



State of Louisiana
Division of Administration
Office of Risk Management

January 13, 2014

INSURANCE INFORMATION NOTICE 2014-1

SUBJECT: Elevator Inspections and Maintenance

Elevator Inspections

The Office of Risk Management (ORM) is contracted with Elevator Technical Services for elevator inspection services.

These services include:

- o Two routine inspections per elevator type per year
- o Temporary inspections (as needed)
- o Final acceptance tests for new/modernized units
- o Plan review/guideline specifications
- o Compliance checks (as needed)
- o Certification of firefighter's service

Agencies are expected to review all inspection reports once they are entered at the following web site:

http://wwwprd.doa.louisiana.gov/bandg_elev/inspections.cfm

Agencies should contact Bob Jones with ETS at (318) 445-7921 or ets023@aol.com for any of the following:

- o To ask questions regarding the reports
- o To advise of a new elevator needing an inspection
- o To report an elevator that has been taken out of service by the agency

Elevator Maintenance

After reviewing the inspection report(s), each agency having one or more elevators with deficiencies must contract with an elevator maintenance company to make all corrections in a timely manner.

ORM will not arrange, or pay for, any portion of the maintenance contract or required corrections to any unit.

For any other issues pertaining to elevators, please contact Henry Rayborn at (225) 342-8480.

A blue ink signature of J.S. "Bud" Thompson, Jr. written over a horizontal line.

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