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KRISTY H. NICHOLS
COMMISSIONER OF ADMINISTRATION

State of Louisiana

Division of Administration
Office of Risk Management

March 4, 2015

INSURANCE INFORMATION NOTICE 2015-4

SUBJECT: New Elevator Inspection Company and procedures/criteria

Announcement of new elevator company and inspection procedures/criteria

The Office of Risk Management would like to announce that Lerch-Bates has been awarded the contract to perform elevator/escalator inspections. The company was founded in 1947 and is the world's oldest and largest elevator consulting firm. Lerch-Bates' corporate headquarters is located in Littleton, CO with 18 offices in North America as well as offices throughout the world.

Lerch-Bates will start contacting and scheduling elevator inspections the week of March 2, 2015. They will provide the following services for the State of Louisiana:

- One routine and one annual inspection for every operational elevator per year per ANSI 17.1, Table N.
- Category 1, 3, & 5 tests in accordance with ANSI 17.1, Table N.
- Witnessing of one (1) acceptance test and one (1) full load test for all new construction or modernization/renovation. A two (2) week notice/request is required.
- An electronic report will be sent to the agency within ten (10) days detailing all deficiencies found.
- Coordinate with the agency and/or their maintenance contractor, as needed, the correction of deficiencies. Follow-up inspections will also be on an as needed basis.
- If a medical emergency (i.e., an E.R. visit or hospital stay) occurs involving the use of an elevator or escalator, please report it immediately to the Lerch-Bates main office at (972) 294-5221. Upon notification, Lerch-Bates will notify ORM and arrive within 24 hours to conduct an investigation. The unit must be removed from operation and secured until Lerch-Bates arrives.

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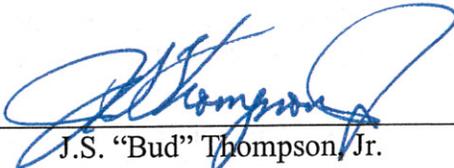
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Gus Castillo, Lerch-Bates scheduler, will be contacting agencies to set appointments for all inspections and witnessing of tests. He can be contacted at gus.castillo@lerchbates.com, (972) 294-5221 (main line). Agencies with elevators/escalators that have not been contacted for scheduling **by May 10, 2015**, must contact Henry Rayborn, Loss Prevention Supervisor at henry.rayborn@la.gov or (225)-342-8480.

Lerch-Bates **will not** perform any maintenance functions or procedures. If maintenance is needed during an inspection, the agency will have to ensure their maintenance contractor or in-house maintenance personnel is available to perform the necessary task.

When Lerch-Bates comes to the site, the agency is required to have available an individual who can assist the inspector in determining the building's correct name and state assigned building I.D. number.

Agencies requiring assistance regarding their elevators or escalators need to send the request(s) to either Henry Rayborn, ORM Loss Prevention Supervisor, henry.rayborn@la.gov, (225)-342-8480 or Brett Beoubay, ORM Loss Prevention Manager, brett.beoubay@la.gov, (225)-342-8532. ORM will then coordinate with Lerch-Bates to schedule the appropriate services.



J.S. "Bud" Thompson, Jr.
State Risk Director