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**DEPARTMENT OF BUSINESS AND INDUSTRY  
DIVISION OF INDUSTRIAL RELATIONS  
MECHANICAL COMPLIANCE SECTION  
4600 Kietzke Lane, Suite F-151  
Reno, Nevada 89502**

**MEMORANDUM**

**DATE:** June 10, 2015  
**TO:** Elevator Companies  
**FROM:** Randy Jewett CAO  
**SUBJECT:** Pre-Inspection Checklist for New Installations

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To help eliminate failed inspections due to improper preparation, effective immediately, when a new elevator or escalator installation permit is requested from the Mechanical Compliance Section, a Pre-Inspection Checklist will be mailed to the requester (the checklist can also be found on our website at <http://dirweb.state.nv.us/OSHA/mech.htm>).

The checklist must be filled out completely, signed by both the elevator company and the general contractor, and then returned to the Mechanical Compliance Section prior to an inspection by MCS being scheduled.

Should you have any questions, please feel free to contact me directly.

Thank you for your cooperation.

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