

Removal of Conveyance from Active Status

Any conveyance that is to be removed from service must at the minimum have the circuit conductors disconnected from the main disconnect for the conveyance. This requirement applies to elevators, escalators, moving walks, dumbwaiters, material lifts, platform lifts and stairway chairlifts.

Additionally, any conveyance that is to be permanently removed from service or that will be removed for a period of more than three years must also meet the following requirements of ASME A17.1 Safety Code for Elevators and Escalators:

Electric elevator, dumbwaiter, material lift or roped hydraulic elevator:

- 1.) the ropes shall be removed;
- 2.) the car and counterweight shall be at rest at the bottom of the hoistway; and
- 3.) the doors shall be permanently barricaded or sealed in the closed position on the hoistway side.

Hydraulic elevator, dumbwaiter, or material lift:

- 1.) the pressure piping shall be disassembled and a section removed from the premises;
- 2.) the doors shall be permanently barricaded or sealed in the closed position on the hoistway side.

Escalator:

- 1.) The entrances shall be permanently barricaded.

When the above requirements have been verified by a Division of Occupational and Professional Licenses Elevator Inspector the conveyance will be removed from active status.



STATE OF IDAHO
REMOVAL OF CONVEYANCE FROM ACTIVE STATUS
Division of Occupational and Professional Licenses
Elevator Safety Program
11341 W Chinden Blvd Bldg 4 - Boise ID 83714



dopl.idaho.gov

INSTRUCTIONS:

- This form is to be completed by the owner or owner's representative of the elevator/conveyance.
- Please complete a form for each elevator/conveyance. Please send completed form to safety@dopl.idaho.gov
- E-Mail address is requested

BUILDING INFORMATION:

OWNER INFORMATION:

Bldg Name:	Owner Name:
Address:	Contact:
City & Zip:	Address:
Phone:	City/State/Zip:
State ID #:	Phone:
Serial #:	E-mail:

EQUIPMENT DATA / TYPE / USE

☐ Passenger	☐ Freight	☐ Material Only
☐ Elevator	☐ Moving Walk	☐ Dumbwaiter
☐ Escalator	☐ Platform / Chairlift	☐ Material Lift

DRIVE TYPE	MACHINE LOCATION	RATED SPEED/RISE	ADDITIONAL PARAMETERS
☐ Traction / Elec. ☐ Winding drum	☐ Overhead ☐ None	DN: fpm	No. of floors:
☐ Hydraulic ☐ Screw drive/ Column	☐ Basement	UP: fpm	Front openings:
☐ Direct plunger ☐ Rack & pinion	☐ Adjacent	Blind Hoistway: Y N	Rear openings:
☐ Chain sprocket ☐ Roped hydraulic	☐ Removed	Total travel:	Angle of incline: °
☐ Lever hydraulic ☐ Other	☐ Machine below		Capacity: lbs.
☐ Roped sprocket			Clear overhead: ft.

REMOVAL INFORMATION

The conveyance is being removed from active operational status for the following reason(s):

- ☐ Immediate hazard to life & limb
- ☐ Uncorrected safety or code violations
- ☐ No current Certificate to Operate
- ☐ No installation or alteration permit
- ☐ Voluntary removal from service

EXPLANATION:

ACKNOWLEDGEMENT

The owner or owner's representative acknowledges that this unit cannot be used for any purpose nor returned to active service until a safety inspection has been performed by the Division of Occupational and Professional Licenses and a Certificate to Operate has been obtained. All outstanding fees relating to this unit must be paid in full. Failure to abide by these regulations will affect the Certificate to Operate.

Effective: _____

State Elevator Inspector: _____ No: _____ Date: _____

Owner or owner's representative: _____ Date: _____