



**Illinois Office of the State Fire Marshal**  
**Division of Elevator Safety**  
**James R. Thompson Center**  
**100 West Randolph Street, Suite 4-600**  
**Chicago, Illinois 60601**  
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## INSTALLATION PLACED OUT OF SERVICE

A conveyance may be placed out of service in two different ways:

- 1) The State of Illinois has adopted the American Society of Mechanical Engineers Standard (ASME) A17.1 as the Code by which Illinois will regulate conveyances. Should you desire to **permanently** remove a conveyance from service, the ASME A17.1, Section 8.11.1.4 procedures follow:

Periodic inspections and tests shall not be required when an installation is placed "out of service":

- a) As defined by the authority having jurisdiction; or
- b) when an installation whose power feed lines have been disconnected from the mainline disconnect switch; and
  - (1) an electric elevator, dumbwaiter, or material lift whose suspension ropes have been removed, whose car and counterweight rest at the bottom of the hoistway, and whose hoistway doors have been permanently barricaded or sealed in the closed position on the hoistway side;
  - (2) a hydraulic elevator, dumbwaiter, or material lift whose car rests at the bottom of the hoistway; when provided with suspension ropes and counterweight, the suspension ropes have been removed and the counterweight rests at the bottom of the hoistway; whose pressure piping has been disassembled and a section removed from the premises and whose hoistway doors are permanently barricaded or sealed in the closed position on the hoistway side; or
  - (3) an escalator or moving walk whose entrances have been permanently barricaded.

The identified conveyance has been **permanently** removed from service and ASME A17.1 procedures for permanent removal have been followed.

Or,

- 2) "Temporarily dormant" – means an elevator, dumbwaiter or escalator:
  - a) With a power supply that has been disconnected by removing fuses and placing a padlock on the mainline disconnect switch in the "off" position;
  - b) with a car that is parked and hoistway doors that are in the closed and latched position;
  - c) with a wire seal on the mainline disconnect switch installed by a licensed elevator inspector;
  - d) that shall not be used again until it has been put in safe running order and is in condition for use;
  - e) requiring annual inspections for the duration of the temporarily dormant status by a licensed elevator inspector;
  - f) that has a "temporarily dormant" status that is renewable on an annual basis, not to exceed a 5-year period;
  - g) requiring the inspector to file a report with the Administrator describing the current conditios; and
  - h) with a wire seal and padlock that shall not be removed for any purpose without permission from the elevator inspector.

Please check one of the following:

- Demolition of Conveyance                     
  Placed Out of Service                     
  Temporarily Dormant

Inspector Signature \_\_\_\_\_ State License # \_\_\_\_\_

Owner Name \_\_\_\_\_ Date \_\_\_\_\_

Owner Signature \_\_\_\_\_ Phone Number \_\_\_\_\_

Location Name \_\_\_\_\_

Location Address (Street & City) \_\_\_\_\_

Conveyance Registration Number \_\_\_\_\_

Please submit this form to the Office of the State Fire Marshal, Elevator Safety Division, James R. Thompson Center, 100 West Randolph Street, Suite 4-600, Chicago, Illinois 60601