



Information for Owners of Elevators and Other Conveyances Serving Commercial Buildings

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INTRODUCTION

This is a summary of owner's responsibilities regarding conveyances serving commercial buildings in the State of Wisconsin.

Since 1912, the State of Wisconsin, Department of Safety and Professional Services (DSPS or Department) and its predecessor agencies have regulated elevators and other conveyances serving commercial buildings in an effort to provide for the safety of passengers and users of buildings and sites.

Terminology to Assist in Using this Document

Commercial building: A public building or place of employment. Places of worship, fraternal organizations, and common areas of a multi-family residential building containing owner-occupied dwelling units (condominiums) are typically considered commercial buildings or commercial spaces for application of the codes in this document. Wedding/event barns may also be considered commercial buildings.

Conveyance: Elevator, escalator, moving walk, dumbwaiter, Type B material lift, vertical or inclined platform lift or stairway chair lift serving a commercial building as defined in state statute 101.981(1)(c) and SPS 318.1004.

Elevator: Passenger elevator, freight elevator, limited use/limited application (LULA) elevator, inclined elevator (usually outdoors on a sloped site), power sidewalk elevator, stage or orchestra elevator, rooftop elevator or special purpose personnel elevator (SPPE) as defined in ASME A17.1 and SPS 318.

For the purposes of this article, the term "elevator" may also include a private residence or Part V elevator under these circumstances:

- installed in limited types of commercial buildings between September 1, 1988, and July 1, 2002.
- installed in a commercial building for demonstration purposes only, or under other special circumstances, by petition for variance.

Inspection: Performed by a Wisconsin-licensed elevator inspector of this Department, an agent municipality or a private inspection contractor. When a conveyance is first installed the acceptance inspection must be passed prior to turn-over for use and issuing of the first annual permit to operate (PTO). Thereafter, an annual inspection must be passed in an effort to ensure continued safety, code compliance and issuing of annual PTOs for the conveyance to remain in service. An inspection may also be required after certain alterations, repairs or replacements of critical components.

The term “inspection” is sometimes used by conveyance service contractors to describe a service they provide. For the purpose of the elevator code, inspections are performed only by Wisconsin-licensed elevator inspectors, not by conveyance service contractors.

Re-inspection: Performed by a Wisconsin-licensed elevator inspector of this Department, an agent municipality or a private inspection contractor. May be deemed necessary by the inspector when the initial, annual or alteration, repair or replacement inspection finds violations.

Maintenance: Where performed on building components or elevator car interiors, may be performed by the owner or authorized personnel who are not required to be licensed. Where performed on other elevator components, maintenance may only be performed by Wisconsin-licensed elevator or lift personnel, not by an owner or inspector.

Service: Performed on a conveyance only by a Wisconsin-licensed elevator contractor and their Wisconsin-licensed personnel. Periodic service is not directly required by code but service is necessary, at least occasionally, to provide for safe and reliable operation. Service may not be performed by an owner or inspector.

Tests: Performed only by a Wisconsin-licensed elevator contractor and their licensed personnel. Periodic tests are directly required by code for most conveyances. Tests may not be performed by an owner or inspector.

Checks: May be performed by the owner, owner-authorized personnel, or an elevator service contractor to verify operation of firefighters emergency operation key switches and hydraulic elevator oil level.

Current Wisconsin Codes

These codes are commonly referred to regarding elevators and other conveyances.

Ch. SPS 302, [Fee Schedule](#)

Ch. SPS 305, [Licenses, Certifications and Registrations](#)

Ch. SPS 318, [Elevators, Escalators and Lift Devices](#)

Ch. SPS 361-366, [Commercial Building Code](#)

These codes may be accessed at no cost. The easiest way to access the codes is by performing a web search for the code number: SPS 302, SPS 305, SPS 318 or SPS 362.

Adoption of National Standards

Most codes administered by the Department adopt a national standard. At this time, SPS 318 adopts the following national standards for conveyances. See SPS 318.1005.

ASME A17.1 / CSA B44 (2016 edition) Safety Code for Elevators and Escalators

ASME A18.1 (2017 edition) Safety Standard for Platform Lifts and Stairway Chairlifts

ANSI E1.42 (2018 edition) Entertainment Technology – Design, Installation and Use of Orchestra Pit Lifts (stage and orchestra elevating platforms).

Other codes important to conveyances adopted through state codes or as secondary references include the following:

ASME A17.6 (2010 edition) Standard for Elevator Suspension, Compensation and Governor Systems

ASME A17.7 / CSA B44.7 (2007 edition) Performance-Based Safety Code for Elevators and Escalators

NFPA 13 (2013 or 2019 edition depending on applicable building code) Automatic Sprinkler Systems

NFPA 72 (2013 or 2019 edition depending on applicable building code) National Fire Alarm Code

NFPA 70 (2017 edition) National Electrical Code

Effective Date of Conveyance Codes

In general, the conveyance codes to be applied for the life of the conveyance are the codes in effect on the date the original installation contract was signed between the owner and the installing conveyance contractor. For example, an elevator with the installation contract signed on February 28, 1985 will be inspected to the November 1984 state code and the 1981 edition of ASME A17.1 adopted by the state code at the time.

Components of a conveyance that have been replaced, repaired or altered after the initial installation may have contract dates that differ from the original installation contract date. For example, if the 1985 elevator had firefighters emergency operation contracted to be installed in 2005, the firefighters emergency operation system would be inspected each year to the code requirements in effect in 2005. Parts of the elevator not altered in 2005 would continue to be inspected to the codes in effect on their 1985 initial installation contract date. This allows improvements to be made to a conveyance without requiring upgrading unrelated components at the same time. See **SPS 318.1004(9)**.

Current codes that are retroactive for existing conveyances are generally limited to maintenance, repair, replacements, alterations, tests and inspections in **ASME A17.1, Part 8** and **SPS 318.17086**.

NEW INSTALLATIONS AND ALTERATIONS, REPAIRS AND REPLACEMENTS TO COMPONENTS OF EXISTING CONVEYANCES

The installation of a new conveyance or certain changes to components of an existing conveyance must be performed by a Wisconsin-licensed elevator contractor utilizing only properly licensed personnel. See the sections below regarding Licensing of Contractors and Personnel and Service Maintenance and Tests by Owner.

The licensed contractor must, by law, have approval granted *prior* to commencing the installation or any of the alterations, repairs or component replacements listed in the code. See **Wis. Stat. 101.983(1)(a)**. See **SPS 318.1007** for alterations, repairs and component replacements to existing conveyances where prior approval is required.

The approval will be issued by this Department or the cities of Milwaukee or Madison. The approval may include corrections to the contractor's plans as well as instructions to other contractors to achieve compliance with safety codes and passing of final inspections. Approval from this Department will include information regarding the owner on record, site, conveyance, applicable fee and information to contact the plan reviewer and inspector.

One copy of the approval and one copy of the approved plans where applicable must be on site from the beginning of the elevator contractor's work until passing the final inspection. See **SPS 318.1008(4)**. Failure to comply with rules regarding prior approval will result in doubling of the plan review fee and may result in additional \$500.00 fee per occurrence.

A copy of the letter of conditional approval to begin the work will also be sent to the owner. If an owner is aware of work beginning but has not received their copy of the approval, it is in their best interest to contact their elevator contractor and this Department or Milwaukee or Madison as applicable.

PERMIT TO OPERATE (PTO) REQUIRED

By **Wis. Stat. 101.983(2)(a)** and administrative code **SPS 318.1011(1)**, a conveyance (elevator, escalator, platform lift, stairway chairlift or dumbwaiter) in service in any capacity in or at a commercial building must have a valid permit-to-operate (PTO).

For a new conveyance installation, the fee for the first PTO is paid by the installing elevator contractor at the time of plan review. The conveyance must pass its acceptance inspection before the first PTO will be available to the owner through the state eSLA database for printing and posting. See esla.wi.gov. Operating a conveyance prior to passing the acceptance inspection may result in a \$1000.00 fine issued to the contractor and/or the owner.

The PTO for most conveyances is valid for one year. See **SPS 318.1011(4)(a)**. The PTO cycle for a stairway chairlift is 3 years. See **SPS 318.1810(4)**.

Note: Expiration of the PTO may result in the conveyance being locked out of service. Where a conveyance is required to be in service for the building to remain occupied, failure to maintain a current PTO may result in loss of the certificate of occupancy for the building. A conveyance may be without a PTO only if the conveyance is placed out of service for non-use. (see Page 11).

Even a conveyance used only by the building owner in a vacant commercial building must have a valid PTO.

The following sections describe the requirements for testing, service, maintenance, annual inspections, on-site documentation and payments of the PTO necessary for safe operation of the conveyance and renewal of the PTO.

PERIODIC TESTING REQUIRED

The inspector performing the annual inspection must find copies of all applicable test records with passing results on site as part of their inspection. The number and type of periodic tests required may vary from one conveyance to another depending on the type of the conveyance equipment. For efficient inspections and issuance of the annual PTO, it is essential that periodic testing is up to date at the time of the annual inspection.

It is not possible to delay annual tests until the PTO is overdue then use those test results for both the overdue and the next annual inspection and PTO. Any set of annual test results may be applied only to one PTO. If testing is overdue and test results are applied to an expired PTO, the tests must be performed again prior to the next annual inspection for the next PTO. This will result in the tests being performed twice in the same 12 months therefore there is no incentive to delay periodic testing. See **SPS 318.17086(14)**.

Elevators (Other Than Private Residence-Type)

For a full-size passenger or freight elevator suspended with cables, flat suspension belts or chains (commonly called “electric” elevators), 16 tests may be required annually and 11 tests may be required every 5 years. See **A17.1, 8.6.4.19 and 8.6.4.20**.

For a full-size passenger or freight elevator of the hydraulic type, 14 tests may be required annually and 7 tests may be required every 5 years. A hydraulic elevator with a jack or piping in the ground and not visible for inspection is also required to have an annual pressure test of the hydraulic system. See **A17.1, 8.6.5.14, 8.6.5.15 and SPS 318.17086(9)**.

Owner is Required to Possess Procedures and Devices Necessary for Testing

For many modern elevators, unique procedures and devices may be necessary to perform required periodic tests. For elevators with installation contract dates on or after September 1, 2014, the elevator owner must have any such procedures and devices on site for use by the elevator contractor. If the installing elevator contractor did not inform the owner of the requirement or if the procedures or devices have been removed, the owner must obtain the procedures and devices from the original manufacturer or an aftermarket supplier. See **SPS 318.17086(2)(a)**.

Private Residence Elevators Installed to Serve Commercial Spaces Within or At Commercial Buildings

A private residence elevator (including an older “Part V” elevator) installed to serve a commercial space within or at a commercial building is subject to annual testing only if an inspection reveals the need for such a test. Such a private residence elevator having a safety device is subject to 5-year testing of the safety device (and governor where the safety device is governor-actuated). See **SPS 318.17086(10)(b)**. See this article on the Elevators and Conveyances web page regarding [Periodic Inspections and Tests of Residential Type Elevators Serving Commercial Buildings](#).

Escalators and Moving Walks

An escalator or moving walk is subject to up to 22 separate annual tests. All escalators, regardless of age, are subject to annual check of the step / skirt performance index. See **A17.1, 8.6.8.15**.

Dumbwaiters

A dumbwaiter is allowed to have the “annual” tests performed every 5 years instead of annually. See **SPS 318.170811(8)**.

Type B Material Lifts

A Type B material lift is subject to annual testing of some components. Five-year testing is not required. See **A17.1, 8.6.10.1.1**.

Vertical and Inclined Platform Lifts and Stairway Chair Lifts

A platform lift or stairway chair lift is subject to an annual test only if an inspection reveals the need for such a test. A platform lift or stairway chair lift having a safety device that can be tested is subject to 5-year tests of the safety device (and governor where governor-actuated). See **SPS 318.1810(7)**.

PERIODIC MAINTENANCE AND SERVICE

A conveyance is required to be maintained and serviced as necessary to ensure safe operation however codes do not mandate a periodic maintenance or service contract.

SERVICE, MAINTENANCE, AND CHECKS BY THE OWNER

NOTE: Working on or near conveyance equipment can be extremely dangerous! Knowledge of the equipment is necessary to avoid crushing, fall, electric shock, and other hazards!

In a Machine Room, Hoistway, or Pit

An owner or other non-licensed individual authorized by the owner may access elevator machine rooms and hoistways for the purpose of cleaning, changing lamps and servicing, repairing or testing *building* components only. Such personnel must be trained to do so safely. See this article on the Elevators and Conveyances web page regarding [Accessing Elevator Hoistways and Pits](#).

An owner or other authorized, non-licensed individual may not perform any function of service or testing to an elevator, escalator or lift except, if properly trained, an owner or authorized individual may perform quarterly checks of firefighters emergency operation key switches and or hydraulic elevator oil level to meet **SPS 318.17086(11)(a)** and **(b)**. NOTE: Deficiencies in firefighters emergency operation or unexplained loss of oil must be addressed immediately by licensed elevator personnel. See **A17.1, 8.6.5.7**.

Inside an Elevator Car

An owner or authorized individual may install interior finishes inside an elevator car, provided the work:

- 1). is performed entirely inside the car.
- 2). is limited to finish surfaces of the walls, floor and ceiling. Materials exposed to the interior of an elevator must meet requirements for smoke development, flame spread rating and other requirements of **A17.1, 2.14.2**.
- 3). does not involve equipment necessary for the elevator to be operational such as the car operating panel.
- 4). does not result in an increase or decrease of more than 5% in the sum of the elevator car dead load plus its rated load. See **SPS Table 318.1007-1, Item 11**.

An owner or authorized individual may change lamps within a conveyance for conveyance illumination. See **SPS 305.991(2)(b)2**.

ANNUAL INSPECTIONS

The renewal of a permit to operate shall be contingent upon one or more inspections to determine compliance with code requirements.

Within an agent municipality (Milwaukee or Madison), the inspection will be performed by the agent municipality. See these links for more information about Milwaukee and Madison elevator safety programs:

https://city.milwaukee.gov/DNS/Inspections_Sections/Elevators

<https://www.cityofmadison.com/fire/permits-inspections/elevator-inspections>

Outside an agent municipality, the inspection may occur in one of two ways:

1). An owner may contract directly with an independent licensed elevator inspecting company. The following companies are currently operating in Wisconsin.

ATIS Elevator Inspections, LLC

(314) 390-5810

E-mail: chartmann@atis.com Website: www.ATIS.com

Elevator Inspection Service Wisconsin LLC (EISW)

(630) 581-0114

E-mail: angela.kramski@elevator-inspection.com Website: www.elevator-inspection.com

HIS Elevator Inspection Services (HISEIS – Christopher Ladue)

(414) 373-1171

E-mail: hiseis@outlook.com

National Elevator Inspection Services, Inc. (NEIS – Bureau Veritas)

(800) 886-6347

E-mail: wineis.mail@bureauveritas.com Website: www.us.bureauveritas.com

Performance Elevator Consulting, LLC

(262) 853-1054, (262) 242-3077

E-mail: PaulR@PEC-WI.com Website: www.PEC-wi.com

Van Deusen & Associates (VDA)

(331) 888-3063, (630) 391-0481

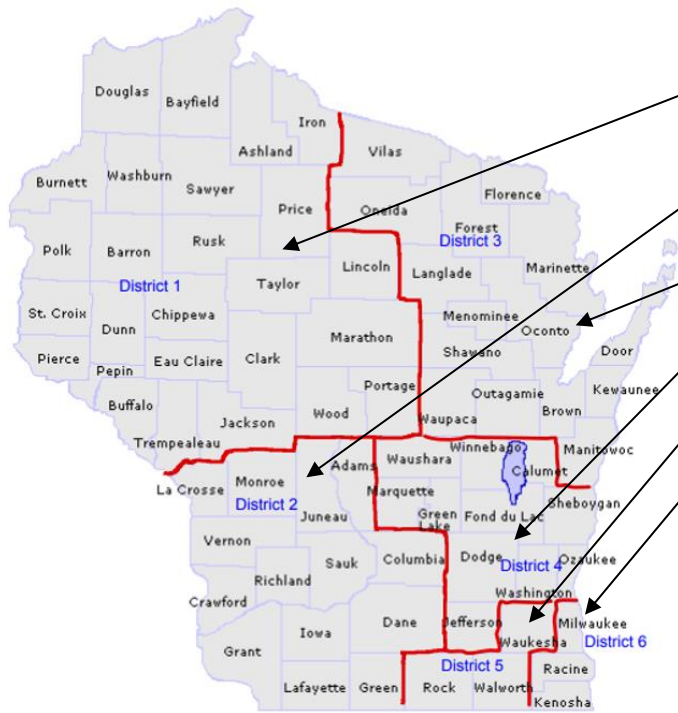
E-mail: jschmidt@vdassoc.com Website: www.vdassoc.com

Wisconsin Elevator Inspection, Inc. (WEI)

(262) 567-4400

E-mail: 2Carla@att.net Website: www.wi-elev.com

2). If an owner chooses not to contract directly with one of the above independent licensed elevator inspecting companies, the inspection will automatically be scheduled by this Department to be performed by an inspecting company having a written contract with the Department or by a Department inspector. For such annual inspections where the owner does not have an inspection contract, the inspection will be performed by NEIS or EISW by district according to the map below. **See SPS 318.1011(5).**



ANNUAL INSPECTIONS IF NO CONTRACT

District 1 – National Elevator Inspection Services (NEIS)

**District 2 (outside the City of Madison)
National Elevator Inspection Services (NEIS)**

**District 3 – Elevator Inspection Service –
Wisconsin (EISW)**

**District 4 – Elevator Inspection Service –
Wisconsin (EISW)**

**District 5 – Elevator Inspection Service –
Wisconsin (EISW)**

**District 6 – (outside City of Milwaukee) –
Elevator Inspection Service – Wisconsin (EISW)**

**EISW – (630) 581-0114 or
info@elevator-inspection.com or
Walter.Stanula@elevator-inspection.com**

**NEIS – (800) 886-6347 or
neis.mail@bureauveritas.com or
deborah.bernier@bureauveritas.com**

Annual* Inspection Notification and Scheduling

Approximately 120 days (4 months) prior to the expiration of the PTO, the owner (or owner's representative) on file in the DSPS eSLA database will receive an email reminder of the conveyance PTO status. The message will indicate the sub-status of the PTO as "Pending Inspection." NOTE: It is essential that the database includes the correct owner's email address for this purpose. The owner may contact eSLASupport@Wisconsin.gov for assistance with updating owner or other information if necessary.

At the same time, the inspection company on file in eSLA should schedule the day and time of annual inspection directly with the owner to take place between 120 days and 30 days before the PTO expiration date. The owner must verify that the correct inspection company has contacted them. If the owner has not received a request to schedule the inspection, the owner must contact the inspection company directly.

It is essential that the inspection occurs this early, in time to correct any deficiencies and renew the PTO before it expires.

Prior to inspection, the owner must ensure all required periodic tests have been completed. The owner must also ensure on-site staff are prepared to make the conveyance and any associated machine room, machinery space, control room or control space available to the inspector. On-site documentation addressed on Page 8 and the previous year's PTO must be available to the inspector.

*3-year for stairway chairlifts

Inspector Arrival

The inspector is expected to provide photo identification or their business card when arriving at the building. The inspector is expected to verify the correct owner contact name, telephone number and email address on site to ensure future inspections are scheduled with the correct individual owner or owner's representative.

Inspection Report

The inspector must provide the owner with a hard copy of the inspection report before leaving the site or offer to email the owner the inspection report within 5 business days as required by **SPS 318.1011(8)(a)**.

The inspection report will include code violations with the code number cited and may include due dates for corrections to be made or re-inspections to take place before the PTO may be issued.

The owner is responsible for ensuring the code compliance and safe operation of their conveyance. A conveyance that has not been placed out of service for non-use (see page 11) must pass all applicable periodic tests, pass the annual inspection and have the PTO renewed, printed and posted.

The inspection company will invoice the owner directly for the inspection(s) outside the cities of Milwaukee and Madison.

RENEWAL OF PERMIT TO OPERATE

Once the elevator has passed the inspection, the inspector will upload the passing inspection into eSLA, the database will create a renewal fee and will email a notice to the owner with a PTO sub-status of "Additional Fee Required."

The owner must pay the \$50 PTO renewal fee (by card or check) to update the PTO expiration date in the eSLA database. eSLA will email a copy of the PTO to the owner. The owner is responsible for printing and posting the PTO in the machine room or if there is no machine room, in or at the conveyance.

LICENSING OF ELEVATOR CONTRACTORS AND PERSONNEL INSTALLING, SERVICING, MAINTAINING AND TESTING CONVEYANCES

For new installations and for changes to existing conveyances listed in **SPS 318.1007, Tables 1 – 4** an application for plan review must be submitted by a Wisconsin-licensed elevator contractor or by a properly- licensed individual employed directly by the owner ("-restricted" below) to perform limited work only on the conveyances of that owner. An owner employing "-restricted" individual is not required to become a licensed elevator contractor. See **SPS 305.9905(1)(a) and (b)**.

Individuals having a license of a type in 1 through 5 below may erect, construct, alter, replace, repair, maintain, test, remove or dismantle any type of conveyance. See **SPS 305.991(1)(a)**:

1. licensed elevator mechanic.
2. licensed elevator mechanic–restricted.
3. registered elevator apprentice.
4. registered elevator apprentice–restricted.
5. registered elevator helper.
6. licensed lift mechanic.
7. registered lift apprentice.
8. registered lift helper.

Individuals having a license of a type in 6 through 8 may only erect, construct, alter, replace, maintain, repair, remove or dismantle vertical platform lifts, inclined platform lifts, stairway chair lifts, LULA elevators, residential elevators, residential inclined elevators, and dumbwaiters. They may *not* perform those tasks related to full-size commercial type elevators, escalators or moving walks. See **SPS 305.991(1)(c)**.

DOCUMENTATION REQUIRED TO BE ON-SITE

Maintenance Control Program

Effective Sept. 1, 2014, the owner of a new elevator, escalator, moving walk, dumbwaiter or Type B material lift must receive a maintenance control program (MCP) from the installing contractor.

Effective June 1, 2020, the owner of a new vertical or inclined platform lift or stairway chairlift must receive an MCP from the installing contractor.

For alterations to an existing conveyance, an MCP must be provided to the owner by the contractor for the altered components. The MCP must provide manufacturer's recommendations for examinations, tests, cleaning, lubrication, and

adjustments of components based on equipment age, condition, wear, design, quality, environmental conditions. See **A17.1, 8.6.1.2.1** and a sample MCP in non-mandatory **Appendix Y** and **A18.1, Section 11**.

Maintenance Records

On-site maintenance records include records of alterations, repairs and replacements, test reports, checks of oil usage for hydraulic elevators and checks of firefighters emergency operation required. See **SPS 318.17086(11)** and **A17.1, 8.6.1.4.1**.

Maintenance records shall be retained for the most recent 5 years however an owner may choose to retain the records for a longer period of time. See **SPS 318.17086(11)(c)**. Maintenance records are to remain with the conveyance if ownership of the building or site changes. See this article on the Elevators and Conveyances web page regarding [Maintenance Records](#).

Written Procedures

Written procedures are required for cleaning of elevator car and hoistway transparent enclosures, emergency evacuation procedures for elevators, operating instructions for means to prevent elevator car movement specified in A17.1, 2.7.5.1.1 or 2.7.5.2.1, egress and reentry procedure using the car top exit or hoistway landing door specified in A17.1, 2.7.5.1.3 and 2.7.5.2.3, operating instructions for retractable platforms and startup procedures for escalators and moving walks. These written procedures will not be evaluated as part of inspections at this time.

Additional On-Site Documentation

Additional on-site documentation includes wiring diagrams, check-out procedures for safety components, unique procedures for maintenance, adjustments, inspections, tests, replacement of components, and a record of trouble calls. See **A17.1, 8.6.1.2.2**.

Location of On-Site Documentation

For a conveyance serving a commercial building and having a machine room, control room, or control space accessed directly from a building floor or the roof (not accessed via an elevator car top), the MCP, maintenance records and other required on-site documentation shall be located in the machine room, control room or control space for the conveyance.

For a conveyance having an inspection and test panel without a machine room, control room or control space, the inside cover of the inspection and test panel shall provide instructions for locating the MCP, maintenance records and other required on-site documentation. Instructions shall be permanently legible with lettering not less than 1/8 inch in height.

The MCP, maintenance records, and other required on-site documentation are the property of the conveyance owner, not the conveyance installer or the contractor or individual providing service. The documentation may be removed only with the permission of the owner. These records may be subject to damage in use or may be misplaced so an owner should retain an additional set of these documents elsewhere. See **SPS 318.17086(2)**.

Updating of On-Site Documentation

Where installation of or alteration to a conveyance requires updating of on-site documentation (including wiring diagrams), such updates in electronic form shall be transferred to the paper copy of the documents by the installing or service contractor within 3 months of the maintenance, repair, replacement, or alteration. See **SPS 318.17086(2)**.

USE OF FREIGHT ELEVATORS

By definition, a freight elevator is an elevator primarily used for carrying freight and on which only the operator and the person or persons necessary for unloading and loading the freight are permitted to ride.

Freight elevators typically are not designed to safely carry persons unfamiliar with potential hazards. The tops, side walls and doors or gates of freight elevators often have openings where persons may be injured. Freight elevators are more likely to stop out of level with a landing increasing the likelihood of tripping for persons entering or exiting. Vertically opening doors or gates may create tripping or head impact hazards. Typical freight elevators are designed for loading of about 50 lbs per square foot while passenger elevators are designed for loading of about 100 lbs per square foot therefore a freight

elevator can carry about half the load as a comparable passenger elevator. Overloading is likely to result in the elevator falling or other unintended and unsafe operation.

Freight elevators are not permitted to be ridden by the general public except under the direct supervision of firefighters or other emergency personnel such as while on Phase II Firefighters Emergency Operation.

Freight elevators may be used by building employees other than the operator or freight handlers only with permission from this Department or the cities of Milwaukee or Madison as applicable. Such elevators must be shown to meet additional code requirements such as loading capacities necessary for carrying passengers.

An individual may contact this Department to determine whether a particular elevator is classified as a passenger elevator available for use by the general public or as a freight elevator.

ACCIDENT REPORTING

See **SPS 318.1013 Accident reporting** for the owner's responsibilities regarding reporting of accidents associated with conveyances. Violation of these requirements may result in a fine issued to the contractor and/or the owner. **See stat 101.988(3).**

(1) (a) Any *bodily injury* requiring more than first-aid treatment, that occurs *in conjunction with* a conveyance, shall be reported by the owner or owner's agent to the Department or agent municipality within 2 business days of the injury, except as provided in par. (b).

(b) 1. Any *fatality* under par. (a) shall be reported to the Department or agent municipality within 24 hours of the fatality.

2. For the purposes of this section, the agent municipality is the entity that issued the permit to operate for the conveyance.

(c) At minimum, a report in an acceptable format shall be submitted to the Department or agent municipality.

Note: The Department may be contacted at telephone (608) 266-7548 during normal business hours. The State Division of Emergency Management can be contacted at (800) 943-0003 during non-business hours. A copy of the elevator/escalator accident report form SBD-10782 and the minimum information needed are available on the Industry Services' website at:

[Conveyance Accident Report Form](#)

(2) The owner of a conveyance that causes a bodily injury under sub. (1) may not remove or disturb the conveyance or any of its components or permit any such removal or disturbance prior to receiving authorization from the Department or agent municipality, except for the purpose of reducing further bodily harm or property damage, or as provided in sub. (4).

(3) The owner of a conveyance that causes a bodily injury under sub. (1) may not return or allow the return of the conveyance back into operation or service until receiving authorization from the Department or agent municipality that issued the permit to operate, except as provided in sub. (4).

(4) Where authorized by a licensed elevator inspector, the conveyance may be temporarily returned to service until an inspection by the Department or agent municipality verifies that continuation of service is acceptable.

PLACING A CONVEYANCE OUT OF SERVICE FOR HAZARDOUS CONDITION

See **SPS 318.1011(8)(c)2** for the requirement to place a conveyance out of service where a hazardous condition is present

Where an inspection report denotes conditions that pose an imminent threat to life and limb and require the conveyance to be taken out of service, both of the following shall be done immediately

- a. the owner or owner's representative shall take the conveyance out of service.
- b. the inspector shall notify the Department.

Please note: A conveyance known to be operating with a hazardous condition should be taken out of service by the owner, owner's representative or elevator personnel without waiting for an inspection and report to be completed.

PLACING A CONVEYANCE OUT OF SERVICE FOR NON-USE

An elevator or platform lift that is part of a required accessible route in an occupied building may be placed out of service only with the permission of the building code authority. See **SPS 318.170811(5)(a) 7** for regarding elevators and **SPS 318.1810(3)** note following (b) regarding platform lifts.

Where an elevator or lift is not required to remain in service by the building code, an owner may choose to have the conveyance placed out of service according to **SPS 318.170811(5)** or **SPS 318.1810(3)**. This typically occurs where a building or part of a building served by the conveyance will not be in use for an extended period.

Individuals placing a conveyance out of service for non-use must be properly licensed elevator or lift personnel. Prior approval is not required but an inspection is required.

NOTE: Working near conveyance equipment can be extremely dangerous! Knowledge of the equipment is necessary to avoid crushing, fall, electric shock, and other hazards!

REMOVAL OR DISMANTLING A CONVEYANCE

An existing conveyance may be removed or dismantled only by a licensed conveyance contractor utilizing only properly-licensed individuals, except where demolition of the conveyance will safely occur as part of demolition of that portion of the building. See **SPS 305.990(2)**.

NOTE: Working near conveyance equipment can be extremely dangerous! Knowledge of the equipment is necessary to avoid crushing, fall, electric shock, and other hazards!

IN-GROUND HYDRAULIC JACKS - LEAKING, REMOVAL, ABANDONEMENT

See the Department of Natural Resources (DNR) website for information regarding loss of oil from a leaking elevator hydraulic jack: [DNR What To Do in Case of an Oil Spill](#)

An in-ground hydraulic elevator jack that will no longer be used may not be abandoned in place. This may occur when the elevator it serves is removed or is converted to a different type of system that will not utilize the jack. Removal of the jack means removal of not only the head and piston or plunger, but of the entire jack.

After removal of an elevator jack, the hole must be filled properly. Information about filling elevator jack holes including required reporting of the work to the DNR may be found here: [DNR Well Filling and Sealing](#).

Rev. 2-23-2026. Update the inspection district map, add information regarding the renewal of the permit to operate.

Subject of 5-9-2025 revision. Add website links for Milwaukee and Madison elevator safety programs.

Subject of 3-12-2025 revision. Update list of private elevator inspection companies

Subject of 12-3-2024 revision: Addition of details regarding annual inspections, permits-to-operate and accident reporting

Subject of 4-16-2024 revision: Clarification to Placing a Conveyance out of Service

Subject of 4-3-2024 revision to 1-6-2023 revision: Correction to periodic inspection requirements for dumbwaiters to latest requirements.