



**1. In a building four or more stories above ground, how many elevators are needed and what size?**

One elevator shall be provided as an acceptable means of egress to all floors; it shall meet IBC size requirements to handle a stretcher 84 inches by 24 inches. If one elevator does not serve all floors, two or more elevators may be used.

**2. Does my elevator equipment room need air conditioning?**

Where solid state equipment is used for elevator controllers, an air conditioning system is required. If standby power is supplied to the elevators, then the elevator equipment room air conditioning must be on standby

**3. Who does my elevator emergency phone dial to?**

Two-way communication is required from the cab to a source located outside of the hoist way. This source shall be available twenty-four hours a day and be capable of dispatching assistance. The source may be one of the following:

- a. Building maintenance or management
- b. Elevator service company
- c. Answering service
- d. Security
- e. Other sources available twenty-four hours

**4. Does the emergency phone have to be functional to get my elevators certified?**

Yes.

**5. How long is my "Certificate of Inspection Permit" good for?**

Certificates are valid for one year. An inspector will automatically be scheduled to inspect the elevator equipment during the month the permit expires.

**6. How often are tests required on my elevators?**

- a. Hydraulic elevators require a Hydro Category 1 safety test performed annually.
- b. Hydraulic elevators require a Category 5 safety test when they have safeties, piston grippers, or overspeed valves.
- c. Traction elevators require a no load Traction Category 1 test annually.
- d. Traction elevators require a full load Category 5 test every five (5) years.
- e. Escalators require an Escalator Category 1 test annually.
- f. Fire alarm recall of the elevators and emergency generator operation (where provided) should be tested annually by a fire alarm company.

**7. Can I store cleaning supplies in my elevator machine room?**

No, only authorized personnel are allowed in the machine room. Equipment not related to the operation of the elevators is not allowed.