Definitions

1 Year Test (Annual Inspection) / Category 1
- Category 1 (Annual Inspection) is an inspection/test performed between January 1st and December 31st of each calendar year.
- Category 1 (Annual Inspection) report shall be submitted within 80 calendar days from the date of inspection with satisfactory inspection results for each listed device.
- Unsatisfactory items – identified defects must be corrected within 120 days following the date of inspection of test. Additionally, a certification (ELV29) must be filed within 60 calendar days following the date of completion of repairs.
- Select the appropriate box in Section #2.
- Note: Notification is required for Category 1 (Annual Inspection) on all escalators only by indicating the date in the appropriate box of the “Date DOB notified of:” box in the top right corner of the ELV3 form and completing an ELV36 Form.

3 Year Test - Water Hydraulic / Category 3
- Category 3 is an inspection/test performed every 3 years only on water hydraulic type elevators.
- Category 3 (Water Hydraulic Elevators Only) shall be submitted within 80 calendar days from the date of inspection with satisfactory inspection results for each listed device.
- Select the appropriate box in Section #2.
- Note: A report for a category 3 inspection must not be submitted without providing proper notification by indicating the date in the appropriate box of the “Date DOB notified of:” box in the top right corner of the ELV3 form and completing an ELV36 Form.

5 Year Test / Category 5
- Category 5 is an inspection/test performed every 5 years on all applicable devices, as per NYC Building Code, Appendix K, Table N1.
- Category 5 shall be submitted within 60 calendar days from the date of inspection with satisfactory inspection results for each listed device.
- Select the appropriate box in Section #2.
- Note: A report for a Category 5 inspection must not be submitted without providing proper notification by indicating the date in the appropriate box of the “Date DOB notified of:” box in the top right corner of the ELV3 form and completing an ELV36 Form.

Test Tags
- As per NYC Building Code, Appendix K, Section 8.11.1.6 - A metal test tag with the test date, the category number requiring the test, the name of the person or firm performing the test, and the Approved Agency License number, shall be installed in the machine room and at the vicinity of the lower starting station of escalators and moving walks for all Category 1, 3 and 5 tests.

Inspection Certificates
- As per NYC Building Code, Section 28-304.6.4 - After each inspection or test, the inspector shall affix the inspection date and his or her signature over a stamp identifying his or her approved agency name and his or her approval number on the Inspection Certificate issued by the department.

Section 1 – Location Information
- Complete all applicable fields.
- Borough name must be typed out. (Do not use borough code numbers.)

Section 2 – Report Type
- Must not remain blank. Select a type by marking “X” on the appropriate field.
- If “Elevator Inspection / Test” is selected, please select a subtype by marking “X” on the appropriate field(s).
- Mark all appropriate Category Test(s) being reported on this form. One addition test (Category 3 or 5) may be reported along with Category 1 results.
- If “Personnel Hoist Inspection / Test” is selected, provide the “Badge #” and select a subtype by marking “X” on the appropriate field.
- Note: Personnel Hoist Inspection / Test filings shall only be submitted to the Elevator Window located on the 4th floor of 280 Broadway.

Section 3 – Fee Status
- Must not remain blank. Select a type by marking “X” on the appropriate field.
- If “Fee Exempt with Proof Enclosed” is selected, provide Dept. of Finance verification.

Section 4 – Applicant Information
- All fields shall be completed by the agency performing the inspection.

Section 5 – Owner Information
- All fields shall be completed by the Property Owner.
Section 6 – Test Information
- List the device number and inspection/test date.
- Select a device type, inspection result, and category by marking “X” in the appropriate box.
- Tests for the same device performed on different dates require separate lines.
- Satisfactory and Unsatisfactory results only apply to Category 1 tests. Unsatisfactory results are not accepted for Category 3 or Category 5 tests.
- Floor numbers affected must be provided for Personnel Hoists only.
- Only 5 devices may be listed on document ELV3. Refer to document ELV3A to list additional devices.
- You must complete Section 8 for all unsatisfactory Category 1 test results.
- Note: Hazardous Conditions / Cease Use items shall not be reported on this form. These items shall be corrected immediately.

Section 7 – Location Information
- Provide the same information as in section 1 in the event paperwork is separated.

Section 8 – Unsatisfactory Devices
- Refer to page 3 of this instruction set for elevator part, violation condition, and suggested remedy codes.
- Refer to document ELV3A to list additional devices.

Sections 9 – Property Owner’s Statements and Signatures
- This section shall always be reviewed and completed by the Property Owner.

Sections 10 – Inspecting Agency’s Statements and Signatures
- This section shall always be reviewed and completed by the Inspecting Agency.

Sections 11 – Witnessing Agency’s Statements and Signatures
- This section is not required if the following device types reported on this form: Private Residential Elevators, Conveyors, Dumbwaiters, and Material Lifts. (Refer to Table N1—Appendix K Chapter K1 of the NYC Building Code for requirements)
- This section shall be reviewed and completed by the Witnessing Agency if required.
# Elevator Inspection / Test Report

## INSTRUCTIONS

### Elevator Part

<table>
<thead>
<tr>
<th>INSIDE CAR</th>
<th>TOP OF CAR</th>
<th>動作</th>
<th>97</th>
<th>Underside Platform</th>
</tr>
</thead>
<tbody>
<tr>
<td>01 Emergency Stop Switch</td>
<td>26 Top Emergency Exit Cover</td>
<td>51 Slack Rope Switch</td>
<td>77</td>
<td>Tension Weight</td>
</tr>
<tr>
<td>02 Alarm System</td>
<td>27 Governor Release Carrier</td>
<td>52 Hoist Cables</td>
<td>78</td>
<td>Comp / Chains / Ropes / Switch</td>
</tr>
<tr>
<td>03 Car Enclosure</td>
<td>28 Door Hangers &amp; Connectors</td>
<td>53 Governor Ropes</td>
<td>79</td>
<td>Counterweight Runby</td>
</tr>
<tr>
<td>04 Side Emergency Exit</td>
<td>29 Door Operator</td>
<td>54 Car Counterweight Rope</td>
<td>80</td>
<td>Counterweight Runby Signage</td>
</tr>
<tr>
<td>05 Car Door/Gate</td>
<td>30 Normal Limits</td>
<td>55 Drum Counterweight Rope</td>
<td>81</td>
<td>Plunger Gripper</td>
</tr>
<tr>
<td>06 Car Door/Gate Contact</td>
<td>31 Final Limits</td>
<td>56 Hoist Machine</td>
<td>82</td>
<td></td>
</tr>
<tr>
<td>07 Door Reopening Device</td>
<td>32 Guide Shoes / Roller Guides</td>
<td>57 Hoist Motor</td>
<td>83</td>
<td></td>
</tr>
<tr>
<td>08 Car Floor to Landing Still</td>
<td>33 Counterweight</td>
<td>58 Worn / Gear / Bearings</td>
<td>84</td>
<td></td>
</tr>
<tr>
<td>09 Car Floor</td>
<td>34 Hoistway</td>
<td>59 Machine Brake</td>
<td>85</td>
<td></td>
</tr>
<tr>
<td>10 Car Door Gibs</td>
<td>35 Electrical Wiring</td>
<td>60 Lighting Machine Space</td>
<td>86</td>
<td>Comb Plate / Comb Plate Teeth</td>
</tr>
<tr>
<td>11 Car Button Station</td>
<td>36 Pipes and Ducts</td>
<td>61 Machine Disconnect SW</td>
<td>87</td>
<td>Landing Plate / Impact Switches</td>
</tr>
<tr>
<td>12 Car Lighting</td>
<td>37 Overhead &amp; Deflector Sheave</td>
<td>62 Commutator</td>
<td>88</td>
<td>Handrails / Handrail Safeties</td>
</tr>
<tr>
<td>13 Emergency Lighting</td>
<td>38 Traveling Cable &amp; Junction</td>
<td>63 Motor Brushes</td>
<td>89</td>
<td>Step / Thread</td>
</tr>
<tr>
<td>14 Car Mirror</td>
<td>39 Car Top</td>
<td>64 NYC Device #</td>
<td>90</td>
<td>Key Switch</td>
</tr>
<tr>
<td>15 Certificate Frame</td>
<td>40 Machine Room</td>
<td>65 Unintended Car Movement</td>
<td>91</td>
<td>Emergency Stop Button</td>
</tr>
<tr>
<td>OUTSIDE HOISTWAY</td>
<td>MACHINE ROOM</td>
<td>41 Machine Room Door</td>
<td>66 Emergency Brake/Rope Gripper</td>
<td>92</td>
</tr>
<tr>
<td>16 Hoistway Doors</td>
<td>42 Controller—Selector</td>
<td>67 Communication</td>
<td>93</td>
<td>Ceiling Guards</td>
</tr>
<tr>
<td>17 Hoistway Door Gibs</td>
<td>43 Reverse Phase Relay</td>
<td>68 Maintenance Log</td>
<td>94</td>
<td>Deck Barricades</td>
</tr>
<tr>
<td>18 Hoistway Door Reinforcements</td>
<td>44 Traction Sheave</td>
<td>69 Code Data Plate</td>
<td>95</td>
<td>Internal Safeties</td>
</tr>
<tr>
<td>19 Hoistway Door Safety Retainer</td>
<td>45 Governor</td>
<td>70 Pit</td>
<td>96</td>
<td>Safety Signage</td>
</tr>
<tr>
<td>20 Vision Panel</td>
<td>46 Governor Switch</td>
<td>71 Pit Light</td>
<td>97</td>
<td>Entire Device</td>
</tr>
<tr>
<td>21 Interlocks</td>
<td>47 Drum</td>
<td>72 Pit Stop Switch</td>
<td>98</td>
<td>Current Five Year Tag</td>
</tr>
<tr>
<td>22 Parking Device</td>
<td>48 Pump Unit</td>
<td>73 Car Guide-Rails &amp; Brackets</td>
<td>99</td>
<td>Current One Year Tag</td>
</tr>
<tr>
<td>23 Hall Button Station</td>
<td>49 Drum Machine Limit SW</td>
<td>74 Cwt Guide-Rails &amp; Brackets</td>
<td>100</td>
<td>Miscellaneous</td>
</tr>
<tr>
<td>24 Indicators</td>
<td>50 Generator</td>
<td>75 Buffers</td>
<td></td>
<td></td>
</tr>
<tr>
<td>25 Door Safety Retainer</td>
<td></td>
<td>76 Car Safety &amp; Tail Rope</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

### Violating Condition

- A Altered
- B Insufficient
- C Padlocked
- D Unsecured
- E Rubbing
- F Lost Motion
- G Improper Fuses
- H Worn
- I Damaged
- J Misaligned
- K Rusted
- L Defective
- M Missing
- N By-passed
- O Dirty
- P No Means of Access
- Q Unguarded
- R Illegal
- S Not Fire Retardant
- T Unlabeled
- U Device Not Tagged
- V Not Level
- W Unlocked
- X Inoperative
- Y Oil Leak
- Z Water Leak
- AA Carbon Buildup
- BB Expired Tag

### Suggested Remedy

- 01 Adjust
- 02 Clean
- 03 Install Guards
- 04 Patch
- 05 Perform & File Test
- 06 Properly Secure
- 07 Provide
- 08 Regroove
- 09 Remove
- 10 Repair
- 11 Replace
- 12 Reshackle
- 13 Seal
- 14 Shorten
- 15 Tag Device
- 16 Provide Means of Access
- 17 Re-inspection Required