


<b>CITY AND COUNTY OF DENVER POLICY DENVER FIRE DEPARTMENT</b>		
Subject: <b>CONVEYANCE ANNUAL CERTIFICATE OF OPERATION EXPIRATION DATES, 3<sup>RD</sup> PARTY INSPECTION REQUIREMENTS AND ANNUAL TESTING REQUIREMENTS</b>		
Reference: <b>Denver Fire Code Section 921.1</b>		
Approved: 	Manuel Almaguer, Division Chief	
Number: <b>104.1.1</b>	Effective Date: March 10, 2020	Page 1 of 2

**General Information:**

This policy outlines the process by which the Denver Fire Department, Fire Prevention Division (FBP), Conveyance section as the Authority Having Jurisdiction (AHJ) in the City and County of Denver will comply with State of Colorado Conveyance Regulation 7 C.C.R. 1101-8 Section 2-3-2 (3) which states the following. Effective January 1, 2019, non-witnessed Category 1 tests shall be conducted within 60 days prior to the occurrence of the periodic inspection described in Section 2-3-1-1. **This process will include new requirements for Private 3<sup>rd</sup> party inspectors who are licensed to conduct conveyance inspections in the City and County of Denver.**

**Certificate of Operation Expiration Date:**

Beginning in 2019 the FPB Conveyance section will begin aligning **elevator** annual certificate of operation expiration dates with the month that the witnessed test (5 year) was last completed. This will allow the FPB Conveyance Section to comply with the State Conveyance Regulation noted above and put a process in place allowing for the verification of annual testing completion. When an inspection report is submitted to FBP for processing the report will be processed and the expiration date set for the last day of the month in which the witnessed test inspection was last completed. In some cases, this will result in a second periodic inspection being completed in the same calendar year. This will be necessary to align the inspection and testing expiration dates. A Certificate of Operation shall not exceed a 12-month period.


**3<sup>rd</sup> Party Elevator Inspector Annual (yearly) Inspections:**

Licensed elevator inspectors performing conveyance inspections in the City and County of Denver shall conduct the annual inspection of a conveyance no more than 30 days prior to the existing Certificate of Operation expiration date or the month that the witnessed test inspection was last completed according to the Denver Fire Prevention Conveyance Section database whichever occurs first. The 3<sup>rd</sup> party inspector must consult the Conveyance Section database or contact the Conveyance Section office to determine the month the inspection must be completed. Fire Prevention Conveyance Section does not recognize 3<sup>rd</sup> party databases and prior inspection schedules.

Denver Fire Conveyance Section reserves the right to deny acceptance of an inspector's report or amend certificate expiration dates to conform with the above policy and satisfy State of Colorado Conveyance requirements. If an inspection report is not accepted both the conveyance owner or responsible party and the inspector will be notified via email.

**Elevator Contractor Annual Testing:**

A licensed elevator contractor shall conduct annual testing on a frequency in accordance with 7 C.C.R. 1101-8 Section 2-3-2(7). The annual testing shall be completed no more than 60 days prior to the annual inspection month. It is the conveyance owner's responsibility to ensure the annual testing is completed prior to the annual inspection being conducted.

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**Five Year - 3<sup>rd</sup> Party Conveyance Inspector/Contractor Witnessed Test/Inspections:**

Witnessed test inspections shall be completed during the month in which the previous witnessed test inspection was completed and on a frequency that complies with 7 C.C.R. 1108-1 Section 2-3-2(2). Major Alterations and other factors that require an acceptance inspection or witnessed test inspection will establish a new witnessed test inspection month if conducted in a month other than the previously established month.

**Enforcement:**

If the 3<sup>rd</sup> party inspector notes as a violation that the annual test was not completed before the annual inspection; the DFD Conveyance Program will issue an Order to Comply (OTC) to the building owner and Conveyance Contractor requiring annual testing compliance within 10 days. Failure to comply with the OTC will result in further legal action.

**Elevator Owners/Managers:**

An elevator owner may choose to move the witnessed test inspection month and/or the month of annual inspection by voluntarily having a witnessed test inspection completed and the report submitted to Denver Fire Conveyance Section for processing.

**Table:**

Individual Elevator Inspection, Annual and Witnessed Testing Requirements

	Test Requirements	CO Renewal month
Annual Inspection		Required in CO renewal month
Annual Testing	60 Days prior to CO renewal month	
Five Year Inspection and Witnessed Testing	Required in CO renewal month	Required in CO renewal month

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