



ELEVATOR ANNUAL INSPECTION PROGRAM

Important Information for Owners/Management Companies

Elevators and related devices are required by state statute to be inspected annually. A city inspector will contact you to set up the inspection appointment. Please make sure the following items are available, and that all required documentation is up-to-date to enable the inspector to complete the inspection in a timely manner:

- Please be sure all keys are available when the inspector arrives.
- Be sure that the registration card is installed in each cab and the identification floor plan is up-to-date and available to the inspector upon request.
- Oil Usage Log in a notarized statement.
- Maintenance Log-documenting maintenance, examinations, repairs, call backs and firefighter's service operations.
- Fire Service testing logs
- Safety check reports. These no longer need to be filed with the City of Minneapolis but are required to be kept onsite. You need to be able to provide, upon inspector request, a current 12 month safety test, 60 month test, or gap test, (if applicable for that device).

After the inspection, if corrections are needed, you will be mailed a list of repair items in an RFS order.

- Give a copy of the RFS order to your licensed contractor who will need to complete all the repairs except for the Compliance Plan per MSBC 1307.0090subp.7 (B). You as owner are responsible to get the Compliance Plan information to the inspector.
- If you have questions, call your inspector and have the RFS number available, along with the elevator number.
- If you are required to submit forms, etc. fax or email them to the elevator inspector whose name is on the orders.

Important Information for Contractors

When applying for an elevator permit, be sure to indicate it is for Annual Inspection repairs. (If pulling a permit for other than annual inspection repairs, please check the appropriate box on the application)

- Enter the RFS number and the elevator number from the orders you receive from the owner.
- You will be responsible for all the repairs that are on the orders, except for the Compliance Plan per MSBC 1307.0090subp.7 (B).
- If required to submit forms, etc. fax or email them to the elevator inspector whose name is on the orders
- Call the inspector when all work is complete to set-up the re-inspection.