

Definitions**1 Year Test (Annual Inspection) / Category 1**

- Category 1 (Annual Inspection) is an inspection/test performed between January 1st and December 31st of each calendar year.
- Category 1 (Annual Inspection) report shall be submitted within 45 days from the date of inspection with satisfactory inspection results for each listed device.
- Unsatisfactory items – identified defects must be corrected within 45 days following the date the inspection report was submitted to the elevator division. Additionally, a certification (ELV29) must be filed within 15 days following completion of repairs.
- Select the appropriate box in **Section # 2**.
- Note: Notification is required for Category 1 (Annual Inspection) on all **escalators only** by indicating the date in the appropriate box of the “Date DOB notified of:” box in the top right corner of the ELV3 form and completing an ELV36 Form.

3 Year Test - Water Hydraulic / Category 3

- Category 3 is an inspection/test performed every 3 years only on water hydraulic type elevators.
- Category 3 (Water Hydraulic Elevators Only) shall be submitted when inspection/test has been completed with only satisfactory inspection results for each listed device.
- Select the appropriate box in **Section # 2**.
- Note: A report for a category 3 inspection must not be submitted without providing proper notification by indicating the date in the appropriate box of the “Date DOB notified of:” box in the top right corner of the ELV3 form and completing an ELV36 Form.
-

5 Year Test / Category 5

- Category 5 is an inspection/test performed every 5 years on all applicable devices, as per NYC Building Code, Appendix K, Table N1.
- Category 5 shall be submitted when inspection/test has been completed with only satisfactory inspection results for each listed device.
- Select the appropriate box in **Section # 2**.
- Note: A report for a Category 5 inspection must not be submitted without providing proper notification by indicating the date in the appropriate box of the “Date DOB notified of:” box in the top right corner of the ELV3 form and completing an ELV36 Form.

Test Tags

- As per NYC Building Code, Appendix K, **Section 8.11.1.6 - A metal test tag with the test date, the category number requiring the test, the name of the person or firm performing the test, and the Approved Agency License number, shall be installed in the machine room and at the vicinity of the lower starting station of escalators and moving walks for all Category 1, 3 and 5 tests.**

Inspection Certificates

- As per NYC Building Code, **Section 28-304.6.4 - After each inspection or test, the inspector shall affix the inspection date and his or her signature over a stamp identifying his or her approved agency name and his or her approval number on the Inspection Certificate issued by the department.**

Section 1 – Location Information

- Complete all applicable fields.
- Borough name must be typed out. (Do not use borough code numbers.)

Section 2 – Report Type

- Must not remain blank. Select a type by marking “X” on the appropriate field.
- If “Elevator Inspection / Test” is selected, please select a subtype by marking “X” on the appropriate field(s).
- Mark **all** appropriate Category Test(s) being reported on this form. One addition test (Category 3 or 5) may be reported along with Category 1 results.
- If “Personnel Hoist Inspection / Test” is selected, provide the “Badge #” and select a subtype by marking “X” on the appropriate field.
- Note: Personnel Hoist Inspection / Test filings shall only be submitted to the Elevator Window located on the 4th floor of 280 Broadway.

Section 3 – Fee Status

- Must not remain blank. Select a type by marking “X” on the appropriate field.
- If “Fee Exempt with Proof Enclosed” is selected, indicate the type of proof being provided by marking “X” on the appropriate field.

Section 4 – Applicant Information

- All fields shall be completed by the agency performing the inspection.

Section 5 – Owner Information

- All fields shall be completed by the Property Owner.

Section 6 – Test Information

- List the device number and inspection/test date.
- Select a device type, inspection result, and category by marking "X" in the appropriate box.
- Tests for the same device performed on different dates require separate lines.
- Satisfactory and Unsatisfactory results **only** apply to Category 1 tests. **Unsatisfactory results are not accepted for Category 3 or Category 5 tests.**
- Floor numbers affected must be provided for Personnel Hoists **only**.
- Only 5 devices may be listed on document ELV3. Refer to document ELV3A to list additional devices.
- You must complete Section 8 for all unsatisfactory Category 1 test results.
- Note: Hazardous Conditions / Cease Use items shall not be reported on this form. These items shall be corrected immediately.

Section 6A - Affirmation of Correction

This section of the form is optional - not mandatory.

Please complete this section, If you are submitting a **current** Category 1 inspection/test report and have not supplied an Elevator Affirmation of Correction for defects noted in prior Category 1 inspection/test report.

Section 7 – Location Information

- Provide the same information as in section 1 in the event paperwork is separated.

Section 8 – Unsatisfactory Devices

- Refer to page 3 for elevator part, violation condition, and suggested remedy codes.
- Refer to document ELV3A to list additional devices.

Sections 9 – Property Owner’s Statements and Signatures

- This section shall **always** be reviewed and completed by the Property Owner.

Sections 10 – Inspecting Agency’s Statements and Signatures

- This section shall **always** be reviewed and completed by the Inspecting Agency.

Sections 11 – Witnessing Agency’s Statements and Signatures

- This section is **not** required if the following device types reported on this form: Private Residential Elevators, Conveyors, Dumbwaiters, and Material Lifts.
- This section shall be reviewed and completed by the Witnessing Agency if required.

Sections 12 – Elevator Part Codes

- Refer to listed Elevator Part Codes when completing Section 8.

Sections 13 – Violating Condition Codes

- Refer to listed Violating Condition Codes when completing Section 8.

Sections 14 – Suggested Remedy Codes

- Refer to listed Suggested Remedy Codes when completing Section 8.