



Public Works and Environmental Services Department

BUILDING CODE DIVISION | ELEVATOR PERMITTING

2307 West Broward Boulevard, Suite 300 • Fort Lauderdale, Florida 33312 • 954-765-4400 Option #4 • elevators@broward.org

**APPLICATION INFORMATION FOR
ELEVATOR/ELEVATING DEVICE PERMITS**

(Emergency permits are issued on a case-by-case basis)

1. For New Elevating Devices (*Temporary permits are issued only for construction use during a new installation and must be renewed monthly.*)

- A Licensed Elevator Contractor must submit an elevator permit application and all fees must be paid.
- Completed and notarized Broward County Building Code Division Elevator Permit Application. **Please note for buildings that will be occupied with more than one Property Owner, the Parcel Identification Number is not required.** However, a copy of the current "Florida Not for Profit Corporation Annual Report" provided by the State of Florida Secretary of State must be submitted for the current Registered Agent for the property with the permit package. See below example provided by [Florida Division of Corporations Sunbiz.org](http://Florida.Division.of.Corporations.Sunbiz.org):

2021 FLORIDA NOT FOR PROFIT CORPORATION ANNUAL REPORT

DOCUMENT#

Entity Name.
INC.

Current Principal Place of Business:

FILED
Mar 23, 2021
Secretary of State

- One (1) set of design plans
- Proof of current General Liability and Workers Compensation/Exemption must be submitted upon issuance of the permit
 - "Broward County Building Code Division" must be referenced as the Certificate Holder on the Certificate of Insurance:
Broward County Building Code Division
2307 West Broward Blvd., Suite 300
Fort Lauderdale, FL 33312
 - Copy of current Certificate of Competency
 - Recorded Notice of Commencement (submitted with permit package or upon receipt of approved permit). Please contact records@broward.org

2. Once the installation is complete, you must contact us to schedule an inspection.

3. Once approved, a Certificate of Operation is issued.

4. For Alterations to Existing Devices:

- A Licensed Elevator Contractor must submit an elevator permit application and all fees

must be paid.

- A completed and notarized Broward County Building Code Division Elevator Permit application
- One set of the scope of work must be submitted on Registered Elevator Company letterhead.
- Proof of current General Liability and Workers Compensation/Exemption must be submitted upon issuance of the permit
 - "Broward County Building Code Division" must be referenced as the Certificate Holder on the Certificate of Insurance:

**Broward County Building Code Division
2307 West Broward Blvd., Suite 300
Fort Lauderdale, FL 33312**

- Once the modifications are complete, you must contact us to schedule an inspection. Once approved, a Certificate of Operation is issued.
-

5. For Demolished or Removal of Elevating Devices:

- A licensed Elevator Contractor must submit an elevator permit application, and all fees must be paid.
- A completed and notarized Broward County Building Code Division Elevator Permit must be pulled to remove elevating device(s) within buildings that will be demolished or for the removal of an elevating device.
- Proof of current General Liability and Workers Compensation/Exemption must be submitted upon issuance of the permit
 - "Broward County Building Code Division" must be referenced as the Certificate Holder on the Certificate of Insurance:

**Broward County Building Code Division
2307 West Broward Blvd., Suite 300
Fort Lauderdale, FL 33312**

Prior to submittal, please check that the permit package is complete and required documents are included.

Common Repairs Permit List

The following is a list of commonly permitted repairs/replacements not deemed as major alterations to be issued and charged as Repair Permits.

- *****Controllers** w/o any change in motion/operation control, fire fighters' operation, ascending car overspeed and unintended car movement protection. See ASME A17.1, 8.6.3.7 and 8.7.2.27
- **Ropes, suspension** w/o any change to the material, grade, number or size. See ASME A17.1, 8.6.3.2 and 8.7.2.21
- **Ropes, governor** w/o any change in the material or construction than specified by the governor manufacturer. See ASME A17.1, 8.6.3.4 and 8.7.2.19
- **Speed Governors** w/o any change to the type of governor. See ASME A17.1, 8.6.3.6 and 8.7.2.19
- **Brakes and Brake Pads** w/o any change to the type of brake. See ASME A17.1, 8.6.4.20.4 and 8.6.4.20.11
- **Electric Motors** w/o any change to the type of motor. See ASME A17.1, 2.8.2.1
- ***Hydraulic Valves** w/o any change to the piping, the type (model), or change to the electrical interface to connect the valve. See ASME A17.1, 8.6.3.11 and 8.7.3.24
- ***Hydraulic Jack, Plunger, Cylinder and Tank** replacement. See ASME A17.1, 8.6.3.10 and 8.7.3.23
- ****Hydraulic Pressure Pipe** (oil line) replacement. See ASME A17.1, 8.6.3.11 and 8.7.3.24
- **Door Reopening Device** w/o any change to the type of device. See ASME A17.1, 8.6.3.8 and 8.7.2.13
- **Door Operator** w/o any change to the power opening or closing operation of the doors. See ASME A17.1, 8.7.2.12
- **Hoistway Doors** w/o any change to the hoistway entrances, frames, landing sills, hanging tracks and supports. See ASME A17.1, 8.6.3.7.2 and 8.7.2.11.2
- **Car Enclosures, Car Doors and Platforms** w/o change to the car frame or platform nor more than 5% change to the sum of the deadweight plus the rated load as originally designed. See ASME A17.1, 8.6.3.15 and 8.7.2.14 and 8.7.2.15.2
- **Buffers** and pit channels w/o any change to oil buffers. See ASME A17.1, 8.6.4.4 and 8.7.2.23
- **Escalator and Moving Walk Handrails, Steps or Pallets, Step or Pallets Chains, and Skirt Panels** w/o any change to the trusses. See ASME A17.1, 8.7.6
- **Residential Elevators, LULA Elevators, Dumbwaiters, and Wheelchair Lifts** are all to be issued Repair Permits and charged repair permit fees.

Common Repairs Permit List

NOTES:

* A hydraulic machine is a tank with valves, pump and motor and is likely to be listed as a pumping unit or words to that effect. This is an alteration – major. It requires change to the piping. See ASME A17.1, 8.6.3.11 and 8.7.3.24

**Replacement of hydraulic pressure pipe is likely to be listed as oil line. If pressure piping is replaced with installation of a pipe rupture valve or replacement of a hydraulic control valve, this is an alteration - major. See ASME A17.1, 8.6.3.11 and 8.7.3.24nge to the piping. See ASME A17.1, 8.6.3.11 and 8.7.3.24 **Replacement of hydraulic pressure pipe is likely to be listed as oil line. If pressure piping is replaced with installation of a pipe rupture valve or replacement of a hydraulic control valve, this is an alteration - major. See ASME A17.1, 8.6.3.11 and 8.7.3.24

*****Addition of Door Lock Monitoring System is a major alteration whether as an “overlay” or as a part of a new controller installation.**



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Elevator Permit Application

Elevator Information					
BCID #			Estimated Job Value <i>(Required)</i>		
Detailed scope of work must be attached to the company letterhead for alterations and repairs.					
Please check the appropriate box:					
☐ New Installation ☐ Alteration ☐ Repair/Replacement ☐ Refinish Cab ☐ Demolition/Decommission					
Detail Work Description:					
Elevator Class: Please check the appropriate box.					
☐ Traction Passenger ☐ Moving Walk ☐ Hydraulic Passenger ☐ Traction Freight – Class A, B, C ☐ LU/LA (Limited Use / Limited Application) ☐ Special Purpose Personnel Elevator ☐ Hydraulic Freight – Class A, B, C ☐ Dumbwaiter ☐ Inclined Stairway Chairlift ☐ Residential Single Family ☐ Escalator ☐ Inclined & Vertical Wheelchair Lift					
Manufacturer's Number <i>(required for new installations)</i>	Capacity in Pounds	Landings	Travel in Feet	Speed Up	Speed Down
Building Type: Please check the building type that best describes the primary use.					
☐ C-Commercial (ex. airports, banks, department stores, office buildings) ☐ HP-Hospitals (medical centers, nursing homes, adult congregate living facilities, etc) ☐ CC-Community College ☐ I-Industrial (papermills, power plants, manufacturing) ☐ CD-Condominiums ☐ PR-Private Single-Family Residence ☐ CH-Churches ☐ R-Food service ☐ CI-City Buildings ☐ S-Schools (except grades K-12) ☐ CO-County Buildings ☐ SE-Schools grades K-12 ☐ H-Public lodging (hotel, motel, apartment) ☐ ST-State agencies ☐ U-Universities					
Building Name			Parcel ID Number		
Address			City	State	Zip
Property Owner Name					
Address			City	State	Zip
Phone		Email			
Registered Elevator Company					
Registered Elevator Company License Number					
Address			City	State	Zip
Phone		Email			

Application is hereby made to obtain a permit to do the work and installations as indicated. I certify that no work or installation or removal has commenced prior to the issuance of a permit, that the plans meet all applicable elevator safety and building codes and that all work will be performed to meet the standards of all laws regulating construction in Broward County, Florida.

"NOTICE: In addition to the requirements of this permit, there may be additional restrictions applicable to this property that may be found in the public records of this County, and there may be additional permits required from other governmental entities such as water management districts, state agencies or federal agencies."

**WARNING TO PROPERTY OWNER AND/OR C.C. HOLDER
FOR [] REGISTERED ELEVATOR COMPANY: YOUR FAILURE TO
RECORD A NOTICE OF COMMENCEMENT MAY RESULT IN YOU PAYING TWICE FOR IMPROVEMENTS
TO YOUR PROPERTY. IF YOU INTEND TO OBTAIN FINANCING, CONSULT WITH YOUR LENDER OR AN
ATTORNEY BEFORE RECORDING YOUR NOTICE OF COMMENCEMENT. (F.S. 713.23)**

[]

Registered Elevator Company:

[]

State Registered Elevator Company License Number

[]

Print Name of Authorized Agent/Company Officer

Signature of Authorized Agent or Company Officer

Certificate of Competency Holder:

State Certified Elevator Contractor Qualifier Signature

[]

Print Name of Qualifier

[]

State Certificate of Competency No.

Date

NOTARY PUBLIC

**STATE OF FLORIDA
COUNTY OF BROWARD**

The foregoing instrument was acknowledged before me this _____ day of _____, 20____,

by _____

name of person acknowledging.

(NOTARY SEAL)

Signature of Notary Public-State of Florida

Print, Type or Stamp Commissioned Name of Notary Public

Personally Known _____ or Produced Identification _____

Type of Identification Produced _____

Signature below acknowledges receipt of this Record. Signature does not indicate whether owner is satisfied with work performed.



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Affidavit

To be completed by state registered elevator company.

I hereby certify that BCID No. _____ is under a service maintenance contract that provides for routine examinations and periodic safety tests that comply with the safety standards adopted in Florida Administrative Code 61-C-5.001.

State registered elevator company _____, did perform an inspection at, _____, located at _____ on the date of _____.

Please note that on the above inspection date, the owner of the elevator refused to sign the Record of Visit (ROV).

Certified Elevator Technician's Signature

Date

Name (Print or Type)

Certificate of Competency No.

Elevator Service Company Information

Registered Elevator Company Name		Registered Elevator Company No.	
Phone	Email		
Company Address	City	State	Zip

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Verified Complaint

All information provided to the Broward County Building Code Division is public record and is available for inspection by the public under the Florida Public Records Law. This includes all the information you have included in this complaint and supporting documentation.

Building Owner Information				
Name		Home Phone		
Address	Apt #	City	State	Zip
Mobile Phone		Work Phone		
Email				
Registered Elevator Company Information				
Name		Certified Elevator Inspector Name		
Address		City	State	Zip
Phone		Email		
Fax		Contact		
Transaction Information				
BCID No.	☐ Elevator ☐ Moving Walkway	Service Date	Service Time Hour : Minute ☐ AM ☐ PM	
Have you contacted the business about this complaint?		☐ Yes ☐ No		
Did you sign a contract or other document?		☐ Yes ☐ No		
→ If yes, have you included a copy with this complaint?		☐ Yes ☐ No		
Please provide an itemized list of all work performed (if known): 				

Verification by Owner: I declare that I have read the foregoing and that the facts alleged therein are true and correct to the best of my knowledge and belief. I understand that a false statement in this Verification will subject me to penalties of perjury.

Signature_____
Date

Please return this form to the address above.



Resilient Environment Department

BUILDING CODE DIVISION | ELEVATOR SAFETY

2307 West Broward Boulevard, Suite 300 • Fort Lauderdale, Florida 33312 • 954-765-4400 • broward.org/building

Elevator Owners Accident Report



Florida law requires certificate of operation holders to submit the following form to Broward County's Elevator Section in the event of an elevator accident. Failure to file this report within five working days of the accident could result in a fine of up to \$1,000

Section 1: Equipment Location									
BCID #	☐ Elevator ☐ Moving Walkway ☐ Escalator ☐ Wheelchair Lift		Accident Date (mm/dd/yyyy)		Time of Accident Hour Minute : : ☐ AM ☐ PM				
Owner Name			Business Name						
Building Address			City			State	Zip		
County Broward			Phone						
Section 2: Service Maintenance									
Is the elevator or escalator under a service maintenance contract? ☐ Yes ☐ No ☐ Unknown									
Name of Elevator Maintenance Company				Business Name					
Was the elevator service maintenance company notified? ☐ Yes ☐ No				Most Recent Required Test Performed				Test Date (mm/dd/yyyy)	
If yes, when? (mm/dd/yyyy)				☐ 6 months ☐ 1 year ☐ 3 years ☐ 5 years					
Section 3: Accident Details									
Brief Narrative (attach additional sheets as necessary)									
Please Check All That Apply									
Medical Attention Required?		☐ Fall	☐ Bruises	☐ Entrapment	☐ Hand	☐ Fingers	☐ Hair	☐ Toes	☐ Other
☐ Yes ☐ No		☐ Trip	☐ Cuts	☐ Arm	☐ Leg	☐ Knee	☐ Foot	☐ Torso	
Other Factors:		☐ Carryon Items/Packages	☐ Stroller	☐ Safety Issues	☐ Mechanical	☐ Other			
Clothing/Footwear Involved:		☐ Sleeves	☐ Purse	☐ Shoes	☐ Dress/Skirt	☐ Pants	☐ Coat	☐ Other	
Equipment Involved:		☐ Door Open	☐ Step-Stair Tread	☐ Floor Leveling	☐ Esc. Side Wall	☐ Esc. Railing			
Witnessed Activities:		☐ Unsafe Rider Behavior	☐ Equipment Malfunction	☐ Other					
Post Event Inspection Required?		☐ Yes ☐ No				Performed by		Date (mm/dd/yyyy)	
United Cleared for Continued Use? (optional)		☐ Yes ☐ No				Cleared by		CEI #	Date (mm/dd/yyyy)
Section 4: Reporting Signature									
Report Submitted By			Date (mm/dd/yyyy)		Title		Current Certificate ☐ Yes ☐ No ☐ N/A		
Signature			Phone			Contracted Jurisdiction			

Disclaimer: This report will assist the Broward County Elevator Section and the Florida Bureau of Elevator Safety in identifying ways to improve rider safety and will not be used to assign blame or liability. You may mail this report to the Division address above or fax to 954-765-4785.



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Temporary Petition for Variance
ASME 17.3 – 2020 Edition; A17.1 – 2019 Edition

Elevator Information			
Petitioner Name		Property Name	
Street Address		City	State Zip
Elevator License / BCID #*		*Please only enter one BCID number per application	

I, (Property Owner/Management Company Agent name)_____

do hereby request a variance from the standard 90-day requirement for correction of violations noted on the attached Elevator Inspection, dated_____.

The violations listed on the Elevator Inspection that we cannot complete within 90 days are:

_____ , # _____ , # _____ and # _____ .

All remaining violations have been corrected.

Violation Information	
The violations to be corrected are as follows: (check all that apply)	
☐ ASME A17.3 Section 3.10.12:	<i>Door Lock Monitor/Door Position Monitor Device</i>
☐ ASME A17.1 Requirement	<i>Emergency Recall Operation by Fire Alarm Initiating Devices</i>
☐ ASME A17.3 Section 2.7.4, Section 3.11.3:	<i>Fire Fighter's Service – Phase I and Phase II</i>
☐ ASME A17_____, Section_____:	_____
The reason the 90-day requirement for compliance cannot be met is because:	
(scope of hardship)	

The repairs necessary to correct the violations listed above will be completed by:

(Must be completed for approval of variance.)

Elevator Company Name			
Street Address	City	State	Zip
Work Will Begin (date)	Work will be Completed by (date)		

For condominiums: We are a private condominium/owner association and are in the process of complying with the requirement, but due to funding and/or construction delays, the work cannot be completed until the date listed above.

As can be seen from the supporting documentation, we propose to correct the elevator code violations to eliminate risk of injury to riders. We agree to post signage within the elevator that the unit is undergoing modifications and riders will use the conveyance at their own risk.

Copies of all inspections, proposals or signed contracts, letters of intent to comply, plan of corrective action and proof of financial hardship are attached to support this variance request.

All of the following documents must be submitted at the time of application for variance. Please check off the documents as submitted:

- ☐ Letter of intent to comply with a plan of corrective action **(required)**
- ☐ Signed inspection report(s) showing what has been corrected **(required)**
- ☐ Copy of proposal **(required if you do not have a signed contract)**
- ☐ Copy of signed contract **(not required if you have a proposal)**

- ☐ Statement of financial hardship **(required)**



Please Note:

There is a \$50 administrative fee for each elevator. The repairs necessary to correct the referenced violations must be completed for the variance to be approved.

Signature

Date

Name

Title

Email

Phone



Print

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**Third-Party Certified Elevator Inspector (CEI)
Registration Form Instructions**

1. Complete this registration and password policy form and return, in person at the address above, with all necessary supporting documents and application fee.
2. We will try to review and approve your documents and issue a username and password to you the same day you apply. If our review takes longer, we will contact you soon after. You will receive written notification from us within 20 working days.

You must bring the following:

1. Official and Current State of Florida Department of Business and Professional Regulation Elevator Inspector License.
2. A copy of your Certificate of Liability Insurance:
 - A) **Minimum Limits:**
You must have a valid Certificate of Liability Insurance with the following limits on file with the Division of Hotels and Restaurants, Bureau of Elevator Safety:
Per person \$100,000; Per occurrence.....\$300,000
 - B) **Certificate Holder:**
Building Code Division
2307 West Broward Boulevard,
Suite 300
Fort Lauderdale, Florida 33312
Certificates must provide at least 30 days advance notice of cancellation
3. Valid driver's license

Fee and Payment Methods

\$25.00 Processing Fee (*non-refundable*)

- **Cash:** In person only
- **Check:** Make checks payable to: *Broward County Board of County Commissioners*



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Third-Party Certified Elevator Inspector (CEI) Registration Form TPR01

Business Information				
CEI License No.				
Last Name	First Name	Middle Initial	Suffix	
Home Address	City	State	Zip	
Home Phone	Mobile Phone			
Driver License No.	Email			
Business Name				
Business Address	City	State	Zip	
Business Phone	Business Mobile Phone			
Terms and Conditions				
1. An approved Third Party CEI shall perform only Routine/Annual/Category 1/Category 5 inspections at elevators (elevators include escalators and other devices as defined in Chapter 399 F.S) in Broward County, and if necessary, perform Call-Back inspections within 90 days of completing the routine inspection. A registered Third-Party CEI shall not perform complaint or accident report inspections nor inspections at new installations/alterations/repairs. The Third-Party CEI shall advise staff of the Elevator Section if any of these inspections are required. 2. An approved Third-Party CEI shall be considered "...a person authorized by the authority having jurisdiction" (ASME 17.1-2007, Section 8.11.1.1.1) and shall perform "periodic inspections" and witness "periodic tests." Broward County requires that both a Category 1 periodic test and periodic inspection be conducted annually. The County also requires that a Category 5 periodic test be completed once-every-five years. In addition to the annual periodic inspection. 3. An approved Third-Party CEI shall only use the appropriate electronic inspection report found in the Elevator Section's reporting system (POSSE) to capture inspection results and shall submit completed inspection reports within 5 calendar days after completion of an inspection. If an approved Third-Party CEI determines he/she is unable to submit the report within 5 days, he/she shall advise the Elevator Section Supervisor prior to deadline.				

Terms and Conditions *(continued)*

4. An approved Third-Party CEI shall verify and update the email address of the Elevator Owner as contained in the POSSE system to ensure that the Elevator Owner receives a copy of the inspection report.
5. An approved Third-Party CEI shall ensure that the Certificate of Competency (CC Number) information for the technician performing periodic tests is captured in POSSE's electronic inspection report form.
6. An approved Third-Party CEI shall become familiar with all procedures found in the manual titled, "Broward County Elevator Section, Web Inspections – Training Outline" and follow directions.
7. Random monitoring inspections shall be performed by Elevator Section staff and an approved Third-Party CEI shall receive a copy of the monitoring inspection report completed by the Elevator Section Monitoring Inspector along with additional information potentially summarizing any discrepancies/omissions/errors, if any are observed. If discrepancies/omissions/errors are observed by the Monitoring Inspector and the "Third-Party CEI Response Required" field is checked, the approved Third-Party CEI shall provide a written response to the Elevator Section Monitoring Inspector that explains the inspections procedures and applications used to prepare the inspection that was found by the Monitoring Inspector to contain error or omissions of code violations or tests (Section 399.061 (5) F.S.). The Elevator Section may request follow-up consultations with Third-Party CEI.
8. Building Code Regulated Business Administrator or the Building Code Division's Director reserves the right to terminate the participation of any approved Third Party CEI from Third Party CEI Program. The Third-Party CEI shall receive official notification confirming termination from the Program and relevant information will be removed from the appropriate web site.
9. If an approved Third-Party CEI determines he/she no longer wants to participate in the Program, the Third-Party CEI shall submit a written notification to the Elevator Safety Section confirming termination of participation.

By signing below, I acknowledge that I agree to abide by the program's requirements and have read and understood referenced procedures and manuals.

Name

Signature

Date



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Broward County Password Policy

Form TPR02

You must complete this form and submit it to the POSSE Security Administrator before you will receive access to use our website to enter POSSE inspections.

You must observe the following guidelines:

- A.** You must ensure that your password length is at least ten characters long and contains at least one of each character from the following four categories:
 - 1. Cannot use last 24 passwords and cannot reuse passwords in the last 365 days (these conditions work together)
 - 2. At least 10 characters long
 - 3. At least one (1) UPPER CASE letter (A... Z)
 - 4. At least one (1) lowercase characters (a...z)
 - 5. At least one (1) number (0...9)
 - 6. At least one (1) special character (cannot use both single and double quotes “,”)
- B.** You must never use any part of your name in your passwords.
- C. Passwords expire every 90 days**
- D.** You must never use weak passwords such as “password”, “123456789”, or common passwords such as names of family members, pets, birthdays, or County terminology.
- E.** You must not insert your passwords into email messages or other forms of electronic communication.
- F.** You must not write down or print your passwords.
- G.** You should use passphrases to help remember complex passwords.
- H.** You must not display your passwords on your monitor, workspace, or desk.
- I.** You must not share your password with anyone else.
- J.** You must not save your passwords when prompted by a web browser or application.

I have read the above and ensured that my POSSE password meets or exceeds these guidelines. I will follow all the above guidelines.

Name

Signature

Date



Elevator Web Inspections

Third-Party CEI User's Guide



BUILDING CODE SERVICES DIVISION

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Launching the System

➡ Objective

Access elevator information and enter inspection results from the field.

➡ Review

Your password is very important! If your password is not in compliance with Broward County policy standards, log on to POSSE and change your password.



1. Establish a WiFi connection.



2. Open the URL in your web browser.

Test System (Practice)

<https://posse.bctrain.cty/BCSElevators>

User: **TESTELEV**

Password: **abc123**

Production (Live)

<https://dpep.broward.org/BCSElevators>

Use your POSSE username
and secure password.



Tip

Elevator List

Signed In As: TESTELEV

Account
➤ Sign Out
➤ Change Password

Inspections
➤ Elevator Search
➤ Violation Code List

BC ID Number:

Building Name:

Owner:

House Number:

Zip Code: -

Use '%' for partial searches. For example, to find all elevators with "heritage" in the building name, search for Building Name: "%heritage%".

Add the "Elevator Search" page as a favorite to quickly access to the system.



General Options

➔ Menu Options Overview

Account

➤ [Sign Out](#)

➔ Sign out after using the system.

➤ [Change Password](#)

➔ Change your POSSE password – be sure to follow Broward County policy!

Inspections

➤ [Elevator Search](#)

➔ Browse records or start an inspection.

➤ [Violation Code List](#)

➔ Browse code violations.

➔ Menu Options in Depth: Elevator Search

Elevator List

Search

BC ID Number:

Building Name:

Owner:

House Number:

Zip Code: -

1. Enter search criteria in one or more of the search fields.

Wildcards (%) are permitted.

Use '%' for partial searches. For example, to find all elevators with "heritage" in the building name, search for Building Name: "%heritage%".



Tip

Add % in the field to create a wildcard search. Records with any part of your search criteria will display in the search results.

In the example above, elevator records with BCID numbers starting with "591" and the word "citrix" in the building name will appear in the search results.



General Options

2. POSSE will return a grid of results matching your search criteria.



Select the pencil icon to view a record.

Job 003703631-001 (59158)

 [Click to insert new inspection](#) SEAL Elevator

BC ID Number: 59158
Status: License Insp Rejected
Building Name: CITRIX PARKING GARAGE
Address: 851 CYPRESS CREEK ROAD,
FORT LAUDERDALE, FL 33309

License Issued: 06/12/2014
Expires: 08/01/2015
Last Periodic Insp.: 07/30/2014 [\[Click here to view inspection report.\]](#)
Fees Due: 0

Elevator Type: Hydraulic Passenger ▼
Stories: 6
Landings: 6
Capacity: 2500 (lbs)

Maintenance Co.: CENTRELLX ELEVATOR COMPANY
Address: 5351 NW 35 AVE
FORT LAUDERDALE, FL 33309-
Phone: (954) 486-3401
Email: evelyn.perez@centrellx.com

Property Owner: CITRIX SYSTEMS, INC
Address: 851 W. CYPRESS CREEK RD
FORT LAUDERDALE, FL 33309
Phone: (954) 267 - 2367
Email: Corey.Schwarz@citrix.com

Compliance Pending (if any):

* Partial results are shown below; please refer to the inspection report.

07/30/2014 - Routine + TestCat1

H205g: Checklist.

H205e: Machine Room: Maintenance records log

118: Hydraulic Elevator Test Category 1 8.11.3.2 A17.1

110: Disconnects, Fuses, GFCI's 620-NEC

102: Door 2.7.3.4 A17.1

122: Code Data Plate 8.9 A17.1

805: Wiring, Equipment Covers 620-NEC

304: Illumination, Light Switch & GFCI's 2.2.5 A17.1

314: Oil/water/debris 8.6.4.7.4 A17.1

208: Door Interlocks 2.12.2 A17.1

512: Emergency Communications 11-4.10.14 FBC

3. When an elevator is selected, the first tab shows general license or permit details.

Some fields can be modified on this page. For example, you can add the elevator owner's email address or update the maintenance company.

Save all changes made!



General Options

4. The second tab displays the elevator's inspection history.

Job 003703545-001 (59111)

Save

License

Inspections

 [Click to insert new inspection](#)

Completed	Type	Result	5- Year	Annual	Routine	Compliance	PDF	
	mm/dd/yyyy Routine	(None)	☐	☐	☒	Received		
08/04/2015	Routine	Approved with Exceptions	☐	☒	☒	PENDING	View Report	
12/03/2014	Routine	Approved	☐	☒	☒	Received	View Report	
11/18/2014	Routine	Approved with Exceptions	☐	☐	☒	Received	View Report	
11/13/2014	Routine	Approved with Exceptions	☐	☐	☒	Received	View Report	
11/05/2014	Routine	Approved with Exceptions	☐	☐	☒	Received	View Report	
10/27/2014	Routine	Approved with Exceptions	☐	☒	☒	Received	View Report	
10/01/2014	Routine	Approved with Exceptions	☐	☒	☒	Received	View Report	
02/08/2013	Routine	Approved with Exceptions	☐	☒	☒	Received	View Report	
03/07/2012	Routine	Approved	☐	☒	☒	Received	View Report	
02/02/2011	Routine	Approved	☐	☒	☒	Received	View Report	
10/28/2010	Routine	Approved	☐	☒	☒	Received	View Report	
03/23/2009	Routine	Approved	☐	☐	☒	Received		
03/23/2009	Annual	Approved	☐	☒	☐	Received		
09/14/2006	Routine	Approved with Exceptions	☐	☒	☒	Received		
06/16/2003	Routine	Approved with Exceptions	☐	☐	☒	Received		



To add a new inspection, select the pencil icon below the tabs.
To resume an incomplete inspection select the pencil icon next to the date.



To delete an incomplete inspection, select the "X" icon.
After deleting the inspection, save your changes to the record.

[View Report](#)

Select "View Report" to see a completed inspection report.



General Options

➔ Menu Options in Depth: Violation Code List

Violation List

Search

Code:

102

Violation:

Use '%' for partial searches.

For example, to find all violation codes with the word "door", search for Violation: "%door%".

1. You can find violations by searching either a code number or description.

Violation List

Search

Code:

Violation: %door%

Use '%' for partial searches.

For example, to find all violation codes with the word "door", search for Violation: "%door%".

Use a wildcard search if you are unsure of a code number or to find all violations matching your description.

Violation List

Search Again

Code Violation

102	Door 2.7.3.4 A17.1
205	Door Frames, Fascias, Guides, Closers, Sills 2.11 A17.1
207	Door Clearances 2.14.5.6 A17.1
208	Door Interlocks 2.12.2 A17.1
412	Car Door Bottom Guides 2.11.11.6 A17.1
413	Car Door Clearances 2.14.5.6 A17.1
414	Car Door Interlock 2.14.4 A17.1
415	Car Door Restrictor 2.12.5 A17.1
416	Door Closing Speed, Force 2.13.4 A17.1
420	Power Door Data Plate 2.13.4.2.4 A17.1
505	Door Reopening Devices 11-4.10.6 FBC
506	Door Open Time, Car & Hall 11-4.10.7 & 8 FBC
801	Fire Rating of Elevator Enclosures, Doors 705.1 & 2 FBC
E101a	Inside of Car: Door reopening device Door open and closing
E101b	Inside of Car: Door Reopening Device
E101c	Inside of Car: Door Open and Closing
E104b	Inside of Car: Sills and Car floor hinged door sill
E107a	Inside of Car: Car door or gate hoistway Access Switch
E107b	Inside of Car: Car door or gate Power Opening of Car Door
E107c	Passenger and freight doors including car gate switch
E107d	Inside of Car: Car door or gate passenger car doors
E107e	Inside of Car: Car door or gate freight car doors and gates
E107f	Inside of Car: Car door or gate car door contacts
E107h	Inside of Car: Car door or gate car door contacts
E107i	Inside of Car: Car door or gate location of car door
E107j	Inside of Car: Car door or gate distance between car and hoistway doors/space guard
E108b	Inside of Car: door closing force
E108c	Inside of Car: Door closing force powered hoistway
E108d	Inside of Car: Door closing force
E108e	Inside of Car: Door operator data plate

2. POSSE will return a grid of all matching results.



Inspection Entry

➔ Insert a New Inspection

1. Search for the elevator inspected.



Select the pencil icon to insert a new inspection

BCS Inspect Elevator for Job 003703545-001 (59111)

Save

Type

Violations

Tests

Customer

Result

BCID:

Type of Inspection: (None) ▼

Also counts as:

☐ Test Cat 1 (Annual)

☐ Test Cat 5 (5-year)

Required for ACCIDENT inspections only:

Date of Accident: mm/dd/yyyy

To enter inspections:

1. Enter data.
2. [Save]
3. Click next tab.

2. Note the tabs and instructions

Type

3. Select the inspection type, check any applicable boxes and, if applicable, enter an accident date. **Save the record.**

Violations

4. If none, skip. If there are violations, select "Add Violation(s) and search by either code or description. Enter a code number or description (use wildcard search if necessary) and select "Search." Disable any pop-up blocker if necessary.



Inspection Entry

Violation Selection List

Select Clear All Check All Search Refine Search

Code	Violation
☒ 102	Door 2.7.3.4 A17.1
☐ 205	Door Frames, Fascias, Guides, Closers, Sills 2.11 A17.1
☒ 207	Door Clearances 2.14.5.6 A17.1
☐ 208	Door Interlocks 2.12.2 A17.1
☒ 412	Car Door Bottom Guides 2.11.11.6 A17.1

BCS Inspect Elevator for Job 003703545-001 (59111)

Save

Type

Violations

Tests

Customer

Result

BCID:

Code	Violation	Violation Comment
102	Door 2.7.3.4 A17.1	door will not open
207	Door Clearances 2.14.5.6 A17.1	door will not close
412	Car Door Bottom Guides 2.11.11.6 A17.1	door bottom guide is bent

5. Select all applicable violations and then choose "Select." Enter a comment for each violation.
Save the record.

Tests

BCS Inspect Elevator for Job 003703545-001 (59111)

Save

Type

Violations

Tests

Customer

Result

BCID: 59111

DCF Front (lbs): Gov (E) (fpm):

DCF Back (lbs): Gov (M) (fpm):

NL (psi): Slide (in):

FL (psi): BT (ft/lb):

REL (psi): Step/Skirt Index:

Compliance 399.15:
☐ Complies ☐ Does Not Comply ☒ Is Exempt Section 399.15 ☐ (None)

Compliance 553.509:
☐ Complies ☐ Does Not Comply ☒ Is Exempt Section 553.509 ☐ (None)

6. Enter all corresponding values. Except for "Compliance," all fields are optional.
Save the record.

Customer

BCS Inspect Elevator for Job 003703545-001 (59111)

Save

Type

Violations

Tests

Customer

Result

BCID: 59111

Person Receiving this Report:

Name:

Phone Number: () -

Email Address:

Use a semicolon (;) to separate multiple email addresses.
Format example: abc@xyz.com; def@lmn.org

CC Number:

7. Enter all applicable fields. The inspection report will be emailed to the maintenance company automatically. **Save the record.**



Inspection Entry

Result

BCS Inspect Elevator for Job 003703545-001 (59111)

Save

Type

Violations

Tests

Customer

Result

BCID: 59111

Other Comments:

Inspection Date: 09/23/2015



[Click here to view Draft Report](#)

IMPORTANT! CHECK EVERYTHING BEFORE ENTERING A RESULT!

> > > Inspection Result: (None) < < <

Once the Inspection Result is saved, no additional changes can be made to the report.

The completed report will be **AUTOMATICALLY SENT BY EMAIL TO:**
Override Email Address for testing: abousquet@broward.org

8. Enter any applicable general comments. Check and adjust the date as needed to indicate when the inspection was performed. **Save the record.**
9. Review the draft report for accuracy. **Ensure everything is correct prior to selecting an inspection result.**
10. Select an inspection result. **Save the record.**



Sealing an Elevator

1. Search for the elevator. After locating, review the elevator details to ensure you have the correct record.
2. **SEAL Elevator**
Select "Seal Elevator."
3. Follow step-by-step instructions listed. **Be sure to select "Sealed" from the "Alert Type" menu.**

BCS Elevator Alert for Job 003703579-001 (59117)

Save

1. [Save]
2. Enter all fields EXCEPT OUTCOME.
3. [Save]
4. Insert OUTCOME to confirm action.
5. [Save]

Alert Type: (None) ▼

Effective Date: mm/dd/yyyy 

Explanation:

Outcome: (None) ▼



Unsealing an Elevator

1. Search for the elevator. After locating, review the elevator details to ensure you have the correct record.
2. **UNSEAL Elevator**
Select "Unseal Elevator."
3. Follow step-by-step instructions listed. **Be sure to select "Sealed" from the "Alert to Cancel" menu.**

BCS Elevator Alert Canceled for Job 003703579-001 (59117)

Save

1. [Save]
2. Enter all fields EXCEPT OUTCOME.
3. [Save]
4. Insert OUTCOME to confirm action.
5. [Save]

Alert to Cancel: Sealed 09/23/15: Unsafe
Sealed 09/23/15: Unsafe

Effective Date: 09/23/2015

Explanation:

Outcome: (None)



ENVIRONMENTAL PROTECTION AND GROWTH MANAGEMENT DEPARTMENT
BUILDING CODE SERVICES DIVISION

1 North University Drive ■ Plantation, FL 33324

Broward.org/building



Public Works and Environmental Services Department

BUILDING CODE DIVISION | ELEVATOR SAFETY

2307 West Broward Boulevard, Suite 300 • Fort Lauderdale, Florida 33312 • 954-765-4400 • elevators@broward.org • broward.org/building

Approved Third-Party Certified Elevator Inspectors (CEIs)

Frederick Zeher

Elevator Inspections, Inc.

CEI No. 465

561-801-3341

keysinspector@yahoo.com

Pedro Rivero

Up & Down Elevator Inspections, Inc.

CEI No. 146

786-295-4694

pete.upanddown07@gmail.com

Carroll Crawford

Gold Coast Elevator Inspection Services

CEI No. 192

561-358-7216

ccrawford@qeinspector.com

Boyan Valchanov

South Florida Elevator Inspections Corp.

CEI No. 989

954-210-0467

boyan@sfinspections.com

Jorge Fernandez

Miami Elevator Inspection

CEI No. 353

786-229-8691

miamielevatorinspection@gmail.com

Wilfredo Medina

Dade Elevator Inspections, Inc.

CEI No. 565

305-443-9112

wmedina@dadeinspections.com

Richard Roper

Gold Coast Elevator Inspection Services

CEI No. 1427

954-941-5092

patroper@att.net

Robert Bierwirth

Broward Elevator Inspections, LLC

CEI No. 550

954-598-4234

bierwirth@yahoo.com

Thomas P. Story

Story Elevator Solutions, Inc.

CEI No. 650

954-579-3146

tom@storyelevatorsolutions.com

James E. Miller

Elevator Inspections Inc.

CEI No. 729

305-587-7271

jimmiller_keywest@comcast.net

Broward County Board of County Commissioners

Mark D. Bogen • Alexandra P. Davis • Lamar P. Fisher • Beam Furr • Steve Geller • Robert McKinzie • Nan H. Rich • Hazelle P. Rogers • Michael Udine
Broward.org

Craig Faux

Landmark Elevator Consultants South

CEI No. 382

954-205-7852

cfaux@landmarkelevatorconsultants.com

Arthur Swaine

Landmark Elevator Consultants South

CEI No. 125

954-702-9904

trisha@landmarkelevatorconsultants.com

Curtis Grimes

Millennium Construction & Property Management

CEI No. 605

917-577-9590

mhi2001@aol.com

Steve Nicholson

Global Elevator Inspections

CEI No. 464

954-696-7026

geinsp@gmail.com

Gregory Perello

Landmark Elevator Consultants South

CEI No. 403

954-785-1947

glp.perello@gmail.com

Frederick Slater

ATIS Elevator Inspections, LLC

CEI No. 398

727-234-5189

cslater@atis.com

Regino Macareno

Dade Elevator Inspections. Inc.

CEI No. 646

305-956-8953

fernando@dadeinspections.com

Ricardo Macareno

Dade Elevator Inspections. Inc.

CEI No. 231

786-258-6739

rick@dadeinspections.com

Wayne A. Ramsey

Associated Elevator Inspections, Inc.

CEI No. 531

305-549-9193

waynearamsey@gmail.com

Matthew I. Quarles

Southeast Elevator Inspections, Inc.

CEI No. 511

954-849-6288

Elev8rman@aol.com

Michael Hammar

Associated Elevator Inspections

CEI No. 491

305-218-0441

mikesledge@aol.com

Dean Beckemeyer

Alliance Elevator Consultants, Inc.

CEI No. 861

561-644-2886

dean@aecinc.org

Gary Nicholls

Vertical Inspection Group, Inc.

CEI No. 115

954-592-8507

garynicholls@comcast.net

Antonio Arcamone

Associated Elevator Inspection, Inc.

CEI No. 676

917-863-3176

aarcamone13@gmail.com

Carl Fossler

Landmark Elevator Consultants- South

CEI No. 479

954-647-7087

trisha@landmarkelevatorconsultants.com

William Hamilton

National Elevator Inspection Services, Inc.

CEI No. 55

813-310-9892

william.hamilton@us.bureauveritas.com

Eric Somoano

Jacksonville Elevator Inspection Service

CEI No. 675

904-225-4886

esomoano@aol.com

Steven Krieger

Global Elevator Inspections

CEI No. 171

954-696-7026

elevatorsteve171@gmail.com

Francis Kujawa

Associated Elevator Inspections

CEI No. 483

305-871-1009

fkujawainspector@gmail.com

John Page

ATIS Elevator Inspections, LLC

CEI No. 690

201-577-4168

jkp5715@gmail.com

Peter Bracket

Landmark Elevator Consultants- South

CEI No. 244

954-818-9229

trisha@landmarkelevatorconsultants.com

Rudolph Litchmore

Associated Elevator Inspections, Inc

CEI No. 555

305-871-1009

rudolph.litchmore@us.bureauveritas.com

Daniel Carey

Carey and Associates, Inc.

CEI No. 462

954-895-6853

dancarey1@bellsouth.net

Michael Levine

ATIS Elevator Inspections, LLC.

CEI No. 728

727-939-0873

mlevine@atis.com

Michael Hynds

Sun State Elevator Inspections LLC

CEI No. 570

954-850-3412

mikehynds57@gmail.com

Anthony Piels

Associated Elevator Inspections, Inc.

CEI No. 652

305-871-1009

agpiels05@gmail.com

Nelson Alonso

Dade elevator Inspections, Inc.

CEI No. 351

305-480-5469

nelson@dadeinspections.com

William Hempel

ATIS Elevator Inspections, LLC.

CEI No. 653

407-405-8201

bhempel@atis.com

Adriano Rodriguez

Professional Inspection Group, Inc..

CEI No. 242

786-975-9046

info@elevatorcheck.com

Fernando Jimenez

South Florida Elevator Inspections Corp.

CEI No. 703

786-395-9581

fjime3t18@gmail.com

Thomas Waardenburg

Elevator Consulting Services, Inc.

CEI No. 122

561-789-0237

fjime3t18@gmail.com

Michael Venuto

Elevator Inspections, Inc.

CEI No. 93

954-240-5487

mvenutoa@att.net

Norberto Granda

Dade elevator Inspections, Inc.

CEI No. 575

305-441-5959

ngranda103@gmail.com

Randy Truman

AEIS Inspections, LLC

CEI No. 691

954-851-6985

randy@esrm.cc

Cesar Temes

Vanguard Vertical, Inc.

CEI No. 705

786-848-7777

info@vanguardvertical.com

Paul M. Sherman

Abacus Elevator Consulting & Inspecting, Inc.

CEI No. 365

407-437-4017

psherman@abacuselevator.com

David Oswald

ATIS Elevator Inspections, LLC .

CEI No. 672

850-624-1464

Mreo3959@aol.com

Kim Plemmons

#1 Ladies Elevator Inspection Service Inc

CEI No. 520

954-326-7425

kimp337@gmail.com

Arturo Hernandez

Dade Elevator INSPECTIONS, Inc.

CEI No. 743

305-684-4688

artie@dadeinspections.com

Kevin Carroll

Jacksonville Elevator Inspection Service

CEI No. 763

904-225-4886

kcar747@gmail.com

Tommy Dykes

Elevator Inspections, Inc.

CEI No. 429

561-801-3341

tomdykes5r@gmail.com

Roberto De La Vega

Miami Elevator Inspection, Inc.

CEI No. 758

305-553-5004

rdelavega758@gmail.com

Brian Gonzalez

Professional Inspection Group, Inc.

CEI No. 772

786-498-3810

inspector@elevatorcheck.com

Daniel M. Gonzalez

Associated Elevator Inspections, Inc.

CEI No. 777

305-871-1009

dmgr23@gmail.com

Larry O'Berry

Certified Elevator Inspections, Inc.

CEI No. 740

772-631-3612

larryo@floridacei.com

Robert A. Greulich Jr.

Dominion Elevator Inspections

CEI No. 1083

443-871-4307

robert.greulichjr@vdassoc.com

Cesar Temes Sr.

Professional Inspections Group, Inc.

CEI No. 785

786-975-9046

Inspector1@elevatorcheck.com

Stephen Beiner

South Florida Elevator Inspections Corp.

CEI No. 563

954-210-0467

stevebeiner@gmail.com

Trent Knupp

National Elevator Inspection Services, Inc.

CEI No. 717

770-547-0759

trent.knupp@us.bureauveritas.com

Scott Schwamb

VDA, LLC

CEI No. 748

862-266-6747

sschwamb@vdassoc.com

Eduardo Gonzalez

South Florida Elevator Inspections Corp

CEI No. 787

305-879-6070

elevatoreg@gmail.com

Thomas Steed

Elevator Inspection Group, LLC

CEI No. 443

305-815-8436

elevatorinspectiongroup@gmail.com

Reynier Fontela

Miami Elevator Inspection

CEI No. 820

786-448-3505

reynierfontela@yahoo.com

Peter Gristina

Boca Group International Inc

CEI No. 593

202-725-7042

peter.gristina@bocagroup.com

Michael Nolan

VDA, LLC

CEI No. 368

954-397-8103

mnolan@vdassoc.com

Thomas Durivou

ATIS Elevator Inspections, LLC .

CEI No. 159

866-213-5382

Tdurivou@atis.com

Kevin Chapman

Corporation of the Presiding Bishop of the Church of Jesus Christ
of Latter-Day Saints

CEI No. 797

801-240-3756

chappyone@ldschurch.org

Jack Bartels

Elevator Inspector LLC

CEI No. 809

954-980-9339

Jack@elevatorok.com

Stephen Spampinato

Boca Group East, LLC

CEI No. 584

212- 983-7010

stephen.spampinato@bocagroup.com

James Ruszkowski Sr.

ATIS Elevator Inspections, LLC

CEI No. 764

855-755-2847

jruszkowski@atis.com

George R. Sentell

ATIS Elevator Inspections, LLC
CEI No. 592
813-917-2414
sentell@bellsouth.net

Jordan Lopez

Elevator Certification Solutions
CEI No. 460
(305) 205-5355
info@elevatorcertificationsolutions.com

Alexander Ozyp

Broward Elevator Inspections, LLC
CEI No. 572
954-261-0130
alozyp@gmail.com

Jordany Hernandez

Professional Inspection Group, Inc.
CEI No. 843
786-975-9046
Inspector2@elevatorcheck.com

Raymon B. Garcia

Dade Elevator Inspections, Inc.
CEI No. 696
(305) 443-9912
raygarcia517@gmail.com

James E. Yohn Jr.

Elevator Consulting Services Inc
CEI No. 711
(888) 964-4445
james@elevatorcsi.com

Erik Lyngse

Gold Coast Elevator Inspections LLC
CEI No. 815
(561) 358-7216
eriklyn@aol.com

Yandy Perez

Executive Elevator Inspection Corp.
CEI No. 838
(305) 772-3514
executiveelevatorinspections@gmail.com

Lazaro Ponce-Bueno

Elevator Inspection Consultant Inc
CEI No. 836
(786) 536-8778
elevatorinspectionc@gmail.com

Jeffrey Winograd

Gold Coast Elevator Inspection Services, LLC
CEI No. 848
(786) 295-8788
jeffreywinograd@att.net

Strawn Edwin

Elevator Safety & Technical Services LLC
CEI No. 85
(805) 445 - 5082
chris.strawn@estsinc.net

Alexander Barta

Associated Elevator Inspection Inc
CEI No. 856
(305) 871-1009
inspectoralexb@gmail.com

Jorge M. Herrera

National Elevator Inspection LLC
CEI No. 863
305-562-5435
mariopang86@gmail.com

Jason Nance

ATIS Elevator Inspections, LLC.
CEI No. 871
855-755-2847
jnance@atis.com

Catheryn Middleton

Alliance Elevator Consultants, Inc.
CEI No. 876
561-662-9711
cathy@aecinc.org

Oliveros Aradanas

ATIS Elevator Inspections, LLC.
CEI No. 857
786-307-6748
oaradanas@atis.com

David Valles

Dade Elevator Inspections
CEI No. 808
786-715-6511
david@dadeinspections.com

Timothy Cleckner

TKC Enterprises LLC dba Professional Elevator
Inspection & Consulting Services
CEI No. 419
954-895-3795
timcleckner@bellsouth.net

David Alekna

Tower Elevator Corp.
CEI No. 495
305-635-3585
david@elevator1.com

Robert Rauch

Florida Elevator Inspections
CEI No. 824
954-591-2831
robertrauch12@gmail.com

Juan C. Chavez

Unified Elevator Inspection LLC
CEI No. 880
305-857-8279
unifiedelevatorinspection@gmail.com

William Rentas

Associated Elevator Inspection
CEI No. 891
305-772-1758
william.elevatorinspections@gmail.com

Mark H. Sommerfeld

Associated Elevator Inspections, Inc.
CEI No. 905
305-871-1009
lionboys_fl@yahoo.com

George Bernal

One Stop Elevator Inspections LLC
CEI No. 673
954-678-8942
gbernal1007@gmail.com

Vollie M. Waldrop

Bureau Veritas National Elevator Inspection
Services, Inc.

CEI No. 660

404-886-6358

dan.waldrop@bureauveritas.com

John R. Connally

Associated Elevator Inspection

CEI No. 577

863-255-1899

jmac256@msn.com

Joseph F. Salmon

ATIS Elevator Inspections, LLC.

CEI No. 902

570-851-7834

jfsalmon1961@gmail.com

Michael Bulko

Bureau Veritas, National Elevator Inspection Services

CEI No. 930

917-797-5661

michael.bulko@bureauveritas.com

Michael A. Weinraub

ELEVATOR INSPECTIONS, INC.

CEI No. 934

561-268-9041

weinraubm18@gmail.com

Ray R. Eleid

SOLUCORE LLC

CEI No. 908

416-893-8484

releid@solucore.com

Joel Perez

PROFESSIONAL INSPECTION GROUP INC.

CEI No. 276

786-665-0129

zoePP2012@yahoo.com

Christopher A. Monaco

ATIS Elevator Inspections, LLC.

CEI No. 946

314-441-3999

chris.monaco17@gmail.com

Robert J. Beale Jr.

JACKSONVILLE ELEVATOR INSPECTION SERVICE,
INC.

CEI No. 939

646-529-4340

rjbealejr@yahoo.com

Jorge L. Garcia Cabral Sr

MAJOR ELEVATOR INSPECTIONS CORP

CEI No. 950

786-590-0285

jorge@majorinspectionscorp.com

Anthony Monjote

DADE ELEVATOR INSPECTIONS, INC.

CEI No. 956

305-794-9699

amonjote@gmail.com**Alfred F. Clark**BUREAU VERITAS NATIONAL ELEVATOR
INSPECTION SERVICES, INC.

CEI No. 957

352-203-0950

alfred.clark@bureauvertas.com**Raidel R. Rodriguez**

ELEVATOR CERTIFICATION SOLUTIONS

CEI No. 951

305-964-5355

raidelrodriguez86@yahoo.com**Sherman Spencer**

ABACUS ELEVATOR CONSULTING & INSPECTION

CEI No. 897

407-497-8722

spencer@abacuselevator.com**Glen E. Strand**

CERTIFIED ELEVATOR INSPECTIONS, INC.

CEI No. 832

561-598-9278

glens@floridacei.com**Armando Hernandez**

DADE ELEVATOR INSPECTIONS, INC.

CEI No. 958

305-781-9239

armando@dadeinspections.com**Michael J. Locicero**

SOLUCARE LLC

CEI No. 940

561-900-3622

mlocicero@solucore.com**David M. Quintero**

PROFESSIONAL INSPECTION GROUPO, INC.

CEI No. 948

561-365-4439

d4vidquintero@yahoo.com**Brian S. Mahoney Jr.**

SAFE ELEVATOR CORP dba TREASURE COAST ELEVATOR

CEI No. 519

772-223-9387

elevatorinspections@outlook.com**Timothy E. Niedzwiecki**

ATIS ELEVATOR INSPECTIONS LLC

CEI No. 868

352-907-7102

tniedzwiecki@atis.com**Calvin S. Joseph**

THE RIGHT SOLUTION CONSULTING SERVICES, LLC

CEI No. 962

470-885-6029

cjoseph@rightsolutionsconsulting.com**Kevin J. Williams**

SUMMIT ELEVATORS INSPECTIONS, LLC

CEI No. 968

561-779-8093

kwilliams@summitelevatorinspections.com

George R. Hernandez

BROWARD ELEVATOR INSPECTIONS LLC
CEI No. 978
786-975-9046
ghernandez231953@gmail.com

Joseph Agreda

DADE ELEVATOR INSPECTIONS, INC.,
CEI No. 965
305-443-9112
josephagreda270496@gmail.com

Keith I. Sappe

ATIS Elevator Inspections, LLC.
CEI No. 945
646-221-3446
ksappe@atis.com

Akeem Moreno-Toussaint

Hi Power Elevator LLC
CEI No. 996
347-731-7914
akmt1288@gmail.com

William Padilla

VDA, Inc.
CEI No. 935
561-314-8555
williampadillajr@gmail.com

Ernesto Lorenzo Santos

PROFESSIONAL INSPECTION GROUP INC
CEI No. 1019
786-857-8119
ernestolorezosantos@gmail.com

Noel Reyes

ATIS Elevator Inspections, LLC
CEI No. 988
314-396-8543
nreyes@atis.com

Raymond Ponce

Tower Elevator Corp.
CEI No. 873
754-303-8750
ray@elevator1.com

Owen G. Bryan

South Florida Elevator Inspections
CEI No. 941
914-384-0481
owenb25@aol.com

Rene M. Fernandez-Ochoa

Dade Elevator Inspections, Inc.
CEI No. 1006
305-443-9112
michael@dadeinspections.com

John Sieber

Elevator Management Services LLC
CEI No. 1005
412-390-8903
John.Sieber@elevmgmt.com

Brian J. Nustvold

Bureau Veritas National Elevator Inspection Services, Inc.
CEI No.1035
952-456-2252
Brian.Nustvold@bureauveritas.com

Christopher Buono

Certified Elevator Inspections Inc
CEI No. 952
561-983-5007
Chrisbuono20@yahoo.com

Ediel Tiel

Dade Elevator Inspections, Inc.
CEI No. 106
786-568-0132
edieljaviel@gmail.com

Michael J. Robinson

Citywide Elevator Consulting LLC
CEI No. 924
732-236-3102
michael.robinson@citywide.io

Cheyn Bartels

Elevator Inspector LLC
CEI No. 1069
954-980-9339
elevatorinspector@elevatorok.com

Steven P. Smith

JACKSONVILLE ELEVATOR INSPECTION SERVICE
CEI No. 1072
904-316-4244
ssmithjeis@icloud.com

Michael Robinson

CITYWIDE ELEVATOR CONSULTING LLC
CEI No. 1057
732-216-8179
mickey.robinson@citywde.io

Scott Ryan

VDA INC.
CEI No. 1042
786-566-4445
sryan@vdassoc.com

George R. Price III

CAM Elevator Inspection Inc.
CEI No. 1054
561-542-9476
grpriceiii@gmail.com

Kevin Weaver

Elevator Management Services
CEI No. 1038
814-691-2083
kevin.weaver1284@gmail.com

Armando Hernandez

ELEVATOR COMPLIANCE SOLUTIONS LLC
CEI No. 743
305-684-4688
info@elevatorcompliancesolutions.com

James Skowron

On Call 24Seven, In/Total Elevator Solutions
CEI No. 1052
708-302-7183
jim@totalelevatorsolutions.net

Celso Febles Jr.

VETERAN ELEVATOR INSPECTION SERVICES, LLC
CEI No. 1078
202-809-0499
veisnc18@gmail.com

Jose M. Rodriguez

SUNSHINE ELEVATOR SOLUTIONS LLC

CEI No. 869

786-287-8835

Jose.ses@outlook.com

Marcus S. Bartels

ELEVATOR INSPECTOR LLC

CEI No. 1082

954-552-7305

marcus@elevatorok.com

Kenson Thomas

ONX ELEVATOR/ESCALATOR INSPECTIONS LLC

CEI No. 998

863-458-5577

onyxinspectionsco@gmail.com

Robert De La Vega

Preferred Elevator Inspection Corp

CEI No. 758

783-253-9996

preferredelevatorinspection@gmail.com

Daniel P. Fischer

Bureau Veritas National Elevator Inspection Services, Inc.

CEI No. 1118

631-316-0978

Daniel.Fischer@bureauveritas.com

Wayne A. Ramsey

ELEV8 PLUS LLC

CEI No. 1531

954-549-9193

waynearamsey@gmail.com

Jeffrey W. Smith

TOWER ELEVATOR CORPORATION

CEI No. 461

407-766-0902

jwsmdinc@aol.com

Johnny Vuksanaj

Boca Group International Inc

CEI No. 1023

646-285-1827

johnny.vuksanaj@bocagroup.com

George Offe

BOCA GROUP INTERNATIONAL INC

CEI No. 1033

917-580-0187

george.offe@bocagroup.com

Cassandra A. Butler

United Fleet and Transportation Services LLC

CEI No. 1014

678-967-1217

cassandra@uftservices.com

Carl W. Dabek

SAFE ELEVATOR CORPORATION

CEI No. 1117

716-245-9080

carma91166@gmail.com

Jared Broach

VDA Inc dba Suncoast Elevator Inspections

CEI No. 1116

703-659-5209

jpbroach@gmail.com

Vincent Consiglio

VDA Inc. dba Suncoast Elevator Inspections of
Florida

CEI No. 1127

941-795-1302

stressed49@yahoo.com

Kristopher M. Bartels

Elevator Inspector LLC

CEI No. 1087

954-232-2436

Bartels27@gmail.com

Joshua I. Bernal

One Stop Elevator Inspections LLC

CEI No. 1133

954-678-8942

joshua.bernal75@gmail.com

Eric Somoano

Jacksonville Elevator Inspection Service

CEI No. 675

904-762-6496

esomoano@gmail.com

Vincent R. Denier

Solucare LLC

CEI No. 1132

917-232-4936

vdenier@solucore.com