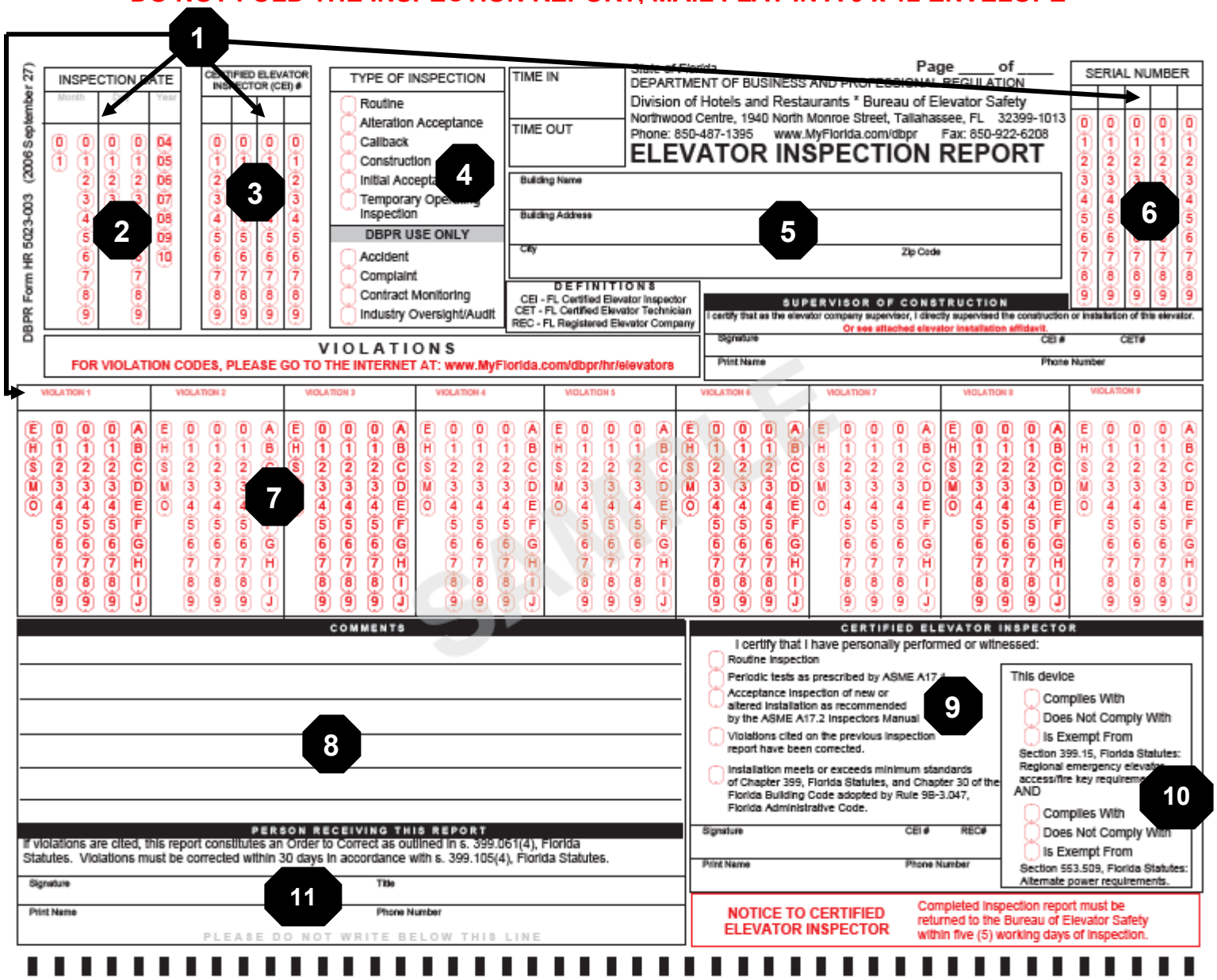
Department of Business and Professional Regulation
Division of Hotels and Restaurants
Bureau of Elevator Safety

Instructions for Completing the Elevator Inspection Report

Mail original report to the Bureau of Elevator Safety when complete

DO NOT FOLD THE INSPECTION REPORT, MAIL FLAT IN A 9 x 12 ENVELOPE

1. In all sections, write the number on the top line under each section and underneath completely blacken the circle with the matching number. Be sure to blacken at least one circle in each column.
2. Inspection date is the actual date that you perform the inspection type listed in section 4.
3. Inspector number is your CEI number (CEI #) assigned by the division. You should also enter your CEI number next to your signature in section 9.
4. Only registered CEI's may perform an inspection. We will accept only one inspection type. Use a separate form for each inspection. Enter inspection start and stop times. Do not complete any inspections listed under "DBPR Use Only."
5. Building Name and Building Street Address is the elevator physical location
6. The Serial Number (license) is the number assigned to each specific elevator.
7. Assigned Violation Codes denote violations. Complete the violation section by writing in the code number for the violation under each particular column and blacken the matching circle.
8. Please write in clarifying comments regarding the inspection, tests, or condition of the elevator.
9. An inspector certification (CEI#) is required on each inspection report. No certification of operation shall be issued until the bureau receives an inspection report citing no violations within 5 days. When you sign this form and insert your (CEI#), you attest, that you have in fact performed the inspection or witnessed the test.
10. Report status of emergency access/fire key and installed alternate power requirements (generator) compliance.
11. Obtain both a printed name and the signature of the person receiving a copy of this inspection report. Include a title and a telephone number.