

Date: 9/16/2025

From: Mike McAlister, Industrial Safety Division Chief

To: All elevator owners, contractors, mechanics, and inspectors

Cc: Industrial Safety Division, Kansas Department of Labor

Division of Facilities and Property Management, Kansas Department of Administration

Local 12, International Union of Elevator Constructors

RE: Expired Certificate of Operation

Synopsis: *Service or maintenance work performed on equipment with an expired Certificate of Operation*

When an elevator company or elevator mechanic performs any maintenance, repair work or inspections with equipment having a Certificate of Operation that has expired, they shall:

- 1) Discuss with the buildings owners' staff who are on site of the violation.
- 2) Provide written documentation on the repair paperwork and indicate this violation on the billing paperwork also to formally notify the building owner or the designated agent of the violation.
- 3) Notify The Kansas State Fire Marshals Office of the expired Certificate of Operation in writing within 24 hours from the date that your work was performed for the building owner. Your notification shall include the following information:
 - A) Date of the work.
 - B) The Certificate's expiration date.
 - C) Location and type of equipment.
 - D) Repairs or work provided to the equipment.

Mike McAlister

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Chief Industrial Safety Division

Direct Phone: 785-296-0656

mike.w.mcalister@ks.gov

