

**Rescinded By Buildings  
Bulletin 2023-011**



DEPARTMENT OF BUILDINGS  
EXECUTIVE OFFICES  
60 HUDSON STREET, NEW YORK, NY 10013

CHARLES M. SMITH, Jr., R.A., Commissioner  
312-8100

February 11, 1987

M E M O R A N D U M

TO: BOROUGH SUPERINTENDENTS

FROM: Charles M. Smith Jr., R.A.,  
Commissioner *CMS*

SUBJECT: Locks on Elevator or Elevator Hoistway Doors  
or Elevator Vestibules

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This memorandum revises and clarifies the Departmental Memorandum of August 6, 1984.

Item 3C is an independent item and not an option to locks on elevator and elevator hoistway doors.

- (1) 3C Zero Clearance Vestibule - on elevator landings provided with a vestibule (not to exceed 12 inches from the elevator or elevator hoistway door), a locking device is permitted to be installed exclusively on the vestibule doors. Such doors may be of swing type, vertical or horizontal slide doors.
- (2) Elevator Vestibule - a locking device on vestibule doors may be permitted under the following conditions:
  - (a) The fire warden station or telephone to communicate with the lobby command station and building manager's office; or
  - (b) The locking devices are an approved fail safe type and released upon elevator recall or power failure; or
  - (c) At least one exit stair is located within the vestibule and vestibule doors are readily openable from the occupied side.

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Item 5B is revised as follows:

- (b) If consecutive vacant floors are to be locked, the locking devices shall be exclusively on vestibule doors meeting the requirements of Item 3C above.