

**GOVERNMENT OF THE DISTRICT OF COLUMBIA
DEPARTMENT OF CONSUMER AND REGULATORY AFFAIRS**

THIRD-PARTY INSPECTION ELEVATORS ANNUAL INSPECTIONS

SCOPE

Elevator inspection companies will be limited to performing inspections in accordance with the International Property Maintenance Code § 606. Duties will consist of inspecting existing conveyances for safety and consistency with their respective code and year. Inspections of permitted work will be limited to inspection and testing of conveyances to their applicable code and year for construction use only. For public use refer to Third Party Program Manual.

ELEVATOR INSPECTOR SUPERVISOR REQUIRED QUALIFICATION CRITERIA

- Documented minimum supervisory experience of five (5) years in the fields of design, inspection, or construction management involving the installation, maintenance, or rehabilitation of elevator and/or conveying systems.
- Documented current certification for Inspection Supervisors with an organization accredited to administer testing and certification of the QEI-1 standard published by the American Society of Mechanical Engineers (ASME QEI-1) as Inspection Supervisor.

ELEVATOR INSPECTOR REQUIRED QUALIFICATION CRITERIA

- Documented minimum of three (3) years experience in installation, repair or maintenance of elevator and/or conveying systems for an elevator contractor or under the direction of a nationally certified Elevator Inspector.
- Documented current certification with an organization accredited to administer testing and certification of the QEI-1 standard published by the American Society of Mechanical Engineers (ASME QEI-1) as a certified Elevator Inspector.
- Documented current Professional License from DCRA's Occupational and Professional Licensing Division (OPLD) as an Elevator Inspector.

Information on obtaining a license from the professional license board can be found at:

http://www.pearsonvue.com/dc/industrial_trades/

Periodic Inspection Elevator Reports

(Pursuant to the International Property Maintenance Code § 606)

Periodic inspections, CATEGORY I, III, and V tests shall be performed and witnessed by an approved Inspector employed by an approved Inspection agency for all required maintenance work on a conveyance system. Reports of elevator Periodic inspections and CATEGORY I, III, and V tests shall be submitted to DCRA within 10 days of being performed. Reports shall only be submitted on the approved DCRA Inspection Report form. The report shall include details of all safety tests performed with supporting data and calibration dates of test equipment. The report must have the conveyance Certificate number clearly printed. Inspections and tests shall be performed in accordance with all DC Construction Codes. The report shall only be certified after all violations have been abated.

Reports shall be in electronic format, sent by email to dcra-tpi-elevator@dc.gov, and the file names shall be in the following format:

Building Address_Type of Inspection_Date

REQUESTED REPORTS

Reports may be requested by DCRA for investigation of illegal construction or other issues that arise on a daily basis. Once a report or reports are requested the agency shall provide the requested reports to DCRA within 24 hours or next business day. Return of the requested reports will be to the requestor.

UNSAFE FOR USE Stickers

The Administrator shall issue to the inspection agency official “UNSAFE TO USE” Stickers to apply to equipment found to be unsafe in the course of elevator inspections under this Third Party Inspection Program, following notification procedures established by the Administrator.

Periodic Inspections

Inspections, either by the authorized Third Party Inspection Agent or Agency, or by DCRA, shall be performed based on the most recently adopted editions of the following codes and standards, taking into account any subsequent amendments.

Title 12 District of Columbia Municipal Regulations, Construction Codes Supplement
ICC International Building Code and all referenced standards
ICC International Residential Code and all referenced standards
ICC International Fuel Gas Code and all referenced standards
ICC International Mechanical Code and all referenced standards
ICC International Plumbing and all referenced standards
ICC International Property Maintenance Code and all referenced standards
ICC International Fire Code and all referenced standards
ICC International Energy Conservation Code and all referenced standards
ICC International Existing Building Code and all referenced standards
ICC International Green Construction Code and all referenced standards
ICC International Swimming Pool and Spa Code and all referenced standards
NFPA 70, National Electrical Code, NEC
ASME QEI -1
ASME A17.1 Elevator and Escalator Safety Code
ASME A17.2 Inspection Guide of Elevator Escalator and Moving Walks
ASME A 17.5 Elevator and Escalator Electrical Equipment
ASME A 17.6 Standard for Elevator Suspension, Compensation, and Governor Systems
ASME A18.1 Platform Lifts
ASME A90.1 Belt Manlifts
ASME B20.1 Conveyors and Related Equipment
ICC/ ANSI A117.1 Accessible and Usable Buildings and Facilities
ANSI/ ASSE A10.4 Safety Requirements for Personnel Hoists and Employee Elevators

Periodic Inspections:

Periodic inspections shall be conducted to verify site conditions of conveyance installations. Each conveyance must undergo periodic inspections and testing per requirements of the International Property Maintenance Code § 606. All conveyances will need to be inspected every six months (twice a year). One inspection will be a periodic inspection by a QEI certified elevator inspector (usually without assistance) to verify the overall condition and safe operation of conveyance. The second will be an inspection and witnessing of tests (Category I, III, or V as appropriate) by a QEI certified elevator inspector of the conveyance and related systems (usually performed with assistance from the elevator, generator, and fire alarm companies).