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Policy: Conveyance General

Purpose: To describe the General Provisions for Conveyance procedures, provide General Information for Conveyance Owners and Contractors, and define their responsibilities.

Scope: Conveyance Owners, Conveyance Contractors, AHJ (CP&D Director & CP&D Development Services Coordinator), AHJ Inspector, AHJ Inspector's Account Manager

Definitions:

1. **Acceptance Test:** a required safety test on a new installation or alteration performed by the Conveyance Mechanic and witnessed by the AHJ Inspector.
2. **AHJ (Authority Having Jurisdiction):** The City of Black Hawk, as the Authority Having Jurisdiction, is responsible for enforcing the requirements of a code, and standards for approving equipment, materials, an installation, or a procedure. conveyance@cityofblackhawk.org
3. **AHJ Inspector:** The Conveyance Inspector hired by the AHJ, who holds a current Conveyance Inspector License issued by the Division of Oil and Public Safety within the Colorado Department of Labor and Employment, is employed by an Approved by the AHJ to inspect a conveyance and is not affiliated with the Conveyance Contractor whose Repair, Alteration or Installation is being inspected. conveyance@cityofblackhawk.org
4. **AHJ Inspector's Account Manager:** The Account Manager for the Conveyance Inspector hired by the AHJ. Responsible for all administration, scheduling, and invoicing. The point of contact and liaison between the AHJ Inspector and the AHJ.
5. **Alteration, Major:** An alteration that is extensive in scope warrants a complete witnessed Acceptance Inspection and applicable tests. Ex. controller, signal fixtures, rotating equipment, drive (multiple components), fire alarm, fire recall.
6. **Alteration, Minor:** An alteration that is minor in scope, such that it only warrants the specific components(s) being altered to be tested and inspected. Ex. cab finishes, valve work, power unit install, door operator replacement, re-rope/brake suspension, escalator handrails.
7. **Annual Safety Test:** a required safety test performed by the Conveyance Mechanic and witnessed by the AHJ Inspector.
8. **ASME:** American Society of Mechanical Engineers
9. **ASME A17.1:** Adopted Safety Code for Elevators and Escalators
10. **Bluebeam Revu:** The AHJ and AHJ Inspector use this software to review all Conveyance and Building permit submittals.
11. **Certificate, Certificate of Construction Operation (CCO):** A document issued by the AHJ that allows the temporary operation of a conveyance to support construction activities without permitting conveyance access to the public. Operating the Conveyance requires 2-way communication and a full-time operator.
12. **Certificate, Certificate of Operation (CO):** A document issued by the AHJ for each Conveyance that indicates the Conveyance has the required safety inspections and tests.

- 13. Certificate, Dormant:** An inspection by the AHJ Inspector must be performed to ensure that the OPS requirement for Conveyance Made Dormant has been met. Following this inspection, a Dormant Certificate will be issued. A Conveyance shall not be made dormant for more than 5 years. At the end of 5 years the Conveyance Owner shall obtain a valid Certificate of Operation or remove the Conveyance from Service.
- 14. Certificate, Removed from Service:** An inspection by the AHJ Inspector must be performed to ensure that the OPS requirement for Conveyance Removed from Service has been met. Following this inspection, a Removed from Service Certificate will be issued. Once a Conveyance has been Removed from Service, the only way to put it back into service is to bring it up to all currently adopted codes and a Certificate of Operation issued. No TCO may be issued when placing a Removed from Service Conveyance back into service.
- 15. Certificate, Shut Down:** A document issued by the AHJ if there are Life Safety concerns or the TCO requirements are not met within the allotted time frame. Once a Shut Down Certificate is issued, the Conveyance Owner has 6 months to bring the Conveyance into compliance. After 6 months, the Conveyance Owner must decide if they will make the Conveyance Dormant or Remove it from Service.
- 16. Certificate, Temporary Certificate of Operation (TCO):** A document issued by the AHJ that allows temporary operation of a conveyance for public use if no imminent life safety issues are not identified following the inspection of the Conveyance by the AHJ Inspector. A TCO is only valid for 60 days from the date of inspection.
- 17. CommunityCore:** AHJ's online permit and inspection portal.
- 18. Compliance Month:** The month of the year in which the Certificate of Operation expires; it will always be the month of the last Five-Year Witness Test.
- 19. Conveyance:** A mechanical device described as an elevator, platform lift, dumbwaiter, escalator, or moving walk.
- 20. Conveyance Contractor:** A Contractor licensed with the Division of Oil and Public Safety within the Colorado Department of Labor and Employment and contracted by the Conveyance Owner to perform their maintenance and repairs. Conveyance Mechanics must hold a current OPS license.
- 21. Conveyance Owner:** The Conveyance Owner (General Manager or Facilities Manager) is solely responsible for maintenance, scheduling inspections, and repairs to the Conveyances.
- 22. Conveyance Reporting Spreadsheet:** AHJ Excel spreadsheet used to track all Conveyance activity.
- 23. Dangerous Conveyance:** A conveyance that poses imminent danger to passengers or inspection/maintenance personnel or equipment.
- 24. Dumbwaiter:** As defined in ASME A17.1: a hoisting or lowering mechanism equipped with a car that moves within an electric driving machine.
- 25. Elevator:** As defined in ASME A17.1: a hoisting or lowering mechanism, equipped with a car that moves within guides and serves two or more landings.
- 26. Escalator:** As defined in ASME A17.1: a power-driving inclined, continuous stairway used for raising or lowering passengers.
- 27. Five-Year Witness Test:** a required complete safety test (more rigorous and thorough than the Annual Safety Test) performed every five years by the Conveyance Mechanic and witnessed by the AHJ Inspector.
- 28. Hoistway:** An opening through a building or structure for the travel of a conveyance in which car rails have been installed.

- 29. Injury:** An injury is one that results in death or requires medical treatment (other than first aid) administered by a physician or by registered professional personnel under the standing orders of a physician. The medical treatment does not include first aid treatment or one-time treatment and subsequent observation of minor scratches, cuts, burns, splinters, and any other minor injuries that do not ordinarily require medical care even though treatment is provided by a physician or by registered professional personnel.
- 30. Inspection, Emergency Life Safety:** An inspection requested due to an evacuation, dangerous Conveyance, or accident caused by a Conveyance during regular business hours or outside normal business hours.
- 31. Inspection, Outside Regular Business Hours:** Any non-emergency life safety inspection requested outside of Monday through Thursday between 7:00 a.m. and 4:00 p.m.
- 32. Inspection, Regular Business Hours:**
The AHJ Inspector conducts inspections Monday through Thursday between 7:00 a.m. and 4:00 p.m. Failure on the part of the Conveyance Owner, Conveyance Contractor to be onsite and/or ready at the specified date and time of inspection will result in the Conveyance Owner being invoiced a full charge inspection and subject to re-inspection fees.
- 33. Maintenance Control Program (MCP):** A documented set of maintenance tasks, maintenance procedures, examinations, and tests designed to ensure that equipment is maintained in compliance with the requirements of the currently adopted edition of ASME A17.1 and the Sec 2-3-3 of the OPS regulations; provided and maintained onsite by the Conveyance Contractor.
- 34. Material Lift Type B:** A powered hoisting and lowering mechanism used for carrying material and on which only the operator or the person necessary for unloading and loading the material is permitted to ride.
- 35. Memorandum of Agreement (MOA):** An agreement executed between the Colorado Department of Labor and Employment, Division of Oil and Public Safety (OPS) and the City of Black Hawk (AHJ) for local jurisdiction regulation of conveyances, renewable every five years.
- 36. Moving Walk:** As defined in ASME A17.1: A type of passenger-carrying device on which passengers stand or walk and in which the passenger-carrying surface remains parallel to its direction of motion and is uninterrupted.
- 37. NetSuite:** Business management software.
- 38. OPS:** Oil and Public Safety Division within the Colorado Department of Labor and Employment; <https://ops.colorado.gov/Conveyances>
- 39. Platform Lift:** As defined in ASME A17.1: a powered hoisting and lowering mechanism designed to transport mobility-impaired persons on a guided platform that travels vertically or on an incline.
- 40. Specified Scheduled Maintenance Intervals** are defined by the City of Black Hawk as the maintenance schedule agreed upon between the Conveyance Contractor and the Conveyance Owner. See amendment AHJ_Inspections_Final **C. Maintenance Control Program (MCP)**

Procedure:

I. General Regulations and Conditions for Conveyance

- A. Goal:** The AHJ and the OPS Conveyance Programs aim to protect the riding public and industry personnel in the State of Colorado and the City of Black Hawk from the hazards of dangerous conveyances.

B. Agency Cooperation: The AHJ entered an MOA with the OPS to regulate conveyances within its territory of authority.

1. The MOA is renewed every five (5) years with a current expiration date of June 20, 2023.
2. The AHJ is required to submit an annual conveyance report to the OPS. The OPS provides the AHJ with the required format. The annual report is due to OPS no later than February 28th of each calendar year and includes data from the previous calendar year. If the AHJ does not receive the required report format by February 1st, the AHJ contacts OPS at cdle_conveyance@state.co.us

C. AHJ Inspector: As an approved AHJ, the City contracts with a specific inspection agency for an AHJ Inspector. The AHJ ensures that each AHJ Inspector holds the required licenses and/or certification to perform their responsibilities and that they are on file and maintain adequate insurance coverage while performing their duties.

D. City Standards: As the AHJ, the City operates and enforces a Conveyance Regulation Program with standards equal to or more stringent than those within the current OPS statute and regulation.

E. Regulations Distribution: The AHJ distributes Standard Operating Procedures (SOPs) to the AHJ Inspector, the Conveyance Owners, and Conveyance Contractors to establish guidelines for the design, construction, installation, registration, change of ownership, operation, maintenance, testing, inspection, and conveyance accident reporting for all entities to follow.

1. The regulations aim to ensure that all conveyances accessible to the general public are correctly and safely installed and operated within the AHJ, that all Conveyances meet or exceed minimum safety standards, and hold either a current CO or TCO.
2. To ensure safety standards, the AHJ adopts the exact editions of codes and standards within twelve (12) months from when OPS adopts the standards. The American National Standards Safety Code for Elevators and Escalators ASME A17.1/CSA B44, the most current edition adopted by the State of Colorado, and the National Electrical Code most current edition adopted by the State of Colorado. See the [Currently Adopted Codes](#).

F. AMMR: The AHJ does not consider Alternate Materials and Methods (AMMR) Requests.

G. Basic AHJ and OPS Conveyance Program Requirements

1. **Licensing:** All Conveyance Contractors, the Mechanic performing the inspection, and AHJ Inspectors maintain a current license issued by OPS to ensure that the installation, alteration, and maintenance of Conveyances in the State of Colorado are completed by qualified personnel. The AHJ Inspector verifies and reports by email all unlicensed Conveyance Contractors to OPS and the AHJ.
2. **Registration:** The Conveyance Owner is responsible for submitting the Conveyance Registration Notice and fee for all elevators, escalators, dumbwaiters, wheelchair lifts, and other regulated conveyances in the State of Colorado to the OPS with a separate notification to the AHJ before placing the Conveyance into service. The AHJ and the AHJ Inspector ensure registration before issuing a CO. The OPS approved

Conveyance Registration Notice is required as part of the AHJ Conveyance installation permit packet.

3. **Change of Ownership:** When an ownership or address change occurs, The Conveyance Owner completes the Conveyance Change of Ownership/Address form and promptly submits it by email to OPS with a separate notification to the AHJ.
4. **Responsible Party:** According to the State of Colorado and the City of Black Hawk Conveyance Regulations, industry code, and the standards adopted in state statutes and regulations, complete installation, alteration, maintenance, testing, and annual inspection of regulated conveyances is the sole responsibility of the Conveyance Owner.

H. How to Contact and Correspond

1. **Office Hours:** The AHJ staff hours of operation: Monday-Thursday, 8:00 am-5:00 pm.
2. **Inspection Hours:** The AHJ Inspector performs inspections Monday-Thursday, 7:00 am-4:00 pm.
3. **No Holiday Inspections**
 - a. Recognized AHJ and AHJ Inspector Holidays:
New Year's Day, Martin Luther King Jr. Day, President's Day, Memorial Day, Day before Independence Day, Independence Day, Labor Day, Veteran's Day, Thanksgiving Day, Day After Thanksgiving, Christmas Eve, Christmas Day, New Year's Eve.
 - b. Holidays falling on a Saturday are observed on the prior Friday.
Holidays falling on a Sunday are observed on the following Monday.
4. **General Inquiries:** Email inquiries to the AHJ at conveyance@cityofblackhawk.org, include on all correspondence:
 - a. Conveyance number
 - b. Conveyance type
 - c. Type of inspection, if applicable
 - d. Inspection date, if applicable
 - e. Narrative or request
5. **Notifications:** The Conveyance Owner notifies the AHJ of any Conveyance Owner staff changes within 72 hours of their start date.
 - a. Email information to conveyance@cityofblackhawk.org
 - b. Include first and last name, title, cell number, office number, and email address.
6. **Forms:** The Conveyance Owner and Conveyance Contractor use the OPS program forms found at: <https://ops.colorado.gov/Conveyance/Forms>
The AHJ Inspector uses the AHJ program forms.

I. Conveyance Owner's Responsibilities

1. **Conveyance Standard Operating Procedure (SOP):** The Conveyance Owner provides a copy of their Conveyance Program SOP to the AHJ every year on or before January 30th of each calendar year. The Conveyance Owner is solely responsible for the complete installation, alteration, maintenance, testing, and annual inspection of their regulated Conveyances. Email to conveyance@cityofblackhawk.org
2. **Licensing:** The Conveyance Owner is responsible to ensure that their Conveyance Contractor/Mechanic holds a current license with OPS.
3. **Registration:** Submit the one-time Conveyance Registration notice and fee for all elevators, escalators, dumbwaiters, material lifts, and other regulated conveyances in

the State of Colorado to the OPS with a separate notification to the AHJ before placing the Conveyance into service. A Conveyance may not be installed or operated without OPS approval of a Conveyance Registration Notice form and an AHJ Building and/or Conveyance Permit. The Conveyance Registration Notice is required as part of the AHJ Conveyance installation permit packet.

4. **Change of Ownership:** Complete the Conveyance Change of Ownership/Address form and promptly submits it by email to OPS with a separate notification to the AHJ.
5. **CO and TCO:** The Conveyance Owner guarantees every regulated Conveyance has a current CO or TCO issued by the AHJ. Certificate not valid after expiration date.
6. **Testing and Inspection Scheduling:** The Conveyance Owner is responsible to schedule all testing and inspections before certificate expiration or within the compliance month. The Conveyance Owner, the Conveyance Contractor, and the AHJ Inspector must witness all inspections. If the Conveyance Contractor and/or Conveyance Owner is not onsite the inspection will not take place. A 30-day TCO will be issued.
 - a. **Testing and inspections:** The Conveyance Owner emails an inspection request no less than 60 days in advance. The AHJ and AHJ Inspector prefers inspections are immediately scheduled for the following year. Include the conveyance number, conveyance type, inspection type, inspection date, and attach a copy of the last inspection ticket. conveyance@cityofblackhawk.org
 - b. **Re-inspections (TCO Follow-Up):** The Conveyance Owner emails an inspection request within 48 hours of the original inspection date. Include the conveyance number, conveyance type, inspection type, inspection date, and attach a copy of the last inspection ticket. conveyance@cityofblackhawk.org
 - c. The AHJ Inspector's Account Manager sends out a Microsoft Outlook Calendar invite to the Conveyance Owner, Conveyance Contractor, the AHJ, the AHJ Inspector.
 - d. The Acceptance of the Microsoft Outlook Calendar invite by the Conveyance Owner, or the Conveyance Contractor automatically provides permission to the AHJ Inspector to perform the inspection.
7. **Communication:** Conveyance Owner communicates regularly with Conveyance Contractor regarding compliance with upcoming certificate expirations, all open violations, testing, and inspection requests and results.
8. **Permitting:** Conveyance Owner or Conveyance Contractor applies for and receives a building permit and/or conveyance permit from the AHJ before the installation, alteration, or repair of a regulated conveyance. A Conveyance may not be installed or operated without an approved Conveyance Registration Notice from OPS and an AHJ Building and/or Conveyance Permit.
9. **Maintenance Control Program (MCP):** The Conveyance Owner confirms and guarantees the Conveyance Contractor meets the general requirements for onsite documentation and maintenance records for a compliant MCP.
 - a. **Maintenance Control Program (MCP)** The MCP has been adopted by the City of Black and has been amended by the City as follows:
 - Section 2-3-3 (2) (v) **Specified scheduled maintenance intervals** shall be defined as the maintenance schedule agreed upon between the Conveyance Contractor and the Conveyance Owner.
 - All components regarding maintenance listed in the MCP regulations must be met and followed.
 - An MPC that is missing or incomplete will result in a TCO violation per Table 2-3-1-3b

- 10. Accident Reporting:** The Conveyance Owner and Conveyance Contractor reference and follow established AHJ and OPS procedures as explained in SOP_AHJ Conveyance Accident Reporting (or see III. below).

J. The AHJ, AHJ Inspector, and AHJ Inspector's Account Manager Responsibilities

1. The AHJ operates and enforces a Conveyance Regulation Program within the City of Black Hawk with standards equal to or more stringent than those within the current OPS statute and regulation.
2. The AHJ relays information regarding conveyances within the City of Black Hawk to the OPS annually. Information is submitted to the OPS no later than February 28th of each calendar year and shall include information from the previous calendar year. The OPS determines the information and information format.
3. The AHJ undergoes periodic audits by the OPS. The AHJ makes all hard copy and electronic records available for inspection and review.
4. The AHJ and AHJ Inspector confirm registration of all Conveyances with the OPS before issuing a CO.
5. The AHJ Inspector confirms all Conveyance Contractors/Mechanics working in the City of Black Hawk hold a current OPS license. If not licensed, the AHJ Inspector immediately reports the unlicensed Conveyance Contractor by emailing the OPS and the AHJ. cdle_conveyance@state.co.us conveyance@cityofblackhawk.org
6. The AHJ ensures that the AHJ Inspectors hold all required licenses and/or certification to perform their responsibilities and maintain adequate insurance while performing their duties.
7. The AHJ issues building permits and conveyance permits to the Conveyance Owner or Conveyance Contractor before the installation, alteration, or repair of a regulated conveyance.
8. For accident reporting, the AHJ sends the accident report, obtained from the Conveyance Owner, to OPS within 24 hours of receipt.
9. The AHJ, AHJ Inspector, and AHJ Inspector's Account Manager track all CO and TCO expiration dates in NetSuite and Conveyance Tracking Spreadsheet.
10. The AHJ and AHJ Inspector's Account Manager confirms all Conveyances are operating under a current CO or TCO. A certificate is invalid after the expiration date.
11. The AHJ publishes all Conveyance fees and fines in the Black Hawk [Adopted Fee Schedule](#).
12. The AHJ sends an invoice to the Conveyance Owner for all services per the current [Adopted Fee Schedule](#).

II. Process for Issuing a CO or TCO

A. For COs:

1. The AHJ and AHJ Inspector prefers annual inspections are immediately scheduled for the following year.
2. If there are no deficiencies noted and the Conveyance Owner has registered the Conveyance with OPS, a CO is issued.

B. For TCOs: If deficiencies are found, the AHJ Inspector issues a non-renewable TCO for 60 days from the inspection date.

1. The Conveyance Owner emails an inspection request within 48 hours of the TCO inspection by emailing conveyance@cityofblackhawk.org. The Conveyance Owner includes:
 - a. Business Name
 - b. Contact Name
 - c. Contact Phone Number
 - d. Contact Email Address
 - e. Conveyance Address
 - f. Conveyance Number
 - g. Conveyance Type
 - h. Inspection Type
 - i. Requested Inspection Date
 - j. Attach a copy of the last inspection ticket
2. The AHJ Inspector's Account Manager schedules all requested testing and inspections.
 - a. All inspections are scheduled through NetSuite and Microsoft Outlook Calendar.
 - b. Included on the Outlook Calendar invite are the conveyance number, conveyance type, inspection type, inspection date, and attach a copy of the last inspection ticket.
 - c. The email group includes the Conveyance Owner, Conveyance Contractor, the AHJ, the AHJ Inspector, and the AHJ Account Manager.
 - d. The Outlook Calendar invite includes a two (2)-week email reminder.
3. The AHJ Inspector conducts all inspections and must witness all safety tests.
4. The AHJ Inspector will shut down the unit if the repairs are not made within 60 days.
5. AHJ and AHJ Inspector's Account Manager reconcile inspections weekly to ensure NetSuite, Outlook Calendar, and the Conveyance Tracking Spreadsheet all match. All completed and upcoming inspections should be accounted for.
6. The AHJ Inspector's Account Manager emails the AHJ the inspection ticket, certificate, and invoice, as a packet, within 10 business days from inspection date.

III. Process for Issuing Conveyance Permits: Conveyance Owners or their Conveyance Contractors are required to apply for permits when performing Minor or Major Alterations, New Installations. (Refer to SOP_AHJ Conveyance Permits for complete details.)

- A. The AHJ does not consider Alternate Materials and Methods (AMMR) Requests.
- B. Conveyance Owner or Conveyance Contractor must be registered with [CommunityCore](#) to apply for permits.
- C. The Conveyance Owner or Conveyance Contractor must submit a complete application through [CommunityCore](#).
- D. The AHJ reviews and accepts or rejects the submittal.
- E. Once accepted, the AHJ assigns the submittal to the AHJ Inspector.
- F. The AHJ Inspector performs a complete plan review for Conveyance permit applications.
 1. For any new conveyance installation, the AHJ Inspector provides a Plan Review Comment Letter which includes all the currently adopted codes the Builder and Conveyance Contractor must follow.

2. During the Plan Review, the AHJ and the AHJ Inspector will determine if Building and/or Fire Permits are also required.
3. Building and/or Fire Permits require a separate permit application submittal and are subject to additional fees. (See [Adopted Fee Schedule](#))

G. Starting work without the required permits will result in the AHJ and AHJ Inspector issuing a Stop Work Order and the Conveyance Owner will be subject to violation fees.

IV. Process for Accident Reporting: The AHJ enforces the OPS accident reporting requirements. (See SOP_AHJ Conveyance Accident Reporting for complete details.)

A. A non-injury accident does not have to be reported to OPS or the AHJ. However, if a non-injury accident occurs on a Conveyance, the Conveyance Owner and Conveyance Contractor should investigate the accident that could have caused an injury to ensure that the Conveyance is operating correctly.

B. An accident that causes injury to a person requires the Conveyance Owner must:

1. **Shut down the Conveyance:** The Conveyance Owner immediately shuts down the Conveyance to prevent further injury to other passengers.
2. **Notify the OPS and AHJ within 24 hours.**
 - a. Notify the OPS by email, phone, or fax using the information listed on the official OPS accident reporting form (see link below).
 - b. Notify the AHJ by emailing ConveyanceIncidents@cityofblackhawk.org or after hours/emergencies call the AHJ Inspector at (303) 241-8871.
 - c. Include the following information in the voice or email: their Name, Contact Number, Address, and the nature of the Life Safety Emergency.
3. **Contact the Conveyance Contractor to Investigate the Accident** to determine if an equipment malfunction caused the accident.
 - a. If the accident was **not caused by equipment malfunction**, only complete Step 8 below. If the Conveyance complies with regulations and code, place it back into service.
 - b. If the accident **was caused by equipment malfunction**, complete Steps 4 through 8.
4. **Contact the AHJ & AHJ Inspector to schedule an Inspection** of the Conveyance before any repairs or alterations. Email ConveyanceIncidents@cityofblackhawk.org or after hours/emergencies call the AHJ Inspector at (303) 241-8871.
5. **Authorize the Conveyance Owner to perform appropriate repairs** or alterations to the Conveyance.
6. **Apply for Permit:** Any repair work considered an alteration requires a permit from the AHJ. Reference the AHJ's SOP_AHJ Conveyance Permits for instructions.
7. **Ensure that the Conveyance Contractor Re-inspects the Conveyance:** The Conveyance Owner authorizes the Conveyance Contractor to inspect the repairs or alterations and the AHJ Inspector must witness the performance of any required testing. The AHJ Inspector must submit the inspection ticket and certificate to the AHJ within 24 hours and the AHJ issues a new Certificate of Operation.
8. **Complete and submit the Conveyance Accident Report to the OPS and AHJ.**

V. Process for Passenger Entrapment - Evacuation Procedures and Emergency Contact Information:

- A. Rescue shall only be attempted by the Conveyance Contractor or other authorized personnel of the Conveyance Owner.
- B. The Conveyance Owner immediately establishes communication with the occupants through the communication system (phone or intercom) or the elevator doors and follows the steps outlined below:
 - 1. Verify how many passengers are in the elevator.
 - 2. Verify if any passengers are injured or have a life-threatening emergency, and call 911 immediately.
 - 3. Verify if the elevator cab has power and lights.
 - 4. Verify that the passengers have attempted to exit the elevator.
 - 5. Verify if the passengers tripped the Car Stop button. If the passengers did trip the Car Stop button, ask them to reset it to its original position.
- C. If the passengers remain entrapped in an elevator, the Conveyance Owner can attempt to place the elevator into a Phase I recall. The Conveyance Owner inserts the Firefighter Emergency Operation Phase I key into the switch at the designated level and turns the key to the "on" position.
 - 1. If this does not return the elevator to the designated floor level, the Conveyance Owner places the car back into regular operation by resetting the fire service.
 - 2. The Conveyance Owner resets the fire service by turning the key to reset it, then turning it to the "on" or "run" position.
- D. If the Phase I recall was unsuccessful, the Conveyance Owner can attempt to locate the main disconnect for the elevator, turn it off, and then back on to reset the main operational controller.
 - 1. Before attempting this function, the Conveyance Owner communicates with the entrapped passengers, verifies that the occupants have not tried to exit the elevator, and informs them that you will be removing power to the elevator.
 - 2. Once the Conveyance Owner establishes communication with the passengers and locates the main disconnect, the Conveyance Owner looks away from the disconnect and sets it to the "off" position.
 - 3. Once the power is off, the Conveyance Owner waits approximately 30 seconds and then sets the switch to the "on" position.
 - 4. If this process does not return the elevator to regular operation, the Conveyance Owner contacts the Conveyance Contractor or calls 911.
- E. The Conveyance Owner contacts the Conveyance Contractor and requests an emergency service call.
 - 1. The Conveyance Owner provides complete and detailed information to the Conveyance Contractor on the situation and what has occurred.
 - 2. The Conveyance Owner requests an estimated arrival time for the Conveyance Contractor, preferably one (1) hour or less.
 - 3. Per regulation 7 CCR 1101-8 Sec 4-1, 3 & 4, the Conveyance Owner or their authorized personnel are unauthorized to enter the hoistway at any time. Violation of unauthorized personnel entering the hoistway will result in a violation fee to the Conveyance Owner.

- F. After the Conveyance Owner makes the emergency service call, they communicate with the entrapped passengers, check their status, and notify them about the Conveyance Contractor's estimated arrival time.
- G. The Conveyance Contractor is solely responsible for all activities with removing entrapped passengers.
 - 1. The Conveyance Contractor gives all instructions.
 - 2. The Conveyance Contractor exhausts all efforts to move the elevator before considering evacuation.
 - 3. The Conveyance Contractor approves and supervises the evacuation procedures and is only assisted by Fire Department personnel if necessary.
 - 4. The Fire Department notifies the AHJ if they assist with an entrapment evacuation by emailing ConveyanceIncidents@cityofblackhawk.org
- H. Following an entrapment, reference the SOP_AHJ Conveyance Accident Reporting, and the SOP_AHJ Conveyance Shut Down Dangerous Conveyance.

VI. Process for Shut Down of Dangerous Conveyance:

- A. **Shut Down:** If the AHJ Inspector or Conveyance Contractor determines a Conveyance to pose an imminent danger to passengers or equipment, the Conveyance will be Shut Down.
 - 1. **AHJ Inspector:** If the AHJ Inspector determines that a conveyance poses an imminent danger to passengers or inspection/maintenance personnel or equipment, the AHJ Inspector shall:
 - a. Immediately revoke the CO and issue a Shut Down Certificate for the Conveyance.
 - b. Immediately notify the AHJ and the Conveyance Owner of the condition of the Conveyance.
 - c. Once the Conveyance Owner has contacted the Conveyance Contractor, the AHJ Inspector verifies the Conveyance Contractor follows the appropriate **Lock Out/Tag Out** procedure of the Conveyance's mainline disconnect switch.
 - 2. **Conveyance Contractor:** If the Conveyance Contractor determines that a conveyance poses an imminent danger to passengers or inspection/maintenance personnel, the Conveyance Contractor shall:
 - a. Follow the appropriate **Lock Out/Tag Out** procedures of the Conveyance's mainline disconnect switch.
 - b. Notify the AHJ Inspector to inspect the Conveyance to ensure the appropriate **Lock Out/Tag Out** procedures were followed, the AHJ Inspector revokes the CO and issues a Shut Down Certificate.
- B. **Notification:**
 - 1. The AHJ Inspector or Conveyance Contractor notifies the AHJ and Conveyance Owner.
 - 2. They email the Conveyance Owner at the appropriate email and the AHJ/AHJ Inspector at conveyance@cityofblackhawk.org with the following information:
 - a. Business Name
 - b. Contact Name
 - c. Contact Phone Number

- d. Contact Email Address
- e. Conveyance Address
- f. Details of the Conveyance Condition
- g. Conveyance Number

C. Initial Inspection by AHJ Inspector:

1. The AHJ Inspector inspects the Conveyance and revokes the Certificate of Operation.
2. A TCO cannot be issued for Shut Down items.
3. The AHJ Inspector must submit the inspection ticket, Shut Down Certificate, and invoice to the AHJ within 24 hours.
4. The AHJ issues the Shut Down Certificate and submits the invoice to Finance for payment.

D. Repairs:

1. The Conveyance Owner applies for any required permits through [CommunityCore](#) as a minor or major alteration. (Refer to SOP_AHJ Conveyance Permits)
2. Repairs must be completed within six (6) months from the date of Shut-Down.
3. If the repairs cannot be made within six (6) months, the AHJ Inspector will reach out with directions on making the unit Dormant or Removed from Service.

E. Re-inspection of Shut Down Conveyance:

1. Inspections for permitted items must be scheduled by the Property Owner through [CommunityCore](#) (Refer to SOP_AHJ Conveyance Inspections.)
2. A TCO cannot be issued for a Shut Down Conveyance.
3. The AHJ Inspector must submit the inspection ticket, CO certificate, and invoice within 10 business days to the AHJ.
4. The AHJ issues the CO Certificate and submits the invoice to Finance for payment.

Related Documents:

Conveyance / SOP_AHJ Conveyance Accident Reporting
Conveyance / SOP_AHJ Conveyance Certificates_Invoicing
Conveyance / SOP_AHJ Conveyance Contractor Registration
Conveyance / SOP_AHJ Conveyance Elevator Entrapment
Conveyance / SOP_AHJ Conveyance Inspections
Conveyance / SOP_AHJ Conveyance Permits
Conveyance / SOP_AHJ Conveyance Shut Down Dangerous Conveyance

References:

[Black Hawk, CO | \(cityofblackhawk.org\)](http://cityofblackhawk.org)

Quality Records

Title	Location Kept	Duration Kept	Disposal Method
Adopted Fee Schedule			
Municipal Code			
Currently Adopted Code			
OPS Accident Report			