



Elevator Contractor Information For Elevator Annual Inspections

Construction Code Services
250 South 4th Street, Room 300
Minneapolis, MN 55415

Safety Test Notices & Forms

- Effective October 3, 2011 all safety tests must be completed on the updated safety test form. A copy of the new form is included and a copy can be found at http://www.minneapolismn.gov/ccs_elevators The City of Minneapolis no longer requires the contractor to submit a copy of the safety test to the office. Building owners/managers are required to maintain current copies of all safety tests on site in the machine room.

Permit Applications

- Permit applications must be submitted on the most current form. A copy of this form is included and a copy can be found on the city website listed above.
- The City of Minneapolis no longer references elevator devices by the CID number. All units have been assigned a new ELEV number that is five digits long and begins with a 7XXXX. The ELEV number should be referenced on the application. Please update your records.

Compliance Plans

- The compliance schedule for the cylinder bulkhead, door restrictor and fire service elevator requirements in the elevator code must identify the specific compliance items included in the schedule, include the specifics about the work being performed and an acceptable timeline for completion of each item. The compliance schedule must also include conditions or actions that provide mitigation of the risks for each compliance item. The compliance schedule must include conditions and/or actions that will justify the department's approval of the owner's schedule for compliance beyond the Dec. 30, 2011 deadline.
- If the elevator in question does not require fire service or cylinder bulkhead updating, a compliance plan will not be considered for other code deficient items listed and must be completed the date specified on the report.
- The following are examples of conditions or actions in place, individually or in combination, during the interim period that may be used to justify acceptance of a compliance schedule related to the safety bulkhead and fire service. Each item listed should include the short term mitigation and the date for completion.

Safety Bulkhead:

- Increase the frequency of pressure tests
- Have interim test witnessed by the department inspectors
- Monitor the oil levels every 2 weeks and submit the oil log monthly to the Department with the stipulation at any oil loss attributed to the cylinder will result in the elevator being removed from service immediately

Fire Service:

- In buildings occupied 24/7, provide a documented fire emergency plan that includes removing the elevators from service
- Install an alarm system
- Provide "In Case of Fire" signage at the elevator entrances directing individuals to not use in the event of fire
- Include any pertinent information about the type of contraction to occupants regarding the hazards of using elevators in the case of a fire