



STATE OF WISCONSIN

Department of Safety and Professional Services
1400 E Washington Ave.
Madison WI 53703

INDUSTRY SERVICES DIVISION
Elevator (Conveyance) Safety Program
141 NW Barstow St, 4th Floor
Waukesha, WI. 53188-3789

Email: dsps@wisconsin.gov
Web: <http://dsps.wi.gov>

Governor Scott Walker Secretary Dave Ross

Voice: 262 521-5444 • FAX: 262 548-8614 • TTY: 608 267-2416

**Information for Owners of Elevators and
Other Conveyances Serving Commercial Buildings**

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INTRODUCTION

This article is a summary of owner's responsibilities regarding conveyances serving commercial buildings in the State of Wisconsin.

Since 1914, the State of Wisconsin, Department of Safety and Professional Services (DPS), Industry Services Division and its predecessor agencies have regulated elevators and other conveyances serving commercial buildings in an effort to provide for the safety of passengers and users of buildings and sites.

Commercial buildings include public buildings, places of employment, places of worship and fraternal organizations. The common areas of multi-family residential buildings containing owner-occupied dwelling units (condominiums) are also covered by state codes for commercial buildings.

Conveyances serving commercial buildings include elevators, escalators, moving walks, dumbwaiters, Type B material lifts, vertical and inclined platform lifts and stairway chair lifts.

The term "elevators" includes passenger elevators, freight elevators, limited use/limited application (LULA) elevators, inclined elevators (usually outdoors on sloped sites), power sidewalk elevators, stage and orchestra elevators, rooftop elevators and special purpose personnel elevators. This also includes private residence elevators permitted to be installed in limited types of commercial buildings between September 1, 1988 and July 1, 2002 and permitted to be installed in commercial buildings to serve a single dwelling, by petition for variance for demonstration purposes or under other special circumstances.

Current Wisconsin Codes

Current Wisconsin DSPS codes are available at no cost through the DSPS web site at www.dsps.wi.gov. Select Rules and Regulations, then Wisconsin Administrative Code, then Administrative Code (Updated Monthly), then scroll down and select "SPS". Finally, select the SPS code. These are commonly referred to for elevators and other conveyances.

SPS 302, Fee Schedule:

https://docs.legis.wisconsin.gov/code/admin_code/sps/safety_and_buildings_and_environment/301_319/302.pdf

SPS 305, Licenses, Certifications and Registrations:

https://docs.legis.wisconsin.gov/code/admin_code/sps/safety_and_buildings_and_environment/301_319/305.pdf

SPS 318, Elevators, Escalators and Lift Devices:

https://docs.legis.wisconsin.gov/code/admin_code/sps/safety_and_buildings_and_environment/301_319/318.pdf

SPS 361-366, Commercial Building Code. <http://dsps.wi.gov/Default.aspx?Page=80b145e2-4b29-46f9-a7aa-047009b0342f>

Adoption of National Standards

Most codes administered by DSPS adopt a national standard. At this time, SPS 318 adopts the following national standards for conveyances. See **SPS 318.1005**.

ASME A17.1 (2013 edition) Safety Code for Elevators and Escalators

ASME A18.1 (2011 edition) Safety Standard for Platform Lifts and Stairway Chairlifts

Other codes important to conveyances adopted through other state codes or as secondary references include the following:

ASME A17.6 (2010 edition) Standard for Elevator Suspension, Compensation and Governor Systems

ASME A17.7 (2007 edition) Performance-Based Safety Code for Elevators and Escalators

NFPA 13 (2007 edition) Automatic Sprinkler Systems

NFPA 72 (2007 edition) National Fire Alarm Code

Effective Date of Codes

In general, the conveyance code in effect when the original installation contract was signed between the owner and the conveyance contractor is the code to be applied for the life of the conveyance. For example an elevator with the installation contract signed on February 28, 1985 will be inspected to the November 1984 state code and the 1981 edition of ASME A17.1 adopted by the state code at that time.

Components of a conveyance that have been replaced, repaired or altered after the initial installation will have contract dates that differ from the original installation contract date. For example, if the 1985 elevator had firefighters emergency operation contracted to be installed in 2005, the firefighters emergency operation system would be inspected each year to the 2005 code requirements. Parts of the elevator not altered in 2005 would continue to be inspected to the codes in effect on their contract date. This allows improvements to be made to a conveyance without requiring upgrading un-related components at the same time. See **SPS 318.1004(9)**.

Current codes that are retroactive for existing conveyances are generally limited to maintenance, repair, replacements, alterations, tests and inspections in **A17.1, Part 8**.

LICENSING OF CONTRACTORS AND PERSONNEL

For new installations and changes to existing conveyances listed in **SPS 318.1007, Tables 1 – 4** an application for plan review must be submitted by a licensed elevator contractor or by a properly- licensed individual employed directly by the owner to perform limited work only on the conveyances of that owner. An owner employing such an individual is not required to become a licensed elevator contractor. See **SPS 305.9905(1)(a) and (b)**.

Individuals having a license of a type in 1 through 5 below may erect, construct, alter, replace, repair, maintain, test, remove or dismantle any type of conveyance. See **SPS 305.991(1)(a)**:

1. licensed elevator mechanic.
2. licensed elevator mechanic–restricted.
3. registered elevator apprentice.
4. registered elevator apprentice–restricted.
5. registered elevator helper.

6. licensed lift mechanic.
7. registered lift apprentice.
8. registered lift helper.

Individuals having a license of a type in 6 through 8 may only erect, construct, alter, replace, maintain, repair, remove or dismantle vertical platform lifts, inclined platform lifts, stairway chair lifts, LULA elevators, residential elevators, residential inclined elevators, and dumbwaiters. They may *not* perform those tasks related to full-size commercial type elevators, escalators or moving walks. See **SPS 305.991(1)(c)**.

SERVICE, MAINTENANCE AND TESTS BY OWNER

NOTE: Working near conveyance equipment can be extremely dangerous! Knowledge of the equipment is necessary to avoid crushing, fall, electric shock and other hazards!

In a Machine room, Hoistway or Pit

An owner or other non-licensed individual authorized by the owner may access elevator machine rooms and hoistways for the purpose of cleaning, changing lamps and servicing, repairing or testing building components. Such personnel must be trained to do so safely. See this article on the Elevators and Conveyances web page regarding safe access to hoistways:

<http://dsps.wi.gov/Documents/Industry%20Services/Forms/Elevator/Accessing%20Hoistways.pdf>

If properly trained, an owner or authorized individual may perform quarterly checks of oil level for hydraulic elevators. See SPS 318.1708(2)(g). Unexplained loss of oil must be addressed immediately by licensed elevator personnel. See **A17.1, 8.6.5.7**.

Inside an Elevator Car

If properly trained, an owner or authorized individual may perform quarterly checks of elevator firefighters emergency operation system components. Deficiencies in firefighters emergency operation must be addressed immediately by licensed elevator personnel. See **SPS 318.1708(2)(k)**.

An owner or authorized individual may install interior finishes inside an elevator car, provided the work:

- 1). is performed entirely inside the car.

2). is limited to finish surfaces of the walls, floor and ceiling. Materials exposed to the interior of an elevator must meet requirements for smoke development, flame spread rating and other requirements. See **A17.1, 2.14.2.**

3). does not involve equipment necessary for the elevator to be operational such as the car operating panel, and

4). does not result in an increase or decrease of more than 5% in the sum of the elevator car dead load plus its rated load. See **SPS Table 318.1007-1, Item 11.**

An owner or authorized individual may change lamps within a conveyance for conveyance illumination. See **SPS 305.991(2)(b)2.**

ON-SITE DOCUMENTATION

Maintenance Control Program

Effective Sept. 1, 2014, the owner must receive a maintenance control program (MCP) from the conveyance contractor for new installation of an elevator, escalator, moving walk, dumbwaiter or Type B material lift. For alterations to an existing conveyance of one of these types, an MCP must be provided for the altered components. An MCP is not required for platform lifts or stairway chair lifts. Where required, the MCP must provide manufacturer's recommendations for examinations, tests, cleaning, lubrication and adjustments of components based on equipment age, condition, wear, design, quality, environmental conditions. See **A17.1, 8.6.1.2.1** and a sample MCP in non-mandatory **Appendix Y.**

Maintenance Records

On-site maintenance records include records of alterations, repairs and replacements, records of oil usage and records of tests of firefighters emergency operation required. See **SPS 318.1708(2)(k)1** and **A17.1, 8.6.1.4.1.**

Maintenance records shall be retained for the most recent 5 years however an owner may choose to retain the records for a longer period of time. See **SPS 318.1708(2)(b)5.** Maintenance records are to remain with the conveyance if ownership of the building or site changes.

Written Procedures

Written procedures are required for cleaning of elevator car and hoistway transparent enclosures, emergency evacuation procedures for elevators, operating instructions for means to prevent elevator car movement specified in A17.1, 2.7.5.1.1 or 2.7.5.2.1, egress and reentry procedure using the car top exit or hoistway landing door specified in A17.1, 2.7.5.1.3 and 2.7.5.2.3, operating instructions for retractable platforms and startup procedures for escalators and moving walks. These written procedures will not be evaluated as part of inspections at this time. See **SPS 318.1708(2)(k)2.**

Additional On-Site Documentation

Additional on-site documentation includes wiring diagrams, check-out procedures for safety components, unique procedures for maintenance, adjustments, inspections, tests, replacement of components and a record of trouble calls. See **A17.1, 8.6.1.2.2.**

Location of On-Site Documentation

For a conveyance serving a commercial building and having a machine room, control room, or control space accessed directly from a building floor or the roof (not accessed via an elevator car top), the MCP,

maintenance records and other required on-site documentation shall be located in the machine room, control room or control space for the conveyance. See **SPS 318.1708(2)(b)3.a., 4.a. and 5.a.**

For a conveyance having an inspection and test panel without a machine room, control room or control space, the inside cover of the inspection and test panel shall provide instructions for locating the MCP, maintenance records and other required on-site documentation. Instructions shall be permanently legible with lettering not less than 1/8 inch in height. See **SPS 318.1708(2)(b)3.b., 4.b. and 5.b.**

The MCP, maintenance records and other required on-site documentation are the property of the conveyance owner, not the conveyance installer or the contractor or individual providing service. The documentation may be removed only with the permission of the owner. See **SPS 318.1708(2)(b)1.b.** These records may be subject to damage in use or may be misplaced so an owner may choose to retain an additional set of these documents elsewhere.

Updating of On-Site Documentation

Where installation of or alteration to a conveyance requires updating of on-site documentation (including wiring diagrams), such updates in electronic form shall be transferred to the paper copy of the documents by the installing or service contractor within 3 months of the maintenance, repair, replacement, or alteration. See **SPS 318.1708(2)(b)1.a.**

SERVICE CONTRACTS

Although an MCP is required to be provided to the owner by the installing or service contractor, codes do not require a conveyance to undergo periodic maintenance or service. A conveyances is required to be maintained and serviced as necessary for safe operation.

PERIODIC TESTING

Periodic test requirements may vary greatly from one conveyance to another depending on the type and age of the equipment.

Forms for periodic tests required to be performed by licensed individuals are available at:
<http://dsps.wi.gov/Default.aspx?Page=d0832cdc-694c-4137-8013-8eb1819bf4ab>

See SERVICE, MAINTENANCE AND TESTS BY OWNER section of this article for periodic checks that may be performed by an owner or authorized individual not having a license.

Elevators (Other Than Private Residence-Type)

For an elevator suspended with cables, flat suspension belts or chains (commonly called "electric" elevators), up to 16 tests are required annually and up to 11 tests are required every 5-years. See **A17.1, 8.6.4.19 and 8.6.4.20.**

For a hydraulic elevator, up to 14 tests are required annually and up to 7 tests are required every 5-years. A hydraulic elevator with a jack or piping in the ground and not visible for inspection having a contract date before January 1, 1994 is also required to have an annual pressure test of the system. See **A17.1, 8.6.5.14, 8.6.5.15 and SPS 318.1708(2)(h).**

Private Residence Elevators Installed to Serve Commercial Spaces Within or At Commercial Buildings

A private residence elevator (including an older “Part V” elevator) installed to serve a commercial space within or at a commercial building is subject to annual testing only if an inspection reveals the need for such a test. Such a private residence elevator having a safety device is subject to 5-year tests of the safety device (and governor where governor-actuated). See **SPS 318.1708(2)(j)2**.

Escalators and Moving Walks

An escalators or moving walk is subject to up to 22 separate annual tests. All escalators, regardless of age, are subject to annual check of the step / skirt performance index. See **A17.1, 8.6.8.15**.

Dumbwaiters and Type B Material Lifts

A dumbwaiter or Type B material lift is subject to annual testing of some components. Five-year testing is not required. See **A17.1, 8.6.10.1.1**.

Vertical and Inclined Platform Lifts and Stairway Chair Lifts

A platform lifts or stairway chair lift is subject to an annual test only if an inspection reveals the need for such a test. A platform lift or stairway chair lift having a safety device that can be tested is subject to 5-year tests of the safety device (and governor where governor-actuated). See **SPS 318.1810(7)**.

ANNUAL INSPECTIONS AND PERMITS TO OPERATE

A conveyance serving a commercial building must have a valid permit to operate while in service. See **SPS 318.1011(1)**.

The permit to operate shall be posted in the conveyance, in the machine room, control room or control space, or in another location approved by the department or agent municipality. See **SPS 318.1011(3)**.

The permit to operate shall be valid for one year from the assigned inspection anniversary date. See **SPS 318.1011(4)**.

The renewal of a permit to operate shall be contingent upon one or more inspections to determine compliance with code requirements. If within an agent municipality (Milwaukee and Madison), the inspection will be performed by the agent municipality. If outside an agent municipality, the owner may contract with an independent licensed elevator inspector or may request an inspection by the department. If no such contract or request is made, the inspection will automatically be scheduled to be performed by an independent licensed elevator inspector having a written contract with the department. See **SPS 318.1011(5)**.

The term “inspection” is sometimes used by conveyance contractors to describe a service they provide. For the purpose of the elevator code, inspections are performed only by a licensed elevator inspector, not by a conveyance contractor.

Inspectors may only perform inspections. Inspectors may not perform code-required tests, checks, service or maintenance.

ACCIDENT REPORTING

The code for owner reporting of accidents associated with conveyances has changed. See **SPS 318.1013 Accident reporting.**

- (1) (a) Any *bodily injury* requiring more than first-aid treatment, that occurs *in conjunction with* a conveyance, shall be reported by the owner or owner's agent to the department or agent municipality within 2 business days of the injury, except as provided in par. (b).
- (b) 1. Any *fatality* under par. (a) shall be reported to the department or agent municipality within 24 hours of the fatality.
2. For the purposes of this section, the agent municipality is the entity that issued the permit to operate for the conveyance.
- (c) At minimum, a report in an acceptable format shall be submitted to the department or agent municipality.

Note: The department may be contacted at telephone (608) 266-7548 during normal business hours. The State Division of Emergency Management can be contacted at (800) 943-0003 during non-business hours. A copy of the elevator/escalator accident report form SBD-10782 and the minimum information needed are available on the Industry Services' website at <http://dsps.wi.gov/programs/industry-services>.

(2) The owner of a conveyance that causes a bodily injury under sub. (1) may not remove or disturb the conveyance or any of its components or permit any such removal or disturbance prior to receiving authorization from the department or agent municipality, except for the purpose of reducing further bodily harm or property damage, or as provided in sub. (4).

(3) The owner of a conveyance that causes a bodily injury under sub. (1) may not return or allow the return of the conveyance back into operation or service until receiving authorization from the department or agent municipality that issued the permit to operate, except as provided in sub. (4).

(4) Where authorized by a licensed elevator inspector, the conveyance may be temporarily returned to service until an inspection by the department or agent municipality verifies that continuation of service is acceptable.

PLACING A CONVEYANCE OUT OF SERVICE FOR HAZARDOUS CONDITION

See **SPS 318.1011(8)(c)2.**

Where an inspection report denotes conditions that pose an imminent threat to life and limb and require the conveyance to be taken out of service, both of the following shall be done immediately

- a. the owner or owner's representative shall take the conveyance out of service.
- b. the inspector shall notify the department.

Please note: A conveyance known to be operating with a hazardous condition should be taken out of service by the owner, owner's representative or elevator personnel without waiting for an inspection and report to be completed.

PLACING A CONVEYANCE OUT OF SERVICE FOR NON-USE

An owner may choose to have a conveyance placed out of service where the conveyance is no longer needed. This typically occurs where part of a building served by the conveyance will not be in use for an extended period. Individuals placing a conveyance out of service for non-use must be properly licensed.

NOTE: Working near conveyance equipment can be extremely dangerous! Knowledge of the equipment is necessary to avoid crushing, fall, electric shock and other hazards!

For procedures to place conveyances out of service, see **SPS 318.1708(6)(e)** or **SPS 318.1810(3)**. An elevator or platform lift that is part of a required accessible route in an occupied building may not be placed out of service. Approval of the building code authority is required for an elevator or platform lift to be placed out of service in a building that will remain in use. See **SPS 318.1708(6)(e)1.g.** or the note below **SPS 318.1810(3)(b)** as applicable.

REMOVAL OR DISMANTLING OF A CONVEYANCE

An existing conveyance may be removed or dismantled only by a licensed conveyance contractor or individuals, except where demolition of the conveyance will safely occur as part of demolition of that portion of the building. See **SPS 305.990(2)**.

IN-GROUND HYDRAULIC JACKS - LEAKING, REMOVAL, ABANDONEMENT

An in-ground hydraulic elevator jack is considered to be a well by the Department of Natural Resources (DNR).

See the DNR website for information regarding loss of oil: <http://dnr.wi.gov/topic/smallbusiness/spills.html>

An in-ground hydraulic elevator jack may not be abandoned in place. See the DNR website for information regarding well filling and sealing: <http://dnr.wi.gov/topic/Wells/FillingSealing.html>