

Title: CSUN State Owned Conveyance Management
Department: Physical Plant Management
Effective Date: February 28, 2019

PURPOSE

To establish a CSUN PPM SOP for the effective administration of the CSUN PPM Conveyance program, outlining roles and responsibilities related to the operation of the CSUN conveyance maintenance, permitting and inspection process.

DEFINITIONS:

Conveyance – Any elevator, dumbwaiter, escalator, moving platform lift, stairway chairlift, material lift or dumbwaiter with automatic transfer device, automated people mover, or other equipment subject to local, state or other code.

Conveyance Invoice – The initial invoice sent by the regulating authority (the State of California) covering the annual permitting cost/fee for the conveyance covered. The issuing of this invoice by the state starts the inspection and compliance timeline.

Conveyance Permit – Written permission from the state to operate a conveyance, required to be posted inside or near the applicable conveyance, received after payment for the invoice has been received by the state and after proof of compliance with any inspection items has been documented with the state.

CSUN Auxiliary Unit – Any CSUN entity (besides PPM) operating or responsible for a conveyance.

Department of Industrial Relations (DIR) – The State of California organization tasked with elevator compliance and permitting.

Elevator Maintenance Program - The system of controls and management of all state-owned conveyances at CSUN, including any maintenance procedures and contracts therefor.

Elevator Service Provider - The shop or contractor responsible for maintenance and repairs of state-owned conveyance equipment.

Elevator Unit Invoice – A document issuing a fine for failure to comply with the applicable Preliminary Order, always double the amount of the original Conveyance Invoice.

Notice of Inspection Form – A form listing conveyance deficiencies or problems, usually provided to the Elevator Service Provider at the conclusion of the annual elevator inspection.

Order to Correct Unsafe Conditions or to Show Cause – The “second” preliminary notice, sent as a result of a failure to satisfy the Preliminary Order original due date.

Preliminary Order – A document issued by the DIR as an ordinary part of the annual conveyance inspection process. Preliminary Orders describe required services or repairs to conveyances that must be completed by a stipulated deadline. Failure to correct or resolve the concerns can result in a fine and/or a conveyance usage prohibition (“Red Tag”).

Red Tag – A DIR order prohibiting the use of a conveyance.

RESPONSIBILITY

1. PPM Engineering Services Department is responsible for the administration of the entire program for the State-owned conveyances on campus.
2. The PPM CSUN Elevator Service Provider (whether contractor or otherwise) is responsible for operational and mechanical conveyance repairs and maintenance, including preventive and predictive maintenance.
3. Major CSUN Auxiliaries (Residential Life, Associated Students, University Student Union and The University Corporation, for example) are responsible for conveyances contained in their buildings (“non-state” buildings).
4. CSUN Information Technology is responsible for conveyance communication and telephone repairs.
5. CSUN PPM is responsible for conveyance interior items and furnishings in state-owned buildings.

PROCEDURES

The conveyance inspection and permitting process is an annual process, though it is possible for different parts of the process to cross over multiple years. Generally, on July 1st of each year (or about three months before the applicable Conveyance Permit is set to expire), gather all related binders and files to prepare for the annual conveyance inspections. Ensure that the Elevator Service Provider and other responsible parties’ contact information is up to date.

State elevator inspections take place on an annual basis. The DIR representative/State Elevator Inspector will typically contact CSUN to schedule these annual inspections, however in the absence of such contact CSUN should follow these procedures below to insure the state is informed of the situation:

1. Two weeks prior to the expiration of the applicable current Conveyance Permit, place a phone call to the DIR notifying them that CSUN has not received notice that the conveyance in question has been scheduled for inspection.
2. Typically, the DIR will respond with a fax communication granting an indefinite extension of the applicable Conveyance Permit.
3. If no fax (or other) communication is received from the DIR granting an extension of the applicable Conveyance Permit, follow up with either another phone call or written (Email or other) communication.

When the DIR/State Inspector notifies CSUN of the planned inspections dates, Engineering Services will notify the CSUN Elevator Service Provider of same. The Elevator Service Provider will typically accompany the State Inspector, correcting as many deficiencies as possible during the inspection process.

Deficiencies that are not corrected during the inspection process will typically be noted on a Preliminary Order. The CSUN Elevator Service Provider will receive a hand-written Preliminary Order (termed the Notice of Inspection) from the State Inspector immediately after the completion of the inspection of each conveyance. CSUN PPM will receive a formal copy of each Preliminary Order from the DIR through the mail. When a Preliminary Order is received the following steps to comply should be followed:

1. Review the Preliminary Order to determine who is responsible for any listed corrections, i.e., the Elevator Service Provider, CSUN or other party including any CSUN Auxiliary units.
2. Annotate on the Preliminary Order who is responsible for making the respective corrections.
3. Scan the annotated Preliminary Order and place it in the appropriate electronic file.
4. Send an electronic copy via Email to the party responsible for making or overseeing corrections (including CSUN Auxiliary Units).
5. Place a hard copy of the Preliminary Order in the Elevator Service Provider's binder in the PPM Work Control Center (WCC).
6. Send an electronic copy of ALL Preliminary Orders to the Elevator Service provider's office as directed by the provider. Include notation of work to be performed by CSUN staff or any other party.
7. Record specific issues on the PPM tracking spreadsheet. Annotate all responsible parties specific required action and completion dates.
8. When required actions are confirmed as completed, mark "complete" in the designated column and forward completion status to the Elevator Service Provider for certification.
9. File all elevator correspondence in the office binder.

An Order to Correct Unsafe Conditions will typically be issued when no certification is received by the state that the Preliminary Order has been complied with. If received, an Order to Correct Unsafe Conditions should be expedited and processed in the same manner as the Preliminary Order.

Conveyance Invoices are received annually for related fees. The invoice should be reviewed and signed-off for payment by submitting to PPM Accounts Payable. After the Conveyance Permit is received, Engineering Services will log it in, place a copy in the office binder and place the Conveyance Permit in the service provider's WCC binder for posting. The Elevator Service Provider will place the Conveyance Permit in or near the conveyance.

REFERENCES

Sample Preliminary Order

Sample Order to Correct Unsafe Conditions or to Show Cause

Sample Elevator Unit Invoice
Sample Conveyance Permit

APPROVED



Jason R. Wang, Senior Director

02-28-19
Date



Monrovia District Office
800 Royal Oaks Drive, Suite 105
Monrovia, CA 91016
Phone: 626.471.6911
Fax: 626.471.6921

STATE OF CALIFORNIA
DEPARTMENT OF INDUSTRIAL RELATIONS
DIVISION OF OCCUPATIONAL SAFETY AND HEALTH

PRELIMINARY
ORDER

November 01, 2018

CALIF. STATE UNIVERSITY, NORTHRIDGE
PHYSICAL PLANT - ENGINEERING SVCS
18111 NORDHOFF ST
NORTHRIDGE, CA 91330-8291

A survey of your **Passenger, Hydroelectric, UPA 12**, State Number **099626** located at **18111 Nordhoff St, Northridge**, was made on **October 25, 2018** by **EU Engineer, R. Hodgkins**. Person Contacted: **JOHN HARAN**
Compliance date: **December 17, 2018**.

The conditions in need of correction are noted below. The numbers following the listed items refer to the sections of the California Code of Regulations (Title 8), or the Labor Code (L.C.) of the State of California.

1. The telephone in the elevator shall be made to operate as intended. subsection 3041(a) , 3071(i)
2. The bottom floor landing hoistway access key switch shall be made to operate as intended. subsection 3021(k) , 3058

Notification in writing that **each of the listed items** have been complied with shall be submitted to the above listed District office on the Compliance Form available at www.dir.ca.gov/dosh/ElevatorPubs_forms.html before the **PERMIT TO OPERATE** will be issued. Failure to Notify the Division within the allotted time may result in additional Penalties being assessed.

NO PERMIT WILL BE ISSUED UNTIL NOTIFICATION HAS BEEN RECEIVED AND ALL FEES ARE PAID.

Eric Hoover, Senior Safety Engineer

/kc



Monrovia District Office
800 Royal Oaks Drive, Suite 105
Monrovia, CA 91016
Phone: 626.471.6911
Fax: 626.471.6921

STATE OF CALIFORNIA
DEPARTMENT OF INDUSTRIAL RELATIONS
DIVISION OF OCCUPATIONAL SAFETY AND HEALTH

December 17, 2018

CALIF. STATE UNIVERSITY, NORTHRIDGE
PHYSICAL PLANT - ENGINEERING SVCS
18111 NORDHOFF ST
NORTHRIDGE, CA 91330-8291

ORDER TO CORRECT UNSAFE CONDITIONS OR TO SHOW CAUSE

Our records indicate that you have not submitted proof of compliance in writing, as outlined on the Preliminary Order attached herewith, to this Division at its office noted above.

YOU ARE HEREBY NOTIFIED that an inspection of your Passenger, Hydroelectric, UPA 12, State No. 099626 at a place of employment located at: 18111 Nordhoff St, Northridge was made on: October 25, 2018 by Safety Engineer: R. Hodgkins and shows the existence of conditions that must be corrected. The Division has determined that these conditions must be corrected before a permit to operate will be issued.

THEREFORE, YOU ARE HEREBY DIRECTED to comply with the requirement(s) hereinafter set forth, and to notify this Division in writing of full compliance on or before **January 16, 2019**

If compliance is not met, you must show good cause, in writing, on or before said date, to this Division at its office above, at which time the Division may grant an extension of time to comply with the requirement(s). Furthermore, if compliance is not met, nor a request for an extension granted by said date, an order shall be made by this Division to prohibit the use of said equipment for non compliance condition(s) and a notice to that effect will be attached to said equipment. The process of issuing an Order Prohibiting Use (OPU) will result in an **automatic fee of \$675**. This fee covers the costs of preparing the OPU and will be invoiced upon expiration of this Show Cause compliance date. If the Division receives proof of compliance and/or invoice fees after the OPU process is initiated, owners will still be responsible for this fee even if the OPU is ultimately not served. If the OPU is ultimately served and the unit is shut down, an additional fee will not be charged.

If you desire an oral hearing before this Division regarding said requirement(s), you are hereby directed to file a request in writing with the Division at its office noted above, for such oral hearing before said date.

The requirement(s) for the correction of these condition(s) appear on the attached sheet(s). The numbers following the requirement(s) listed refer to sections of the California Administrative Code, Title 8, Title 24 (T24), or the Labor Code (LC) of the State of California.

DIVISION OF OCCUPATIONAL SAFETY AND HEALTH

Eric Hoover, Senior Safety Engineer
/kc



Monrovia District Office
 800 Royal Oaks Drive, Suite 105
 Monrovia, CA 91016
 (626) 471-6911
 RETURN SERVICE REQUESTED

STATE OF CALIFORNIA
 DEPARTMENT OF INDUSTRIAL RELATIONS
 DIVISION OF OCCUPATIONAL SAFETY AND HEALTH

ELEVATOR UNIT INVOICE

Remit payment to: PO BOX 511232
 Los Angeles, CA 90051-3030

Date: 12/27/2018

CALIF. STATE UNIVERSITY, NORTHRIDGE
 PHYSICAL PLANT - ENGINEERING SVCS
 18111 NORDHOFF ST
 NORTHRIDGE CA 91330-8291

Total Due: \$675.00

Conveyance 18111 NORDHOFF ST
 Location: NORTHRIDGE, CA 91330

Invoice Nbr	Inspect Date	Conveyance Nbr	Owner Id	Inspector	Inspect Fee
S 1611491 MR	10/01/2018	100912	JACHLH	RH517	\$675.00

Comments:

THIS INVOICE IS FOR AN ORDER PROHIBITING USE BASED ON NON-COMPLIANCE FOR THE INSPECTION HELD ON 10/01/2018. CONTINUED LACK OF COMPLIANCE WITH THE REQUIREMENTS SET FORTH IN THE PRELIMINARY ORDER WILL CAUSE THE CONVEYANCE TO BE SHUT DOWN.

**100% PENALTY FOR INVOICES NOT PAID WITHIN 60 DAYS. LABOR CODE SECTION 7314.
 RETAIN THIS PORTION FOR YOUR RECORDS.**

PLEASE DETACH REMITTANCE PORTION AND RETURN WITH PAYMENT

If you would like to pay by credit card, please go to:
<http://www.dir.ca.gov/dosh/elevatorpayments.html>

 ▲ ----- Detach here and return this portion with check payment ----- ▲
 EV-S (11-14)
 EV-S (11-14)

CONVEYANCE INVOICE REMITTANCE



INVOICE NUMBER S 1611491 MR
 INVOICE DATE 12/27/2018
 INVOICE AMOUNT \$675.00

AMOUNT ENCLOSED \$

IMPORTANT: TO AVOID PROCESSING DELAY OR UNNECESSARY PENALTY
 - CHECK AMOUNT SHOULD MATCH INVOICE AMOUNT
 - IF PAYING FOR MULTIPLE ITEMS, PROVIDE LIST OF ITEMS AND AMOUNT TO BE PAID FOR EACH ITEM

CALIF. STATE UNIVERSITY, NORTHRIDGE
 18111 NORDHOFF ST
 NORTHRIDGE CA 91330-8291

DEPARTMENT OF INDUSTRIAL RELATIONS
 PAYMENT PROCESSING CENTER
 PO BOX 511232
 LOS ANGELES, CA 90051-3030



122718

00000S1611491MR

0000000067500

AM-1/8/19



Monrovia District Office
800 Royal Oaks Drive, Suite 105
Monrovia, CA 91016

RETURN SERVICE REQUESTED

STATE OF CALIFORNIA
DEPARTMENT OF INDUSTRIAL RELATIONS
DIVISION OF OCCUPATIONAL SAFETY AND HEALTH

PERMIT TO OPERATE A CONVEYANCE

CONVEYANCE PERMIT

CALIF. STATE UNIVERSITY, NORTHRIDGE
PHYSICAL PLANT - ENGINEERING SVCS
18111 NORDHOFF ST
NORTHRIDGE CA 91330-0001

Conveyance Number: 099310 **Permit Expires:** 10/19/2019

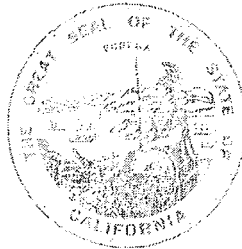
Inspection Date: 10/19/2018 **Location:** 18111 NORDHOFF ST
NORTHRIDGE CA 91330

Issue Date: 12/24/2018 **Owners ID:** MONTHL

California law requires that all conveyances shall have a valid permit posted conspicuously on the conveyance. (Labor Code Sections 7300-7324). Please detach your new permit at the dotted line and post on the conveyance. Retain this portion for your records.

**STATE OF CALIFORNIA
Department of Industrial Relations
Division of Occupational Safety & Health**

INSPECTION:	099310 Conveyance Number	10/19/2018 Date of Inspection	10/19/2019 Date Permit Expires
LOCATION:	18111 NORDHOFF ST Street Address		NORTHRIDGE City or Town
LOAD PERMISSIBLE:	2,500 Pounds	16 Persons	RH517 Inspector
DESCRIPTION:	Passenger Type of conveyance	MONTHL Owner's ID	Hydroelectric Power Hydroelectric Type of Machine



THIS PERMIT SHALL BE POSTED ON THE CONVEYANCE

01/02/19