

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

DEPARTMENTAL MEMORANDUM

DATE: June 28, 1977

TO: Borough Superintendents

FROM: Director of Operations, Irving E. Minkin, P.E.

SUBJECT: REMOVED, DISMANTLED AND NOT-IN-USE ELEVATORS -  
DIRECTIVE NO. 15 of 1975 AMENDED

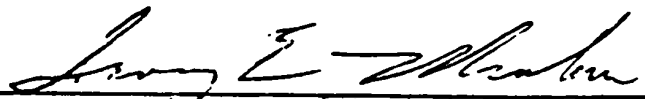
This memorandum is written to clarify the various conditions under which an elevator may be removed from service and to clarify when Directive No. 15 of 1975 entitled "DISCONTINUANCE OF ELEVATORS - SEALING OF ELEVATOR HOISTWAYS" is applicable.

Condition No. 1 - Elevators which are "NOT IN USE." Such elevators are available for service. Required tests are to be regularly performed. This elevator is similar to one in service except that it has been electrically disconnected by opening the main line switch. A periodic inspection shall be made and a fee charged. An elevator inspector shall note such condition when found on a regular inspection.

Condition No. 2 - Elevators which are "DISMANTLED" or "PLACED OUT OF ACTIVE SERVICE." Such elevators shall comply with the provisions of Section 3.33C of Reference Standard RS 18-1 entitled "USA Standard Safety Code for Elevators, Dumbwaiters, Escalators, and Moving Walks" USAS1 A17.1-1965. The requirement that the power feed lines have been disconnected shall apply to an elevator and a dumbwaiter as well as an escalator. A BN is to be filed and the last inspection fee charged. Thereafter, one additional inspection per year shall be made to verify that the status is unchanged and shall be a feeable inspection.

Condition No. 3 - Elevators which are "REMOVED" and "PERMANENTLY DISCONTINUED." The discontinuance of such elevators and the sealing of the elevator hoistways shall comply with Directive No. 15 of 1975. A BN should be filed and fee charged for last inspection

This amended procedure shall take effect immediately and shall not preclude the permissible filing of prior existing cases.



Irving E. Minkin, P.E.  
Director of Operations

IEM:BGB:rnr

cc: Executive Staff  
Industry

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