

May 13, 2020

Notice to Building Owners Regarding Elevator Inspections

Dear Building Owner/Manager:

The City of Wheaton is dedicated to providing the most efficient and customer friendly services to our residents and businesses. As of January 30, 2020, the City of Wheaton has renewed its contract with our long-term inspection provider, Elevator Inspection Service Co., Inc. (EIS) to continue to perform elevator safety inspections for the community. This contract has a few revised improvements to better serve the building owners and our city:

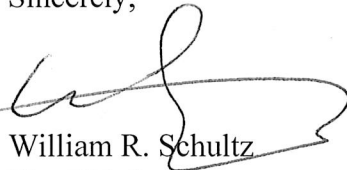
- Effective June 1, 2020 at the completion of your annual inspection you will begin receiving an invoice from EIS for the annual elevator inspections (one re-inspection included) and "Certificate of Operation". It is to be understood that your approval certificate(s) will not be sent to you until you comply, and this invoice is paid in full.
- Any additional re-inspections if needed of failed conveyances will now be billed directly to the "responsible party for the building". It is to be understood that your approval certificate(s) will not be sent to you until you comply, and this invoice is paid in full.

Please note: Recent State of Illinois legislation requires a current certificate of operation displayed in the elevator cab; additionally, the elevator service provider may not perform any maintenance and/or repairs to a conveyance if the certificate has expired. Therefore, it is necessary to keep your certificates current and paid.

EIS staff is readily available to assist you in making this improved arrangement function for you. Should you have any questions regarding these Office of the State Fire Marshal mandated requirements and procedures, please call John Annoreno, Director of Field Operations with EIS at 630-323- 6541.

Any billing or certificate inquiries should be made to Mandy Russell or Maria Dentino at EIS. Thank you for your cooperation in this transition.

Sincerely,



William R. Schultz
Fire Chief

WRS



WHEATON MAYOR PHILIP J. SUESS

CITY MANAGER MICHAEL DZUGAN

CITY COUNCIL: MICHAEL BARBIER | ERICA BRAY-PARKER | SUZANNE FITCH | LYNN ROBBINS | JOHN RUTLEDGE | CHRISTOPHER ZARUBA