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**DEPARTMENT OF BUSINESS AND INDUSTRY
DIVISION OF INDUSTRIAL RELATIONS
OFFICE OF THE ADMINISTRATOR**

MEMORANDUM

DATE: July 15, 2016

TO: To All Property Owners/Managers, Elevator Service companies, all Authorized Inspection Agency companies, and all Fire Service companies

FROM: Steve George, Administrator, Division of Industrial Relations
Randy Jewett, Chief Administrative Officer, Mechanical Compliance Section
Peter Mulvihill, State Fire Marshal

SUBJECT: Fire Service Testing Procedures and Working Group Information

Randy Jewett and I have been meeting individually with various property management teams over the past two weeks to answer questions relating to the new Fire Service Testing, and to work together with property managers and their service companies to ensure operating permits are issued as expeditiously as possible for those devices for which the permitting has been held up based on the new Fire Service Test sheet not having been included in the permit request, or in some cases, for other non-compliant issues that have since been abated.

These meetings with individual properties have been very informative and successful. As stated by me at these meetings, our goal is to move as quickly as possible to resolve issues relating to permits being withheld. One issue we have discovered through these meetings is that a lack of communication between all the entities involved with the permitting process is undoubtedly a key stumbling block. In reviewing individual property NOV with property managers and their service companies, it seems quite clear that many of the issues in our Jurisdictional Online System have been abated previously, but our office may not have received such information. Further, we believe there has been a misunderstanding on how the new proposed fire service testing should be performed, while others believe the proposed new process is unnecessary.

Therefore, the following steps are being undertaken, effective immediately:

1. The new Fire Service Test form and procedures are being temporarily put on hold until a further examination and discussion is completed with a Fire Service Test Working Group (more about this Working Group later in this memo). As of July 14, 2016, elevator service companies or the AIA should use the existing CAT-1 form and indicate on the bottom of that form that "Fire service testing has been successfully completed within the past 12 months."
2. The elevator service company and/or AIA for an individual property can review all existing NOV for that property, sign-off that those have been abated/cleared, and then return that information to the Mechanical Compliance Section, which will review and clear those non-compliant issues from our system. For those identified existing NOV, no further action will be required at this time.
3. If you have any issues, contact Randy Jewett directly at (775) 688-3727 or at rjewett@business.nv.gov.

We believe these steps will help ensure the permitting process is accomplished as quickly as possible, which is our goal.

Further, as promised during the June 17 meeting, MCS and the State Fire Marshal will convene a Fire Service Test Working Group within the next few weeks consisting of the following:

- Representative from the Nevada Resort Association.
- Property management representatives from NRA properties.
- A representative for each elevator service company operating in Nevada.
- A representative from each AIA company operating in Nevada.
- A representative from each fire service company operating in Nevada.
- A representative from National Elevator Inspection Inc.
- Local jurisdiction fire department representatives (Las Vegas, Clark County, Henderson, Reno, etc.).

The purpose of the Fire Service Test Working Group will be:

- Ensure the communication process between all entities relating to inspection procedures, permitting process, etc. are as open and informative as possible.
- Review and discuss the proposed Fire Service Test procedures for the purpose of hearing from all those involved to determine if this is necessary and/or concur on the best method for completing this procedure.
- Review the existing Opening and Closing Conference form, which serves as a way to track who is the responsible person at each entity who was provided any NOV information.
- Permitting process dating: when does the permit take effect; the day it was submitted or the day the previous permit expired?
- Any other issues deemed relevant by the Working Group for discussion.

If you believe someone else should be included in this Working Group, please let us know.

We are also adding a new element to our Jurisdictional Online process to better ensure communication between the various parties: a 60-day notice being issued directly to property owners, or their designated contact person, prior to a permit expiring on an existing device in our system.

I want to personally thank all those who have met with us over the past two weeks.