



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

ELEVATOR ANNUAL INSPECTION PROGRAM

Important Information for Owners/Management Companies

Elevators and related devices are required by state statute to be inspected annually. **Enclosed with this mailing is the date your devices are scheduled for the annual inspection.** 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 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 test reports. **These no longer need to be filed with the City of Minneapolis but are required to 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 the 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.
- **Removal from service** – an elevator related device may be removed from service for any of the following reasons:
 - a. An unsafe condition is present
 - b. A compliance plan is not submitted within the defined timeline
 - c. A compliance plan is not followed

Any device removed from service will require a code analysis to be submitted

Important Information for Contractors

When applying for an elevator permit and the work is for maintenance ordered under an annual inspection, **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.