



# State of New Hampshire

## Department of Labor

Hugh J. Gallen  
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1-800-735-2964  
FAX: 603/271-2668  
<http://www.nh.gov/labor>

**Ken Merrifield**  
Commissioner of Labor

**Rudolph W. Ogden III**  
Deputy Labor  
Commissioner

### ACCESSIBILITY LIFTS

### DECOMMISSIONING

All accessibility lifts that are to be decommissioned shall comply with the following decommissioning process:

The owner or the owner's elevator company shall notify the NH Department of Labor Inspection Division of the date when the elevator, dumbwaiter, escalator or accessibility lift is decommissioned or removed by completing and returning this form to the above address

### ACCESSIBILITY LIFTS THAT ARE DECOMMISSIONED

1. The lift shall be lowered to the lowest landing.
2. Any cables used for either hoisting or lowering of any lift shall be removed.
3. The lift shall have no source of power at the disconnect.
4. The main line disconnect switch is to be placed in the off position and the cabinet sealed in the off position with a padlock accompanied with lock out/tag out instructions.
5. Any door opening to said lift shall be permanently bolted in the closed and locked position.

### **PLEASE FILL OUT AND RETURN TO THE NEW HAMPSHIRE DEPARTMENT OF LABOR**

NHE # \_\_\_\_\_

ADDRESS \_\_\_\_\_

DATE DECOMMISSION OR REMOVAL WAS COMPLETE \_\_\_\_\_

CHECK APPLICABLE STATUS: REMOVED \_\_\_\_\_ DECOMMISSIONED \_\_\_\_\_

TO BE FILLED IN BY STATE INSPECTOR OR NH LICENSED INSPECTOR OR MECHANIC

LICENSE # \_\_\_\_\_ DATE VERIFIED \_\_\_\_\_