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## **Owner Management Information**

### **Making a Unit DORMANT**

#### **(1) A conveyance is considered dormant based on the following conditions.**

- (a) The Traction (electric) elevator car is parked at the top of the hoistway and the counterweights are parked at the bottom of the hoistway or the hydraulic elevator is parked at the bottom of the hoistway.
  - (i) The hoistway doors are latched in the closed position; and
  - (ii) The fuses are removed from the main line disconnect (if applicable); and
  - (iii) The mainline disconnect is locked in the "off" position with a wire seal or a red tag provided by the Administrator is placed on the disconnect switch.
- (b) Escalators/Moving Walks are considered dormant based on the following conditions.
  - (i) The mainline disconnect is locked in the "off" position with a wire seal or a red tag provided by the Administrator is placed on the disconnect switch; and
  - (ii) Entrances are permanently barricaded. Escalators that have been made dormant cannot be used as a stairway.

**(2) A conveyance inspector or Administrator shall verify the status of the conveyance as dormant,** place a wire seal on the mainline disconnect switch, document the activities on an inspection report, submit the inspection report to the conveyance owner, who shall then submit the report to the Administrator without fee.

**(3) A conveyance shall not be made dormant for more than five (5) years.** At the end of five (5) years the conveyance owner shall obtain a valid certificate of operation or remove the conveyance from service.

#### **(4) To place a dormant conveyance back in service the following conditions shall be met.**

- (a) All applicable tests according to Section 2-3-2 must be current, or if the applicable testing schedule was not maintained during dormancy, the applicable Category 1 and Category 5 tests must be completed and witnessed by a conveyance inspector.
- (b) If the applicable testing schedule was maintained, a conveyance inspector must perform a periodic inspection on the conveyance.
- (c) Prior to conveyance operation, the conveyance owner must mitigate all violations identified on the inspection report and obtain a valid certificate of operation from the Administrator or Approved AHJ.