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## License Information

Elevator Permits

Elevator Licenses

Professional Licenses

## Laws, Rules & Codes

Florida Statutes

Florida Administrative Code

Florida Building Code

## Department's Online Services

Apply for a License  
*Web portal to apply for a new license or permit.*

Maintain Your License  
*Online account to maintain or renew your license.*

Customer Contact Center  
*Submit an email correspondence.*

All issues of Elevator UPdate can be viewed on our [Elevator News](#) webpage.

## Maintenance Control Program Rule Update

The maintenance control program (MCP) onsite documentation requirement is still in effect. The bureau has delayed the implementation of this requirement for conveyances under ASME A17.1b-1998 code and earlier. See the chart below for past and upcoming implementation dates to comply.

CODE UNDER WHICH INSTALLED:	DATE TO COMPLY:
ASME A17.1-2013	January 1, 2018
ASME A17.1b-2009	July 1, 2018
ASME A17.1a-2005 and ASME A17.1S-2005 (MRL Supplement) ASME A17.1-2000	January 1, 2019
ASME A17.1b-1998	April 1, 2020
ASME A17.1b-1995 and earlier versions of ASME A17.1	October 1, 2020

As a reminder, MCPs must meet the provisions of Section 8.6, ASME 17.1-2013. The bureau developed Form [HR 5023-072 Maintenance Control Program Checklist](#) to assist operators in ensuring they meet these requirements. A copy of this checklist in its entirety is included at the end of the newsletter.

If you have questions regarding the MCP requirement or would like for the bureau to examine your MCP prototype for adherence to code requirements, please email the bureau at [dh.elevators@myfloridalicense.com](mailto:dh.elevators@myfloridalicense.com). An MCP review by the bureau is completely optional and will not affect license status. This courtesy review will compare your submitted documents to the requirements of the MCP Checklist and will be performed as time permits. Please note that our agency is subject to broad public records laws and email submissions may be subject to these laws.

## Delinquent Licenses - Renew Today



State monitors are issuing citations for conveyances operating without a current license. Check the status of your license using the DBPR Mobile App or online at [www.myfloridalicense.com](http://www.myfloridalicense.com).

Avoid citations by encouraging elevators owners to renew their license today! Most conveyances require a passing annual inspection and payment of renewal fee to obtain the current certificate of operation.

## Things to Remember: Initial Acceptance Inspections

Permit holders are required to notify the division of the date and time of initial acceptance inspections at least five days prior to its occurrence. If it is rescheduled, the permit holder should notify the division as soon as the new date and time are determined. For more information see Rule 61C-5.006(1)(d), FAC.

On an initial acceptance inspection, the construction supervisor must sign an affidavit that states that he or she directly supervised the construction or installation of an elevator. Without this signature, a certificate of operation for the elevator will not be generated. The most common way of submitting this signature is on the inspection report form under the Supervisor of Construction section.

**ELEVATOR INSPECTION REPORT**

Form No. 1000-003 (Rev. 2016)

Page \_\_\_ of \_\_\_

State of Florida

INSPECTION DATE: (Month) (Day) (Year)

CERTIFIED ELEVATOR INSPECTOR (CEI) #

TYPE OF INSPECTION:
 

- Routine
- Alteration/Acceptance
- Callback
- Construction
- Initial Acceptance
- Temporary Operating Inspection

DBPR USE ONLY:
 

- Accident
- Complaint
- Compliance Monitoring
- Industry Oversight/Audit

DEFINITIONS:
 

- CEI - CEI Certified Elevator Inspector
- CEI - CEI Certified Elevator Technician
- REC - Registered Elevator Company

SUPERVISOR OF CONSTRUCTION:
 

- Signature: \_\_\_\_\_
- Print Name: \_\_\_\_\_
- CEI # \_\_\_\_\_
- Phone Number: \_\_\_\_\_

VIOLATIONS:
 

VIOLATION 1	VIOLATION 2	VIOLATION 3	VIOLATION 4	VIOLATION 5	VIOLATION 6	VIOLATION 7	VIOLATION 8	VIOLATION 9
(0)(1)(2)(3)(4)(5)(6)(7)(8)(9)(A)(B)(C)(D)(E)(F)(G)(H)(I)(J)(K)(L)(M)(N)(O)(P)(Q)(R)(S)(T)(U)(V)(W)(X)(Y)(Z)	(0)(1)(2)(3)(4)(5)(6)(7)(8)(9)(A)(B)(C)(D)(E)(F)(G)(H)(I)(J)(K)(L)(M)(N)(O)(P)(Q)(R)(S)(T)(U)(V)(W)(X)(Y)(Z)	(0)(1)(2)(3)(4)(5)(6)(7)(8)(9)(A)(B)(C)(D)(E)(F)(G)(H)(I)(J)(K)(L)(M)(N)(O)(P)(Q)(R)(S)(T)(U)(V)(W)(X)(Y)(Z)	(0)(1)(2)(3)(4)(5)(6)(7)(8)(9)(A)(B)(C)(D)(E)(F)(G)(H)(I)(J)(K)(L)(M)(N)(O)(P)(Q)(R)(S)(T)(U)(V)(W)(X)(Y)(Z)	(0)(1)(2)(3)(4)(5)(6)(7)(8)(9)(A)(B)(C)(D)(E)(F)(G)(H)(I)(J)(K)(L)(M)(N)(O)(P)(Q)(R)(S)(T)(U)(V)(W)(X)(Y)(Z)	(0)(1)(2)(3)(4)(5)(6)(7)(8)(9)(A)(B)(C)(D)(E)(F)(G)(H)(I)(J)(K)(L)(M)(N)(O)(P)(Q)(R)(S)(T)(U)(V)(W)(X)(Y)(Z)	(0)(1)(2)(3)(4)(5)(6)(7)(8)(9)(A)(B)(C)(D)(E)(F)(G)(H)(I)(J)(K)(L)(M)(N)(O)(P)(Q)(R)(S)(T)(U)(V)(W)(X)(Y)(Z)	(0)(1)(2)(3)(4)(5)(6)(7)(8)(9)(A)(B)(C)(D)(E)(F)(G)(H)(I)(J)(K)(L)(M)(N)(O)(P)(Q)(R)(S)(T)(U)(V)(W)(X)(Y)(Z)	(0)(1)(2)(3)(4)(5)(6)(7)(8)(9)(A)(B)(C)(D)(E)(F)(G)(H)(I)(J)(K)(L)(M)(N)(O)(P)(Q)(R)(S)(T)(U)(V)(W)(X)(Y)(Z)

COMMENTS AND BRIEF DESCRIPTION WITH CODE CITATION

PERSON RECEIVING THIS REPORT:
 

- Signature: \_\_\_\_\_
- Print Name: \_\_\_\_\_
- Phone Number: \_\_\_\_\_

CERTIFIED ELEVATOR INSPECTOR:
 

- Signature: \_\_\_\_\_
- Print Name: \_\_\_\_\_
- CEI # \_\_\_\_\_
- Phone Number: \_\_\_\_\_

NOTICE TO CERTIFIED ELEVATOR INSPECTOR: Completed inspection report must be submitted to the Bureau of Elevator Safety within five (5) working days of inspection.

RED ARROW POINTS TO SUPERVISOR OF CONSTRUCTION SECTION.

## Division Hiring Elevator Inspectors Across the State

The Division is hiring elevator inspectors for various areas of the state, including Leon county, North Central Florida, and Southeast Florida. To view the advertisements and apply for the positions, visit the state's employment website, [People First](http://PeopleFirst.com).



## Questions? Contact Us

Email: [dhr.elevators@myfloridalicense.com](mailto:dhr.elevators@myfloridalicense.com)  
 Website: [www.myfloridalicense.com/DBPR/contact-us](http://www.myfloridalicense.com/DBPR/contact-us)  
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Bureau of Elevator Safety**

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# Maintenance Control Program Checklist

This checklist is provided as general guidance outlining the minimum requirements for a maintenance control program (MCP) under ASME A17.1-2013, as adopted by Rule 61C-5.001, Florida Administrative Code. Elevator personnel and owners should consult Section 8.6, ASME A17.1-2013, for specific requirements.

See Figure Y-1 in Non-Mandatory Appendix Y, ASME A17.1-2013 for additional guidance relating to on-site documents and records requirements.

Note: Electronic means to view must be provided on-site by elevator owner or lessee as per Rule 61C-5.0015(2), Florida Administrative Code.

✓	CODE	MINIMUM REQUIREMENT
<b>8.6.1.2 General Maintenance Requirements</b>		
	8.6.1.2.1	Written MCP shall specify exams, tests, cleaning, lubrication, and adjustments at regular intervals and:
	(a)	Provided for each unit and be viewable on site at all times (electronic or hard copy).
	(b)	Include maintenance tasks and procedures, examinations, and tests.
	(c)	Reference On-Site Documentation needed to fulfill 8.6.1.2.1(b) and On-Site Maintenance Records for completion of 8.6.1.4.1(a).
	(d)	Instructions posted for locating on-site hard copy or electronic viewing of MCP maintained remotely.
	(e)	Procedures and intervals based on: (1) Age, condition and wear; (2) Design and inherent quality; (3) Usage; (4) Environmental conditions; (5) Improved technology; (6) Manufacturer's recommendation and original equipment certification for SIL Rated devices or circuits; and (7) Manufacturer's recommendation for A17.7 devices
	(f)	Written procedures for tests; inspections; maintenance; replacements; adjustments; and repairs for detection means for traction loss, broken suspension member, residual-strength, and related circuits.
	8.6.1.2.2	On-Site Documentation – (a), (b), and (c) must be written, permanent, hard copy in machine room, machinery space, control room, control space, or at the means necessary for test.
	(a)	Wiring Diagrams -Must be updated as code changes and alterations occur.
	(b)	Written procedures for inspections and tests not in A17.2 and procedures and methods for maintenance, repairs, replacements, and adjustments for (1) Those specifically identified to be written in code (2) Unique maintenance procedures or methods for inspection, tests, and replacement for all SIL rated E/E/PES electrical protective devices and circuits (3) Unique maintenance procedures or methods for inspection, tests, and replacement of equipment under alternative arrangements (variance) and provided by manufacturer or installer (4) Unique maintenance procedures or methods for inspection and test under A17.7, Code Compliance Document
	(c)	Written check-out procedures (See s. 8.6.4.19.10 [E/E/PES], s. 8.6.4.20.8 [Leveling with doors open], s. 8.6.8.15.7 [Overspeed valve] & s. 8.6.8.15.13 [Reversal stopping device])
	(d)	Written procedures for evacuation and glass cleaning (when applicable) – available on-site
<b>8.6.1.4 Maintenance Records</b>		
	8.6.1.4	Instructions on controller for how to locate and view all Maintenance Records

DBPR, Division of Hotels and Restaurants, Bureau of Elevator Safety  
Maintenance Control Program Checklist

<b>8.6.1.4 Maintenance Records (continued)</b>		
	8.6.1.4.1	On-Site Maintenance Records viewable for elevator personnel if not kept in the machine room/space or control room/space with all 8.6 tasks and requirements according to MCP established intervals.
	(a)	MCP Records (1) Lists maintenance tasks, tests, examinations, and adjustments and specified intervals (2) Based criteria in 8.6.1.2.1(e) above (3) Viewable on-site (paper or electronic) and include: a. Site name and address; b. Service provider name; c. Conveyance license(serial) number and type; d. Date of record; e. Description of task, interval and associated requirements of 8.6; f. Indicate completion of tasks
	(b)	Repair and Replacement Records – 5 years retention by owner Permanent instructions provided for locating records and means to view (if electronic) 1. Explanation of repair or replacement 2. Date and time 3. Name of technician
	(c)	Other Records – 5 years retention, instructions to locate on controller or means necessary for test, include date and name of person or firm performing task. (1) Record of oil usage (2) Firefighter’s operation check- 8.6.11.1 (3) Periodic tests – see 8.6.1.7 – Tag requirement (4) Document A17.6 – Suspension means replacement criteria
	(d)	Permanent acceptance records (see s.8.10.1.1.4) and tag (see s.8.10.1.1.5) for units installed under A17.1 2010 code or later
	8.6.1.4.2	Callback records maintained and available, including reported trouble, dates, time, and corrective action. Instructions to report trouble calls on controller or means necessary for test.
	8.6.1.5.1	Code Data Plate – see requirements in 8.9
<b>8.6.4 Maintenance and Testing of Electric Elevators</b>		
	8.6.4.19.10	E/E/PES – written checkout procedure provided by person or firm installing
	8.6.4.20.8	Leveling – written checkout procedure provided by person or firm installing or maintaining
<b>8.6.5 Maintenance and Testing of Hydraulic Elevators</b>		
	8.6.5.16.5	Overspeed valve – written procedure from valve manufacturer or person or firm maintaining
<b>8.6.8 Maintenance and Testing of Escalators</b>		
	8.6.8.15.7	Reversal stop switch – written checkout procedure provided by person or firm maintaining
	8.6.8.15.13	Handrail – written checkout procedure provided by person or firm maintaining
<b>8.6.11 Special Provisions</b>		
	8.6.11.4.2 & 8.6.11.4.3	Glass cleaning – written procedure on premises identifying hazards and detailing safety precautions
	8.6.11.5.2	Emergency Evacuation Procedure on premises
	8.6.11.6.2	Escalator Startup Procedure
	8.6.11.7	Means Specified (MRL) Procedure – written and posted in permanent manner, plain view
	8.6.11.8	Egress and Re-entry Procedure – written and posted in permanent manner, plain view
	8.6.11.9	Retractable Platform Procedure – written and posted in permanent manner, plain view