

# Top Ten

## Elevator Violation

The State Elevator Inspectors perform annual on-site surveys of all elevators. The following list contains items to be addressed by the building owner/manager prior to the arrival of the a State Elevator Inspector.

### Safety Notice

1.  Perform test of fireman's return features monthly and  
 maintain a written record of the test results.
2.  Display current certificate in elevator car.
3.  Must make emergency telephone operable.
4.  Must make emergency lighting operable.
5.  Remove all non-elevator related materials from elevator  
 machine room.
6.  Maintain elevator machine room fire extinguisher and keep  
 current at all times.
7.  Install elevator pit ladder.
8.  Install self-closing, self-locking elevator machine room door.
9.  Install pit and car top light guards.
10.  Install non-combustible pit sump pump cover.

If you have questions regarding any of the top ten items or your own safety/corrective actions lists, please do not hesitate to contact a service sales representative in your local O'Keefe Elevator Company office.