

## FO&M/EHS #10J

### Elevator Fire Safety Inspection SOP

**Purpose:** To ensure that fire safety systems on campus elevators are inspected and tested annually and in accordance with the spirit and intent of NFPA 72 National Fire Alarm and Signaling Code, the requirements of the Authority Having Jurisdiction (AHJ) and the ASME A17.1 Safety Code for Elevators and Escalators. Every effort will be made to conduct inspection/testing activities with minimal disruption. Building occupants may remain in the building during inspection/testing.

**Scope:** This procedure applies to all College owned and privately owned affiliated buildings with an elevator.

**Responsibilities:**

- A. Supervisors must ensure that inspection and testing is completed in a timely manner, the employee has the tools necessary to complete the work, there are two persons available and present to conduct each test (an Electronics Shop representative and a third party elevator technician), the work is completed following the applicable codes and standards and documentation is complete and filed.
- B. Employees must complete the work following applicable codes and standards, document the work done and initiate repairs of the system as needed.
- C. EHS will maintain records, review program and update as needed and recommend training.

**Procedure:**

1. Inspections will be scheduled by the Fire & Life Safety Manager in conjunction with the Electronics Shop and third party elevator company.
2. Building contacts will be notified at least ONE WEEK in advance prior to testing. The Fire and Life Safety Manager will contact the building manager directly via email or telephone. Testing will occur within the indicated week. If testing needs to be re-

scheduled the Fire & Life Safety Manager will notify the building contact and re-schedule the test.

3. Three persons must be present to perform the inspections. Two Electronics Shop personnel (One to activate each device and the second to monitor the fire alarm panel) and the third party elevator technician.
4. Prior to beginning the inspection/test – the inspector will contact the following and make them aware inspection/testing is being done at a specific location:
  - a. Department of Safety and Security (646-4000)
  - b. AHJ [Hanover Dispatch (643-3424) or Lebanon Dispatch (448-1212)]
  - c. Heating Plant (646-2344)
5. The fire alarm system will remain active during inspections to test for the proper operation of recall and shunt trip. When possible, the inspector will silence the notification circuits to minimize disruption of the occupants of the building.
6. Signs will be posted at each level the elevator services, indicating the elevator is out of service. The sign should read to this effect, “Elevator Out of Service for Maintenance”.
7. The inspector and the elevator technician will check for the following for each elevator (as year of install code dictates):
  - a. The presence, correct installation and correct activation of each initiating device associated with the elevator to ensure it operates and initiates elevator recall.
  - b. The presence of required sprinkler heads and proper clearance around each.
  - c. Proper operation of the fire alarm button and telephone in the car.
8. Deficiencies will be noted during the inspection/test.
  - a. Those that can be corrected immediately, will be corrected and documented on the inspection/testing form.
  - b. Work orders will be issued for those deficiencies needing repair on the day of the inspection/test or at the conclusion of the inspection/test.
  - c. Deficiencies of a significant nature (that threaten the safety of those in the building or the ability of the system to notify responders) may require mitigating measures appropriate to the hazard. Dartmouth College in conjunction with the AHJ and elevator company will determine appropriate measures based on the building, occupancy, nature and duration of the impairment and condition of other fire protection systems and features.

- d. Minor repairs during the inspection/test may be completed by the inspector. Significant repairs (i.e. appliance or device replacement, software programming, etc.) need to be completed by a person other than the inspector. Then reinspected by the inspector after completion. If the repair is to be completed by the inspector, verification that the repaired component operates correctly must be witnessed by a knowledgeable person, other than the inspector and documented on the reinspection form.
9. Upon completion of the inspection the third party elevator technician will complete the required paperwork and give copies to the College representative.
10. After testing is complete, the inspector will place the fire alarm system back in service and fully operational.
11. At the conclusion of the inspection/test – the inspector will contact the following and make them aware inspection/testing is completed at a specific location:
  - a. Department of Safety and Security (646-4000)
  - b. AHJ [Hanover Dispatch (643-3424) or Lebanon Dispatch (448-1212)]
  - c. Heating Plant (646-2344)

---

Jason Angell, Fire and Life Safety Manager

---

Frank Roberts, Director of Operations FO&M

December 12, 2010