

October 5, 2017

INSURANCE INFORMATION NOTICE 2018-7

THIS NOTICE SUPPLEMENTS PREVIOUS NOTICE 2016-9

SUBJECT: Updated Elevator Inspection Contact Information

NEIS and ORM have new elevator contacts. Anne Lentz, NEIS Client Account Coordinator, will be contacting agencies to set appointments for all inspections and witnessing of tests. She can be contacted at Anne.lentz@us.bureauveritas.com or (314)682-2621. Agencies with elevators/escalators that have not been contacted for scheduling must contact James Broussard, the State Loss Prevention Supervisor at james.broussard@la.gov or (225)342-8480 or Brett Beoubay, ORM Loss Prevention Manager at brett.beoubay@la.gov or (225)342-8532.

NEIS **will not** perform any maintenance functions or procedures. If maintenance is needed during an inspection, the agency will have to ensure their maintenance contractor or in-house maintenance personnel is available to perform the necessary task.

When NEIS comes to the site, the agency is required to have available an individual who can assist the inspector in determining the building's correct name and state assigned building I.D. number.

NEIS will continue to provide the following services:

- One routine and one annual inspection for every operational elevator per year per ANSI 17.1, Table N.
- Category 1, 3, & 5 tests in accordance with ANSI 17.1, Table N.
- Witnessing of one (1) acceptance test and one (1) full load test for all new construction or modernization/renovation. A two (2) week notice/request is required.
- An electronic report will be sent to the agency within ten (10) days detailing all deficiencies found.
- Coordinate with the agency and/or their maintenance contractor, as needed, the correction of deficiencies. Follow-up inspections will also be on an as needed basis.
- If a medical emergency occurs involving an elevator or escalator, please report it immediately to Kenin Lynes at the NEIS main office at (314) 620-8648. Upon notification, NEIS will notify ORM and arrive within 24 hours to conduct an investigation. The unit must be removed from operation and secured until NEIS arrives. A medical emergency is defined as an injury involving an elevator or escalator that required an E.R. visit or hospital stay that involved an elevator or escalator.

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If you have any questions related to this process, please contact James Broussard at (225)342-8480.