

Volume 7, Number 3

March 2023

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2 Stop Renewal Requirement

Dear two-stop elevator owners,

This is your friendly reminder that DBPR Form HR-5023-060 Verification of Service Maintenance Contract must be submitted annually as part of the renewal requirements for your certificate of operation. Failure to submit this form each year during the renewal period will result in your certificate of operation becoming delinquent as of August 1 each year. Any elevator operating with a delinquent certificate of operation is subject to fines and penalties. This form can be obtained using the link below.

[5023-060 Service Maintenance Contract Verification \(myfloridalicense.com\)](https://myfloridalicense.com/5023-060-Service-Maintenance-Contract-Verification)

Elevator Links

License Information
[Elevator Permits](#)
[Elevator Licenses](#)
[Professional Licenses](#)

Laws, Rules & Codes
[Florida Statutes](#)
[Florida Administrative Code](#)
[Florida Building Code](#)

Online Services
[Apply for a License](#)
Web portal to apply for a new license or permit

[Maintain Your License](#)
Online account to maintain or renew your license.

[Customer Contact Center](#)

Create your Online Account today!

Visit The Bureau of Elevator Safety home page here:
[Bureau of Elevator Safety – MyFloridaLicense.com](https://myfloridalicense.com/Bureau-of-Elevator-Safety)

Door Lock Monitoring Phase-in Period Compliance Deadline

The compliance date for Door Lock Monitoring is quickly approaching. The Bureau of Elevator Safety will not approve extensions past the deadline of December 31, 2023.

Attention Registered Elevator Companies

Emergency Responder Two-Way Communication

Prior to commencing the installation of antennas or other communication enhancement equipment (non-elevator equipment) in elevator hoistways, an approved variance and permit from the Bureau of Elevator Safety is required.

For more information please see the following link
[Antenna Installation Requirements.pdf \(myfloridalicense.com\)](https://myfloridalicense.com/Antenna-Installation-Requirements.pdf).

Submit an email correspondence.

Safety Recall Reminder

General Elevator Corporation Aluminum Cylinder Head

General Elevator Sales and Service, Inc discovered a failure in the Aluminum Cylinder Head which was manufactured by General Elevator Corporation. The failure was discovered in a hydraulic pressure test where the packing box housing separated from the housing. General Elevator Corporation is believed to have manufactured and installed the Aluminum Cylinder Heads between approximately 1974 through 1982. General Elevator Sales and Service was not aware of the cause of the failure, but provided a notice to the Elevator Industry so that elevator companies may inspect the Aluminum Cylinder Heads manufactured by General Elevator Corporation to make sure they are not damaged and/or determine whether the heads should be replaced with steel cylinder heads.

The State of Florida Bureau of Elevator Safety requests that if any of these aluminum heads are discovered to be damaged during the course of inspection or service, the serial number of the unit in question should be emailed to the Bureau at dhr.elevators@myfloridalicense.com for further review.

Registered Elevator Company and Responsibilities

399.03 Design, installation, and alteration of conveyances.

(1)A copy of the permit and plans must be kept at the construction site at all times while the work is in progress and until a certificate of operation is issued.

(5) The certified elevator inspector shall provide the original copy of the inspection report to the department within 5 days after the inspection.

Manufacturer ID

The Bureau has added an additional line to installation permits for the Manufacturer ID. In an effort to properly coordinate which permit/serial number goes with which machine in multi-unit buildings these manufacturer id numbers can be used to accomplish this. Registered Elevator Companies need to ensure that this data is properly recorded on permit applications.

STATE OF FLORIDA
DEPARTMENT OF BUSINESS AND PROFESSIONAL REGULATION
BUREAU OF ELEVATOR SAFETY

LICENSE NUMBER	CAP: 2000LBS TRVL: 18FT LNDGS: 3 MFG: 123456789012345678901
ELE	PERMIT TO ALTER: ()