

THE CITY OF NEW YORK  
DEPARTMENT OF BUILDINGS

DEPARTMENTAL MEMORANDUM

DATE: August 6, 1984

TO: Borough Superintendents  
FROM: Charles M. Smith, Jr., Commissioner  
SUBJECT: Locks on Elevator Hoistway Doors

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In order to assure uniformity in the application of the pertinent provisions of Rule 110.6 of Reference Standard RS18-1 and Sections C26-1800.8, C26-1801.4 and C26-1801.5 of the Administrative Code in regard to locks on elevator and hoistway doors, and out of service elevator landings, former Commissioner Fruchtmann's memorandum of March 12, 1981 is hereby rescinded and superceded as follows:

1. Physical locking of elevator hoistway doors by padlocks or the like is not acceptable in all buildings, regardless of occupancy group or height, for doors opening onto top and bottom terminal landings and main entrance floors. This prohibition is effective immediately.
2. Additionally, buildings in occupancy group E (office) exceeding 100 feet in height may not have locking devices on all other floors in the case of at least three elevators, unless such locking devices are electrically inter-connected into the firemen's key. This restriction is effective immediately.
3. All buildings in all occupancy groups exceeding 75 feet in height, and not already subject to the above-mentioned restrictions, shall be prohibited from having locks maintained on elevators and elevator hoistway doors, on or after April 1, 1987, with the following exceptions:
  - a. Elevators used exclusively for freight; or
  - b. Elevators provided with Fire Department city-wide standard keys at all landings; or
  - c. Elevator landings provided with a vestibule of any size, ("zero clearance" permissible) with the locking devices installed exclusively on the swing door between the vestibule and the occupied floor space.

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4. The foregoing requirements are applicable immediately for both existing buildings and new construction, except as set forth above.
5. Additionally, in the case of vacant floors, in order to further the interest of public safety, locks on elevator hoistway doors shall be removed immediately from said floors unless the following limitations are immediately complied with:
  - a. No consecutive vacant floors are locked; or
  - b. If consecutive vacant floors are to be locked, then elevator landing vestibules of any size ("zero clearance" permissible) are provided on said floors, with the locking devices installed exclusively on the swing door between the vestibule and the general floor space.

  
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Charles M. Smith, Jr.  
Commissioner

CMS:IEM:ap  
cc: Deputy Commissioner Minkin  
Deputy Commissioner Madonia  
Assistant Commissioner Dennis  
Assistant Commissioner White  
Chief Elevator Inspectors  
BIAC  
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