

ORDER

**DEPARTMENT OF TRANSPORTATION
FEDERAL AVIATION ADMINISTRATION
GREAT LAKES REGION**

GL-6950.18

8/2/76

SUBJ: Elevator Maintenance and Inspection

1. PURPOSE. This Order establishes the elevator maintenance and inspection policy and requirements for FAA owned elevators in the Great Lakes Region.
2. DISTRIBUTION. This Order is distributed to Section Level and above in the Airway Facilities Division and to all Airway Facilities Field Offices.
3. CANCELLATION. Order GL-6950.11 is cancelled.
4. BACKGROUND. There are several existing FAA facilities in the Great Lakes Region equipped with elevators, and projects for additional facilities where elevators will be installed are continually being programed. Therefore, the Region recognizes the need for a policy on, and the requirements for the maintenance and inspection of elevators for the purpose of insuring personnel safety and providing standardization.
5. POLICY. This Order establishes the Great Lakes Region policy to provide maintenance and inspection service for FAA owned elevators at all facilities except ARTCC's. Whenever possible, this service will be obtained from the representative of the manufacturers of the installed elevator. Minimum maintenance and inspection procedures for ARTCC's shall be conducted in accordance with Order 6470.5, Maintenance of Air Route Traffic Control Center Environmental Systems. Paragraph 6 below shall be used as a model specification for procuring maintenance and inspection services.
6. REQUIREMENTS FOR ELEVATOR MAINTENANCE AND INSPECTION CONTRACT. The service, maintenance and inspection of FAA owned elevators shall be performed in the following manner:
 - a. Contractor Qualification. The Contractor shall be regularly engaged in the business of servicing and maintaining elevators of the type and model concerned.

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- b. Manner and Time of Conducting Work. All maintenance and services provided for herein shall be performed by skilled elevator servicemen directly employed and supervised by the Contractor. Except for emergency service, all work shall be performed during the hours of 8:00 a.m. and 4:30 p.m. Monday through Friday of each week.
- c. Site Inspection. Bidders are requested to visit the site prior to bidding to ascertain the type, make, model and condition of elevators to be maintained and serviced hereunder. By submission of his bid, each bidder acknowledges that he has acquainted himself with the nature, conditions and location of all the work, the general and local conditions, materials, character of equipment required preliminary to, and during prosecution of the contemplated work. Any failure of the bidder to so acquaint himself with all the information available to him shall be at his own risk. Arrangements to examine the job site shall be made in advance by calling the Contracting Officer. Bidders should include in their bids a list, along with associated costs, of any major repair work that should be accomplished prior to start of their maintenance service contract.
- d. Government Inspectors. The Government may, from time to time, make reasonable inspections of the services to be performed under this contract. The Contractor, without additional charge, shall provide all reasonable facilities and assistance for the safety and convenience of the Government Inspectors in the performance of their duties. Any inspection by the Government does not relieve the Contractor from any responsibility regarding defects or other failures to meet the contract requirements. Defective work shall be satisfactorily corrected without delay.
- e. Contractor Responsibility. The Contractor shall be responsible for any damage to the Government buildings or private property while rendering the services. At no time shall the service operations interfere with the operations of the facility.
- f. Codes and Ordinances. All work performed by the Contractor shall conform to all local building codes and ordinances and to the current applicable portions of the National Electrical Code, The National Electrical Safety Code, and to The American Standard Safety Code for Elevators (ANSI Standard A17.1).

g. Service and Maintenance Requirements.

- (1) The Contractor shall service all parts of the elevator as well as any accessory equipment that is included as part of the elevator installation.
- (2) The parts to be serviced, maintained and (if conditions warrant) repaired or replaced, shall include, but not be restricted to: machine motors, generators, brushes, controller, selectors, gears, worm gears, bearings, thrust bearings, rotating elements, brake magnet coils, brake magnet stators, brake shoes and linings, brake motors, resistances for operating and motor circuits, commutators, windings and coils, magnet frames, leveling devices, cams, car and hoistway door hangers, cables, tracks and guides, door operating devices, interlocks and contacts, car doors or gates, car flooring, car door operating devices, car lights, car safety devices, push buttons, annunciators, indicators, hall lanterns, bulb replacements and all other elevator signals, scheduling and accessory equipment.
- (3) Only genuine manufacturer's parts that are specifically designated for use in the elevators and suitable in all respects shall be used. The Contractor shall have available for immediate use a suitable supply of spare parts sufficient for the normal maintenance of the elevator system.
- (4) The Contractor shall make regular and systematic visits to examine, adjust, clean and lubricate the equipment. All lubricants, cleaning materials, paint, cotton waste, etc., shall be supplied by the Contractor. All lubricants shall be of the proper type and grade for the purpose.
- (5) Lubricating service shall be performed on, but not limited to: brake motor, generator, controller, relay panel, selector, leveling devices, operating devices, switches on car and in hoistway, hoistway door and car gate operating devices, interlocks and contacts, guide shoes, hangers for all doors and car gates, car safety devices, governors, tension frames and sheaves, sheave bearings and hoistway ropes. Machine stuffing box and bearings on motor-operated brakes shall be replaced and gear cases and guide lubricators shall be refilled as required.

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- (6) The Contractor shall test all safety devices, governors, etc., at regular intervals, as required by Section 1001 of the latest edition of the American Standard Safety Code for Elevators, Dumbwaiters, Escalators and Moving Walks, Publication (ANSI A17.1). Any defect noted shall be corrected as soon as practicable. If inspection reveals unsafe operational conditions, defective equipment, etc.; the elevator shall be locked out of service and reported to the Contracting Officer.
- (7) The Contractor shall examine and equalize tension of all hoisting ropes and cables. Whenever necessary to ensure maintenance of adequate safety factor, the Contractor shall renew all hoisting ropes and conductor cables (including governor ropes) and repair or replace all electrical wiring and conductors extending to the elevator from the main line in the equipment room and outlets in the hoistway. The mainline switch, together with fuses for same, shall not be maintained or serviced by the Contractor.
- (8) The Contractor shall keep the guide rails clean and properly lubricated, except that no rail lubrication shall be used on roller-type guides. When necessary, the Contractor shall renew guide shoe gibs or rollers as required to ensure smooth and quiet operation. All oil reservoirs shall be kept properly sealed to prevent leakage.
- (9) The Contractor shall keep the exterior of the machinery and any other parts of the equipment subject to rust properly painted and presentable at all times. The motor windings and controller coils shall be periodically treated with proper insulating compound.
- (10) The Contractor shall make and perform all repairs necessitated by normal wear and tear; but shall not do so when such are necessitated by reasons of negligence or misuse of the equipment by persons other than the Contractor, his representatives or employees, or by reason of other causes beyond the control of the Contractor.
- (11) The Contractor shall be subject to call by the representative of the Government at any hour of the day or night. (A reasonable response time based on location and conditions should be included in contract.) This requirement would normally apply only for actual emergency conditions.

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- (12) The Contractor shall not be required to furnish or install any attachments as may be recommended or directed by the Insurance Companies or by a Federal, State, Municipal or other Governmental authority (except as directed under the Changes Clause of this Contract).
- (13) The Contractor shall not repair or replace elevator car enclosures, hoistway and enclosures, hoistway door panels, frames or sill.
- (14) The Contractor shall not make or attempt to make any alterations to the elevators under this Contract.

h. Inspection Requirements.

- (1) The Contractor shall inspect semiannually all elevator parts, components, etc., as required by The American Standard Practice for the Inspection of Elevators, Inspectors Manual (ANSI A17.2).
- (2) The Contractor shall report the results of all his inspections in accordance with the applicable code regulations under which he is operating. Copies of all inspection reports shall be forwarded immediately following inspections to the Contracting Officer's Representative.
- (3) The Contractor shall provide for a periodic inspection of the elevator by the appropriate Inspecting Authority having jurisdiction in the area and at frequencies required by that authority. A certificate of inspection authorizing the continued use of the elevators inspected shall be issued by the Inspecting Authority bearing the date of inspection. This certificate shall be framed under glass and placed in a conspicuous place in the elevator car.


for J. TRIHAN
Chief, Airway Facilities Division