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MISSISSIPPI INSURANCE DEPARTMENT

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ELEVATORS, DUMBWAITERS, ESCALATORS AND ACCESSIBILITY LIFTS

PLACED OUT OF SERVICE (DECOMMISSIONING)

All elevators, dumbwaiters, escalators and accessibility lifts that are to be placed out of service shall comply with the following decommissioning guidelines.

1. The owner or the owner's agent, shall notify the Mississippi Insurance Department, Elevator Safety Division, in writing, giving the date when the elevator, dumbwaiter, escalator accessibility lift will be placed out of service, the reason for removal from service and the date, if applicable, of return to service. The owner or the owner's agent, shall notify the Mississippi Insurance Department, Elevator Safety Division, in writing, to set up a date to verify that the elevator, dumbwaiter, escalator or accessibility lift has been placed out of service.
2. If the out of service time exceeds more than (90) days from the date of notification received, the out of service unit shall be subject to decommissioning or be required to have a complete inspection and safety test performed and approved by the Mississippi Insurance Department, Elevator Safety Division prior to the unit being placed back into service.

ELEVATORS AND DUMBWAITERS PLACED OUT OF SERVICE

1. The elevators/dumbwaiter's car and counterweight shall be lowered to the elevator pit.
2. All of the elevator's/dumbwaiter's hoist, counterweight and governor ropes shall be removed from the car and counterweight.
3. The main line disconnect fuses shall be removed. The elevator/dumbwaiter shall have no source of power at the disconnect switch.
4. The main line disconnect switch is to be placed in the off position and the cabinet sealed in the off position with a padlock accompanied with lock out/tag out instructions.

5. Where the elevator/dumbwaiter has landing doors, the doors shall be bolted securely in the closed position from the inside of the hoist way with the exception of the lowest landing which is to be padlocked from the landing side.
6. Where the elevator/dumbwaiter has landing gates, the landing openings shall be totally enclosed and be posted "DANGER OPEN SHAFT" on the exterior of each landing.

HYDRAULIC ELEVATORS PLACED OUT OF SERVICE

1. The elevator car shall be lowered to the elevator pit.
2. When a hydraulic elevator is decommissioned all hydraulic fluid is to be removed from the reservoir and oil line. The oil pipeline from the hoist way to the power unit shall be opened. All removed fluid must be removed from the premises.
3. The motor drive belts or submersible motor drive electrical leads are to be removed.
4. All roped hydraulic elevators shall have their hoist and governor ropes removed.
5. Numbers 3, 4, 5, and 6 (pertaining to elevators and dumbwaiters above) shall also apply to piston driven hydraulic elevators in this section.