



State of New Hampshire

Department of Labor

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Commissioner of Labor

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HYDRAULIC ELEVATORS

DECOMMISSIONING

All hydraulic elevators 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

HYDRAULIC ELEVATORS DECOMMISSIONED

1. The elevator car shall be lowered to the elevator pit.
2. When a hydraulic elevator is decommissioned all hydraulic fluid is to be removed from the reservoir and oil line. The oil pipeline from the hoistway to the power unit shall be opened. All removed fluid must be removed from the premises.
3. The motor drive belts or submersible motor drive electrical leads are to be removed.
4. All roped hydraulic elevators shall have their hoist and governor ropes removed.
5. Permanently remove power between the main disconnect and the elevator control panel.
6. Where the elevator 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 bolted in the closed position from the landing side.
7. Where the elevator 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 _____