

Elevator Owners

ANNUAL INSPECTION

- ◆ Ensure that your elevator is inspected annually by a licensed private elevator inspector.
- ◆ Submit an annual inspection report, and application for an inspection certificate and the inspection certificate fee.
- ◆ Suspend operation of the elevator if the inspection certificate has expired.

POSTING CERTIFICATE

- ◆ Display a current and valid inspection certificate in the elevator at all times.

REPAIR AND MAINTENANCE

- ◆ Ensure that required repair work is done by the time specified and notify the State when it has been done.
- ◆ Engage only registered elevator contractors to service, maintain or inspect elevator.
- ◆ Submit plans and specifications to the State before altering an existing elevator.

ACCIDENTS

- ◆ Report immediately to Diocesan's Director of Property Management (207) 773-6471 and Diocesan Insurance Representative any accident caused by equipment failure or resulting in significant injury to a person or substantial damage to equipment.

GENERAL

- ◆ Notify the State and the Diocese when your elevator is removed, placed out of service, or when ownership is transferred.
- ◆ Suspend operation of an elevator when required to do so by law, rule or an order from the Chief Elevator Inspector.
- ◆ Comply with all rules adopted by the Board of Elevator and Tramway Safety, including the standards of any national elevator codes adopted by the Board.

DO'S AND DON'TS

- ◆ **Don't** rely on someone else to submit to the state the annual inspection report and application for the inspection certificate. You must submit them.
- ◆ **Don't** operate the elevator if you do not have a current, valid certificate.
- ◆ **Do** post a current and valid certificate in the elevator. **Don't** just post a sign in the elevator that the inspection certificate is "in the office".
- ◆ **Do** post the certificate in a conspicuous place. **Don't** place it where it cannot be seen.
- ◆ **Don't** use a prior Owner's certificate if you become the new Owner of an elevator. Certificates are NOT transferable. You must apply for a new inspection certificate.