

## Fire and Life-Safety Group (FLS)

# Elevator Policies and Procedures

### TESTING, INSPECTION, MAINTENANCE AND RECALL OF ELEVATORS AND ELEVATOR DEVICES

#### Introduction

This document was prepared to list some but not all of the requirements based on the latest edition of adopted codes. Please ensure that all the requirements of applicable codes at the time of new installations or changes to existing installations are verified and implemented.

#### Applicable Code Sections

- Section 607.1 of the 2009 edition of the *International Fire Code* (IFC) states that existing elevators with a travel distance of 25 feet or more above or below the main floor or other level of a building and intended to serve the needs of emergency personnel for fire fighting or rescue purposes are to be provided with emergency operation in accordance with ASME A17.3. New elevators are to be provided with Phase I emergency recall operation and Phase II emergency in-car operation in accordance with ASME A17.1. (Please contact FLS for ASME standards where applicable.)
- Section 607.2 of the IFC states that an approved pictorial sign of a standardized design is to be posted adjacent to each elevator call station on all floors instructing occupants to use the exit stairways and not to use the elevators in case of a fire. The sign is to read: IN FIRE EMERGENCY, DO NOT USE ELEVATOR. USE STAIRS. The emergency sign is not required for elevators that are part of an accessible means of egress complying with Section 1007.4. (Please contact FLS to determine if an elevator is to meet requirements for accessible means of egress.)
- Section 607.4 of the IFC states that keys for the elevator car doors and fire-fighter service keys are to be kept in an approved location for immediate use by the fire department.
- The 2009 edition of the Fire Prevention Code (NFPA-1) states that elevators are to be subject to routine and periodic inspections and tests as specified in ASME/ANSI A17.1, the Safety Code for Elevators and Escalators. All elevators equipped with fire fighter service are to be subject to a monthly operation with a written record of the findings made and kept on the premises as required by ASME/ANSI A17.1.
- The 2007 edition of the National Fire Code (NFPA-72) states that initiating devices [for elevator shutdown] are to be monitored for integrity by the control unit required for recall.
- Table 10.4.3 of NFPA-72 states that control equipment connected to a supervising station is to be inspected annually. Control equipment not connected to a supervising station is to be inspected quarterly.
- The 2007 edition of the Code for Means of Egress for Buildings and Structures (NFPA-101B) states that where an elevator lobby is serviced by only one elevator car, the elevator evacuation system is to have a program of scheduled maintenance during times of building shutdown or low building activity. Repairs are to be performed within 24 hours of breakdown.