Safety Elevators: Periodic Inspections Step-By-Step Guides
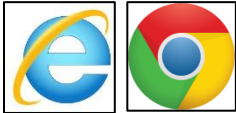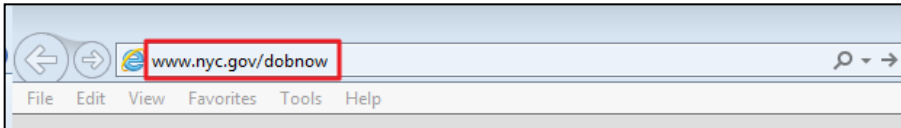
In this Step-By-Step Guide, you will learn how to:
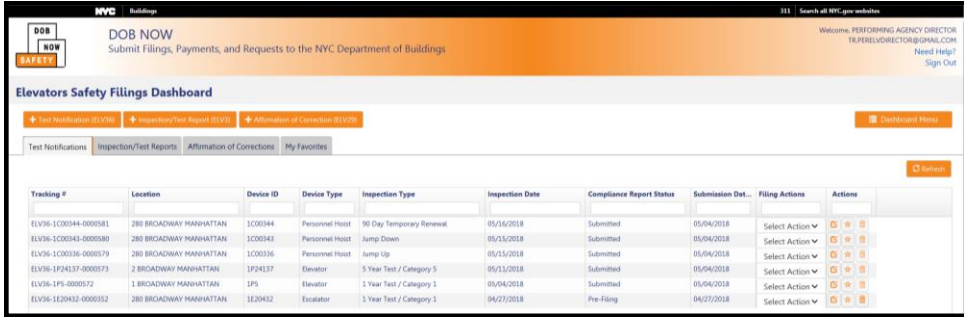
Login to DOB NOW: Safety Elevator

Complete the following steps to login to DOB NOW: Safety Elevator

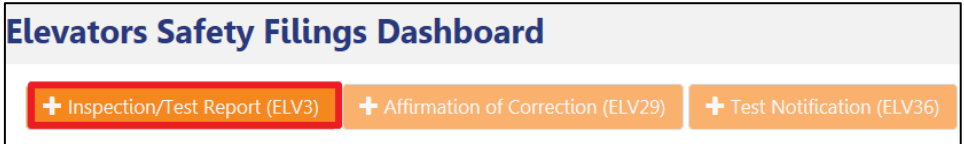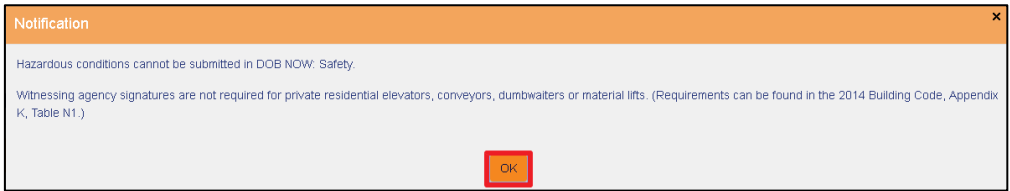| Step	Action
ⓘ	**Note** In order to Log-in to DOB NOW, you must be registered for eFiling. Additionally, DOB recommends that users turn off pop-up blockers to successfully navigate within DOB NOW. For Step-By-Step instructions, please refer to **www.nyc.gov/dobnowhelp:** *How to Register for eFiling* *How to Turn Off Pop-up Blockers*
1.	Access the Internet.
2.	Enter **www.nyc.gov/dobnow** in the URL field at the top of the browser window.
3.	Press **Enter** on your keyboard.

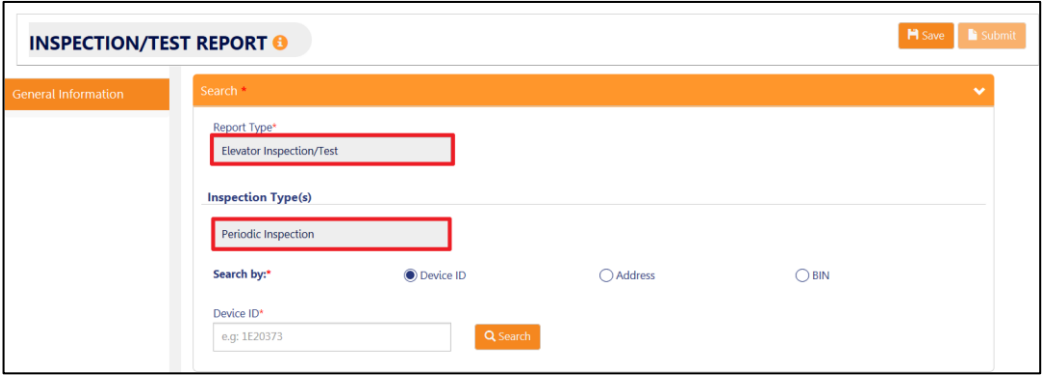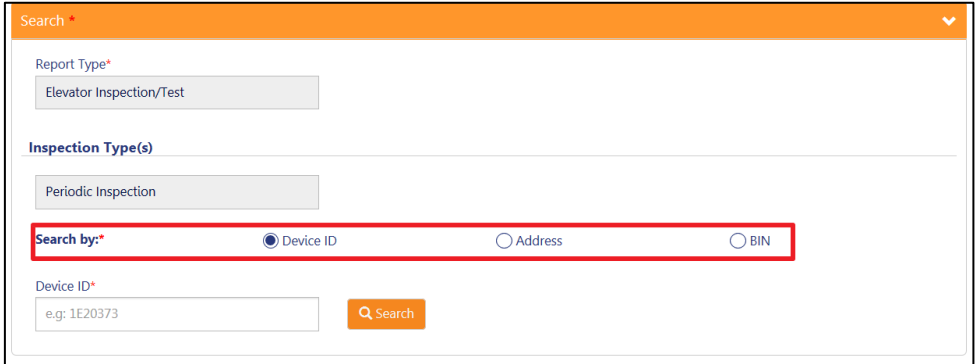| Step	Action
	The DOB Login page displays.
4.	Enter your **Email** and **Password**. Enter your e-Filing account information **Email** Email **Password** Password Login To register for an account or reset your password, go to the eFiling website. Need more help? Contact us.
5.	Click **Login**. Login To register for an account or reset your password, go to the eFiling website. Need more help? Contact us.
6.	Hover your cursor over the DOB NOW SAFETY box, Click **Elevator.** DOB NOW BUILD DOB NOW SAFETY Facades Boiler Elevators

Step	Action
	The Elevators Safety Filings Dashboard displays.

You have completed the Login to DOB NOW: Safety Elevator Step-By-Step Guide: continue to the **Create a Periodic Inspection/Test Report (ELV3) for PVT or QC** Step-By-Step Guide.
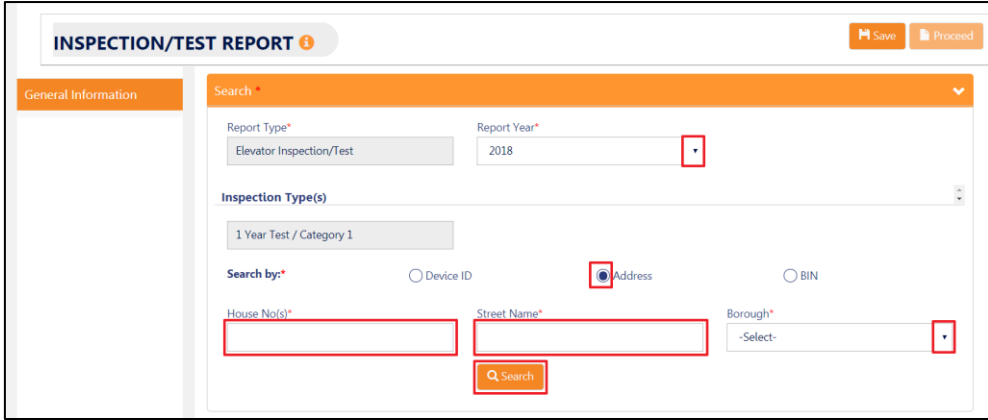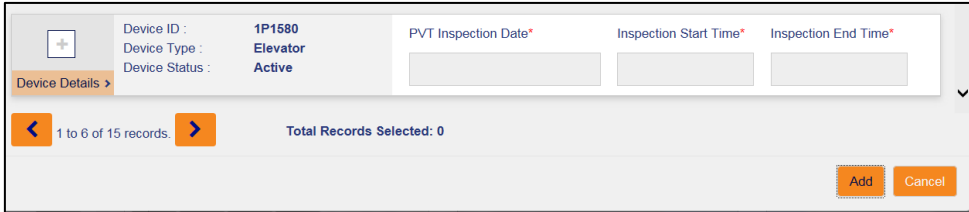
Create a Periodic Inspection/Test Report (ELV3) for PVT or QC

Complete the following steps in DOB NOW: Safety Elevator to create a new Inspection/Test Report (ELV3) filing with the following Inspection Type: Periodic Inspection /Test Report.
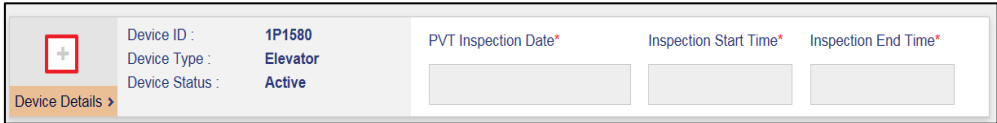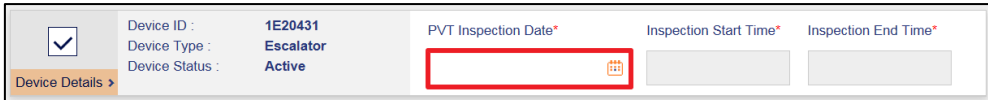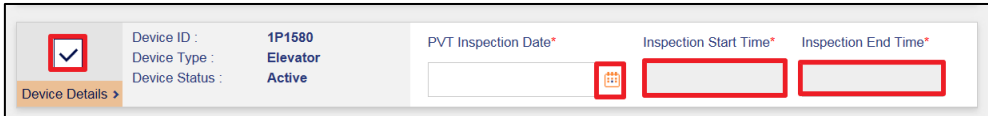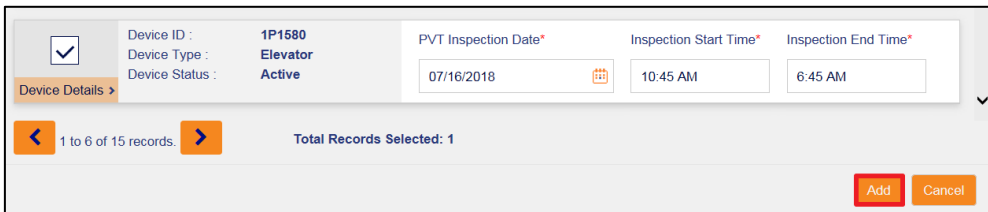
Step	Action
(i)	**Note** Only Agency Directors/Co-Directors and Agency Inspectors (also known as Inspectors) have access to create and enter a Periodic Inspection /Test Report.
1.	Click **+ Inspection/Test Report (ELV3)** tab to initiate a new job filing. **Elevators Safety Filings Dashboard** `+ Inspection/Test Report (ELV3)` `+ Affirmation of Correction (ELV29)` `+ Test Notification (ELV36)`
2.	A Notification pop-up window displays with the following message: "NOTE: Hazardous conditions cannot be submitted in DOB NOW: Safety. NOTE: Witnessing agency signatures are not required for private residential elevators, conveyors, dumbwaiters or material lifts. (Requirements can be found in the 2014 Building Code, Appendix K, Table N1.)". Click **OK** to close the Notification pop-up window. **Notification** ✕ Hazardous conditions cannot be submitted in DOB NOW: Safety. Witnessing agency signatures are not required for private residential elevators, conveyors, dumbwaiters or material lifts. (Requirements can be found in the 2014 Building Code, Appendix K, Table N1.) `OK`
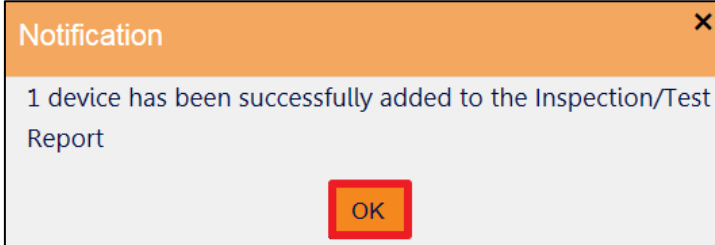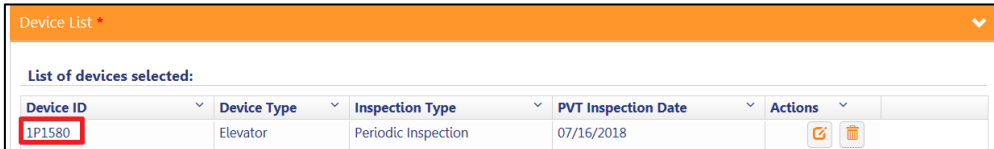
Step	Action
🖥️	A new Inspection/Test Report form is generated; the General Information menu displays on the left side of the page. Report Type and Inspection Type(s) are auto-populated based on the Inspection/Test Report type. .
ℹ️	**Note** Fields denoted with a red asterisk (✱) are required fields and must be completed in order to successfully submit a filing
3.	Select the applicable radio button to **Search by**, (e.g., **Address**).
4.	Enter the required **Address** fields. ☐ House No(s) ☐ Street Name ☐ Borough

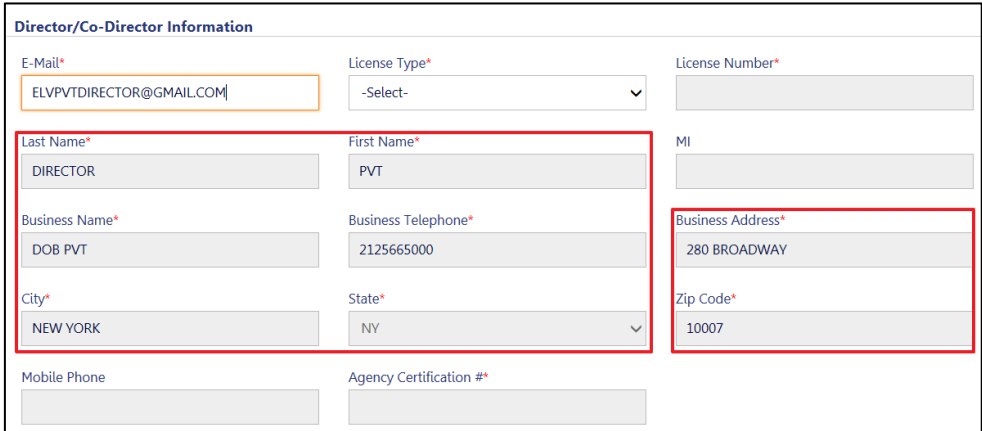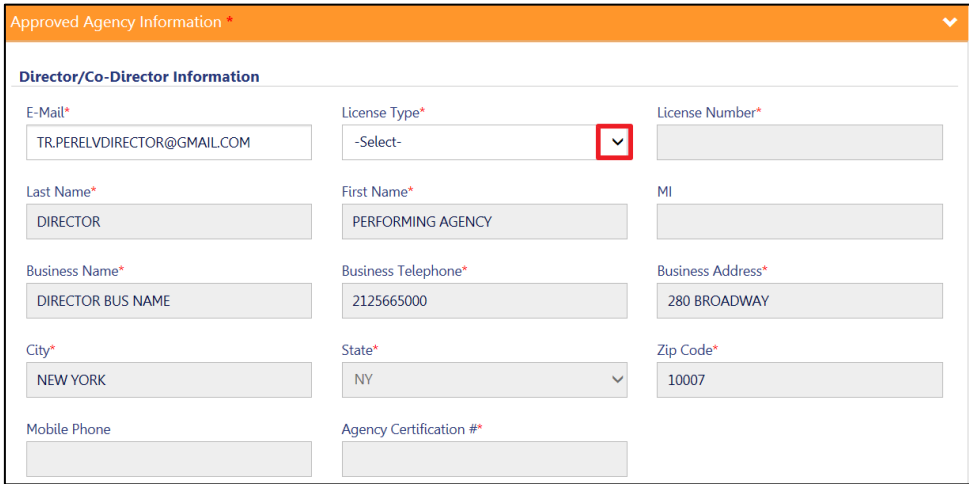| Step	Action
5.	Click **Search**.
(i)	**Note** **Address:** If searching by Address, and there are no devices associated with the address entered, a Notification pop-up window displays with the following message, "No devices found at this address. Please enter a valid address." **Device:** If searching by Device, and there are no devices found with the device number entered, a Navigation pop-up window displays with the following message, "No devices found. Please enter a valid Device ID." **BIN:** If searching by BIN, and there are no devices associated with the BIN Number entered, a Navigation pop-up window displays with the following message, "No devices found for this BIN. Please enter a valid BIN." Click **OK** to close the Notification pop-up window.
🖥	The Device Search Results pop-up window displays.

Step	Action
6.	Click the plus sign icon above each Device Details for each device being inspected. Device ID : **1P1580** Device Type : **Elevator** Device Status : **Active** PVT Inspection Date* Inspection Start Time* Inspection End Time* Device Details ❯
🖥	A check-mark indicates that the device has been selected, and the Inspection Date field(s) is active. Device ID : **1E20431** Device Type : **Escalator** Device Status : **Active** PVT Inspection Date* Inspection Start Time* Inspection End Time* Device Details ❯
7.	Enter the following: • **PVT Inspection Date** (Month, Date, and Year). • **Inspection Start Time**. • **Inspection End Time**. Device ID : **1P1580** Device Type : **Elevator** Device Status : **Active** PVT Inspection Date* Inspection Start Time* Inspection End Time* Device Details ❯
ℹ	**Note** Repeat Steps 5 and 6 for each device being inspected.
8.	Click **Add** in the lower right hand corner of the page. Depending on the number of items displayed, it may be necessary to scroll down the page in order to see the **Add** button. Device ID : **1P1580** Device Type : **Elevator** Device Status : **Active** PVT Inspection Date* **07/16/2018** Inspection Start Time* **10:45 AM** Inspection End Time* **6:45 AM** Device Details ❯ ‹ 1 to 6 of 15 records. › **Total Records Selected: 1** Add Cancel

Step	Action
9.	A Notification pop-up window displays with the following message: "1 device has been successfully added to the Inspection/Test". Click **OK** to close the Notification pop-up window.
	 Notification ✕ 1 device has been successfully added to the Inspection/Test Report [OK]
🖥	The device(s) displays in the Device List section with the following details: ■ Device ID ■ Device Type ■ Inspection Type ■ Inspection Date ■ Action The Device ID is a combination of the Borough, Device Type and Serial Number. (e.g., **1P1580**).
	Device List ⁎ **List of devices selected:** | Device ID	Device Type	Inspection Type	PVT Inspection Date	Actions
1P1580	Elevator	Periodic Inspection	07/16/2018	✎ 🗑	
ⓘ	**Note** Users may add up to five (5) devices per PVT Report; each device will generate a unique report. Applicant cannot modify data that is auto-populated from BIS.

Step	Action
🖥️	**Location Information** and **Owner Information** auto populates from eFiling and BIS based on Device ID, and is read only.

Location Information *

House No(s)*	Street Name*	Zip Code*
280	BROADWAY	10007

Borough*	Block*	Lot*
MANHATTAN	153	1

BIN*

1079215

Owner Information *

Name	Corporation Name	Street
DCAS		1 CENTRE St. Rm. 2000N

City

NEW YORK NY 10007-1604

10.	Enter the Approved Agency, Director/Co-Director E-Mail address, created as part of eFiling Registration.

Approved Agency Information *

Director/Co-Director Information

E-Mail*	License Type*	License Number*
Please enter email address	-Select-	

Last Name*	First Name*	MI

Business Name*	Business Telephone*	Business Address*

City*	State*	Zip Code*

Mobile Phone	Agency Certification #*	
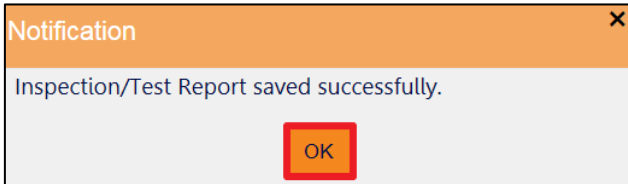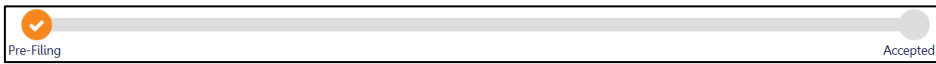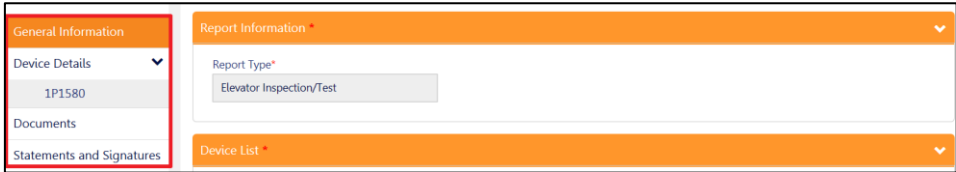
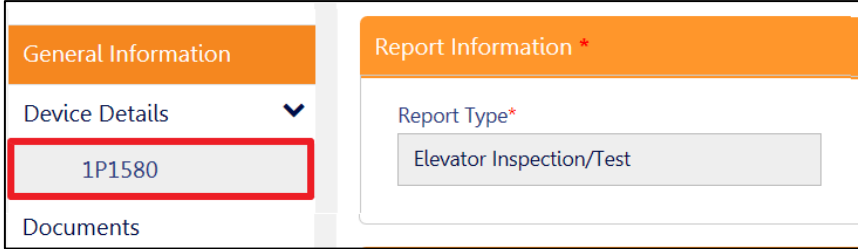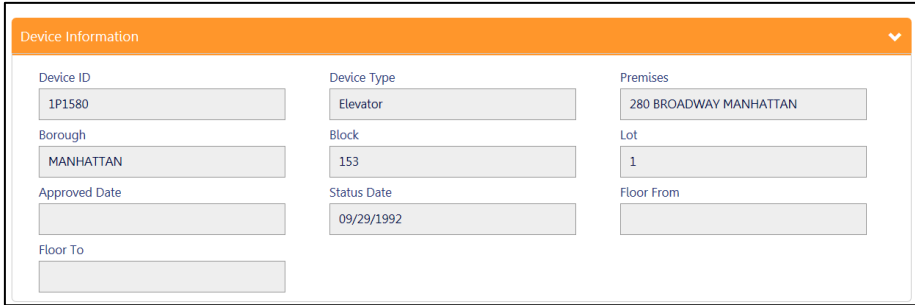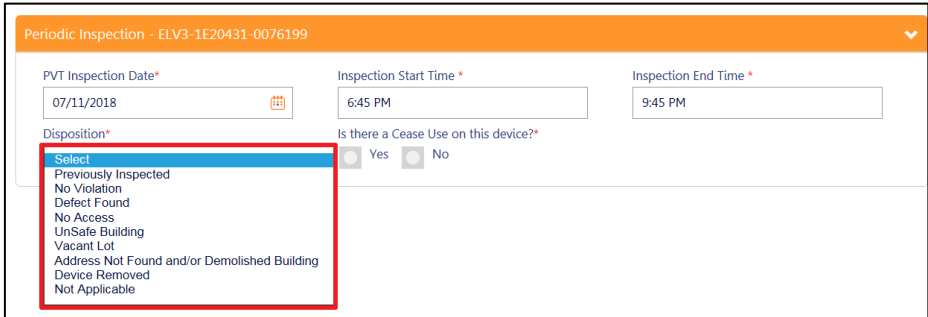| Step	Action
11.	The registered E-Mail address displays in blue beneath the E-Mail field. Select the Blue email address.
	All fields, except License Type, License Number and Agency Certification # auto – populate from eFiling.
12.	Select the **License Type** from the drop-down list (e.g., **PVT Director**).

Step	Action
🖥️	License Number and Agency Certification # auto-populate.

Director/Co-Director Information

E-Mail*
ELVPVTDIRECTOR@GMAIL.COM

License Type*
PVT Director

License Number*
PD - 000001

Last Name*
DIRECTOR

First Name*
PVT

MI

Business Name*
DOB PVT

Business Telephone*
2125665000

Business Address*
280 BROADWAY

City*
NEW YORK

State*
NY

Zip Code*
10007

Mobile Phone

Agency Certification #*
9052

| 13. | Under the Inspector Information section of the page, Enter the Inspector eFiling E-Mail address. |

Inspector Information

E-Mail*
Please enter email address

License Type*
-Select-

License Number*

Last Name*

First Name*

MI

Business Name*

Business Telephone*

Business Address*

City*

State*

Zip Code*

Mobile Phone

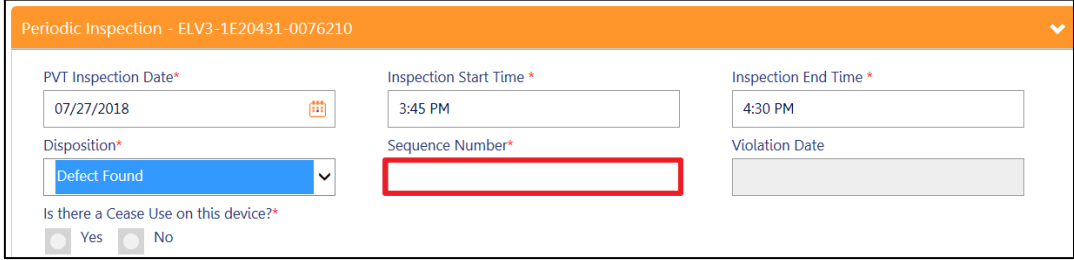| Step	Action
🖥️	All fields, except License Type, License Number and Agency Certification # auto – populate from eFiling.
14.	Select the **License Type** from the drop-down list (e.g., **PVT Inspector**).
🖥️	License Number and Agency Certification # auto-populate, and are read only.

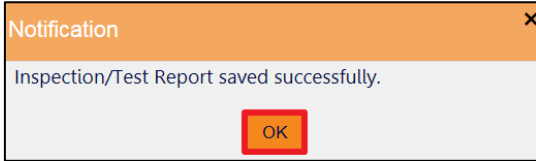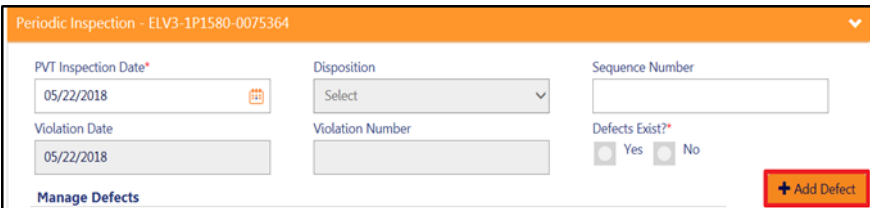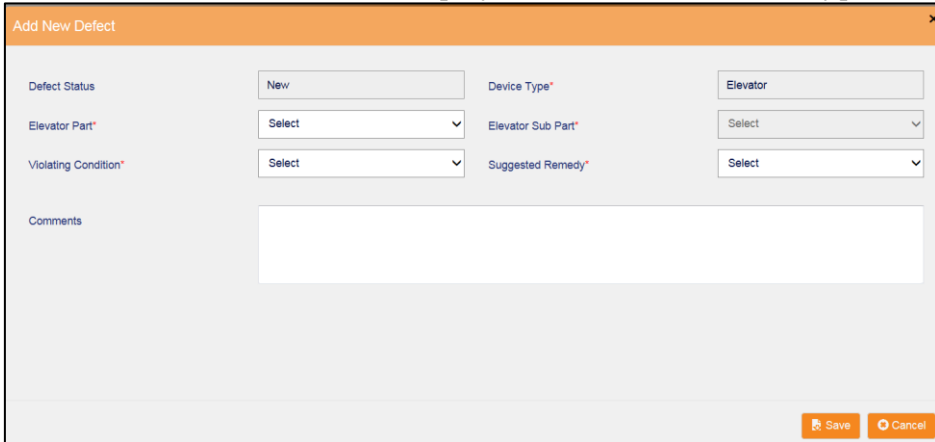| Step	Action
15.	Click **Save** in the upper right corner of the page. ![Save button]
16.	A Notification pop-up window displays with the following message: "Test Report saved successfully". Click OK to close Notification pop-up window. **Notification** ✕ Inspection/Test Report saved successfully. OK
🖥️	A **Test Inspection Report** filing number is generated. ⭐ **INSPECTION/TEST REPORT : ELV3-M000002728**
🖥️	From the top of the page, the Status Bar displays, showing the status of the filing (e.g., Pre-Filing). ✓ Pre-Filing ———————————————— Accepted
ℹ️	Under the General Information tab, on the left side of the page, additional tabs display: ☐ Device Details ☐ Documents ☐ Statements and Signatures General Information / Device Details / 1P1580 / Documents / Statements and Signatures / Report Information * / Report Type* / Elevator Inspection/Test / Device List *
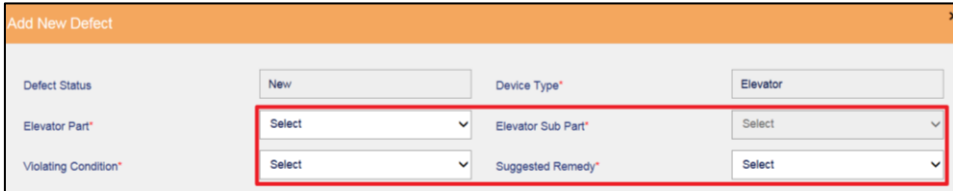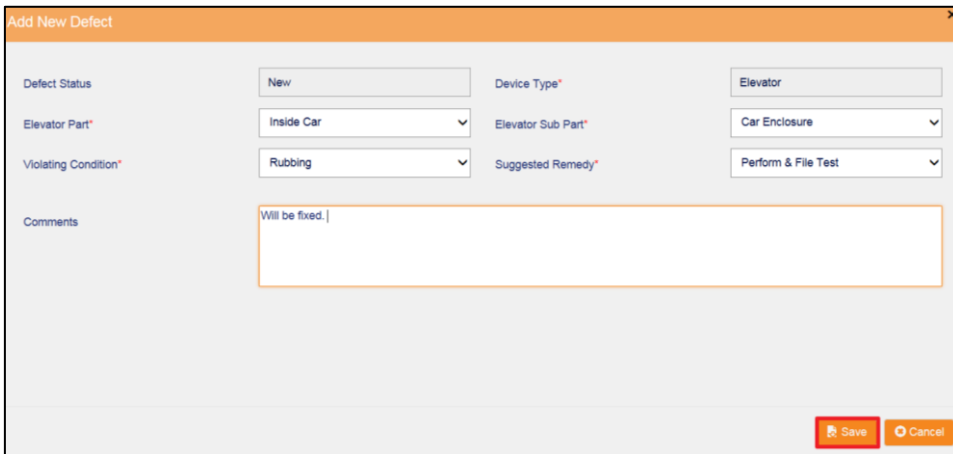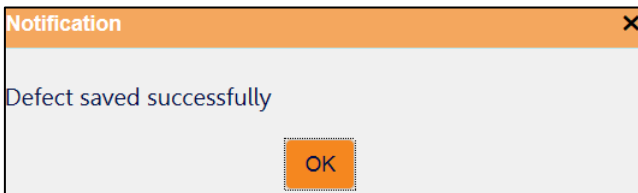
Step	Action
17.	Click Device Detail number (e.g., **1P1580**) **General Information** Device Details ⌄ [1P1580] Documents **Report Information** * Report Type* Elevator Inspection/Test
🖥	The Device Information section and the Periodic Inspection sections of the report display; the majority of both sections of the report auto-populate. **Device Information** ⌄ Device ID: 1P1580 Device Type: Elevator Premises: 280 BROADWAY MANHATTAN Borough: MANHATTAN Block: 153 Lot: 1 Approved Date: [ ] Status Date: 09/29/1992 Floor From: [ ] Floor To: [ ]
18.	Under the Periodic Inspection section of the Report, Click the **Disposition** (e.g., **Defect Found**). **Periodic Inspection - ELV3-1E20431-0076199** ⌄ PVT Inspection Date*: 07/11/2018 Inspection Start Time *: 6:45 PM Inspection End Time *: 9:45 PM Disposition*: Select Previously Inspected No Violation Defect Found No Access UnSafe Building Vacant Lot Address Not Found and/or Demolished Building Device Removed Not Applicable Is there a Cease Use on this device?* ○ Yes ○ No
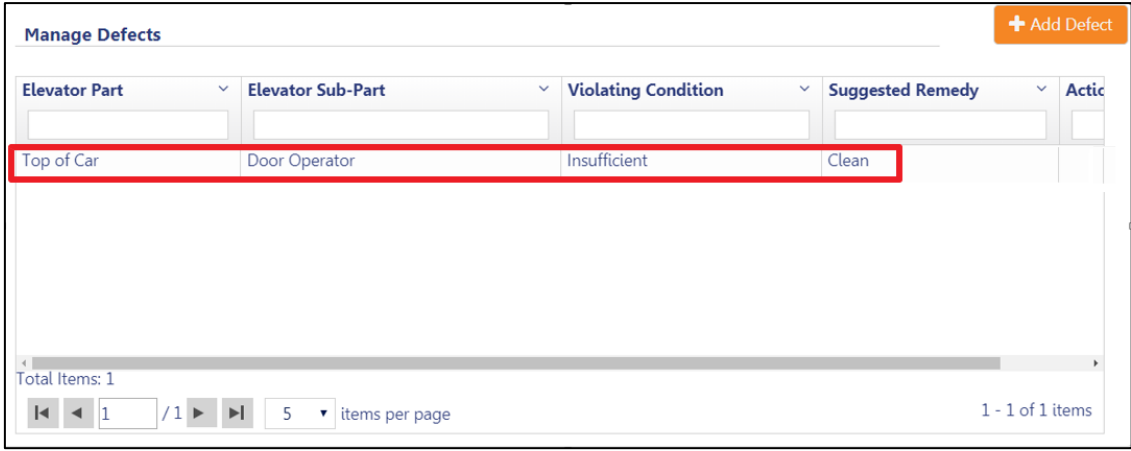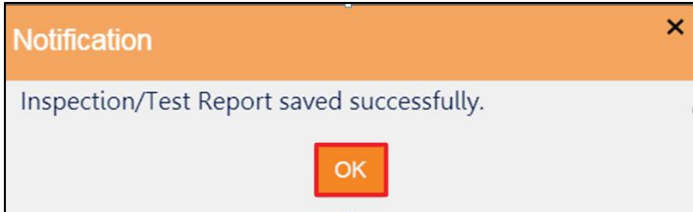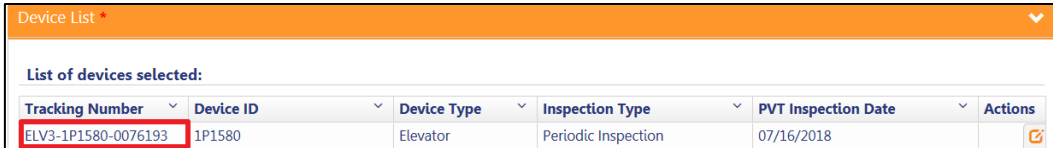
Step	Action
19.	The Periodic Inspection section expands to capture **Sequence Number**. Enter **Sequence Number**.
20.	**Note** **Sequence Number** is the 6 digit PVT number.
21.	If a user selects "Yes" to "**Is there a Cease Use on this device?**" the user must also answer if there is an "**Alternative Device in Service**". Select the applicable radio button for Alternate Device in Service.
22.	Click **Save** at the upper right corner.

Step	Action
23.	A Notification pop-up window displays with the following message, "Inspection/Test Report saved successfully". Click **OK.** **Notification** ✕ Inspection/Test Report saved successfully. [OK]
24.	In Periodic Inspection, click **+Add Defect**. **Periodic Inspection - ELV3-1P1580-0075364** ⌄ PVT Inspection Date* 05/22/2018 Disposition Select Sequence Number Violation Date 05/22/2018 Violation Number Defects Exist?* ○ Yes ○ No **Manage Defects** **+ Add Defect**
🖥	The Add New Defect window displays; Defect Status, Device Type is auto populated. **Add New Defect** ✕ Defect Status New Device Type* Elevator Elevator Part* Select Elevator Sub Part* Select Violating Condition* Select Suggested Remedy* Select Comments [Save] [Cancel]

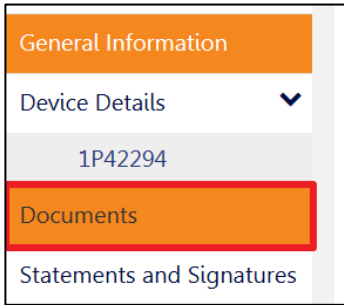| Step	Action
25.	Select each of the following required fields from the drop down lists: ☐ **Elevator Part** (e.g., **Inside Car**) ☐ **Elevator Sub Part** (e.g., **Car Enclosure**) ☐ **Violating Condition** (e.g., **Rubbing**) ☐ **Suggested Remedy** (e.g., **Perform and File Test**)
26.	If applicable, enter **Comments**.
27.	Click **Save**.
28.	A pop-up window is displayed with the message: "Defect saved successfully". Click **OK**, to close the Notification pop-up window.

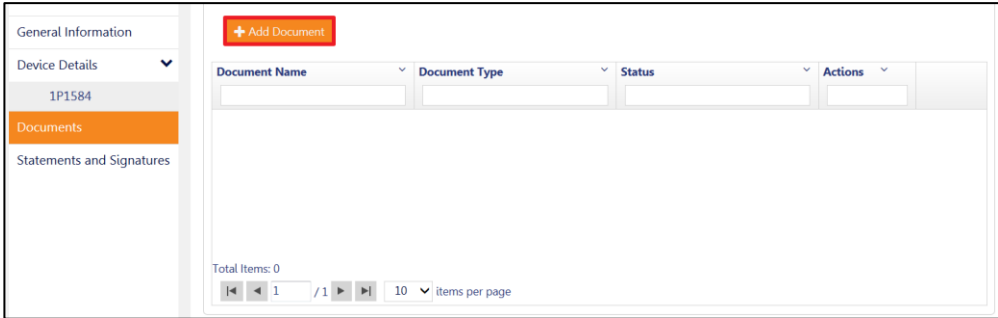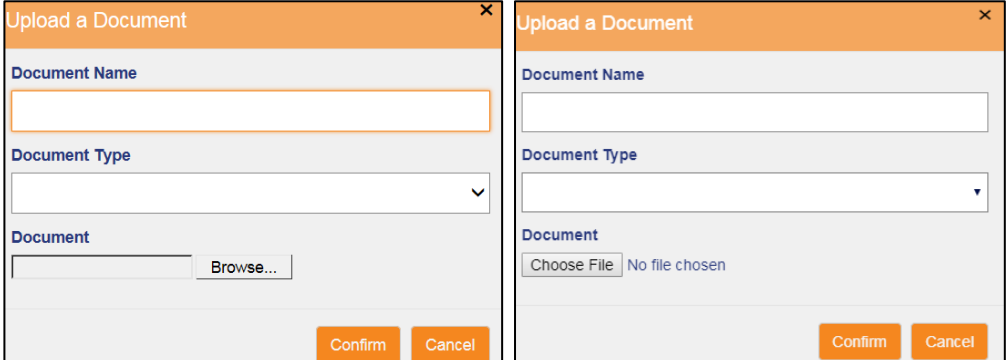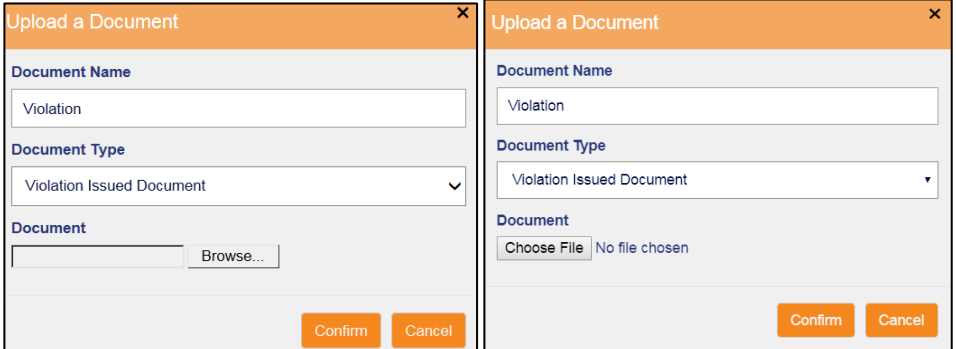| Step	Action
🖥️	Under the Manage Defects section of the page, the Defect is saved. **Manage Defects** ➕ Add Defect 	Elevator Part ˅	Elevator Sub-Part ˅	Violating Condition ˅	Suggested Remedy ˅	Actio
---	---	---	---	---
Top of Car	Door Operator	Insufficient	Clean		 Total Items: 1 ⏮ ◀ 1 / 1 ▶ ⏭ 5 ▾ items per page 1 - 1 of 1 items
ℹ️	**Note** Repeat Steps 17 -28 for each device being inspected.
29.	A Notification pop up window is displayed "Inspection/Test Report saved successfully." Click **OK** to close the Notification pop-up window. **Notification** ✕ Inspection/Test Report saved successfully. OK
🖥️	▪ The Device ID is a combination of the Borough, Device Type and Serial Number. Ex: 1F8011 D- Indicates the device type. ▪ "D" indicates the device is a Dumbwaiter ▪ 0986132 - Indicates the serial number assigned to the device. ▪ Each device is saved as a separate record on the dashboard, and each record has Tracking Number. #. **Device List** * List of devices selected: | Tracking Number ˅	Device ID ˅	Device Type ˅	Inspection Type ˅	PVT Inspection Date ˅	Actions
---	---	---	---	---	---
ELV3-1P1580-0076193	1P1580	Elevator	Periodic Inspection	07/16/2018	☑	

Step	Action

You have successfully completed the Create a Periodic Inspection/Test Report (ELV3) for PVT or QC Step-By-Step Guide; continue to the **Upload Required Documents** Step-By-Step Guide.
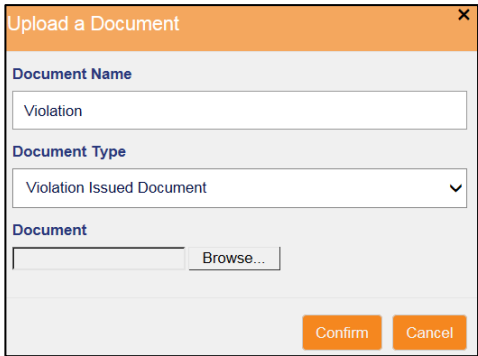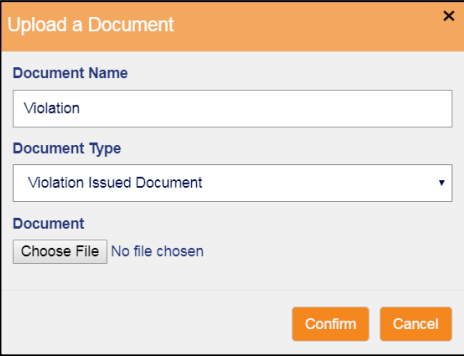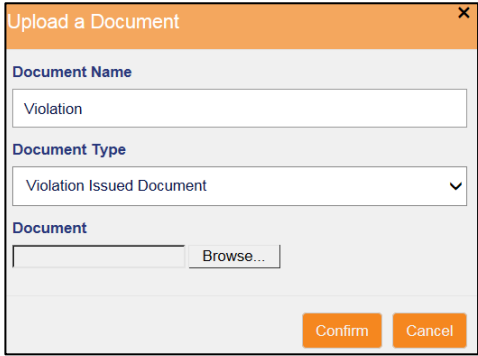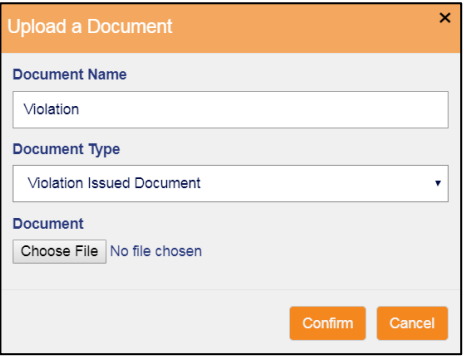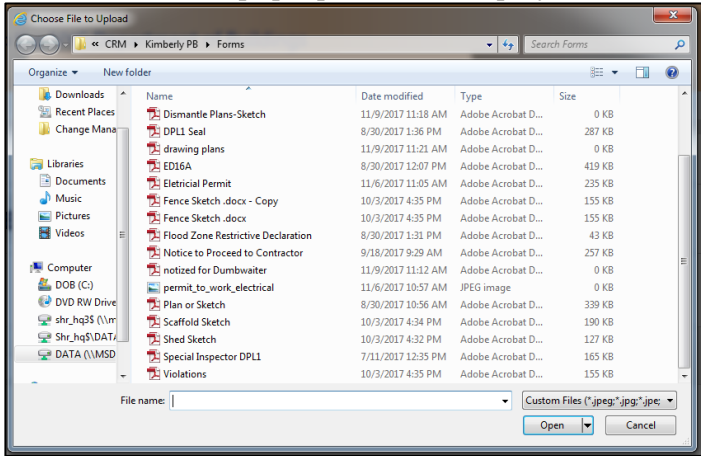
Upload Required Documents

Complete the following steps to upload required document(s) to a Job Filing in DOB NOW Safety: Elevator
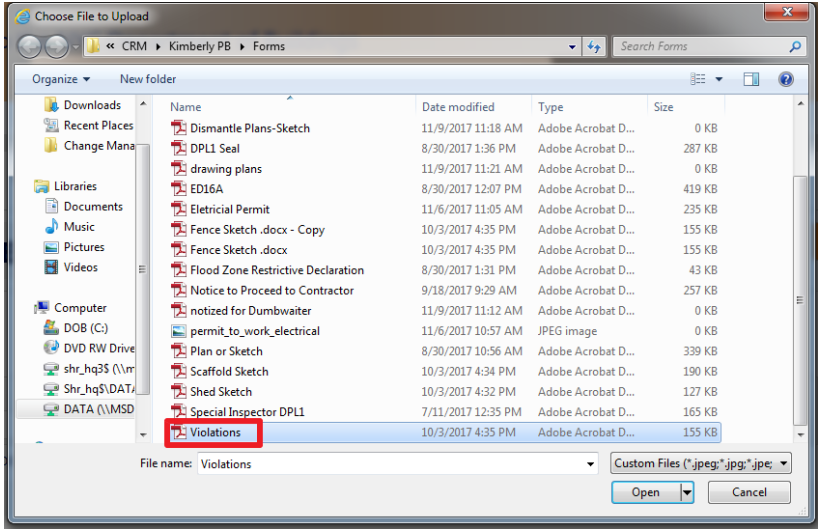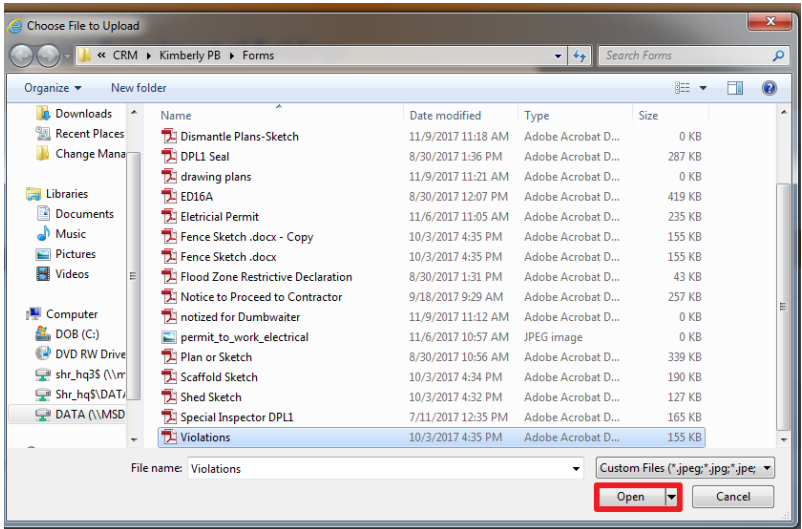
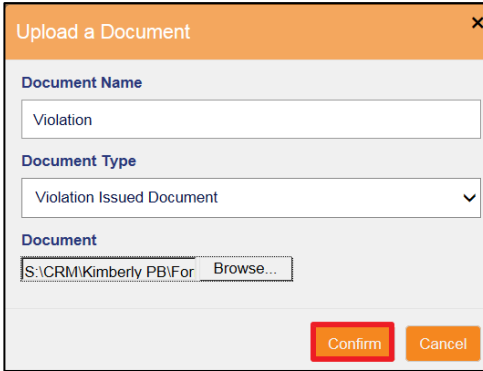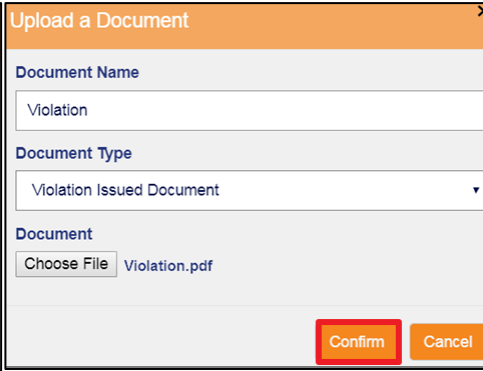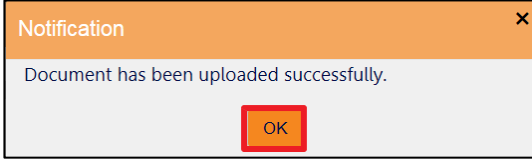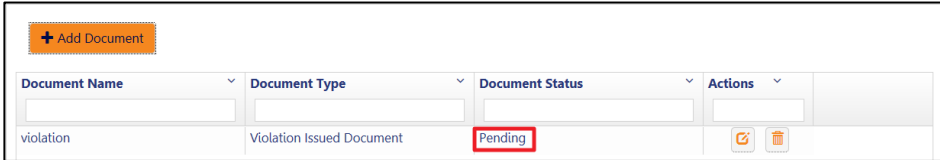| Step	Action
ⓘ	**Note** As part of a Periodic Inspection, DOB NOW generates a list of required documents that must be submitted as part of the filing **Disposition** determines if a document is required, or not. Documents are **optional** for the following Dispositions: - No Violation - Device Removed. Documents are **required** for the following Dispositions: - No Access - Unsafe Buildings - Vacant Lots - Address Not Found - Demolish Buildings - Defect found with a Cease Use
1.	Click the **Documents** tab. General Information Device Details 1P42294 Documents Statements and Signatures

Step	Action
2.	Click **+Add Document**.
3.	The Upload a Document pop-up window displays. Internet Explorer or Chrome.
4.	Enter the **Document Name**.

Step	Action
5.	Select the **Document Type** (e.g., **Violation Issued Document**).
6.	Click **Browse** or **Choose File** to select the document.
🖥	The **File Explorer** pop-up window displays.
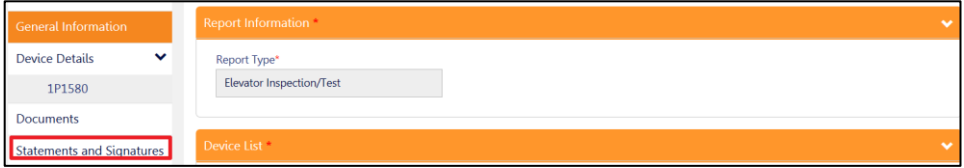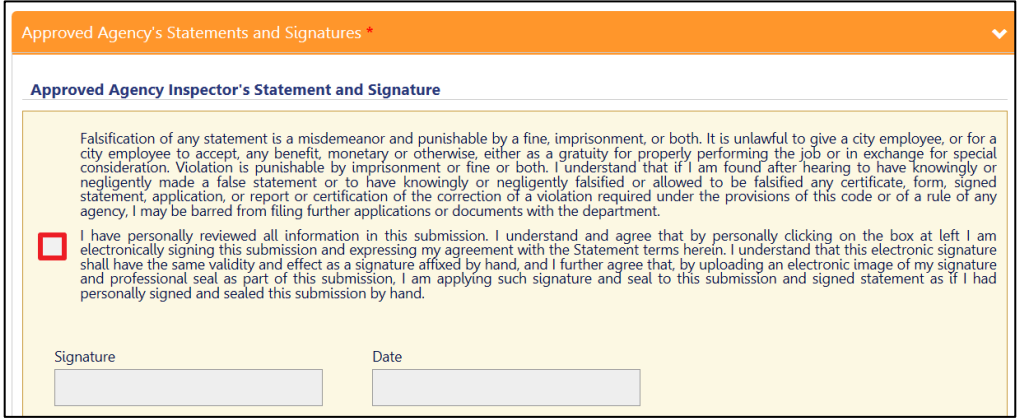
Step	Action
7.	Locate and select the **Name** of the file.
8.	Click **Open** to attach the document.
	The **Upload a Document** pop-up window displays with the **File Path** displayed in the Document field to the left of the Browse button.

Step	Action
9.	Click **Confirm**.
10.	A Notification pop-up window displays with the message, "Document has been uploaded successfully". Click **OK** to close the Notification pop-up window.
	The Document Status updates to **Pending**.
	Note Repeat Steps 1 -10 for each for each document required.
	You have successfully completed the Upload Required Documents Step-By-Step Guide; continue to the **Complete Statements and Signature** Step-By-Step Guide.

Complete Statements and Signatures

Follow the below steps to complete the Applicant's Statements and Signatures:

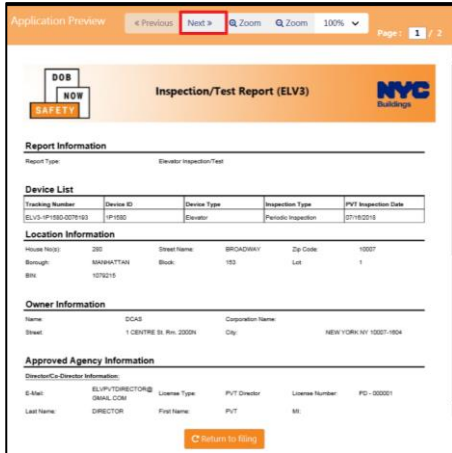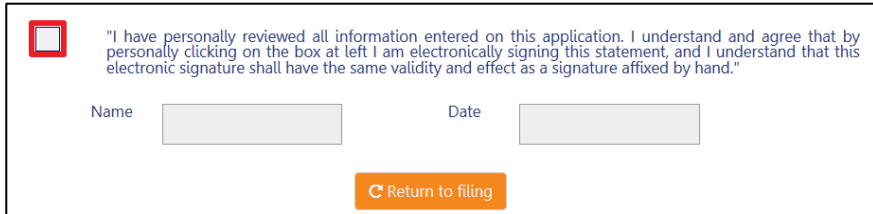| Step	Action
ⓘ	**Note** All Applicants associated with the filing must login to DOB NOW: Safety Elevator using their registered eFiling email address to search for the associated filing and complete the attestation. Attestations must be completed in the following order: - Approved Agency Inspector - Approved Agency Director/Co-Director
1.	Select **Statements & Signatures** tab.
2.	Select the **Approved Agency's Inspector Statement and Signature** checkbox.
🖥️	The Signature and Date auto-populate.
ⓘ	**Note** The Approved Agency Inspector can only enter data or make updates prior to the Approved Agency Director attestation.
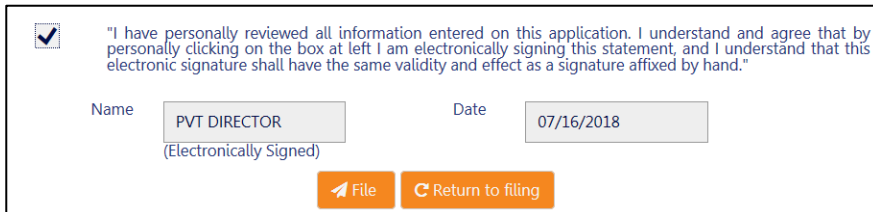
Step	Action
ⓘ	**Note** **Approved Agency Director** can only attest after the Approved Agency Inspector's attestation.
	Select the **Checkbox** for **Approved Agency's Director/Co-Director** Statement and Signature**.** **Approved Agency Director/Co-Director's Statement and Signature** As a Director of the Approved Elevator Inspecting Agency listed in this submission, I attest that someone under my supervision has inspected/tested the elevator(s) described in this submission in accordance with the requirements of the NYC Administrative Code and other applicable laws, rules and bulletins. The results of these inspections/tests are indicated in this submission, and a copy of a final report of such inspections/tests has been provided to the owner. Falsification of any statement is a misdemeanor and is punishable by a fine or imprisonment, or both. It is unlawful to give to a city employee, or for a city employee to accept any benefit, monetary or otherwise, either as a gratuity for properly performing the job or in exchange for special consideration. Violation is punishable by imprisonment or fine or both. ☐ I have personally reviewed all the information in this submission. I understand and agree that by personally clicking on the checkbox at left I am electronically signing this submission and expressing my agreement with the Statement terms herein. I understand that this electronic signature shall have the same validity and effect as a signature affixed by hand. Signature Date
4.	Click **Save.** 💾 Save
5.	A Notification pop-up window displays with the message," Inspection/Test Report saved successfully. " Click **OK** to close the Notification pop-up window. Notification ✕ Inspection/Test Report saved successfully. OK
	You have completed the Statement and Signature Step-By-Step Guide; continue to the **Preview to File** Step-By-Step Guide.

Preview to File
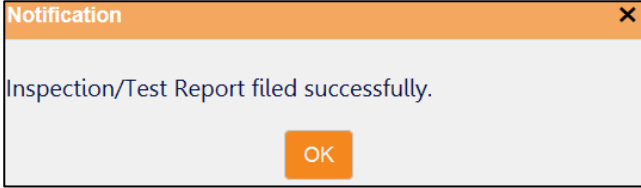
Step	Action
(i)	**Note** All Attestations must be completed. Only the Approved Agency **Director/Co-Director** has permission to click **Submit**. **Note** All Applicants associated to Test Notification (Approved Agency Director/Co-Director) will receive an email notification once test notification is submitted to DOB.
1.	Click **Submit.** ⭐ **INSPECTION/TEST REPORT : ELV3-M000004389** ⓘ 💾 Save 📄 Submit
🖥️	The Application Preview PDF displays.

Step	Action
2.	Click **Next** to read and progress through the **Application Preview**.
	Note If you discover errors when you Preview File, click Return to Filing, correct the errors, complete the attestations and complete Preview to File again.
3.	On the last page of the Preview / PDF file, select the check-box to attest that you have reviewed the Application.
4.	Click **File.**

Step	Action
5.	A Notification pop-up window displays with the message: "Inspection/Test Report filed successfully." Click **OK** to close the Notification pop-up window. **Notification** ✕ Inspection/Test Report filed successfully. OK
6.	The status bar updates to Accepted with Defects. ✔ Pre-Filing ──────────────────── ✔ Accepted with Defects
ⓘ	**Note** Filings with no Defects, the status bar updates to Accepted. ✔ Pre-Filing ──────────────────── ✔ Accepted
ⓘ	**Note** All Applicants associated with the Inspection/Test Report will receive an email notification once the Inspection/Test Report is submitted to DOB.

You have successfully completed the Preview to File Step-By-Step Guide. This concludes the Periodic/Test Report (ELV3) PVT or QC Step-By-Step Guides.