



Office of the State Fire Marshal

MEMORANDUM

TO: All Licensed Contractors and Licensed Inspectors

FROM: Robert Capuani
Director, Elevator safety

DATE: February 19, 2009

RE: MAY 1st REGISTRATION DEADLINE

At the February 19, 2009 Elevator Safety Review Board meeting a decision was made regarding a final date for conveyance owners to register their conveyances.

Except as permitted herein or by the Division of Elevator Safety, after April 30, 2009, no Contractor, Mechanic or Inspector may work on or inspect a conveyance that has not registered with the State of Illinois.

On May 1, 2009, the Elevator Safety Review Board and the Office of the State Fire Marshal's Division of Elevator Safety will enforce the prohibition against working on or inspecting elevators that are not registered with the State. The license of those companies and personnel found to be performing work on an unregistered conveyance after May 1 may be suspended or revoked.

Should a situation occur where a licensee has been contacted to remove a trapped or injured person from a conveyance or render the conveyance out of service for reasons of safety, the licensee may perform such work, but must notify the Division of Elevator Safety within 24 hours of the action. For other situations that do not impose an immediate threat of harm, approval from the Division of Elevator Safety should be received in advance of such work.

We ask your assistance in informing those unregistered owners that you become aware of the statutory requirement to register their conveyance(s) with the State. We also ask that you contact us with the name and address of those unregistered owners so that we can follow-up with them. As you are aware, an owner or lessee who fails to register their conveyance(s) is guilty of a class C misdemeanor. However, it is our goal to gain compliance and not pursue legal resolution.

Please contact us at 312-814-1325 with any questions.