

NYCTM

Buildings



ECNY Seminar on Proposed Operational and Code Changes

**NYC Department of Buildings
Elevator Division
Central Inspections**



Topics for Discussion

Operational / Administrative Changes

- Scanned Signatures on ELV-3 Form
- Filing ELV-3 Using Transmittal Form
- Combining Category 1, 3, and 5 on one (1) ELV-3 form.
- Email Notification for Category 1 (Escalators), Category 3 & 5.
- Elevator/Escalator 10 Day Notification Waiver
- General Inbox Email Address (elevatordivision@buildings.nyc.gov)
- Elevator Rule 103-02 Filing Requirements (Fees, Penalties & Waivers).

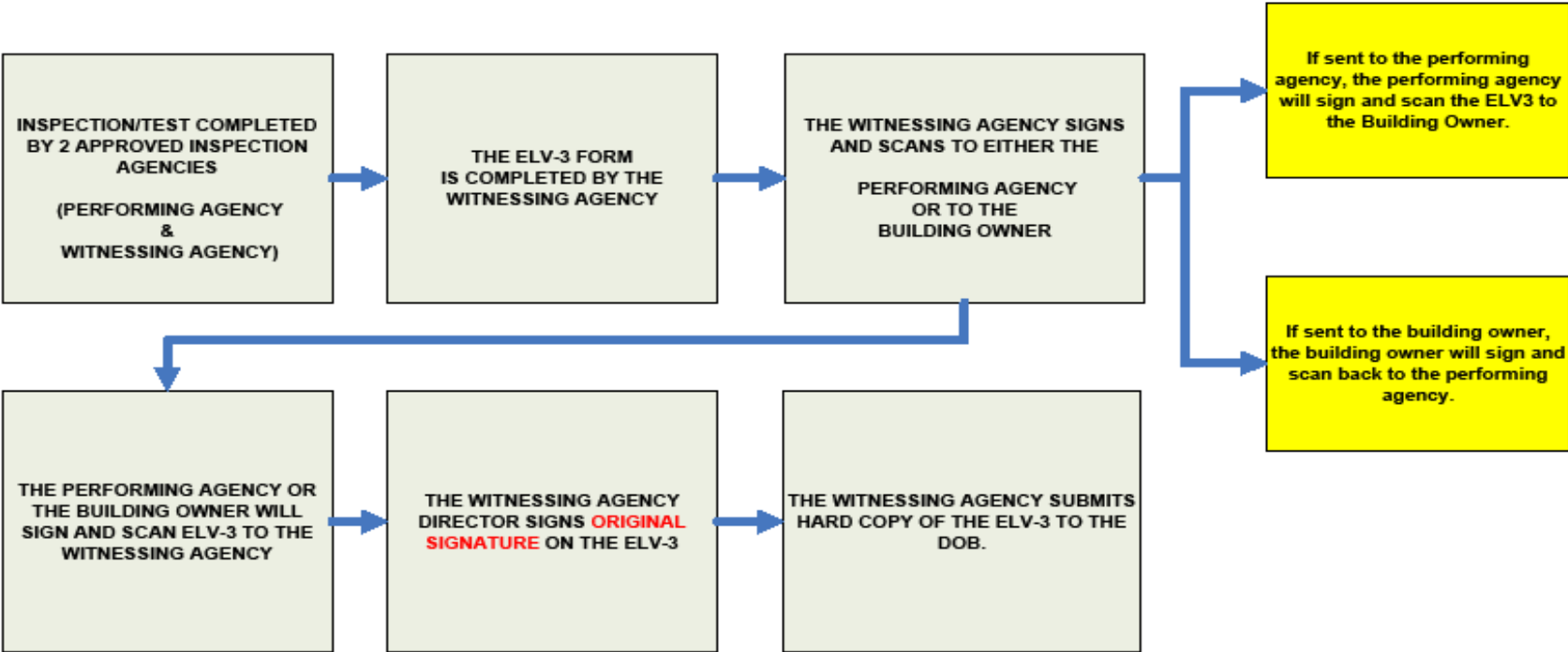
Code Changes

- Extension of QEI
- Extension of Category 1 inspection cycle

Scanned Signatures on ELV-3 Form



ELEVATOR INSPECTION / TEST REPORT (ELV-3) SIGNATURE AND SCANNING PROCESS BY EITHER WITNESSING AGENCY OR PERFORMING AGENCY DIRECTOR



THE WITNESSING AGENCY OR THE PERFORMING AGENCY CAN SUBMIT THE ELV-3 TO THE DEPARTMENT. HOWEVER AT THE END OF THE PROCESS THERE MUST BE AN ORIGINAL SIGNATURE BY EITHER THE WITNESSING AGENCY OR PERFORMING AGENCY DIRECTOR.

Filing ELV-3 Using Transmittal Sheet



- Department's Fiscal Unit will date stamp transmittal form when submitted ELV-3 inspection/test forms. The transmittal is proof of receipt.
- The form will be able to be printed from the agency's website www.nyc.gov/buildings/forms and must be completed prior to submitting ELV-3 test forms.

Sample Transmittal Sheet



ELEVATOR INSPECTION REPORT

CATEGORY 1, 3 & 5 ONLY

CFB INTAKE BATCH FORM PERIOD COVERING (YEAR):

Enter Filing Period

AGENCY #	DEVICE #	BLOCK	LOT	CHECK #	AMOUNT:	AGENCY #	DEVICE #	BLOCK	LOT	CHECK #	AMOUNT:
1)						21)					
2)						22)					
3)						24)					
4)		WORKING DRAFT - 8.18.09				24)		WORKING DRAFT - 8.18.09			
5)						25)					
6)		NOT FOR DISTRIBUTION				26)		NOT FOR DISTRIBUTION			
7)						27)					
8)						28)					
9)						29)					
10)						30)					
11)						31)					
12)		WORKING DRAFT - 8.18.09				32)		WORKING DRAFT - 8.18.09			
13)						33)					
14)		NOT FOR DISTRIBUTION				34)		NOT FOR DISTRIBUTION			
15)						35)					
16)						36)					
17)						37)					
18)						38)					
19)						39)					
20)						40)					
TOTAL:					\$0.00	TOTAL:					\$0.00

Enter all required fields listed

DOB to enter all required fields listed

FOR OFFICE USE ONLY

TRANSMITTAL#: _____
 NUMBER OF DEVICES: 8

FOR OFFICE USE ONLY

CFB RECEIVED _____
 TOTAL CHECK \$0.00

FOR OFFICE USE ONLY

CFB PROCESSOR: _____
 CFB APPROVER: _____

DATE AND TIME STAMP CERTIFICATION

- 1) Cashier's Office Received: _____
- 2) Cashier's Office Certification: _____
- 3) Elevator Division Received: _____
- 4) Elevator Division Certification: _____

Combining Category 1, 3 & 5 on ELV-3 Form



- Elevator Filing Representatives can submit combined Category 1, 3 and 5 inspection/test on one (1) ELV-3 form.
- Elevator Filing Representatives are now required to submit only two (2) copies of the ELV-3 form.
- Elevator Division will be scheduling training workshops on how to complete the combined Category 1, 3 & 5 ELV-3 form.

Email Notification for Category 1 & 5 Yr Test



- 10 Day Elevator / Escalator Notifications for Inspection/Test on Category 1 (Escalator), Category 3 & 5 must be emailed to the elevator division at notification@buildings.nyc.gov. (The elevator division will stop accepting faxed notifications. Effective date TBD).
- Elevator Companies will receive an auto-response email receipt for each submitted notification.

Elevator/Escalator 10 Day Notification Waiver



- The 10 Day notification may be waived in the event:
 1. The test is being conducted in conjunction with an elevator/escalator application acceptance test. The notification must be submitted to DOB at least 24 hours before the scheduled acceptance test.
 2. The test has been rescheduled due to a failed pre-survey or electrical/mechanical failure (e.g. Cease Use Lift). Re-test must be written on a new 10 Day notification form.
 3. Owner has a violation compliance deadline.

General Inbox Email Address



- A general email address inbox elevatordivision@buildings.nyc.gov has been created to help building owners and private elevator companies ask questions on the following areas:
 - ✓ General questions on preparing, submitting and filing elevator division forms. (ELV-3, ELV1, B Form 10 etc.)
 - ✓ Code related questions
 - ✓ Category 1 Extensions for 2009

Elevator Rule 103-02



- Filing Requirements
- Fees
- Penalties
- Waivers

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Code Changes

**NYC Department of Buildings
Central Inspections
Elevator Division**

Extension of QEI



- Approved Agency Rule
 - ✓ Public Notice Hearing – November 10, 2009
- QEI certified inspectors must pass NYC DOB License Exam by July 1, 2010.
- After passing DOB License exam, inspector is able to continue witnessing inspection/test under QEI license until DOB license background process is completed or by July 1, 2011.
- Performing inspector shall be required to have their license by January 1, 2012.

Extension of Category 1 Inspection Cycle



- Extension of Category 1 inspection cycle for 2009 will be extended by Commissioner's Order
- Extension request form must be submitted by December 31, 2009.
- Must submit scheduled date of Category 1 for 2009 and 2010 inspection test.
- Both inspections shall be completed in a minimum 4 month interval.

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 - ✓ Code related questions
 - ✓ April 30, 2009 Category 1 Extensions