



STATE OF WISCONSIN

Department of Safety and Professional Services
1400 E Washington Ave.
Madison WI 53703

Mail to:
INDUSTRY SERVICES DIVISION
Elevator (Conveyance) Program
141 NW Barstow St, 4th Floor
Waukesha, WI. 53188-3789

Governor Scott Walker

Secretary Dave Ross

Email: dspd@wisconsin.gov

Web: <http://dspd.wi.gov>

Voice: 262 521-5444 • FAX: 262 548-8614 • TTY: 608 267-2416

Annual Inspection by Department Agent

Date: 03/10/2015, revision to document dated 9/24/2012.

Subject of Revision:

Updated with latest codes and information.

Subject: Inspections of New, Remodeled and Existing Elevators, Escalator, Moving Walks, Lifts and Dumbwaiter. SPS 302.15—Fee Schedule. SPS 318.1011—Permit to Operate SPS 318.1015—Inspections: Routine, Periodic, Acceptance

Wisconsin administrative codes require the Department of Safety and Professional Services, Bureau of Field Services to inspect conveyances—elevators, escalators, moving walks, lifts and dumbwaiters; issue Permits to Operate (PTO) for code-compliant installation; and charge fees for the inspection and the PTO. These inspections are conducted to protect the health and safety of passengers. Because of the large number of inspections that must be conducted, the **National Elevator Inspection Services (NEIS)** has been contracted to conduct elevator inspections as an **authorized elevator inspection agent** of the Bureau of Field Services. Each authorized NEIS inspector shall carry and present photo ID identifying them as an employee of NEIS. Please allow this inspector to conduct all required elevator inspections on your premises.

When NEIS conducts an inspection, the inspector will provide an inspection report to the owner and submit an electronic copy to the Department. If the inspector observes violations, the inspector will issue a corrective order report and schedule a follow up inspection. After the second inspection, the Department will be notified of uncorrected violations, which can be referred to the district attorney for prosecution. If there are no violations reported, the NEIS inspector will notify the Department to issue a PTO, which is required to operate conveyances according to Wisconsin administrative code.

Owners will receive two invoices, one from NEIS and a second from the Department. The invoice from NEIS will cover the cost of the inspection. NEIS inspection fees are set by contract and are less than fees set by Wisconsin administrative code. The second invoice will be mailed by the Department and will cover the cost of the PTO, which is \$50 per device.

If you have any questions, please feel free to contact NEIS, District Manager, Mimi Ziemann at 262-560-6220 or mimi.ziemann@us.bureauveritas.com or the Bureau of Industry Services, Elevator Program—Section Chief, Kim Schmitt at 262-524-3950 or kim.schmitt@wisconsin.gov