Dennis, P.E., Assistant Commissioner-Operations

SUBJECT: ELEVATOR INSPECTION AGENCY REPORT FEES
LOCAL LAW #91/81 - C26-33.0c

The above referenced section of law was enacted on December 10, 1981 by the City Council, signed by the Mayor on December 31, 1981 and made effective on Monday, January 4, 1982.

The last clause of this section mandates a new fee of \$15.00 for each inspection by a private elevator inspection agency. The opening clause has in the past been applied to each mandated inspection of each unit subject to Article 1800.0 of the New York City Building Code.


The new fee of \$15.00 shall be collected prior to processing mandatory inspection reports required by Local Law #10/81 from private inspection agencies for each unit where the inspection was made after Jan. 1, 1982. No fee shall be collected for reports related to violations, or tests and, no shall be collected where the premises is fee exempt under paragraph C26-30.0.

Where a report is received for a mandatory inspection containing insufficient or no fee, the report and a bill (copy enclosed) shall be sent to the inspection agency. Upon receipt of the proper fee, the report shall be processed as heretofore.

All payments shall be made by check and processed by department employees the same day. Personnel of the Elevator Section shall verify the correct fee and personnel of the Cashier's Section shall process the payment with receipts printed directly on the report form. Both the Elevator and Cashier Sections shall add to their monthly reports the dollar value of all fees received under this section of law. The Elevator Section shall maintain a list of all paid inspection reports containing the following information by month:

Address _____	#Units _____	\$ _____
---------------	--------------	----------

Monthly reports shall be sent to Executive Chief Inspector, Thomas B. Loudon.



Cornelius F. Dennis, P.E.
Assistant Commissioner - Operations

CFD:rmr
cc: Executive Staff

1815

**RESCINDED BY
BUILDINGS BULLETIN 2022-009**

THE CITY OF NEW YORK
DEPARTMENT OF BUILDINGS

DEPARTMENTAL MEMORANDUM

DATE: March 8, 1982

TO: All Elevator Inspection Agencies
FROM: Irving E. Minkln, P.E., Deputy Commissioner
SUBJECT: Elevator Code Divisions relating to the Handicapped

Here forwarded is a copy of a letter received from the Housing Authority and a response thereto, indicating the interpretation of this department regarding rehabilitation work for existing elevators insofar as code provisions relating to the handicapped are concerned, for your advice and guidance.


Irving E. Minkln, P.E.
Deputy Commissioner

IEM:ap

cc: Assistant Commissioner Dennis
Assistant Commissioner Grill
Borough Superintendent
Executive Staff
Chief Elevator Inspectors
File

**RESCINDED BY
BUILDINGS BULLETIN 2022-009**

**THE CITY OF NEW YORK
DEPARTMENT OF BUILDINGS**

DEPARTMENTAL MEMORANDUM

DATE: September 22, 1982

TO: Chief Elevator Inspectors

FROM: *[Signature]* Blaise F. Parascandola
Deputy Commissioner

SUBJECT: Teflon Wire in elevator shaft

This will confirm my directive concerning the above subject in connection with the installation of Local Law # 5 Class E alarm and communication systems. It shall be permitted to install teflon wire without conduit in elevator shafts provided measures are taken to prevent mechanical injury to the wire.

The provisions to install teflon wire without conduit extends to low voltage installations only.

BFP:mh

cc: Commr. Fruchtman
Dep. Commr. Minkin
Asst. Commr. Dennis
Boro. Supts.
T. Loudon
M. Mody
Chief Hess, Fire Dept.
Chief Johnston, Fire Dept.
Captain Fauci, Fire Dept.

1882

**RESCINDED BY
BUILDINGS BULLETIN 2022-009**

THE CITY OF NEW YORK
DEPARTMENT OF BUILDINGS

DEPARTMENTAL MEMORANDUM

DATE: September 30, 1982

TO: Borough Superintendents & Chief Elevator Inspectors

FROM: Commissioner Irwin Fruchtman, P.E.

SUBJECT: AMUSEMENT RIDE INSPECTIONS

Hereafter, all Elevator Inspectors shall utilize the following procedure and enclosed check list in the course of making inspections of Temporary Amusement Rides in street fairs and carnivals, and the like, in accordance with Reference Standard RS 18-10.

1. Visual Inspection:

The inspection shall include ground levels, stairways, railings carrier seating, flooring, cotter pins, operating controls, safety straps, bars, foot rests, padding, ground strap and pin.

The inspector shall check that all sharp edges of the carrier have been deburred. The structural material, whether wood or metal, must be examined for rust, cracks, and excessive wear around fastenings. All doors, door safety latches, safety pins, outriggers, guy wires, walkways, access and egress stability of carriers, proper machine protection, annual full load certification, identification and rating plates are to be checked.

On hydraulic rides all hoses, hose connectors, pistons and pressure tanks must be checked.

2. Operational Inspection:

While the amusement devices are in operation the following inspections must be made.

The carriers balance, drive belts, chains, cables, spockets and sheaves.

The clearances on all rides for both the passengers and the operator of the device.

All disconnect switches, anti-roll back devices, brakes swivels, retardation, structural blocking, and machine guards. While in motion all leveling legs and platforms must be checked for vibration and stability. Load tests shall be performed in accordance with Section 6.12 of Reference Standard RS 18-10.

Continued.....

1884

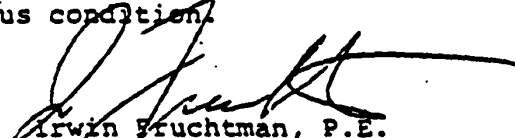
**RESCINDED BY
BUILDINGS BULLETIN 2022-009**

-2-

3. The processing of the green tags requires the following information: The name of the ride, site and site boundaries, owners' name and address, operator's name and address, sponsoring organization and address, Certification of Operator, dates and signatures.

No green tags shall be issued for any amusement device unless it has satisfactorily passed the foregoing inspections and applicable tests. No prior green tags shall be accepted in lieu of a current inspection and applicable tests.

The foregoing shall be applicable as appropriate to amusement rides in permanent amusement parks. However, this shall not be construed to mandate retroactive applicability of Reference Standard RS 18-10, unless there is a hazardous condition.


Irwin Fruchtman, P.E.
Commissioner

cc: Denise M. Scheinberg, Community Assistance Unit
Lee Gounardes, Community Assistance Unit
Karen Miller, Consumer Affairs
Captain Love, Police Department, Office of Operations
Lt. Jordan, Fire Department
Phil Brooks, Bureau of Gas & Electricity
Deputy Commissioner Minkin
Deputy Commissioner Parascandola
Assistant Commissioner Dennis
Assistant Commissioner Grill
Assistant Commissioner Cox
Executive Chief Inspector Loudon
Executive Staff

1885

AMERICAN FIRE SAFETY COUNCIL

- A) **LEVELING JACKS**
 - 1. firm footing
 - 2. blocks (good condition) (wider than plate)
 - 3. check cylinders for hydraulic leaks
 - 4. Hydraulic jacks:
 - a. locking rings (tightened)
 - b. relieve pressure on leveling jack
 - 5. damaged jacks
- B) **FIXES - PANELS**
 - 1. properly installed
 - 2. secured (safety keys)
- C) **WALKWAY AND STAIRWAY**
 - 1. firm blocking
 - 2. secured (safety keys)
 - 3. handrails properly installed
 - 4. non-skid strips
 - 5. clean from oil and grease
- D) **STRUCTURE**
 - 1. cracks (inform supervisor)
 - a. manufacturer should be notified
 - b. use low hydrogen rods when welding or rods recommended by manufacturer
 - 2. bad welds (inform supervisor)
 - 3. deformation of the metal
 - 4. during breakdown and set-up
 - 5. check gusset plates to move frequently
- E) **ELECTRICAL**
 - 1. adequate power supply
 - 2. check grounding (rads and plate)
 - 3. bare wires
 - 4. lights (locked and in position)
 - 5. wiring (tapping hazard)
 - 6. prevent wires laying in water
- F) **HYDRAULIC**
 - a. ramps and sweeps
 - b. jack stands
 - c. brakes
 - d. pressure (manufacturer's recommendation)
 - 1. complete loss of hydraulic power
 - a. pump not functioning
 - b. pump rotating in wrong direction

- F) - **HYDRAULIC (continued)**
2. pump excessively noisy
 - a. pump cavitation (low on hydraulic fluid)
 3. pump cavitation
 - a. air leaks between reservoir and pump
 - b. clogged tank strainers
 - c. shut-off between tank and pump partially closed
 4. damaged hydraulic motor
 - a. foreign matter in hydraulic oil
 - b. damaged or dried out seals from lack of oil when stored
 5. pressure on pumps
 - a. check manufacturer's recommendations
- G) **WEAR OF JOINTS AND PINS**
1. wear on fastener
 2. wear on the walls of the hole
 3. check wear on new rides
 - a. holes not aligned (pinne contact)
 - b. joints worn enough (full surface contact)
 4. holes become eggshape or sloppy
 - a. the part should be align drilled and over-size pin installed
 - b. do not jump more than one size
 - c. contact manufacturer
 5. moving joints
 - a. replace worn bushing or bearing when damaged
 - b. keep moving joints lubricated
- H) **GAZE AND CABLES**
1. cable
 - a. cables must be replaced in sets
 - b. evidence of severe corrosion
 1. rust appearing to stem from interior of cable
 2. cable is clean but pitted condition from past corrosion exists
 - c. structural cable retaining diameter of cable
 - d. physical damage
 1. kinking
 2. crushing
 3. bird cutting
 - e. one strand being 75% broken through
 - f. certified by the manufacturer for the intended load
 2. chains
 - a. chains will generally wear on the first link of each end
 - b. certified by the manufacturer for the intended load
- I) - **SCREWS**
1. check for loose bolts
 2. most all bolts on unsecured sides must be secured

I) SCREWS (continued)

3. when replacing bolts use the equivalent or a high grade of bolt
4. tighten bolts according to torque chart
5. loose bolts
 1. inspect the threads on bolt
 2. if threads are good, clean hole with non-oil base solvent
 3. blow-dry and apply green Loctite to threads
 4. install new lock washer
 5. tighten bolt according to torque chart

J) RESTRAINTS

1. locked in position before starting ride
2. padded
3. durable
4. safety key in place
5. all kiddie rides

K) TRAILER

1. check for trailer structure for deformation.

L) BEFORE OPENING

1. pre-start checklist
2. start ride
3. listen for strange noises
(contact supervisor)

M) PORTABLE FIRE EXTINGUISHERS

1. check for charged extinguisher
2. proper location (150' apart)
3. inspection tags
4. location of additional fire protection

N) TEST AND DATA INFORMATION

1. date of hydro pressure tests
2. date of non-destructive testing of critical parts _____
3. manufacturer's data plate

O) EMERGENCY PHONE POSTED

1. ambulance
2. fire department
3. hospital or clinic

**RESCINDED BY
BUILDINGS BULLETIN 2022-009**

THE CITY OF NEW YORK
DEPARTMENT OF BUILDINGS

DEPARTMENTAL MEMORANDUM

DATE: August 6, 1984

TO: Borough Superintendents
FROM: Charles M. Smith, Jr., Commissioner
SUBJECT: Locks on Elevator Hoistway Doors

In order to assure uniformity in the application of the pertinent provisions of Rule 110.6 of Reference Standard RS18-1 and Sections C26-1800.8, C26-1801.4 and C26-1801.5 of the Administrative Code in regard to locks on elevator and hoistway doors, and out of service elevator landings, former Commissioner Fruchtmann's memorandum of March 12, 1981 is hereby rescinded and superceded as follows:

1. Physical locking of elevator hoistway doors by padlocks or the like is not acceptable in all buildings, regardless of occupancy group or height, for doors opening onto top and bottom terminal landings and main entrance floors. This prohibition is effective immediately.
2. Additionally, buildings in occupancy group E (office) exceeding 100 feet in height may not have locking devices on all other floors in the case of at least three elevators, unless such locking devices are electrically inter-connected into the firemen's key. This restriction is effective immediately.
3. All buildings in all occupancy groups exceeding 75 feet in height, and not already subject to the above-mentioned restrictions, shall be prohibited from having locks maintained on elevators and elevator hoistway doors, on or after April 1, 1987, with the following exceptions:
 - a. Elevators used exclusively for freight; or
 - b. Elevators provided with Fire Department city-wide standard keys at all landings; or
 - c. Elevator landings provided with a vestibule of any size, ("zero clearance" permissible) with the locking devices installed exclusively on the swing door between the vestibule and the occupied floor space.

Continued.....

1993

**RESCINDED BY
BUILDINGS BULLETIN 2022-009**

4. The foregoing requirements are applicable immediately for both existing buildings and new construction, except as set forth above.
5. Additionally, in the case of vacant floors, in order to further the interest of public safety, locks on elevator hoistway doors shall be removed immediately from said floors unless the following limitations are immediately complied with:
 - a. No consecutive vacant floors are locked; or
 - b. If consecutive vacant floors are to be locked, then elevator landing vestibules of any size ("zero clearance" permissible) are provided on said floors, with the locking devices installed exclusively on the swing door between the vestibule and the general floor space.



Charles M. Smith, Jr.
Commissioner

CMS:IEM:ap
cc: Deputy Commissioner Minkin
Deputy Commissioner Madonia
Assistant Commissioner Dennis
Assistant Commissioner White
Chief Elevator Inspectors
BIAC
File

1994



DEPARTMENT OF BUILDINGS

EXECUTIVE OFFICES

60 HUDSON STREET, NEW YORK, N. Y. 10013

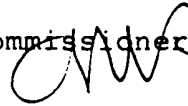
CHARLES M. SMITH, Jr., R.A. *Commissioner*

312-8100

Issuance # 79

INFORMATIONAL NOTICE # 1/88

TO: Distribution

FROM: Charles M. Smith, Jr., *Commissioner* 

DATE: January 4, 1988

SUBJECT: Designation of Delegate

Effective January 4, 1988 all Elevator Division plan approvals and Permits will be signed by the Assistant Commissioner for Operations.

/dd



DEPARTMENT OF BUILDINGS

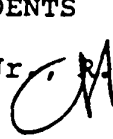
EXECUTIVE OFFICES
60 HUDSON STREET, NEW YORK, NY 10013

CHARLES M. SMITH, Jr., R.A., Commissioner
312-8100

February 11, 1987

M E M O R A N D U M

TO: BOROUGH SUPERINTENDENTS

FROM: Charles M. Smith, Jr., R.A.,
Commissioner 

SUBJECT: EMERGENCY POWER SYSTEMS

This memorandum is issued to modify certain requirements of Rules and Regulations published in the City Record on March 21, 1986.

In an existing building when an emergency generator is provided for any one item of Rule 3-1 and such alteration is not subject to the requirements of Rule 1-1 or Section C26-103.4(c), such generator need not be sized to meet the power requirements of all items of Rule 3-1.

In an existing building where an existing emergency generator has surplus capacity, such capacity may be used for any one item of Rule 3-1, provided a professional engineer or a registered architect certifies that there exists a surplus capacity in the said generator to meet the emergency power requirements for that item.

This modification results in better fire protection and is practical.

**RESCINDED BY
BUILDINGS BULLETIN 2022-009**



MEMO FROM THE COMMISSIONER

CHARLES M. SMITH, JR.

November 17, 1989

It has been brought to my attention that Section b(6) of Rule 211.3a(2), Phase II Emergency In-Car Operation - Firemen's Service of the Building Code has been interpreted differently by some elevator companies.

This section specifically says that a Phase II Operation in the elevator shall only be removed if elevator is at a designated level. Therefore, the elevator stationed at a floor other than designated floor, shall remain in Phase II operation and shall remain at that floor even if the key switch is in normal position.

This section was recently reviewed with the Fire Department which will support a revision to subchapter eighteen and reference standard RS 18-1 of the Building Code.

The Building Code has always required the elevator once in Phase II to remain in Phase II if it is not at a designated level. Therefore, this section will be amended to apply retroactively for existing installations.

Our elevator inspectors will enforce this section uniformly.

The elevator industry should make necessary adjustments to elevators so they remain under firefighters control during an emergency.

Handwritten signature of Charles M. Smith, Jr.

**RESCINDED BY
BUILDINGS BULLETIN 2022-009**

THE CITY OF
NEW YORK

DEPARTMENT OF BUILDINGS

MEMO FROM THE COMMISSIONER

RUDOLPH J. RINALDI

June 20, 1990

In response to requests from Industry to clarify the Department of Buildings' policy in relation to Phase II Emergency In-Car Operation-Firemen's Service, I would like to reiterate our position as stated in the Commissioner's memo of November 17th, 1989 as follows:

- o The said memo is applicable to all elevators installed or altered after August 10th, 1982, the effective date of the Board of Standards & Appeals Resolution approving the revision to RS 18-1 under Calendar No. 385-82 BCR.
- o For all elevator applications that were not filed and approved prior to November 17, 1989, (the date of the memo) the elevators must meet the exact requirements of this November 17th, 1989 memo in order to be signed off as completed by the Department of Buildings.
- o For all elevator applications approved and/or accepted by the Department of Buildings prior to the November 17th, 1989 work, the Department of Buildings will be working with the Fire Department and Industry to establish the corrective actions and the schedule for their work to meet the standard established by the memo. At this time, the Department of Buildings and the Fire Department have agreed that no violations or objections will be issued for the Firemen's Service requirement on the elevators in this category until a schedule is issued.



2708

RESCINDED BY
BUILDINGS BULLETIN 2022-009

CITY OF
NEW YORK
DEPARTMENT OF BUILDINGS

MEMO FROM THE COMMISSIONER

RUDOLPH J. RINALDI

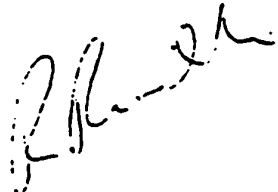
FOR IMMEDIATE DISTRIBUTION

November 2, 1990

The Administrative Code of the City of New York, §27-106 vests jurisdiction in the Commissioner of Buildings to regulate the installation, operation and use of all elevator equipment, including the use of elevator equipment in emergency situations. The requirements for Phase II Emergency In-Car Operations/Firemen's Service are set forth within Reference Standard 18-1, Rule 211.3a (2) (b) (6) of the Building Code, enacted August 10, 1982. It has been brought to the Department's attention, that the referenced Rule has had different interpretations with respect to the requirement for a "hold" position on the Firemen's Service switch in each elevator cab.

Elevators with Phase II Emergency In-Car Operations/Firemen's Service, installed or altered pursuant to an elevator permit issued prior to November 17, 1989 and completed within two years of the permit issuance date shall not be required to retrofit in order to provide a "hold" position on the Emergency In-Car Operating Switch, however, the permittee can elect to provide a hold position. All subsequent elevator applications for these elevators which propose the installation, alteration or change of a controller, elevator cab, elevator machinery or any other work, the cost of which exceeds \$10,000 per cab over a twelve month period, shall comply with the requirements of law and provide a hold position by means of either a two position or three position switch, and designate the hold position by engraving or permanently affixing a label to the operating panel of the elevator cab. In addition, where not all of the cars are equipped with a hold position, the lobby entrance to an elevator car that has a hold position shall be marked for easy identification.

All other elevators shall comply with the requirements of law in effect at the time of approval. Where not all of the cars are equipped with a hold position, the lobby entrance to those elevator cars having a hold position shall be marked for easy identification.



2757



DEPARTMENT OF BUILDINGS
EXECUTIVE OFFICES
60 HUDSON STREET, NEW YORK, N.Y. 10013
RUDOLPH J. RINALDI, Commissioner
312-8100

MEMORANDUM

TO: Distribution

FROM: Rudolph Rinaldi, R.A., Commissioner

DATE: August 12, 1991

SUBJECT: Retroactive Provisions of RS 18-1 (Elevator Code) in Existing Elevators, Escalators and Moving Walkways

Please publish the following provisions of the "Elevator Code" in your newsletter, magazine, periodicals or other communication medium in order to inform your members about the retroactive requirements for elevators, escalators, and moving walkways.

**RETROACTIVE PROVISIONS OF RS 18-1 IN EXISTING
ELEVATORS, ESCALATORS AND MOVING WALKWAYS**

The Board of Standards and Appeals on March 12, 1991 under Cal. No.# 11-91 BCR revised reference standard RS-18. This revision requires that certain safety features shall be installed in existing elevators, escalators and moving walkways within specified time periods:

Elevators: December 31, 1992

Rule 110.6(e) - Where it is otherwise permitted to lock hoistway doors, such doors shall not be locked on consecutive vacant floors.

Rule 110.6(f) - The elevator hoistway doors shall not be locked at the main lobby level.

**RESCINDED BY
BUILDINGS BULLETIN 2022-009**

Rule 208.10 - This rule requires that the elevator device number assigned by The Elevator Division of the New York City Department of Buildings shall be securely attached in a permanent manner.

Escalator: December 31, 1992

Rule 805.1a -This rule requires a combination of the starting switch and starting button. The escalator shall start only after the activation of both the switch and button.

Escalators and Moving Walkways: December 31, 1993

Rule 805.1 and Rule 905.1p - These rules require comb plate stop switches in escalators and threshold plate stop switches in moving walkways.

RR/NP/rbc



DEPARTMENT OF BUILDINGS

EXECUTIVE OFFICES
60 HUDSON STREET, NEW YORK, N.Y. 10013

JOEL A. MIELE, SR., P.E., Commissioner

(212) 312-8100

Richard C. Visconti, R.A.
First Deputy Commissioner
Technical Affairs/Operations
(212) 312-8120

Issuance No. #504

**OPERATIONS
POLICY AND PROCEDURE NOTICE #4/96**

TO: Distribution

FROM: Richard C. Visconti, R.A., First Deputy Commissioner *RL*

DATE: June 26, 1996

SUBJECT: **PROFESSIONAL CERTIFICATION OF ELEVATOR APPLICATIONS
AND PLANS**

PURPOSE: To implement an optional plan review system for a Professional Engineer (P.E.) or Registered Architect (R.A.) to certify compliance with applicable laws and codes on elevator applications filed by him/her and to enable a contractor to request a work permit after all required information is submitted and deemed acceptable.

EFFECTIVE: Immediately

SPECIFICS:

Restrictions:

- For any application where a waiver must be sought from compliance with any provision of Local Law 58 of 1987, a P.E./R.A. may use the professional certification option only after obtaining both an advisory opinion from the Mayor's Office for People with Disabilities, and a determination from the Borough Commissioner that a waiver is to be granted. If such a determination is made, then a P.E./R.A. must certify that all provisions and conditions of the waiver have been satisfied. If the Borough Commissioner determines that a waiver will not be granted, the applicant must revise the application accordingly before the professional certification option can be utilized.

**RESCINDED BY
BUILDINGS BULLETIN 2022-009**

- 2 -

Exempt from this requirement are the following:

- 1. The replacement of an existing elevator car whose clear depth is 48 inches or more and width is 48 inches or more but less than 54 inches and are limited by the existing car platform or hoistway shaft. The door opening shall be 32 inches.**
- 2. The replacement of an existing car need not comply with the requirements of door opening, if the clear depth and width are less than 48 inches and is limited by the existing car platform or the hoistway shaft.**
- 3. If the new car door opening is larger than the hoistway door opening, the travel of the car door shall be limited to the opening of the hoistway door.**
- 4. Freight elevators not used as combination freight and passenger elevators.**

All submissions must be complete and in accordance with code and applicable laws.

- (A) For new installations, total rehabilitation, and change of classification (EA's) the following forms must be submitted:
- (1) ELV-1 Application signed and sealed by the P.E./R.A. (original and four copies).
 - (2) B Form 59MD - Inspection form
 - (3) B Form 22 - Index Form
 - (4) An "Affidavit of Professional Certification" signed and sealed by the P.E. or R.A. (original and four copies). **The affidavit will certify the application and plans both for compliance and completeness (all required paperwork has been submitted).**
 - (5) A copy of the DoB "property profile" to be attached to the original application,
 - (6) 2 Sets of Plans signed and sealed by the P.E. or R.A.,
- (B) For minor alterations, repair and replacement of equipment (EBN's), not filed under OPPN 26/90, items (1) through (5) as described in paragraph (A) are required.

- 3 -

- (C) The procedure for Elevator Building Notices (EBN's) filed under Operations Policy and Procedure Notice # 26/90 will remain **unchanged**.

APPLICATION PROCESSING:

- (1) Both the application and a check to cover the full fee shall be submitted to the elevator division. A folder will be prepared and the application assigned a number.
- (2) The application will be stamped "Professional Certification, Elevator Div." by the Elevator Chief or his/her designee who will also initial the application and return it to the applicant who will take the folder to the cashier to pay the fee.
- (3) After payment, the applicant will have the application and all associated paperwork microfilmed. Once microfilming has been completed, the applicant will take the folder to the record room where it will be stamped "Microfilm Approved".
- (4) The application, with all associated paperwork, plans, microfilm, and proof of payment shall be returned to the elevator division and will be stamped "Permit Issued" by the Elevator Chief or his/her designee.

Elevator Division Audit:

A 100% audit of all fees will be performed by designated personnel. Additionally, on a regular basis an appropriate number of professionally certified applications shall be given a complete application audit and plan review. A review will also be made upon receipt of a complaint or evidence of non-compliance.

For those applications found to have serious code objections, the Director of the Elevator Division shall be notified, and at his/her discretion, a 10 day notice will be sent to the applicant and owner with a copy to the Investigations, Audit & Disciplinary Unit (IAD). At the discretion of the Director of the Elevator Division and in the interest of public safety, any application and/or permit may be revoked immediately and the applicant and owner shall be notified of such action, with a copy of such notification to IAD.

RCV:BR:sr

**RESCINDED BY
BUILDINGS BULLETIN 2022-009**

should be issued, it shall be returned to the respective Borough Office for data entry.
Inspectors should refer to Appendix A for further guidance.

c:\aeproc.ppn

**RESCINDED BY
BUILDINGS BULLETIN 2022-009**

November 21, 1977

Mr. Joseph J. Christian
Chairman
New York City Housing Authority
250 Broadway
N.Y., N.Y. 10007

Re: Posting of Elevator Inspection
Certificate


Dear Mr. Christian:

Relative to the above subject on June 7, 1976 Mr. Daniel Balk P.F. Assistant Director of Management Services requested permission to post the Elevator Inspection Certificates in the Management Office, instead of in the elevators.

In reviewing the difficulties encountered in maintaining them in the elevators as required by section C26-1803.4 of the Administrative Code, approval is hereby granted to the Housing Authority to post the Elevator Inspection Certificates in your Management Office at each project.

I would appreciate if you would forward a copy of the location of each management office for each project, to the respective chief Elevator Inspections for their convenience in making inspections pursuant to this procedure.

Very truly yours,


Jeremiah T. Walsh, P.E.
Commissioner

cc: Deputy Comm. S. Jenkins
Director of Operations, I. Minkin
Boro Supt.
Exec. Cl. Insp. J. Ingolia

1385



DEPARTMENT OF BUILDINGS

EXECUTIVE OFFICES
60 HUDSON STREET, NEW YORK, N.Y. 10013

RUDOLPH J. RINALDI, Commissioner

GEORGE C. SAKONA, P.E.
Deputy Commissioner
Technical Affairs
(212) 312-8120

April 17, 1991

Mr. William D. Rice
12 Joan Avenue
Centereach, New York 11720

Re: **The Union League Club**
38 East 37th Street
New York, New York 10016
Local Law 16/84

Dear Mr. Rice:

Your letter of December 26, 1990 to Commissioner Rinaldi has been forwarded to this office for review and response.

Section 27-353.01 requires elevator vestibules on all floors above the street floor in all existing buildings classified as Occupancy Group J-1. In lieu of the elevator vestibule, the building containing spaces classified in Occupancy Group C or F shall have an automatic sprinkler system protecting all such spaces and all exits and corridors serving such spaces located on or below the lowest floor containing sleeping rooms and all storage closets no matter where located.

If the building does not contain any C or F uses, all corridors, public areas and storage closets are required to be sprinklered.

The above referenced building contains F uses (clubs, dining rooms, lounges, billiard rooms, etc.). Therefore, these spaces must be sprinklered.

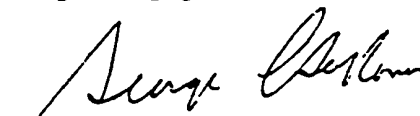
The Fire Department inspection reveals that these spaces are located on the 2nd and 3rd floors with open exits and directly opening into elevator lobbies. They are recommending sprinklers in these spaces.

**RESCINDED BY
BUILDINGS BULLETIN 2022-009**

Intro No. 492 pending before the City Council if passed will require automatic sprinklers for entire existing hotels, which would require augmenting the water supply for the additional sprinklers either by an additional tank or fire pump.

Since, we do not have a complete description of the spaces in question (size, height of ceiling, location, etc.) and what other alternate method of fire protection is proposed in lieu of sprinklers, this Department cannot consider your request for relief from sprinklering of said spaces in the above building.

Very truly yours,



George C. Sakona, P.E.
Deputy Commissioner

GCS:NTP:rmr

cc: Commissioner R.J.Rinaldi
Executive Assistant M. Kirk - #019573 - 1/4/91



December 12, 1995

DEPARTMENT OF BUILDINGS
EXECUTIVE OFFICES
60 HUDSON STREET, NEW YORK, N.Y. 10013
JOEL A. MIELE, SR., P.E., Commissioner

SATISH K. BABBAR, R.A.
Assistant Commissioner
Technical Affairs
(212) 312-8324

Mr. Stanley Shor
Executive Director
New York City Loft Board
49-51 Chamber Street, Room 1006
New York, New York, 10007

Re: Elevator Service

Dear Mr. Shor:

Your letter to First Deputy Commissioner Visconti, dated November 22, 1995, was referred to this office for review and response.

In your letter, reference was made to a six story Interim Multiple Dwelling, wherein a new passenger elevator was installed. This was a conversion from a freight elevator. In regard to your question, it is required that every apartment on each floor have elevator access.

This conclusion is based on Local Law 58/87, which was incorporated in the Building Code. Building Code Section 27-123.1 requires providing facilities for people with physical disabilities. A building being converted to residential use would require in buildings with elevator service an accessible route to the dwelling units, as per Sections 27-292.1 and 27-292.5 (c) & (e).

Multiple Dwelling Law, Article 7B, Section 278 Application of other provisions, does not require Section 51 Shaft, Elevators and Dumbwaiters to be applied to this building. However, if the owner elects to use Section 51, then the building shall comply with its provisions. Wherein, paragraph 6 states that "Every dwelling erected after such date (April 18, 1929) which exceeds six stories or sixty feet in height shall be equipped with one or more passenger elevators, operative at all times, at least one of which shall be accessible to every apartment above the entrance story."

Therefore, where there is an elevator in an I.M.D., its services shall be provided for all apartments.

Very truly yours,


Satish K. Babbar, R.A.

SKB/AL/
Attachments

**RESCINDED BY
BUILDINGS BULLETIN 2022-009**



DEPARTMENT OF BUILDINGS

EXECUTIVE OFFICES
120 WALL STREET NEW YORK, N.Y. 10005

CHARLES M. SMITH, Jr., R. A., Commissioner

June 11, 1984

IRVING E. MINKIN, P.E.
1st Deputy Commissioner

248-8758

Mr. C. J. Chrobot
Sales Engineer
Otis Elevator Company
750 Third Avenue
New York, New York 10017

Re: Use of Oil Buffers for
Elevator Installation

Dear Mr. Chrobot:

This is in response to your letter of April 3, 1984 in which you request a generic waiver of objections issued by the Manhattan Elevator Division to the use of reduced stroke buffers anywhere contingent upon the installation of emergency terminal speed limiting devices.

The essence of the disagreement between your firm and the Elevator Division is that the alternative authorized for reduced stroke buffers by 201.4 a (2) is contingent upon design factors inter-related with the reduced speeds at which the car or counter-weight can strike its buffer; and, there appears to have been either no verification of the actual reduced striking speed; or alternately such measurements were made for cars at substantially lesser speeds than in fact are intended for normal use.

I concur that the utilization of reduced stroke buffers pursuant to Rule 201.4 a (2), in conjunction with all of the criteria of Rule 209.4 relating to emergency terminal speed limiting devices can be authorized as-of-right, provided that tests are performed demonstrating the actual reduced speeds and the validation of the inter-related design criteria of the components specified in Rule 201.4 a (2) and Rule 209.5.

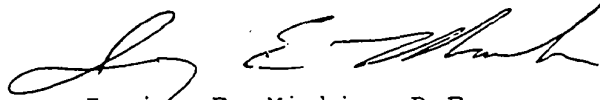
If Chief Inspector John Ryan witnesses representative test installations that adequately bracket the design variation of the components and the circuitry, additional testing of specific installations may not be necessary.

1988

2.

I trust this response has been of assistance to you.

Sincerely,

A handwritten signature in black ink, appearing to read 'Irving E. Minkin', written in a cursive style.

Irving E. Minkin, P.E.
Deputy Commissioner

IEM:ap

cc: Commissioner Smith
Deputy Commissioner Madonia
Assistant Commissioner Dennis
Assistant Commissioner White
Executive Engineer Polsky
Borough Superintendents
Chief Elevator Inspectors
File

1989



DEPARTMENT OF BUILDINGS

EXECUTIVE OFFICES
60 HUDSON STREET, NEW YORK, NY 10013

CHARLES M. SMITH, Jr., R.A., Commissioner

GEORGE E. BERGER, P.E.
Assistant Commissioner
Building Construction

June 23, 1989

Mr. Frederick J. Russo
Chairman
Access Elevator, Ltd.
325 Post Avenue
Westbury, New York 11590

Re: Local Law #58 of 1987
Wheelchair Lifts

Dear Mr. Russo:

In reply to your letter dated June 14, 1989, please be advised that the Department of Buildings requires all wheelchair lifts to obtain an Elevator Permit for installation based on an approval of an Elevator Application.

The Elevator Application may or may not be for an already approved MEA wheelchair lift.

When a New Building or Alteration Application requires a wheelchair lift in order to comply with Local Law 58/87, the plan must show a wheelchair lift and both the plan and application shall indicate an Elevator Application must be filed for a wheelchair lift the same way an Elevator Application is indicated as being required when an elevator is required for a building over four stories.

No application can be signed-off or a Certificate of Occupancy, (temporary or permanent) issued until such wheelchair lift is installed and signed-off by the Department of Buildings.

Very truly yours,

George E. Berger, P.E.
Assistant Commissioner

GEB:kmr



DEPARTMENT OF BUILDINGS

EXECUTIVE OFFICES
60 HUDSON STREET, NEW YORK, NY 10013

CHARLES M. SMITH, Jr., R.A., Commissioner

April 22, 1988

GEORGE E. BERGER, P.E.
Assistant Commissioner
Building Construction

Mr. David Chin, P.E.
Director/Construction Management
Department of Housing Preservation
and Development
Office of Property Management
Division of Maintenance & Technical Support
75 Maiden Lane
New York, New York 10038

Re: Mayor's Affordable Housing Program
Harlem Rehabilitation Project
Handicap Access Ramps

Dear Mr. Chin:

Your letter dated April 19, 1988 with regard to Handicap Access Ramps has been referred to this office for review and reply.

Please be advised that Section 27-307 (C26-407.1) of the New York City Building Code permits as-of-right a projection of 44 inches beyond the street line for the construction of a ramp to provide access to individuals in wheelchairs when a building was erected prior to December 6, 1969.

For all other buildings, a ramp may project not more than 18 inches beyond the building line per Section 27-313 (C26-408.1)(a)(1).

Should the proposed ramps project more than the above, I suggest you have the applicants request reconsideration from George C. Sakona, Borough Superintendent of Manhattan.

Very truly yours,


George E. Berger, P.E.
Assistant Commissioner

GEB:rmr

cc: Deputy Commissioner C. F. Dennis, P.E.
Borough Supt. G. C. Sakona, P.E.
Ms. Susan Wagner, Dir. of Housing Coordination
Mayor's Affordable Housing Program