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Elevator, Dumbwaiter, Escalator Shutdown and Decommissioning

All elevators, dumbwaiters, escalators and accessibility lifts that are to be placed out of service shall comply with

The following decommissioning process:

1. The owner or the owner's agent, shall notify the Mississippi Department of Insurance, 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 Department of Insurance, 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 Department of Insurance, Elevator Safety Division prior to the unit being placed back into service.

ELEVATORS AND DUMBWAITERS PLACED OUT OF SERVICE

1. The elevator's/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) shall also apply to piston driven hydraulic elevators.

ESCALATORS PLACED OUT OF SERVICE

1. Any moving escalator/stairway placed out of service shall have the electrical power supply disconnected by removing the main line disconnect fuses and disconnecting the wiring to the load side of the disconnect switch.
2. The escalator shall have no source of power at the disconnect.
3. 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.
4. A permanent solid barricade shall be erected at the top and bottom of each said unit to prohibit access to said unit.

ACCESSIBILITY LIFTS PLACED OUT OF SERVICE

1. The lift shall be lowered to the lowest landing.
2. Any cables used for either hoisting or lowering of any lift shall be removed.
3. The lift shall have no source of power at the disconnect.
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. Any door opening to said lift shall be permanently bolted in the closed and locked position.

Be Safe,

Gary Brewer
Chief Elevator Inspector
Elevator Safety Division
Mississippi Insurance Department