




DEPARTMENT OF BUILDINGS
EXECUTIVE OFFICES
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Issuance # 236

OPERATIONS
POLICY AND PROCEDURE NOTICE # 11/90

To: Distribution
From: Peter Franconeri 
Date: April 23, 1990
Subject: Issuance of Cease Use Orders for Elevators,
Personnel Hoists, Escalators, and Moving Walks

Effective: May 7, 1990

Purpose: To establish uniform guidelines defining when an
elevator inspector should issue a cease use order.

Specifics:

A cease use order should be issued for all elevators, personnel hoists, escalators, and moving walks whenever an imminently hazardous condition exists, pursuant to Section 26-127 of the Administrative Code of the City of New York and the Rules and Regulations Relating to Cease Use Orders for Elevators, Personnel Hoists, Escalators and Moving Walks, effective May 6, 1990. In addition, the device should be tagged as unsafe. This tag may not be removed without prior approval from the Department of Buildings. Such imminently hazardous conditions include but are not limited to:

- a - Elevator running with an open hoistway door or car gate/door.
- b - Elevator running with broken or non-functioning upper or lower final hoistway or machine limit switches.
- c - Hoistway or car door vision glass and grille guard missing.
- d - Unravelling or broken hoist, counterweight, governor or compensation cables.

- e - Missing hoistway door or car door gibs.
- f - Inoperable governor.
- g - Elevator running with non-functioning interlock.
- h - Emergency top exit cover missing (passenger elevator).
- i - Side emergency exit door open (passenger elevator).
- j - Emergency stop switch not working (automatic elevator escalator or moving walk)
- k - Directional switch not working (escalator or moving walk).
- l - Other imminently hazardous conditions as observed by the inspector.

Supervisor Approval

Whenever an elevator inspector notes any of the above conditions while inspecting an elevator, personnel hoist, escalator or moving walk, he or she immediately calls his or her supervisor. The situation is discussed and a cease use order is issued and the device is tagged as unsafe by the inspector, after approval from the supervisor.

The supervisor records the address and device number and reason for the cease use order in the "Cease Use" log.

Lifting the Cease Use Order

Cease use orders will be lifted by the Area Chief or a designee (in his or her absence). A Department of Buildings inspector will reinspect all elevators, personnel hoists, escalators or moving walks after a cease use order is lifted to ensure that all repairs were properly completed.

When the cease use order is lifted, the Area Chief or designee records the date in the "Cease Use" log and initials the entry.

PF:HG:mh