



# Mechanical Compliance Section

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## Duties and Responsibilities of Owners Relating to Elevators, Escalators, and Moving Walkways

The Division of Industrial Relations, Mechanical Compliance Section, offers the following information as a service to Nevada business owners and their designated property managers who own and must maintain conveyance equipment: elevator, escalator, moving walkway, dumbwaiter, wheelchair lift, platform lift.

\*You may contract with a service company to maintain and inspect, but ultimately you are responsible for ensuring the maintenance and safety of conveyance equipment on your property.

The safety of mechanical conveyance devices is a team effort: the manufacturer is responsible for providing a reliable, code compliant device; the contracted service company ensures equipment is properly installed, maintained, and repaired; Authorized Inspection Agency or State of Nevada Mechanical Compliance Section employees perform onsite checks to certify the equipment is maintained in safe working order and meets code requirements designed to ensure public safety; and owners or their designated representative must comply with state law in regard to ensuring that all of these functions are completed in order to obtain or renew their operating permits.

Here is a specific list of items for which an owner is responsible:

1. Ensuring equipment is maintained in a safe operating condition and in conformance with standards and codes. This is usually performed by contracting with a Service Company for routine maintenance and repair.
2. Ensure an annual inspection of each unit is completed, submitted to the Mechanical Compliance section, and that all operating permits are obtained and renewed. The operating permit must be kept at the same location as the elevator. **NRS 455C.100 prohibits the operation of an elevator without a permit.** You can find a list of Nevada-specific AIAs on our website at: [http://dir.nv.gov/uploadedFiles/dirnv.gov/content/MCS/Features/Elevator%20Authorized%20Inspection%20Agency%20List%20\(rev%20%2004-26-2017\).pdf](http://dir.nv.gov/uploadedFiles/dirnv.gov/content/MCS/Features/Elevator%20Authorized%20Inspection%20Agency%20List%20(rev%20%2004-26-2017).pdf)
3. Ensuring the Maintenance Control Program (MCP) and a written maintenance record listing all alterations, repairs and replacements, records of usage, records of maintenance, and records of testing are available at the location of the elevator for review. The MCP and all maintenance records are the property of the owner of the elevator (NAC 455C.504 § 3). The MCP provided by the manufacturer includes information about how to perform proper maintenance specific to each device.
4. Ensuring a copy of the MCP for each elevator has been filed with the Mechanical Compliance Section (NAC 455C.504 § 5).
5. Retaining maintenance records for at least five (5) years (NAC 455C.504 § 6).
6. Reporting all accidents related to elevators, escalators, and moving walkways to the State of Nevada's Mechanical Compliance Section (<http://dir.nv.gov/MCS/Information/>)
7. Responding to Notice of Violations (NOV) issued by reporting mitigation steps directly to the State of Nevada's Mechanical Compliance Section (your service company may do so, but ultimately it is your responsibility to ensure this is completed).

8. Placing a device immediately “Out of Service” when hazardous conditions have been identified.

The Division of Industrial Relations, Mechanical Compliance Section, is here to assist you in any way we can. We are your partner in protecting the safety and welfare of the residents of Nevada and the millions of visitors who come to the Silver State.

If you have any questions, or need assistance, please do not hesitate to contact us.