

# Pikes Peak REGIONAL Building Department

## **POLICIES FOR ELEVATORS, ESCALATORS AND OTHER REGULATED CONVEYANCES**

The RBC310 Conveyance Safety Code shall regulate the design, construction, installation, operation, inspection, testing, maintenance, alteration, and repair of new and existing elevators, dumbwaiters, escalators, moving walks, and platform lifts hereon defined as “conveyances” and as defined in ASME A17.1 and Colorado Conveyance Regulations 7-CCR 1101-8 (Section 1-5).

### **AUTHORITY HAVING JURISDICTION**

Pikes Peak Regional Building Department Conveyance Division is an Authority Having Jurisdiction that has entered into a memorandum of agreement with the State of Colorado Department of Labor and Employment, Division of Oil and Public Safety, Conveyance Division, to regulate the scope as defined and as written in the Colorado Conveyance Regulations, 7-CCR 1101-8 (Section 3-1). At any time, Pikes Peak Regional Building Department Conveyance Division may enforce more stringent written testing procedures or inspection procedures than listed in ASME A17.1 and ASME 18.1 per Colorado Conveyance Regulations 7-CCR 1101-8 (Section 2-2(2)). The policies written herein are more stringent than referenced in ASME or the Colorado Conveyance Regulations and / or are tailored to be applicable in the Pikes Peak Regional Building Department Conveyance Division Jurisdiction.

### **SECTION 1 - CONVEYANCE OWNER RESPONSIBILITY**

Conveyance owner / representative shall be responsible for all conveyance operations and compliance per the State of Colorado “Elevator and Escalator Certification Act” (C.R.S. Title 9, Article 5.5), Colorado Conveyance Regulations 7-CCR 1101-8 and the policies written herein. Links to the Colorado Revised Statute document and Colorado Conveyance Regulation document are show below and are also available at [www.pprbd.org](http://www.pprbd.org).

[State of Colorado Conveyance Statutes](#)

[State of Colorado Conveyance Regulations](#)

1. **Periodic Inspections.** The conveyance owner / representative shall accommodate a Pikes Peak Regional Building Department Conveyance Inspector to perform Periodic Inspections and Re-Inspections during regular business hours of a standard weekday and as written in subsection (4) and (5) of this section.

## **SECTION 1 - CONVEYANCE OWNER RESPONSIBILITY (CONT)**

2. **Witness Inspections and Testing.** Conveyance owner / representative shall accommodate a Pikes Peak Regional Building Department Conveyance Inspector and licensed conveyance mechanic to perform Witness Inspections and Testing every 5 years during regular business hours of a standard week-day and as written in subsection (4) and (5) of this section. Exception to this policy would be applicable to Generator Standby Power Witness Testing if required by the facility to be performed outside of regular business hours as an Overtime Inspection (see Section 2, subsection 8).
3. **Monthly Firefighters Emergency Operation Testing and Quarterly Two-Way Communication Testing.** Testing of the Firefighters Emergency Operation shall be performed monthly by a conveyance owner / representative or assigned authorized personnel. Testing of the Two-Way Communication Operation shall be performed quarterly by a conveyance owner / representative or assigned authorized personnel. Findings of these tests shall be documented in accordance with the Colorado Conveyance Regulations 7-CCR 1101-8 (Section 2-3-3(2)(c)(iv). Documents used for recording shall be made available to the inspector, elevator maintenance provider and other elevator personnel. If the documents used for recording are stored in a remote location other than a designated conveyance space or room, a sign or label shall be posted in a visible location on the conveyance equipment that designates the location. A link to the required form is shown below and is also available at [www.pprbd.org](http://www.pprbd.org).  
[Monthly Fire Service and Quarterly Two-Way Communication Test Log](#)
4. **Access to Conveyances and Related Equipment.** The conveyance owner / representative shall provide a means of access necessary for all assigned licensed conveyance mechanics to conduct maintenance, testing and examinations as per their obligation and requirement. The conveyance owner / representative shall also provide a means of access necessary for licensed Pikes Peak Regional Building Department Conveyance Inspector/s to conduct inspections with prior notice given to the conveyance owner / representative when requested. Conveyances that are available for operation outside of normal business hours shall have a means of access provided to all related equipment for all assigned licensed conveyance mechanics to assist in the event of an emergency.
5. **Keys.** Keys to access conveyances and related equipment shall include all keys listed in Section 8.1 of the currently adopted edition of ASME A17.1, as applicable. Keys shall be available on the premises by either obtaining from authorized personnel or a lockbox in a location readily accessible, but not where they are accessible to the general public. Such keys shall include, but not be limited to:
  - a) Keys, codes or fobs to enter areas of the building where the conveyance equipment is located
  - b) Machine room, control room, or machine / control spaces
  - c) Hoistway access and hoistway enable switches
  - d) Phase I and Phase II Firefighters Emergency Operation switches
  - e) Pit access, if applicable
  - f) Equipment access panels

## **SECTION 1 - CONVEYANCE OWNER RESPONSIBILITY (CONT)**

6. **Change of Conveyance Ownership.** A conveyance owner / representative shall be responsible for notifying Pikes Peak Regional Building Department Conveyance Division of any change in ownership or management contact information within 30 days of the change. A link to the Change of Ownership Form is shown below and is also available on the Department's website:  
[Conveyance Change of Ownership Form](#)
7. **Removal of a Conveyance from a Facility.** The conveyance owner / representative must notify Pikes Peak Regional Building Department Conveyance Division when a conveyance is being removed from a facility.
8. **Accident Reporting.** Accidents involved with conveyances that result in serious injury in the Pikes Peak Regional Building Department Jurisdiction shall be reported within 24 hours in accordance with the Colorado Revised Statutes (C.R.S. Title 9, Article 5.5-110) and Colorado Conveyance Regulations 7-CCR 1101-8 (Section 2-6) as written. A Colorado Conveyance Accident Report must be completed with a copy sent to the Pikes Peak Regional Building Department Conveyance Division and the State of Colorado Conveyance Division. A link to the Accident Report Form is shown below and is also available on the Department's website:  
[Colorado Accident Report Form](#)
9. **Fees.** Fees are applicable per Appendix B, Table E of the Pikes Peak Regional Building Code, 2023 Edition
10. **Enforcement.** Failure to comply with the requirements of this section and the policies written herein shall result in the conveyance receiving an Elevator Red Tag Notice posted in a visible location on the conveyance listing a shutdown date and / or Certificate of Non-Compliance Lien recorded to the property with the Clerk and Recorder in the associated county.

## **SECTION 2 - INSPECTIONS**

Shall be in accordance with ASME A17.1 (Section 8.10 and 8.11), the Colorado Conveyance Regulations 7-CCR 1101-8 (Section 2-3), and as listed in this section.

1. **Inspection Fees:** See link to PPRBD conveyance related fees  
[PPRBD Conveyance Inspection Fees](#)
2. **Inspection Violations.** Violations associated with a conveyance inspection, and as identified on an associated conveyance inspection report, must be mitigated within the compliance date as listed on the inspection report. Links to the Pikes Peak Regional Building Conveyance Division Violations Table's listing the most common violations with allowed operation time after inspection are shown below and are also available on the Department's website:

[Elevator Violations Table](#)

[Escalator Violations Table](#)

## **SECTION 2 - INSPECTIONS (CONT)**

3. **Non-Compliant Conveyances.** Conveyances subject to repeat violations identified on an associated conveyance inspection report are subject to withholding of the Conveyance Certificate of Operation and / or non-compliant shutdown of the conveyance. If the conveyance inspection results in a non-compliant shutdown per the Violations Table, an Elevator Red Tag Notice will be posted in a visible location on the conveyance listing the violation/s and shutdown date.
4. **Immediate Shutdown of a Conveyance.** If a conveyance inspector determines that a conveyance poses imminent danger to passengers, authorized / elevator personnel or equipment, the inspector shall immediately notify the conveyance owner of the condition of the conveyance and shutdown the conveyance in a manner that the conveyance can be accessed and repaired only by a licensed conveyance mechanic.
  - a) If a conveyance mechanic determines a conveyance poses imminent danger to passengers, authorized / elevator personnel, or equipment, the conveyance mechanic shall follow the appropriate Lock Out / Tag Out procedures of the conveyances mainline electrical disconnecting means and notify the conveyance owner and Pikes Peak Regional Building Department Conveyance Division.
5. **Inspections Required after Repairs or Replacements.** Repairs and replacements to conveyance equipment as listed in ASME A17.1 (Section 8.6.2 and 8.6.3) shall be subject to inspections and / or testing as written. The licensed conveyance contractor and /or licensed conveyance mechanic shall contact the Pikes Peak Regional Building Department Conveyance Division after completion of said repair or replacement to perform the required inspections and / or testing. Failure to notify will result in immediate shutdown of the conveyance.
6. **Special Inspections.** At any time, the PPRBD Conveyance Division may require a special inspections to be performed by a special inspector as outlined in RBC109.8 of the Regional Building Code for any work involving a conveyance.
7. **Inspection of Premises.** After the Annual Periodic Inspection of the conveyance is performed by a Pikes Peak Regional Building Conveyance Inspector, a subsequent re-inspection will be performed to ensure violations have been mitigated and compliance of the conveyance remains in accordance with the Colorado Revised Statutes and Colorado Conveyance Regulations throughout the compliance year.
8. **Overtime Inspections.** Request to perform inspections outside of normal business hours must be approved by the Building Official and are subject to additional fees. Payment of fee is to be submitted with request prior to inspection being performed.
9. **Escalator Handrail Drive Chains.** Escalators that have Handrail Drive Chains as a non-integral part of the Escalator Drive Machine shall receive lubrication, examinations and / or adjustments by a licensed conveyance mechanic within intervals not to exceed 6 months, and shall be documented in the onsite Escalator Maintenance Control Program. Failure to perform items as described will result in immediate shutdown of the escalator.

## **SECTION 2 - INSPECTIONS (CONT)**

10. **Conveyance Equipment Room Identification.** The location of machine rooms, or control rooms having elevator equipment shall be identified by a permanent sign at the entry of the room and/or adjacent rooms that require entry. This requirement shall apply to existing conveyances within the Pikes Peak Regional Building Department Jurisdiction.
11. **Elevator Main Electrical Disconnects.** Location of main electrical disconnecting means for elevator equipment not within site of the elevator driving machine shall be identified by a sign at the designated level elevator door jamb entrance that provides the location of the main elevator disconnects. Additional through entrances shall also be provided with signage until the main electrical disconnecting means are visible.
12. **Elevator Cab 110 Volt Electrical Disconnects.** Existing Elevator Cab 110 Volt electrical disconnecting means not required to be located within the elevator machine room, machine space, control room or control space shall be identified and labeled within one of the listed spaces or rooms as to where the location of the electrical disconnecting means is and how to access.
13. **Dumbwaiters.** Dumbwaiters in the Pikes Peak Regional Building Department Jurisdiction installed in a commercial application require Annual Periodic Safety Inspections per ASME A17.1 (Section 8.6.10.11)

## **SECTION 3 - TESTING**

Shall be in accordance with ASME A17.1 (Section 8.6 and 8.10, 8.11), Colorado Conveyance Regulations 7-CCR 1101-8 (Section 2-3) and as listed in this section.

1. **Results of Tests.** The results of all tests required by ASME and the State of Colorado Conveyance Regulations shall be recorded on the applicable Pikes Peak Regional Building Department Conveyance Division Test Report Form and shall be submitted to Pikes Peak Regional Building Department Conveyance Division when the test has been completed. The test report must be signed by the Colorado Licensed Conveyance Mechanic performing the test, and when applicable, the Conveyance Inspector Witnessing the test. Test reports used outside of the Pikes Peak Regional Building Department Jurisdiction will not be accepted and will result in non-compliance of the conveyance. Failure to provide a copy of this test result to Pikes Peak Regional Building Conveyance Division will generate a \$50.00 re-inspection fee, per conveyance, to the conveyance owner if the inspector has to retrieve or verify a copy of the test result from the conveyance site. Links to the Pikes Peak Regional Building Conveyance Division Test Forms are shown below and are also available at [www.pprbd.org](http://www.pprbd.org).

[Traction Elevator Test Form](#)

[Hydraulic Elevator Test Form](#)

## **SECTION 4 - PERMITS REQUIRED**

Permits shall be required for any new or altered conveyance per ASME A17.1, Colorado Conveyance Regulations 7-CCR 1101-8 (Section 2-4), and as listed in this section.

1. **New Installations.** New conveyance installations shall be performed in accordance with the applicable ASME Codes and the Colorado Conveyance Regulations 7-CCR 1101-8 (Section 2-4-2(4) and (5). Approved plan review with applicable constructions documents and permit per the Pikes Peak Regional Building Code RBC105 and RBC106 are required prior to any new installation performed in the Pikes Peak Regional Building Department Jurisdiction. A link listing the required applicable documents for plan review is shown below and is also available on the Department's website:

[Conveyance Plan Review](#)

2. **Alterations.** Alterations to conveyances shall be performed in accordance with the applicable ASME Codes and Colorado Conveyance Regulations 7-CCR 1101-8 (Section 2-4-1(2) through (7). A permit application and applicable construction documents per the Pikes Peak Regional Building Code RBC105 and RBC106 are required prior to any alteration being performed in the Pikes Peak Regional Building Department Jurisdiction. Substantial Alterations require a site consultation visit with a Pikes Peak Regional Building Department Conveyance Inspector before any plan documents will be accepted.
3. **Alterations to Car Interiors.** Alterations to the interior of an elevator car shall comply with the applicable ASME Codes and also be in accordance with Colorado Conveyance Regulations 7-CCR 1101-8 (Section 2-4-1-1). Pikes Peak Regional Building Department Conveyance Division shall be contacted before any work commences inside the elevator car to determine if permits are required, qualification of materials used, and whom is allowed to perform the work.
4. **Private Residence Elevators.** Permits are required for new Private Residence Elevators and are subject to Acceptance Inspections and Testing as listed in ASME A17.1 (Section 8.11.5.2). A permit application and applicable construction documents per the Pikes Peak Regional Building Code RBC105 and RBC106 are required prior to any Private Residence Elevator installation being performed in the Pikes Peak Regional Building Department Jurisdiction. Private Residence Elevators are no longer permitted to be installed in a commercial application per the Colorado Conveyance Regulations. A link listing the required applicable documents for residential plan review is shown below.

[Residential Conveyance Plan Review](#)

5. **Hydraulic Drive Machine Control Valve.** All hydraulic elevators that receive a combination control valve replacement containing a check valve, manual lowering valve, relief valve, or any combination thereof, require a permit and inspection with a full load to establish a new hydraulic working pressure.

## **SECTION 5 - CONVEYANCE CERTIFICATE TO OPERATE**

A Certificate of Operation is required for all conveyances installed in a commercial application to operate in accordance with Colorado Revised Statutes (C.R.S Title 9, Article 5.5). Colorado Conveyance Regulations 7-CCR 1101-8 (Section 2-3-1-2) and the Pikes Peak Regional Building Department Conveyance Division Jurisdiction.

1. **Conveyance Certificate to Operate.** No person nor the Federal, State, County or City Government, nor any agency, subdivision or department thereof, shall operate or cause to be operated, any conveyance governed by Colorado Revised Statutes (C.R.S. Title 9, Article 5.5) "Elevator and Escalator Safety Act", Colorado Conveyance Regulations 7-CCR 1101-8 and RBC310 of this Code without first obtaining a conveyance Certificate to Operate from the Pikes Peak Regional Building Department Conveyance Division.
2. **Issuance and Expiration of Conveyance Certificate to Operate.** A Certificate to Operate is generated and issued after a passing annual periodic inspection is performed. The Certificate to Operate is emailed to the point of contact on file of the elevator inspection account. Any additional copies of the Certificate to Operate can only be obtained by request from the Pikes Peak Regional Building Department Conveyance Division. The Certificate to Operate expires the last day of the following year of the compliance month issued. A copy of the Certificate to Operate shall be onsite of the facility and /or located in the onsite Maintenance Control Program.
3. **Fees.** Fees for Certificates to Operate of conveyances are as follows:
  - a) Elevators: \$177.00
  - b) Escalators: \$355.00
  - c) Platform Lifts (VPL): \$177.00
  - d) Dumbwaiters: \$50.00
4. **Temporary Certificate to Operate (TCO).** A Temporary Certificate to Operate may be issued for a conveyance if the Conveyance Inspector has not identified immediate life safety issues. A TCO shall be valid for a maximum of 60 days or a period as determined by the Authority Having Jurisdiction.
5. **Suspension or Revocation of Conveyance Certificate to Operate.** The Building Official may suspend or revoke a Conveyance Certificate to Operate whenever the certificate has been issued in error, or on the basis of incorrect information provided, or in violation of any other provisions of codes enforced. The suspension or revocation of the Conveyance Certificate to Operate shall constitute termination of the authority to operate the conveyance and the operation thereafter of the conveyance in question shall be unlawful. During any unlawful operation, the Building Official shall have the authority to physically shutdown the conveyance.

## **SECTION 6 - ADDITIONS AND MODIFICATIONS**

Additions and Modifications as listed in this section are provisional requirements for the Pikes Peak Regional Building Department Jurisdiction.

1. Modify ASME A17.1 (Section 2.7.9.2) **Temperature and Humidity**. Where natural or mechanical ventilation is designed as part of a new installation or an alteration for conditioning a machine space or control space within the hoistway, the opening/s into or exiting the hoistway shall be equipped with a motorized damper rated for the shaft construction that fails to the closed position in the event of:

- a) temperature satisfaction via control located in elevator shaft
- b) any elevator related fire alarm initiating device actuation
- c) building power loss

Mechanical ventilation equipment associated with hoistway ventilation as described above shall also be electrically disconnected from its power source in the event of:

- a) temperature satisfaction via control located in elevator shaft
- b) any elevator related fire alarm initiating device actuation
- c) building power loss

Means of controlling temperature shall be of the mechanical action type that is wired to and / or through the main power supply of the mechanical equipment serving the elevator hoistway. The means for controlling temperature shall be located in the elevator hoistway accessible to elevator personnel for periodic inspection and testing.

Where hoistway ventilation exists and is not required as part of a new installation or alteration, it shall be eliminated and sealed with materials meeting the rating of the surrounding construction.

2. Modify ASME A17.1 (Section 2.8.4) **Electrical Heaters**. Electrical Heaters that require service or maintenance from the hoistway are not permitted in an elevator hoistway in the Pikes Peak Regional Building Jurisdiction.
3. Modify ASME A17.1 (Section 2.8.5) **Air Conditioning**. Air Conditioning equipment that requires service or maintenance from the hoistway is not permitted in an elevator hoistway in the Pikes Peak Regional Building Jurisdiction.
4. Modify ASME A17.1 (8.6.11.4.1) **Cleaning of Car and Hoistway Transparent Enclosure**. Authorized Personnel may not enter the elevator hoistway without the supervision of Licensed Elevator Personnel. Licensed Elevator Personnel is permitted to clean the transparent car or hoistway enclosures.
5. **Additional Maintenance Control Program Requirements**. The Maintenance Control Program shall be in accordance with the Colorado Conveyance Regulations 7-CCR 1101-8 (Section 2-3-3), with the exception of an Electronic Form of any component of the Maintenance Control Program shall not be permitted in the Pikes Peak Regional Building Department Jurisdiction.