

WHITE PLAINS VERTICAL TRANSPORTATION CODE

PART 1. GENERAL REQUIREMENTS

a. **Posting.** Every elevator shall have posted the following information in a permanent manner by means of an engraved plate:

- The city elevator number;
- The address of the building;
- The car capacity in pounds;
- The car capacity in number of passengers.

The engraved figures on said plate shall be a minimum height of one-half ($\frac{1}{2}$) inch. This plate shall be located immediately adjacent to or above the elevator control panel and shall be attached to the elevator by means of non-reversing screws.

- (1) **Posting Annual License.** The owner or lessee shall post the last issued annual license in the elevator machine room, on the controller for said elevator, in a noncombustible frame with a plexiglass vision plate. For all other approved equipment, the license shall be located immediately adjacent to the lowest entrance of said equipment, or as directed by the department.
- (2) **Filing Fee.** The annual filing fee to be paid to the City of White Plains for issuance of annual license shall be per Section WPBCAE-q.

b. **Permits.** No equipment or device subject to the provisions of this Code shall be constructed, installed, relocated or altered unless a permit has been received from the Commissioner before the work is commenced. A copy of such permit shall be kept at the construction site at all times while the work is in progress.

c. **Identification of Equipment.** Every elevator, and device subject to annual inspection, shall be identified by a serial number assigned by the Commissioner and attached to or painted, stenciled or otherwise registered on the crosshead of the elevator car and on the motor or machine; and on devices other than elevators, on the motor or machine, in figures not less than one (1) inch high. After such devices have been so designated, their numbers shall not be changed except by permission of the Commissioner and all correspondence in regard to such device shall refer to said number.

d. **Scheduled Periodic Inspections.** Scheduled annual inspections shall be performed as follows:

- (i) For passenger elevators, power freight elevators and escalators, scheduled annual inspections shall be made only by the City of White Plains' own employed Code Enforcement Officers.

(ii) For all other elevator, conveyor and lifting equipment requiring annual inspection, scheduled periodic inspections shall be made by a Certified Elevator Inspection Agent. The Certified Elevator Inspection Agent shall submit a detailed written report of the inspection to the building official on forms approved by him not more than fifteen (15) days following the completion of such inspection.

e. **Elevator Keyed Switches.** All keyed switches required by this Code shall be operable only by a city-wide standard key. The city-wide standard key shall be designed in accordance with the requirements of the Commissioner of Building.

f. **Emergency Hoistway Door Unlocking Devices.** Hoistway door shall be provided with emergency unlocking devices at every landing where elevators can stop at every floor, and at every landing when the elevator does not stop at each floor through which it travels. The unlocking devices shall be in accordance with the Safety Code for Elevators listed in Appendix B of this Code. All access openings to the unlocking devices above the second landing for the said elevators shall be covered with a solid plate attached to the door with clutch head screws or spanner screws.

g. **Unsafe Conditions.** If upon inspection, any equipment covered in this article is found in an unsafe condition, or not in accordance with the provisions of the Code, the building official shall thereupon serve a written notice of such finding upon the building owner or lessee stating the time when recommended repairs or changes must be completed. After the service of such notice, it shall be the duty of the owner to proceed within the time allowed to make such repairs or changes as are necessary to place the equipment in a safe condition; and it shall be unlawful to operate such equipment after the date stated in the notice unless such recommended repairs or changes have been made and the equipment has been approved by the building official, or an extension of time secured from him in writing.

h. **Power to Seal Equipment.** The building official in addition to any other penalties herein provided shall have the power to seal out of service any device or equipment covered by this article for the following reasons: when in case of emergency in the opinion of the building official, any such device is in a condition to render it totally unsafe for operation; or for willful to comply with recommendations and orders issued by the building official.

i. **Notice of Sealing Out of Service.** Before sealing any device out of service the building official, except in case of emergency, shall serve written notice upon the building owner or lessee stating intention to seal the equipment out of service and the reasons therefor.

j. **Unlawful to Remove Seal.** Any device sealed out of service by the building official shall be plainly marked with a sign or tag indicating the reason for such sealing, and any defacing or removal of the sign or tag, or any tampering with or removal of the seal without approval of the building official shall constitute a violation of this article.

k. **Accidents Reported and Recorded.** The owner of the building shall immediately notify the building official of every accident involving personal injury or damage to apparatus on or about or in connection with any equipment covered by this article, and shall afford the building official every facility for investigating such accident. When an accident involves the

failure, breakage, damage or destruction of any part of the apparatus or mechanism, it shall be unlawful to use such device until after an examination by the building official and approval of the equipment for continued use. It shall be the duty of the building official to make a prompt examination into the cause of the accident and to enter a full and complete record thereof in the records of the building department. Such records shall be open for public inspection at all reasonable hours.

L. Removal of Damaged Parts. It shall be unlawful to remove any part of the damaged construction or operating mechanism of elevators or other equipment subject to the provisions of this article from the premises until permission to do so has been granted by the building official.

m. Definitions.

Amusement Device - A device or structure, open to the public, by which individuals are conveyed or moved in an unusual manner for diversion.

Automotive Lift - A fixed mechanical device for raising an entire motor vehicle above the floor level but not through successive floors of the building or structure.

Industrial Lift (Material Lift) - A non-portable power operated raising or lowering device for transporting freight vertically, operating entirely within one (1) story of the building or structure.

Loading Ramp - A hinged, non-portable device, either mechanical or hydraulic, hand or power operated, used for spanning gaps or adjusting height between loading surface and carrier or between loading surface and loading surface.

Manlifts - A power-operated belt device with steps and handholds for transporting persons in a vertical position through successive floors or levels of the building or structure.

Material Lift - A power-operated rising or lowering device for transporting freight vertically, operated entirely within one (1) story of the building or structure.

Material Platform Hoist - A power or manually operated suspended platform conveyance operating in guide rails for the exclusive raising or lowering of materials, which is operated and controlled from a point outside the conveyance.

Special Hoisting and Conveying Equipment - Manually or power-operated hoisting, lowering or conveying mechanisms, other than elevators, moving stairways or dumbwaiters for the transport of persons or freight in a vertical, inclined or horizontal direction on one floor or in successive floors.

PART 2. INSTALLATION AND DESIGN REQUIREMENTS

a. New or Modernized Elevator.

(1) Electrical Disconnecting Devices.

- (2) **Main Line Disconnect** - For all new or modernized elevators and escalators, the main line electrical service disconnect shall be fused. Circuit breakers are not permitted. This device shall be as close as possible to the machine room entrance. When opened, this switch shall interrupt all power to the equipment, except car lighting.
- (3) **Communication Systems.**
- (i) An intercom system shall be installed to serve all individual cabs. Such system shall be connected to, and activated from a console installed within the elevator machine room.
 - (ii) In all office buildings not manned twenty-four (24) hours a day, an emergency telephone shall be installed within all individual cabs. Such emergency telephone systems shall be connected to, and be continuously monitored by an outside central station monitoring company.
- (4) **Machine Room Design.**
- i) Grating is not permitted as a floor in an elevator machine room.
 - ii) For all hydraulic elevators, accessible shut-off valves shall be provided for the main hydraulic fluid line, in both the elevator machine room and elevator pit.
 - iii) Smoke detection shall be connected to the building fire alarm system. If a fire alarm system does not exist, the detectors shall be connected to a dedicated fire alarm control unit that shall be designated "Elevator Recall Control and Supervisory Panel".
- b. New or Modernized Escalators - For all new or modernized escalators, the following safety devices shall be installed:**
- i) Smoke detectors shall be installed within each work area pit of the escalator (top and bottom). Such smoke detectors upon activation shall automatically shut down the escalator, but need not be connected to the central fire alarm system.
 - ii) An automatic shutoff switch shall be provided for each work area pit access plate at both top and bottom of each escalator.