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## Metropolitan Area Building and Construction Department

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### MEMORANDUM

DATE: June 1, 2018

TO: All Elevator and General Contractors

FROM: Chris A Nordick, Chief Elevator Inspector  
Metropolitan Area Building and Construction Department  
Elevator Safety Section

SUBJECT: Elevator Inspection Checklist and Scheduling

Metropolitan Area Building and Construction Department allows for elevator contractors to schedule their new elevator and modernized elevator inspections as far in advance as necessary of the anticipated inspection date. MABCD recognizes that scheduling inspections ahead of time benefits both contractors and the department. However, in many instances the elevator is not ready for a final inspection at the scheduled time, negating the intended benefit. When elevators are not ready for inspection at the scheduled time, inspection resources are not used efficiently, resulting in this and other scheduled inspections being delayed. In an effort to enable inspections to be performed in a more efficient manner and benefiting both the customer and contractor, MABCD has developed a pre-inspection checklist to ensure that the elevator is ready for the scheduled inspection.

The pre-inspection checklist shall be submitted to the elevator inspection department at least two working days prior to the scheduled inspection date. If the pre-inspection checklist is not received by MABCD at least two working days prior to the scheduled inspection date, the inspection will not be performed and will be required to be rescheduled, which may result in the inspection being delayed.

While MABCD will always be available for on-site visits to answer specific questions, we cannot provide “punch-list” type of inspections or project consulting services. If the installation is not complete and ready for inspection after the pre-inspection checklist has been submitted, the contractor may be subject to a re-inspection fee as provided in Article 1, Sec. 2 (a) of the UBTC in addition to a rescheduling delay.