

April 20, 2021

INSURANCE INFORMATION NOTICE 2021-11

THIS NOTICE SUPERCEDES PREVIOUS NOTICE 2016-9

SUBJECT: New Elevator Inspection Company and Procedures/Criteria

Announcement of new elevator company and inspection procedures/criteria

The Office of Risk Management would like to announce that ATIS Elevator Inspections, LLC, headquartered in St. Louis, MO, has been awarded the contract to perform elevator/escalator inspections and test witnessing. They will provide the following services for the State of Louisiana:

- One routine and one annual inspection for every operational elevator per year per ANSI 17.1, Table N.
- Category 1, 3, & 5 tests in accordance with ANSI 17.1, Table N.
- Witnessing of one (1) acceptance test and one (1) full load test for all new construction or modernization/renovation. A two (2) week notice/request is required.
- An electronic report will be sent to the agency within ten (10) days of inspection detailing all deficiencies found.
- Coordinate with the agency and/or its maintenance contractor, as needed, the correction of deficiencies. Follow-up inspections will also be on an as-needed basis.
- If a medical emergency occurs involving an elevator or escalator, please report it immediately to ATIS's dedicated 24-7 Emergency Hotline at (877) 795-0821. Upon notification, ATIS will notify ORM and arrive within 24 hours to conduct an investigation. The unit must be removed from operation and secured until ATIS arrives. A medical emergency is defined as an injury involving an elevator or escalator that required an E.R. visit or hospital stay.
- Michael Krasso, Account Manager with ATIS, will soon begin contacting agencies to set appointments for all inspections and witnessing of tests. His contact information is StateOfLA@atis.com and (225) 659-9044. If an Agency with elevators/escalators is not contacted by the end of May 2021 for scheduling, you should contact Brett Beoubay, ORM Loss Prevention Manager (brett.beoubay@la.gov, (225) 342-8532) to get assistance with making sure that ORM has your devices listed on their schedule.

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- ATIS will be setting up an online portal for each Agency to access inspection reports, open violations, upcoming schedule, and device listing. You will be receiving an invite to the portal in the coming weeks. We will then be sending out webinar invites to each Agency to learn how to access and use the portal.

ATIS **will not** perform any maintenance functions or procedures on any lift devices. If maintenance is needed during an inspection, the agency will have to ensure its maintenance contractor or in-house maintenance personnel is available to perform the necessary task.

When ATIS comes to the site, the agency is required to have available an individual who can assist the inspector in determining the building's correct name and state assigned building I.D. number.

Agencies requiring assistance regarding their elevators or escalators need to send the request(s) to Mr. Beoubay. ORM will coordinate with ATIS to schedule the appropriate services.