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OFFICE OF PUBLIC AND INDIAN HOUSING
REAL ESTATE ASSESSMENT CENTER

November 16, 2009

TO: HUD Insured and Assisted Properties Subject to UPCS Inspections

FROM: PIH-REAC PASS

RE: Property Requirements for the Inspection of Elevator Equipment Rooms

This document establishes specific requirements that HUD assisted and insured properties with elevators must meet so that UPCS inspections will be conducted as and when scheduled. These requirements become effective on January 4, 2010.

Beginning on January 4, 2010, UPCS inspectors will not enter or inspect enclosed rooms, closets, or areas (hereafter "rooms") on HUD assisted and insured properties that house ONLY elevator equipment.

UPCS inspectors will enter and inspect all other elevator equipment rooms. More specifically, UPCS inspectors will (1) enter and inspect rooms that house elevator equipment when the room also contains inspectable items not associated with elevators (for example water circulation pumps, compressors, and electrical panels for various building electrical systems such as timers or exhaust fans); and (2) enter rooms that house elevator equipment when the room provides the only access to another area that the inspector must inspect (for example, the roof or other common areas on the property).

All properties are required to ensure that UPCS inspectors have access to these elevator equipment rooms. In order for inspectors to access them, properties must do one of the following prior to, or at the time of, the scheduled inspection:

1. Have the elevator equipment located on a suitable balcony, gallery, or platform elevated and arranged so as to exclude unqualified persons, or have the elevator equipment located at an elevation of 8 feet or more above the floor; or
2. Have the elevator equipment protected by suitable permanent, substantial partitions, fencing, or screens arranged so that only qualified¹ persons have access to that space; or

¹ Qualified person means someone who has the skills and knowledge related to the construction and operation of electrical equipment and installation and has received safety training in the hazards involved. It is under the guidance and supervision of the qualified person that the UPCS inspector will enter the room and conduct the inspection or pass through the elevator equipment room.

3. Have a qualified person on site at the time of the inspection to grant access to the UPCS inspector; or
4. Provide the inspector with a signed written waiver or variance from the governing authority that permits access to the enclosed room without a qualified person.

When inside these elevator equipment rooms, UPCS inspectors will conduct a complete UPCS inspection of all inspectable items, except those that are located with the elevator equipment on a balcony, gallery or platform or are otherwise elevated, or those located with the elevator equipment protected by permanent partitions, fences or screens. The complete UPCS inspection includes recording all observed health and safety deficiencies.

After arrival on site for the scheduled inspection, if the inspector determines that he or she will not be able to gain access to an elevator equipment room, the inspector will:

1. Immediately call the REAC TAC;
2. Tell the TAC that the inspection was unsuccessful because the property did not meet one of the required conditions for granting access either to an elevator equipment room that houses other inspectable items or to an elevator equipment room that serves as a pass through to the roof or other common area; and
3. End the inspection.

For all HUD assisted and insured properties with elevators, regardless of whether or not the inspector will access the elevator equipment room, the inspector will, in accordance with the UPCS inspection protocol:

1. Review the elevator certificate(s) and record the applicable notation.
2. Inspect the operation of the elevator(s) itself and record any deficiencies.
3. Record any observed health and safety violations related to the elevator(s).
4. If the door to the elevator room is not locked at the time of the inspection, record a health and safety deficiency with an explanatory comment.
5. Record any deficiencies observed that are associated with the elevator room door.

Should you have any questions at any time about the property requirements regarding the inspection of elevator equipment rooms contact the REAC Technical Assistance Center (TAC) at 1-888-245-4860 or email the TAC at: reac_tac@hud.gov

In an Inspector Notice all inspectors have been advised of these requirements and the processes they are to follow for inspecting elevator equipment rooms. Inspector Notice No: 2009-03 UPCS Inspection Protocol – Inspecting Elevator Equipment Rooms is posted at:
http://www.hud.gov/offices/reac/products/pass/pass_doc.cfm