

Greek Elevator Inspection Process

As of March 8, 2019

OVERVIEW:

- ❖ Elevator inspections are conducted annually.
 - UA only conducts an assessment prior to the annual inspection and coordinates the annual inspection. UA **does not** perform any maintenance.
 - The annual inspection is conducted by Swett & Associates. Greek Organizations are charged for this cost, which is currently \$90.
 - Greek Organizations are normally required to have a maintenance contract with an elevator service contractor in order to be prepared for the annual inspection as well as to keep the elevator safe and functional throughout the year. Elevator code requires certain items to be checked monthly.

STEP 1: ELEVATOR ASSESSMENT

- ❖ Special Property Management coordinates the assessment 45-60 days prior to upcoming annual inspection.
- ❖ Assessments are completed by University of Alabama Elevator Technicians to note any potential certificate-blocking code violations well in advance of the inspection and gives the Greek Organization an opportunity to make any needed repairs.
- ❖ The Elevator Systems Coordinator provides results of the assessment to Special Property Management notated as potential certificate-blocking code violations or deviations from the UA Standard.
- ❖ Special Property Management forwards assessment results to the Greek Organization's House Director/Manager, House Corporation President (or individual designated by Greek Organization), and property management company, if applicable, and requests items be addressed by their elevator service contractor prior to the annual inspection.
 - **Note:** It is only required that potential certificate-blocking code violations be repaired/addressed. However, it is highly recommended that the Greek Organization implement UA Standard practices as well.

STEP 2: ELEVATOR INSPECTION

- ❖ Special Property Management coordinates the annual inspection two to four weeks prior to the actual date of the inspection.
- ❖ Swett & Associates performs elevator inspection and determines if the elevator passed or failed inspection based on current State of Alabama codes.
- ❖ Once the inspection is complete, the elevator will either pass or fail.
 - **Passes:** Inspector notifies State of Alabama, and the University pays for the certificate fee.
 - **Fails:**
 - Inspector notifies State of Alabama
 - Inspector provides a copy of the violation(s) to Special Property Management
 - Special Property Management forwards this report to the Greek Organization's House Director/Manager, House Corporation President (or individual designated by Greek Organization), and property management company, if applicable.



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Fails (Continued):

- Repairs are to be made within **30 days**.
- Special Property Management will coordinate a follow-up by the University's Elevator Shop to assess and ensure violations have been repaired roughly around 30 days after the inspection.
- If the University's Elevator Shop verifies that repairs have been made, the University will move forward to notify the State of Alabama to obtain the new Certificate of Operation.
- If the University's Elevator Shop **does not** verify that repairs have been made, the University will continue to follow up until completed.

STEP 3: INSTALLATION OF CERTIFICATES

- ❖ Special Property Management will email the Greek Organization's House Director/Manager the new Certificate of Operation.
- ❖ If assistance is needed installing the Certificate, the University can arrange for an Elevator Shop Technician to place in the elevator car holder.
 - **Note:** It is required by code to display a current Certificate of Operation in the elevator at all times.