

Best Practices for all Elevators and Escalators in British Columbia

Duties of the BC Safety Authority:

- Issue annual operating permits.
- Issue contractors licenses. And approve qualification of contractors.
- Inspects all new elevator systems before they can be used.
- Inspects all new equipment for elevators and escalators.
- Approve all elevator and escalator renovations.
- Investigate accidents and incidents.
- Record and monitor schedule inspections.

Duties of the Owner's and Owner's Representatives:

- To keep onsite all manuals, construction prints, schematics, shop drawings plus a disk copy of proprietary software.
- Annual operating permits must be mounted in the elevator machine room. (check web site for fee schedule)
- Keep on file current elevator contract. Give a copy to whoever is responsible for the elevators for your company. Make sure they understand all the details of the contract.
- Keep a hardbound logbook for each elevator. All work done on an elevator must be recorded and signed. All records must be kept 6 years.
- If the contract is terminated, request from the Safety Authority all elevator records.

General duties to ensure all contract commitments are met:

- 1) Meet the contractor's supervisor periodically to go over all routine and preventive maintenance work that the contractor had agreed to do, as detailed in the contract. Review any deferred maintenance work and make sure the work is being rescheduled.
- 2) Do a visual inspection of the mechanical systems and elevator cabs with the contractors assigned Service Technician every six months. If you do not have a technical person or a Professional Engineer on staff, a consultant can do this inspection for you.
- 3) Review all logbooks and maintenance work performed with the assigned Service Technician. (Hydraulic elevators, oil loss and additions must be recorded)
- 4) Review all callouts, whether during regular hours or after regular hours.
- 5) Review "Safety Authority" web site for directives and incident reports.
- 6) Schedule and approve additional work not in the contract.
- 7) Review all invoices with the contractor.

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8) If an elevator or escalator is not working properly or does not sound right, it must be shut down immediately and the contractor called. This is called an incident and must be reported to the “Safety Authority”.

9) If a person is trapped, only the contractor’s technician should remove them. Building staff should communicate with them until they are freed.

To insure maintenance and services received is equal to money paid, it requires the owner or owner’s employee to check and prove, all the contract commitments are met, and this requires regular meetings and inspection with the contractor. This is the same for all types of contracts, such as cleaning, A.C., boiler and refrigeration contracts.

The duty of a Property Manager is to protect the owner and ensure for the owner, money paid is equal to service received.

Elevator Salient Points

"mandatory maintenance" means the maintenance of an elevating device that is provided by a licensed contractor under contract to an owner and includes periodic examination and maintenance services such as cleaning and lubrication, all safety-related tests required by the ministry, and immediate treatment of any safety-related deficiency including the adjustment, repair or replacement of any defective equipment or components as required by the adopted codes or manufacturer’s specifications, but does not include an alteration as specified by a provincial safety manager or an alteration as defined by the adopted code.

Classes of contractor's license:

6 The following classes of elevating device contractor’s licenses with their corresponding restrictions are established:

(a) Class A – restricted to designing, constructing, installing, altering, repairing, maintaining or testing of any elevating device except a passenger ropeway or an amusement ride

(b) Class RA – restricted to installing, altering, repairing, maintaining or testing of those elevating devices, other than passenger ropeways or amusement rides, that are identified on the contractor’s license

(c) Class M – restricted to maintaining and repairing those elevating devices, other than passenger ropeways or amusement rides, that are identified on the contractor’s license

Operating permit to be kept on-site:

10 An operating permit for an elevating device must be kept where the device is located and must be readily accessible to a safety officer.

Identification label to be issued following acceptance inspection:

13 (1) A provincial safety officer must issue an identification label for each new elevating device at the time of a successful acceptance inspection.

(2) The owner must display an identification label issued under subsection (1) in a conspicuous place within an elevator cab or, for all other elevating devices, adjacent to the elevating device.

Incidents in respect of all elevating devices:

20 Unless otherwise specified by a provincial safety manager, an elevating device that has been involved in an incident must be shut down immediately and must not be repaired or returned to service without the permission of a provincial safety officer.

Owner's operational and maintenance duties:

21 (1) An owner must ensure that all new and existing elevating devices are operated in accordance with this regulation and the manufacturer's specifications.

(2) An owner must engage a licensed elevating device contractor to maintain a program of mandatory maintenance for the elevating device to ensure its safe working condition.

(3) Subsection (2) does not apply if the owner is also a licensed elevating device contractor and performs its own mandatory maintenance.

(4) The frequency of mandatory maintenance for an elevating device is at least quarterly, unless otherwise provided under an applicable code.

(5) When any unsafe or potentially unsafe condition exists, an owner must close an elevating device from the carriage of passengers until a provincial safety officer permits the elevating device to operate.

Evacuation procedures

24 If evacuation procedures are performed by a person other than a contractor, the owner must submit the procedures to a provincial safety manager.

Submission and filing of technical information documents

25 (1) Before the installation of a new elevating device or a minor or major alteration of an existing elevating device may begin, a technical information package for the elevating device must be submitted to, and filed with, a provincial safety manager in the required form.

(2) A provincial safety manager may specify the conditions under which the documentation in subsection (1) for a new elevating device and for minor and major alterations to an existing elevating device is to be submitted.

(3) The technical information package submitted under subsection (1) must include the seal of a professional engineer approving the manufacturer's specifications for the construction and installation of a new elevating device, or the design drawings and specifications for a major alteration to an existing elevating device, and the professional engineer must verify the accuracy of the contents of the technical information package.

(4) A person must comply with any requirement of a provincial safety manager in respect of design, construction, installation and alteration features that are not dealt with in the documents submitted under subsection (1).

(5) Unless specified otherwise in this regulation, a requirement to submit drawings, technical specifications and manufacturer's specifications to, and file them with, a provincial safety manager does not imply an approval by the ministry of those documents.

Documentation of evacuation procedures may be required:

26 Documentation of evacuation procedures for elevating devices must be submitted to, and approved by, a provincial safety manager when required by a provincial safety manager.

Sump pump for escalator:

40 A sump pump that is required to prevent water seepage accumulating in the bottom of an escalator must be installed outside the escalator truss area.

Oil buffer compression return:

41 An oil buffer installed after January 1, 1991 must be provided with a safety device to prevent an elevator from operating if the oil buffer does not re-extend to its normal position after compression.

Elevator machine room venting:

42 A hydraulic elevator machine room must be permanently vented, directly or indirectly, to the building exterior.

Emergency services for existing elevators, classification "C":

45 (1) If an existing elevator is voluntarily retrofitted to classification "C" firefighters' emergency operation, the operation must, as a minimum, conform to the following:

(a) Phase I Emergency Recall Operation by Fire Alarm Initiating Devices (Phase I Automatic Emergency Recall Operation) must be installed in accordance with the safety code;

(b) Phase I Automatic Emergency Recall Operation by Smoke Detector in Sprinkled Machine Room must be installed in accordance with the safety code;

(c) Phase I Automatic Emergency Recall Operation to the Alternate Level must be installed in accordance with the safety code, municipal bylaw and the requirements of this regulation;

(d) The placement, functions and operation of all required key switches must be as specified in the safety code;

(e) Elevators must be identified at both the main recall level and the alternate recall level using the signage specifications as detailed in the safety code;

(f) The location of and need for the duplicate recall switch must be determined by the local authority having jurisdiction.

(2) The hat symbol must be a minimum 70 mm in height and the "C" classification, representing Converted Firefighters' Elevator Emergency Operation, must be shown within the shield area on the front of the hat.