

RESOURCES TO HELP YOU

The Office of Professional & Occupational Regulation administers the inspections, licensing and audit functions for the Elevator and Tramway Safety Program.

For Technical and Code related questions, contact:

- State Elevator Inspectors
(207)624-8675
- E-mail: elevatorsafety.code@maine.gov

For Administrative Questions, contact:

- Office (207)624-8672
- E-mail: elevatorsafety.lic@maine.gov

To Report an Accident, 24-hours a day 7 days a week, call:

- 1-888-580-5754 immediately

MAILING ADDRESS:

35 State House Station
Augusta, ME 04333-0035

PHYSICAL ADDRESS:

Gardiner Annex
76 Northern Avenue
Gardiner, ME

FAX: (207) 624-8636

HEARING IMPAIRED: Maine Relay 711

WEBSITE:

www.maine.gov/professionallicensing

G:\trade\elelevator Revised: 01/27/16



YOU OWN AN ELEVATOR

Critical Information for Owners of Elevators in Maine

**Owners of Elevators have
Important Duties.
It is essential that you know
What they are.**

Read this brochure carefully

**It alerts you to many of the legal
requirements so that you can
comply with Maine law and
avoid serious penalties for
non-compliance.**

Dept. of Professional & Financial Regulation
Office of Professional & Occupational Regulation
Elevator & Tramway Safety Program

ELEVATOR OWNER DUTIES

Responsibility for design, construction, installation, operation, maintenance, inspection, and certification of your elevator rests with you. To comply with Maine law, you must:

- **Annually**, ensure that your elevator is **inspected** by a licensed private elevator inspector;
- **Annually** renew certificate;

To renew, submit the following:

1. annual inspection report
2. annual certificate application, and
3. inspection certificate fee

You will be mailed the annual certificate application 90 days prior to your certificate expiring.

Suspend operation of the elevator if the inspection certificate has expired.

POSTING CERTIFICATE

You must display a current valid inspection certificate in the elevator at all times.

REPAIR AND MAINTENANCE

- You must ensure that all required repair work is done by the time specified and ensure your elevator company notifies the State, in writing, when it is completed;
- Engage only registered elevator contractors to service, maintain or inspect the elevator; and

Submit plans and specifications to the State *before* altering an existing elevator.

ACCIDENTS

Each elevator accident caused by equipment failure resulting in injury to a person or in substantial damage to equipment, must be reported by the owner or lessee to the Office of Professional & Occupational Regulation at **1-888-580-5754 immediately**. This telephone number is available 7 days a week, 24 hours a day.

GENERAL

- **Notify the State** when your elevator is removed, placed out of service, or when ownership is transferred
- **Suspend operation** of an elevator when required to do so by law, rule or an order from the Chief Elevator Inspector
- **Comply with all rules** adopted by the Elevator and Tramway Safety Program, including the standards of any national elevator codes adopted by the Board.

PENALTIES & SANCTIONS

Owners of elevators may be subject to one or more of the following for failure to comply with Maine law or rules governing elevators.

CRIMINAL PENALTIES

- Operation without a current and valid certificate is a Class E crime

CIVIL PENALTIES & SANCTIONS

- Fines of up to \$3,000 per violation
- Loss of your ability to operate your elevator

OWNER DO AND DO NOT'S

YOU, the elevator owner, are responsible for complying with the law and will be held accountable if the requirements are not met.

- **DO** post a current and valid certificate in the elevator.
- **DO NOT** rely on someone else to submit to the State the annual inspection report and application for the inspection certificate. **YOU** must submit them.
- **DO NOT** operate the elevator unless you have a current, valid certificate.
- **DO NOT** use a prior Owner's certificate if you become the new owner of an elevator. Certificates are NOT transferable. **YOU** must apply for a new inspection certificate.

**YOU MAY LOSE THE
ABILITY TO OPERATE YOUR
ELEVATOR IF YOU
FAIL TO COMPLY**