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Issuance #694

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**EXECUTIVE ORDER #9/09**

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**TO:** Distribution  
**FROM:** Robert D. LiMandri  
**DATE:** November 13, 2009  
**SUBJECT: EXTENSION OF CATEGORY 1 ELEVATOR INSPECTIONS**

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**Effective:** Immediately

**Specifics:**

Category 1 inspections of elevators, escalators and other related devices as required by Section 28-304.6.1 of the New York City Administrative Code to be performed between January 1, 2009 and December 31, 2009 may be performed, for calendar year 2009 only, until April 30, 2010, provided that a request for extension is made by December 31, 2009. Such request for extension shall be submitted to the department by the owner of the building on forms provided by the department and shall be accompanied by the following:

1. A certification from the owner of the building that the owner has engaged the approved agencies to perform and witness the calendar year 2009 Category 1 inspection between January 1, 2010 and April 30, 2010.
2. A certification from the owner of the building that the owner has engaged the approved agencies to perform and witness the calendar year 2010 Category 1 inspection between May 1, 2010 and December 31, 2010. Such inspection must be performed four (4) months or greater after the inspection for calendar year 2009.

Inspection reports required to be filed for calendar years 2009 and 2010 may be submitted with scanned signatures, provided that the signature of either the director of the performing approved agency or the director of the witnessing approved agency shall be an original signature.

Failure to perform the calendar year 2009 required Category 1 inspection by December 31, 2009 without having submitted a request for postponement shall result in the issuance of a violation in accordance with Article 204 of Title 28 of the New York City Administrative Code.

**safety**

**service**

**integrity**