



Elevator UPdate

October 2016

Volume 2, Number 2

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License Information

Elevator Permits

Elevator Licenses

Professional Licenses

Laws, Rules & Codes

Florida Statutes

Florida Administrative Code

Florida Building Code

Department's Online Services

Apply for a License
Web portal to apply for a new license or permit.

Maintain Your License
Online account to maintain or renew your license.

Customer Contact Center
Submit an email correspondence.

All issues of Elevator UPdate can be viewed our [Elevator News](#) webpage.

With Ownership Comes Responsibility

A few years ago, my family took a trip to New York City in December. One night we were exploring Times Square and it started snowing. It was late, so we hailed a taxi to take us back to the hotel. The roads were getting slick; the driver was going fast and sliding around corners. Nervously, we put on our seat belts. That's when the driver said, "Good idea. Don't put your life in my hands." But we put our life in his hands when we got into his taxi.

Owning and operating a car is a lot like owning and operating an elevator. Both are complex machines that need regular tune-ups, repairs, and safety checks or tests. Both require obtaining and renewing a license and keeping your information current. And, just like your driver's license, you can have your elevator license suspended if you don't follow the rules.

Ultimately, the owner is responsible for making sure the elevator is maintained to code and complies with Florida law. That responsibility cannot be signed away in a service maintenance contract. If the elevator is deemed unsafe due to a lack of proper maintenance, it is the elevator owner who will be fined, have their license suspended and have to deal with the elevator being shut down and unusable.

Being responsible for an elevator is more than just paying for a license and signing a contract for elevator services. An elevator owner or operator is responsible for providing an elevator that is safe to ride.

Stepping into an elevator is like getting into a taxi. You hope that the other person takes their responsibility for your safety seriously.

And as for that NYC taxi ride goes, we arrived safely, but I've never had such a harrowing ride on snow-covered streets – and I lived with snow the first 30 years of my life.

Sincerely,

Michelle Comingore, MPA

Chief, Bureau of Elevator Safety

Renewal Requirements Information on Website

Is your certificate of operation delinquent? Do you know what you need to do to renew your license? The division provides specific renewal information on our [Delinquent Elevator Licenses and Renewals](#) webpage.

The downloadable PDF document titled [List of Elevators with Delinquent Licenses and Outstanding Requirements](#) is exactly what it sounds like – a list of every delinquent elevator license, sorted by license number, which provides specific information on the license fees owed and any outstanding inspection requirement.

License fees can be paid to the department through our online portal or by calling the Customer Contact Center at (850) 487-1395. Inspection reports must be submitted by mail or email by the certified elevator inspector.

Code Data Plate Required for Installations & Alterations

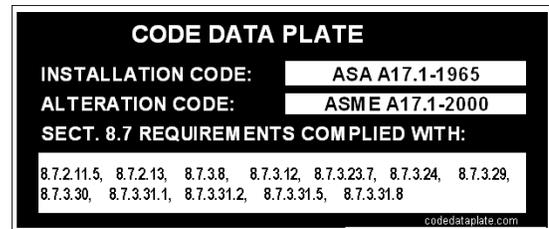
According to Florida Statute, elevator alterations must comply with the code in effect when the division receives the application for a permit. The State of Florida adopted ASME A17.1-2007 with addendums A17.1a-2008 and A17.1b-2009, as the minimum standard for elevators and other conveyances, beginning March 15, 2012. That code is commonly referred to as ASME A17.1b-2009 edition.

Sections 8.7.1.8 and 8.6.1.5.1, of the ASME code require a code data plate that complies with section 8.9. According to section 8.9, ASME A17.1b-2009 edition, data plates for new and existing elevators shall:

- Indicate the Code to be used for inspections and tests (see 8.10.1.2) and edition in effect at the time of installation.
- Indicate the Code in effect at the time of any alteration and indicate the applicable requirements of 8.7.
- Be in plain view, securely attached to the main line disconnect or on the controller [or] in the controller as long as it is in plain view with the controller door open.
- An additional data plate shall be installed in the vicinity of the starting switch on the exterior of escalators and moving walks.
- Be of such material and construction that the letters and figures stamped, etched, cast, or otherwise applied to the face shall remain permanently and readily legible. The height of the letters and figures shall be not less than 3.2 mm (0.125 in.).



Sample installation code data plate



Sample alteration code data plate

All applicable codes, including ASME A17.7, must be indicated on the data plate. Whether you are performing the alteration or an inspection or own the elevator, you are responsible for making sure the elevator meets all applicable code requirements, including data plate requirements.

Owner Responsible for Reporting Elevator Accidents to Division

Elevators are typically very safe. According to the Elevator Escalator Safety Foundation, "Elevators, escalators and moving walks are the safest form of transportation. Each day in the U.S. and Canada this equipment moves the equivalent of double the entire U.S. and Canadian population - over 210 billion passengers each year. Very few accidents happen and most of these can be avoided." Unfortunately, accidents do happen and, when they do, they must be reported.

WHAT THE LAW SAYS:

Section 399.125, Florida Statutes

Reporting of elevator accidents; penalties.—Within 5 working days after any accident occurring in or upon any elevator, the certificate of operation holder shall report the accident to the division on a form prescribed by the division. Failure to timely file this report is a violation of this chapter and will subject the certificate of operation holder to an administrative fine, to be imposed by the division, in an amount not to exceed \$1,000.

Florida law requires elevator owners – the person who is issued a certificate of operation – to report accidents within five (5) days after the accident occurred. The division provides two ways to report an accident:

1. Owner's may report accidents through their account with DBPR's Online Services, or
2. Complete and submit the Elevator Owner's Accident Report form, available on the division's [Elevator Forms](#) webpage.

Completed Elevator Owner's Accident Report forms can be emailed to the division at dh.elevators@myfloridalicense.com or mailed to the address on the form. Failing to report an accident may result in a fine up to \$1,000.

Once received, the division will record the accident information and may send a state elevator inspector to make sure the elevator is safe to use.

John R. Barnott Appointed to Advisory Council

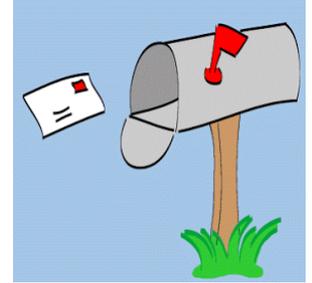
Secretary Lawson appointed Mr. John R. Barnott to the Division of Hotels and Restaurants' Elevator Safety Advisory Council to represent local government, effective October 1, 2016. Mr. Barnott has 15 years of experience with the Manatee County government, where he currently serves as Director of Building and Development Services. Please join me in welcoming Mr. Barnott to the advisory council!

Hot Topic Q&A - Inspection Reports

Q. What must an inspector do with the inspection report?

A. Once an inspection is completed, the inspector must "provide the original copy of the inspection report to the department within 5 days after the inspection." (s. 399.03(5), F.S.) The inspector also provides one copy to the elevator owner and keeps a copy for his records.

Results from inspections may be submitted through the department's web portal, but the inspector must still mail the original or email a scanned copy to the department.



Navigating the Inspection Report - Identifying Inspection Type

The following information is a brief overview only. For detailed information on inspection reports, please see the [Step by Step Instructions for Completing the Elevator Inspection Report](#) posted on our website.

An elevator inspection report has many fields, which may make reading it a little confusing. The division wants to help inspectors complete the inspection report correctly and ensure owners can easily interpret it so they understand what it means for their elevator license and the next steps they need to take if action is required.

So, let's start with the top left corner – date, certified elevator inspector, and type of inspection.

The inspection date is simply that – the date the inspection was performed. The certified elevator inspector number is the license number issued to the inspector by the division. Only currently-licensed certified elevator inspectors are allowed to perform inspections in Florida.

Type of inspection is a little more complicated, but all violations cited by any inspector during any type of inspection must be corrected. A routine inspection is the annual inspection required to renew a certificate of operation. A callback inspection is performed to clear violations cited during a routine inspection. An elevator must have a passing routine inspection or failed routine inspection with a passing callback inspection completed within the last year to renew the certificate of operation.

The alteration acceptance and initial acceptance are inspections with no violations that are performed after an elevator is altered or installed under a permit. An acceptance inspection closes a permit and may not have any violations. A construction inspection is an acceptance inspection that failed due to violations. Temporary operating inspections are completed to allow use during construction of the elevator by construction personnel.

Both the initial acceptance and temporary operating inspection result in a license being issued to allow use. A temporary certificate of operation is issued following a passing initial acceptance inspection, which allows public use. A passing temporary operating inspection results in a temporary operating permit, which only allows construction use.

DBPR Form HR 5023-003 (May 2016)	INSPECTION DATE			CERTIFIED ELEVATOR INSPECTOR (CEI) #				TYPE OF INSPECTION	
	Month	Day	Year						
	0	0	0	0	0	0	0	<input type="radio"/> Routine	
	1	1	1	1	1	1	1	<input type="radio"/> Alteration Acceptance	
	2	2	2	2	2	2	2	<input type="radio"/> Callback	
	3	3	3	3	3	3	3	<input type="radio"/> Construction	
	4	4	4	4	4	4	4	<input type="radio"/> Initial Acceptance	
	5	5	5	5	5	5	5	<input type="radio"/> Temporary Operating Inspection	
	6	6	6	6	6	6	6	DBPR USE ONLY	
	7	7	7	7	7	7	7	<input type="radio"/> Accident	
	8	8	8	8	8	8	8	<input type="radio"/> Complaint	
	9	9	9	9	9	9	9	<input type="radio"/> Compliance Monitoring	
								<input type="radio"/> Industry Oversight/Audit	

The remaining inspection types are only used by the division's state elevator inspectors. Accident inspections are performed to verify the elevator is safe to continue operating following a reported accident. Complaint inspections are performed in response to a complaint received by the division. Compliance monitoring and industry oversight inspections are performed to monitor the activity of the licensed elevator professionals and companies and to ensure elevators meet the minimum code requirements.

I am Here to Help!

We are starting a new recurring article to help you get to know the division's staff. Each issue will feature a member of the division's staff that works to support you, our customers. You talk to us, email us, send us your money, and contact us with your problems. Now you can get to know who we are and how we work for you. To kick it off, we are featuring Michelle Comingore, with the Bureau of Elevator Safety.



Name: Michelle Comingore

Job Title: Chief of the Bureau of Elevator Safety

What I do for you: I oversee the bureau's operations and am working to improve the bureau's regulatory activity to help us serve you better. I also review variance requests, answer your questions, and work to find a solution when you have a problem.

About me: I have been with the division for 11 years, where I started as the rules coordinator and legislative analyst. I have a Bachelor of Science in Criminology from Ball State University and two master degrees, including a Master of Public Administration from Florida State University. I grew up in Indiana, but have lived in Florida for 12 years. I am a big FSU baseball fan.

Upcoming Meetings & Important Dates

October 2016

1 – Professional licenses open for renewal

November 2016

4 – Sump Pump rule workshop (*contact division for more information*)

11 – Veteran's Day (*Division offices closed*)

15 – Elevator Safety Technical Advisory Council

24 & 25 – Thanksgiving Holiday (*Division offices closed*)

December 2016

26 – Christmas Day Observed (*Division offices closed*)

31 – Professional licenses expire

January 2017

2 – New Year's Day Observed (*Division offices closed*)

16 – Martin Luther King Jr. Day (*Division offices closed*)



Need Help? Contact Us

The division is here to help you. If you have a question about code or license requirements; a complaint about an elevator or licensed professional; or a compliment for any of the above, please contact us.

Email: dhr.elevators@myfloridalicense.com

Phone: (850) 487.1395