



**VILLAGE OF NORTHBROOK**  
**Development and Planning Services**

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**ELEVATOR GOOD HOUSEKEEPING TIPS**

Before the next code inspection, with your Elevator Repair Company ensure your conveyances(s) are in good condition for the inspection. To help you avoid failures, below is a list of common items that are easily preventable. In addition, use your last inspection report as a guide with your elevator repair company to get acquainted with your equipment, as applicable. :

- **ELEVATOR MACHINE ROOM** has only has elevator equipment in it, no storage boxes, etc. in it
- **FIRE EXTINGUISHER IN MACHINE ROOM** is present and is current
- **TELEPHONE** is working, going to a 24hr source and provides location and which elevator to the 24hr source
- **EMERGENCY LIGHTS, ALARM BELLS AND BATTERY BACKUP** are all working as well as non-emergency lights are all working (i.e. inside elevator, buttons, etc.)
- **SIGNAGE** is labeled properly and is present in elevator, lobbies, elevator equip room (i.e. capacity plate, fire signs in lobby, etc.)
- **ELEVATOR PIT** is clean and dry...no water, oil, debris present ; if applicable, pit ladder secured
- **KEYS** to elevator related areas are readily available on premises in proper location (i.e. fire knox box in lobby)
- **ELEVATOR MAINTENANCE CONTROL PROGRAM** are in elevator equipment room in an obvious spot and readily available
- **ELEVATOR MAINTENANCE RECORDS** are in elevator equipment room in an obvious spot and readily available
- **ELEVATOR WIRING DIAGRAM RECORDS** are in elevator equipment room in an obvious spot and readily available
- **CODE DATA PLATE** are in elevator equipment room in an obvious spot and readily available **Due 5/13/13**
- **APPLICABLE CATEGORY TEST** is current and not expired. The applicable test may be annually or more frequently based on the unit's type (i.e. hydraulic or traction). These tests require witnessing.
- **REGISTRATION TAG** is permanently affixed to the elevator controller, per OSFM instructions.

**If not registered, here is the link:**

**[http://www.state.il.us/osfm/Elevator/Documents/Registration\\_of\\_Conveyance\\_Revised\\_1-13-09.pdf](http://www.state.il.us/osfm/Elevator/Documents/Registration_of_Conveyance_Revised_1-13-09.pdf)**

- **FIRE SERVICE PHASE 1 & 2, as applicable**, tested monthly and is working properly upon code inspection and keys are readily available for testing at inspection
- **UPGRADES DUE:**
  - A) **Door Restrictor Due 1/1/2014**
  - B) **Car illumination** in accordance with ASME A17.3-2005; **Due 1/1/2015**
  - C) **Emergency operation and signaling devices** in accordance with ASME A17.3-2005; **Due 1/1/2015**
  - D) **Phase reversal and failure protection** in accordance with ASME A17.3-2005; **Due 1/1/2015**
  - E) **Reopening device for power operated doors or gates** in accordance with ASME A17.3-2005; **Due 1/1/2015**
  - F) **Stop switch pits** in accordance with ASME A17.3-2005; **Due 1/1/2015 and**
  - G) **Pit ladder installation in accordance with Section 2.2.4.2 of ASME A17.1-2007. Due 1/1/2015**