

## Frequently Ask Questions Inspection of Elevator Equipment Rooms

### Inspection Protocol

**1. The inspector observes deficiencies in the elevator equipment room when passing through to the roof or other common areas. What does the inspector do?**

In accordance with UPCS protocol, the inspector will record all observed deficiencies that are not behind a permanent partition, fencing or screen, located on a suitable balcony, gallery, or platform elevated and arranged so as to exclude unqualified persons, or located at an elevation of 8 feet or more above the floor.

**2. Does the current elevator inspection certificate(s) satisfy the requirement of a signed written waiver or variance that would permit access without a qualified person?**

No, the elevator inspection certificate does not satisfy the requirement of a signed waiver or variance that permits access to the enclosed room without a qualified person. Only a signed written waiver or variance from the governing authority that permits access satisfies the requirement.

**3. Where should the inspector record the observation of an unlocked door to the elevator room?**

If the door to the elevator room is not locked at the time of the inspection the inspector is to record a health and safety deficiency in “Health and Safety” under inspectable items “Hazards” inspectable defect “Other” and include a comment that the door was not locked.

**4. Should the inspector start the inspection if the inspector is told someone “qualified” will be on site before the inspection ends?**

The decision to start the inspection rests with the inspector. If, however, the inspection is completed before the qualified person arrives, or the qualified person does not show up, the inspector is to call TAC and report the inspection as unsuccessful, obtain a TAC number and keep it in the records and report the same with the contractor/master scheduler.

**5. Who determines the validity of a signed waiver or variance?**

The inspector will make the determination when reviewing the documentation. For example, the document may be a signed letter issued by the governing authority which may have a seal of that authority.

**6. How does an inspector determine if an elevator equipment room contains other inspectable items?**

An inspector determines if an elevator equipment room contains other inspectable items by asking the property owner or their on-site representative.

**7. How much money will inspectors receive for reporting an inspection as unsuccessful because the inspector could not access the elevator equipment room when and as required?**

The payment amount for a reported unsuccessful inspection depends on whether or not the inspection is procured under the Reverse Auction Program or is a Servicing Mortgagee inspection.

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Inspectors should refer to the appropriate authority or relevant guiding documents for details. Inspectors are to take care during the scheduling phase to prevent unsuccessful inspections by alerting the property of all requirements prior to the inspection date.

### **Property Requirements**

**1. Do the requirements for the inspection of elevator equipment rooms apply to public housing?**

Yes, the requirements for the inspection of elevator equipment rooms apply to all public housing properties and all multi-family insured and assisted housing subject to the Uniform Physical Condition Standards (UPCS) Inspection Protocol.

**2. Are the property requirements for the inspection of elevator equipment rooms retroactive?**

No, these requirements are not applicable to inspections conducted prior to January 4, 2010.

**3. Who determines that an individual is a qualified person to grant access to elevator equipment rooms?**

The property makes the determination of who is a qualified person as defined in Inspector Notice 2009-03.

**4. Does the property need to have a qualified person on site during the inspection?**

If none of the other accessibility requirements for accessing elevator equipment rooms when required are met, then the property is required to have a “qualified” person on site during the inspection.