

**Annual
Inspection
Certification**

2016

**Annual
Inspection
Certification
Program
(AIC)**

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PARTICIPATION

- Central Business District
- Sister Agencies
- New Installations
- Complete Modernizations
- Other Mandated Buildings



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INSPECTORS

AIC Inspectors

- Annual inspections conducted by independent third-party State of Illinois licensed inspectors registered with City of Chicago AIC program



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OVERVIEW

Overview

- Compliance report submitted online.
- Owner can manage all of their devices from a single login.
- Owner confirms list of equipment at property
- Inspector confirms equipment specifics and condition.
- Owner pays fees and prints Certificate of Compliance.



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WHAT'S NEW

New to AIC

- Requirement to pass inspection
- Quarterly deadlines
- Extension certificates
- Multiple device accounts
- New website



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COMPLIANCE REQUIREMENT

Compliance Requirement

- The requirement for AIC is that elevators are inspected on a yearly basis
- The new requirement is for **compliance** by the due date (i.e., elevators must **pass** inspection before deadline)



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QUARTERLY DEADLINES

New Deadline Dates

- Previously, the deadline for inspections was the end of the calendar year.
- From 2017 onwards, compliance will be required by the **quarterly due date** assigned to building.



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CONDITIONAL CERTIFICATES

Conditional Certificates

- Previously, any device requiring minor repairs was reported as WIP status and issued a Conditional Certificate to post until device passed re-inspection.
- AIC will no longer issue Conditional Certificates.



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EXTENSION CERTIFICATES

Extension Certificates

- May be requested if device fails initial inspection and compliance is not possible before due date.
- Extension certificate will grant property an additional 60 days past the original due date to bring device into compliance.
- Additional fees will apply.



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DEVICE ACCOUNTS

Multiple Device Accounts

- In the past, each building was restricted to one user account.
- As of new rollout, **multiple user accounts** can be created to manage building devices.



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WEBSITE

New Website

- The AIC web portal has a brand new look.
- It's now faster and more user-friendly.
- Many new features added as a result of participant input.
- Supported on Google Chrome; Internet Explorer –Version 11+; Mozilla Firefox



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OWNER PROCESS

Owner Process

- Account owner logs into website and verifies equipment.
- Owner assigns devices to contracted inspection company.



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INSPECTION
PROCESS**

Inspection Process

- Inspection company receives assignment and assigns specific Inspector to device(s).
- Inspector inspects the assigned device(s) and enters results into AIC portal within 5 business days.



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RESULTING PROCESS (PASSED)

Resulting Process - Passed

- If device complies:
 - Inspector certifies device passed inspection.
 - Owner pays AIC program fee through the website.
 - Owner downloads and prints Certificate.
 - Owner displays certificate at device.



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RESULTING PROCESS

FAILED: MINOR REPAIRS

Resulting Process – Failed (Minor Repairs)

- If device fails requiring minor repairs:
 - Inspector notifies owner of necessary repairs required for compliance.
 - Inspector reports that device failed on AIC portal
 - Owner contacts maintenance company to make necessary repairs (60 day window).
 - Owner requests re-inspection to confirm subsequent compliance.
 - Inspector reports compliance if the device passes.
 - Owner pays AIC fee, prints and displays Certificate of Compliance.



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RESULTING PROCESS

**FAILED:
PERMIT REQUIRED**

Resulting Process – Failed (Permit Required)

- If device fails needing a permit:
 - Inspector notifies owner of necessary repairs required for compliance.
 - Inspector reports that device failed on AIC portal
- Owner contacts elevator company to pull necessary permits required for repairs (60 day window).
- Elevator Company pulls permit, makes repairs and contacts Elevator Bureau to inspect permit work.
- When all repairs are completed and permits are finalized, re-inspection is conducted by inspection company.
- Inspector reports that device passes.
- Owner pays AIC fee, prints and displays Certificate of Compliance.



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MODERNIZATION

Modernizations

- Owner hires licensed elevator contractor to pull modernization permit
- Inspection company verifies the device(s) that are under mod permit, inspecting any that are not under permit
- Once devices are reported, AIC fees are generated
- Owner pays AIC fees
- Owner prints and displays available certificate at the device
- Modernization permit needs to be inspected and finalized by Elevator Bureau inspectors



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DECOMMISSION

Decommission

- Account holder hires licensed elevator contractor to pull the permit to decommission the device
- City inspector verifies that elevator has been safely and properly decommissioned and finalizes the permit
- Account holder notifies AIC that device has been properly decommissioned and AIC can remove device from account



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OUT OF SERVICE

Out of Service

- Owners can have devices marked as Out of Service if:
 - Device is not operational for 364 days out of the year
 - Inspection company verifies that devices are not being used and are inoperable
- Owners then pay the AIC Fee for the year – no certificate issued
- **NOTE:** Devices can only be marked as Out of Service for a maximum of two years – device needs to be either permanently decommissioned or repaired, returned to service and inspected



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AUDITS

Audits

- 2 types:
 - Randomly Selected AIC devices
 - For Cause inspections
 - i.e. 311 complaints
- Failing an Audit
 - May lead to enforcement actions



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ENFORCEMENT

- AIC Inspectors and Companies

Enforcement

- AIC Inspectors and Inspection Companies
 - Any inspector or inspection company found to be in violation of the AIC rules may be penalized
 - Disciplinary action may include but are not limited to:
 - *Enforcement action filed before Cook County Circuit Court*
 - *Expulsion from the AIC Program*
 - *Revocation of certification*
 - *Any other remedy provided by law*



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ENFORCEMENT
- Buildings**

Enforcement - Buildings

- Administrative Hearing
 - Any properties not in compliance by the due date may be prosecuted.
- Circuit Court
 - Any properties with equipment deemed to be dangerous and hazardous may be prosecuted.



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Questions,
comments,
and/or
concerns?



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ADDITIONAL INFO & CONTACTS

- Web portal
 - Account Overview
 - Summary
 - Eligible inspection companies
 - FAQ's
 - AIC Rules
- For support and questions-
Email: aic@cityofchicago.org

