



2880 International Circle Colorado Springs, Colorado 80910

Important Conveyance System Policy Change

New Lockable MCP Document Enclosure

This notification is being sent out to all personnel associated with a Building Conveyance Owner/Representative, Licensed Conveyance Contractor and/or Licensed Conveyance Mechanic in the Pikes Peak Regional Building Department Conveyance Division (PPRBD).

The State of Colorado Division of Oil and Public Safety Conveyance Division (OPS) has set a NEW requirement pertaining to the location of the Maintenance Control Program (MCP) Documents associated with Machine Room-Less Elevators.

The State is no longer allowing MCP Documents to be located on the elevator car top or car top railing, and will no longer be allowed within the elevator hoistway. This is typically seen in buildings that have an elevator controller mounted within an elevator entrance door jamb, and have an elevator driving machine located in the elevator hoistway or pit, rather than a dedicated room that contains elevator equipment. Click on this link for a list of documents required by code and the State of Colorado to be retained within the MCP.

<https://drive.google.com/file/d/1spLoSiGDZBwVyLhhmbZ4kf1n92l8W2VI/view>

Beginning 1/1/2026, in buildings where Machine Room-Less Elevators are installed, a NEW PPRBD Conveyance Division Policy will now require all of the necessary MCP Documents to be located within the building where the elevator is located, outside of the elevator hoistway, in a lockable enclosure, and installed in a room or space accessible only to authorized personnel and elevator personnel. The lockable enclosure must be clearly labeled "ELEVATOR DOCUMENTS – DO NOT REMOVE" in minimum 3/8" (.375) inch size typed letters.

Labeling will also be required on the elevator's 'Test and Inspection Access Panel' indicating the actual location of the MCP Document Enclosure within the building. This labeling shall also be typed at a minimum letter height of 1/4" (.250) inch and applied in the top corner of the elevator entrance door jamb that has the elevator's 'Test and Inspection Access Panel'.

Keys to the lockable MCP Document Enclosure are to remain onsite, along with any other keys associated with the elevator. Those keys are to be accessible 24 hours a day by authorized and elevator personnel. The lockable MCP Document Enclosure will not be permitted outside, nor in an area of the building accessible to the general public. Some elevator companies already provide a dedicated and lockable enclosure that is mounted on a wall in a room that is only accessible to authorized and elevator personnel to retain the elevators MCP Documents. This lockable enclosure will remain acceptable as long as the labeling is provided as listed in this notification.

The intention of this new policy is to help retain and protect the Code, State of Colorado, PPRBD, Manufacturer, and Elevator Service Company Documents that are required to be kept onsite of the building where the elevator is located. Furthermore, it will help to prevent a costly expense to the Building Conveyance Owner/Representative to replace the required documents if they were to be lost or stolen.

If the required lockable enclosure is not provided, it will first result in a written violation to the Building Conveyance Owner/Representative and they will have 60 days to install it and meet compliance. Failure to provide this enclosure and meet compliance within 60 days will unfortunately result in a red tag notice being posted in the elevator car, and shutdown of the elevator.

Please work with your elevator service company to gather all of these documents and place them in the required lockable enclosure beginning 1/1/2026.

If you have questions about this change, please email our Chief Conveyance Inspector, Robert Vernon - robertv@pprbd.org