

To: New York City Building Owners and Managers

From: Millennium Elevator Enterprises, Inc.

Re: **Clarifications to the New Building Code / New Elevator & Escalator Testing Requirements**

Section 8.1 States "Keys used to access or operate elevator, escalator, moving walk, dumbwaiter, and material lift equipment shall conform to the following:

- a. Keys shall not operate any other device or lock in the building.
- b. The same key shall be permitted to access or operate all of the devices within only one assigned group and not those in any other group.
- c. Keys shall be kept on the premises in a location readily accessible to the personnel in the assigned group, but not where they are accessible to the general public.
- d. Elevator personnel shall have access to all assigned groups.

8.1.2 Group 1 Restricted

Group 1 covers access or operation of equipment restricted to elevator personnel. This key shall not be part of a master key system and shall include the following keys:

- a. Pit access doors.
- b. Hoistway access doors.
- c. Emergency access doors.
- d. Hoistway door unlocking device operating means (shall also be made available to emergency personnel during an emergency).
- e. Hoistway access switch.
- f. Hoistway access enabling switch.
- g. In car inspection operation transfer switch.
- h. In car stop switch.
- i. Screw controllers located away from the hoistway, machine room or machinery space.
- j. Screw machine access panels.
- k. Inclined elevator hoistway access switch.
- l. Inclined elevator uphill and emergency exit.
- m. Special purpose personnel elevator access to hoistways for emergency and inspection purposes.
- n. Power and hand dumbwaiters without automatic transfer devices hoistway access switch.
- o. Electric material lifts with automatic transfer devices car-mounted operating devices.

8.1.3 Group 2 Authorized Personnel

Group 2 covers access or operation of equipment by authorized personnel and shall include the following keys:

- a. Machine room access door.
- b. Access openings for cleaning of car and hoistway enclosures.
- c. Access openings for cleaning of car and hoistway enclosure.
- d. Car light control switch.
- e. Rooftop elevator key operation.
- f. Escalator starting switch.
- g. Escalator side access door to interior.
- h. Moving walk starting switch.
- i. Moving walk side access door to interior.

8.1.4 Group 3 Emergency Operation

Group 3 covers access or operation of equipment by firefighters and emergency personnel. This key shall not be part of a master key system and shall include the following:

- a. Emergency or standby power access selector switch.
- b. Phase 1 emergency recall operation switch.
- c. Phase 2 emergency in-car operation switch.

8.1.5 Group 4 Other

Group 4 covers access or operation of equipment not classified as Group 1, 2 or 3.

- a. Private residence elevator key operated switch for exterior operation.
- b. Private residence inclined elevator keyed operation switch.

In other words, four (4) individually marked groups of keys should be kept in a secure place out of reach of the public.

8.6.10.5 Escalator or Moving Walk Startup

Authorized personnel shall check the escalator or moving walk prior to permitting use. All authorized personnel who are assigned to start this equipment shall be given a copy of the following procedure and be provided with training to ensure that they understand and comply with the following procedures.

- a. Prior to starting the unit, observe the steps or pallets and both landing areas to ensure no persons are on the unit or about to board. Run the unit away from the landing.
- b. Verify correct operation of the starting switch.
- c. Verify correct operation of the stop buttons and alarm, if furnished.
- d. Visually examine the steps or tread way for damaged or missing components; comb plates for broken or missing teeth; skirt panels and balustrades for damage.
- e. Verify that both handrails travel at substantially the same speed as the steps or the tread way are free from damage or pinch points, and that entry guards are in place.
- f. Visually verify that all steps, pallets, or the tread way is properly positioned.
- g. Verify that ceiling intersection guards, anti-slide devices, deck barricades, and caution signs are securely in place.
- h. Verify that demarcation lighting is illuminated, if furnished.
- i. Check for uniform lighting on steps/tread not contrasting with surrounding areas.
- j. Verify that the safety zone is clear of obstacles and that the landing area and adjacent floor area are free from foreign matter and slipping or tripping hazards.
- k. Check for any unusual noise or vibration during operation.

If any of these conditions is unsatisfactory, the unit shall be placed out of service. Barricade the landing areas and notify the responsible party of the problem. Equipment subject to 24-h operation shall be checked daily by authorized personnel.

In other words, personnel responsible for tuning escalators or moving walks should be trained to check for conditions A-K.