



# State of New Hampshire

## Department of Labor

Hugh J. Gallen  
State Office Park  
Spaulding Building  
PO Box 2076  
Concord, NH 03302-2076  
603/271-3176  
TDD Access: Relay NH  
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

### ELECTRIC ELEVATORS OR DUMBWAITERS

#### DECOMMISSIONING

All elevators or dumbwaiters 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

#### ELEVATORS AND DUMBWAITERS THAT ARE DECOMMISSIONED

1. The elevator's/dumbwaiter's car and counterweight shall be lowered to the elevator pit.
2. All of the elevator/dumbwaiter hoist, counterweight and governor ropes shall be removed from the car and counterweight.
3. The main line disconnect fuses shall be removed. The elevator/dumbwaiter shall have no source of power at the disconnect switch.
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. Where the elevator/dumbwaiter has landing doors, the doors shall be bolted securely in the closed position from the inside of the hoistway with the exception of the lowest landing which is to be padlocked from the landing side.
6. Where the elevator/dumbwaiter has landing gates, the landing openings shall be totally enclosed and be posted "DANGER OPEN SHAFT" on the exterior of each landing.

#### **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 \_\_\_\_\_



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**James W. Craig**  
Commissioner of Labor

**Kathryn J. Barger**  
Deputy Labor  
Commissioner

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