



October 1, 2008

Elevator Minor Labels

Purpose of the rule:

These rules expand the division's minor label program to include minor repairs to elevators performed by licensed elevator contractors in compliance with the Oregon Elevator Specialty Code.

These rule are effective October 1, 2008.

Citation:

Adopt and Amend: OAR 918-100 and 918-400

Effect of the rule:

These rules allow licensed elevator contractors to more quickly repair elevators and save time and money by using minor labels. These repairs are minor in nature and could be performed safely without prior approval from the division and an inspection of each repair. Repair work must be performed in compliance with the Oregon Elevator Specialty Code.

The following are just a few of the types of minor repairs allowed under the elevator minor label program. See OAR 918-400-675 for specific information.

Replacement or repair of elevator:

- Signal equipment, including emergency signaling and communications equipment.
- Car lighting or fans.
- Car enclosure linings and floor coverings.
- Reopening device for power-operated car doors or gates.
- Pressure piping, piping connections, valves, or fittings.
- Speed governors.
- Hydraulic control valves.
- Entrance assembly.

Contact:

If you have questions or need further information, please contact Chief Elevator Inspector, Ron Crabtree at 503-378-3866, or Ron.M.Crabtree@state.or.us.

For information on obtaining elevator minor labels, please contact Minor Label Permit Specialist, Sandra Calkins at 503-378-2804, or Sandra.L.Calkins@state.or.us.



918-100-0010

Definitions

The following definitions are adopted:

(1) "Accessible" means the structural, mechanical, and plumbing installations can be easily inspected because the work is in the open or because there is a designed permanent physical access such as an access panel, door, or similar entry.

(2) "Applicant" is a person authorized to take out a master inspection permit or minor label.

(3) "Closest Office" means:

(a) In the case of the division, the closest office within the state from which appropriate inspectors are dispatched; or

(b) In the case of a municipality, the closest office from which appropriate inspectors serving the facility are dispatched within the municipal boundaries. If a municipality does not have an office from which inspectors are dispatched, the "closest office" is the municipality's executive office or the point of actual dispatch, whichever is closest.

(4)(a) A "Covered Facility" under the master permit program is one or more commercial or industrial buildings or structures under common ownership or management located within the boundaries of the same inspection jurisdiction:

(A) Within the same complex on contiguous lots; or

(B) Situated at different locations within the municipality and both the inspecting jurisdiction and the permittee agree to treat the buildings or structures as a "covered facility."

(b) A "covered facility" under the master permit program, does not include an apartment or combination of apartments having less than a total of six living units.

(5) "Inspecting Jurisdiction" is the municipality or state serving the area with inspection services.

(6) "Inspection Hours" means the time necessary to do the inspections under the special alternative master permit inspection program. This includes travel to and from the closest office of the inspecting jurisdiction as well as inspector documentation.

(7) "Jurisdictional Inspector" is the inspector for an inspecting jurisdiction.

(8) "Minor Label" is an adhesive sticker with a corresponding log sheet or corresponding online account sold by a jurisdiction or the division for use with minor installation inspection programs.

(9) "New Construction" means:

(a) Creation of a new building shell;

(b) Installation of mechanical and plumbing products as part of the work described in subsection (a) of this section;

(c) Any structural, mechanical, or plumbing work performed in connection with changing the use or occupancy classification of the building, except as permitted by OAR 918-100-0080; or

(d) Any addition which increases the square footage of the building or structure.

(10) "Occupancy Classification" means the designation of a building according to its use or the character of its occupancy into one or more of the occupancy groups as provided in the **Oregon Structural Specialty Code**.

(11) "Repair and Maintenance" means restoring accessible or existing plumbing appliances, appurtenances, fixtures, wastes, vents, or distribution pipes in buildings or structures to a safe and sanitary condition.

(12) "Replacement" means exchanging an existing structural component or mechanical or plumbing product for a similar item which:

(a) Does not change the source or location of power;

(b) Does not exceed the design capacity of the existing system or structure; and

(c) Meets current accessibility and earthquake requirements.

[Publications: Publications referenced are available from the agency.]

Stat. Auth.: ORS 447.072, 447.076, 455.144(7), 455.627, 460.085(1), 479.540(15) & 479.570(2)

Stats. Implemented: ORS 447.072, 447.076, 455.627, 460.085(1), 479.540(15) & 479.570(2)

Hist.: BCD 27-1994, f. & cert. ef. 11-15-94; BCD 30-2000, f. 12-27-00, cert. ef. 1-1-01; BCD 4-2002, f. 3-8-02, cert. ef. 4-1-02; BCD 22-2004, f. & cert. ef. 10-1-04; BCD 17-2008, f. 9-26-08, cert. ef. 10/1/08

Minor Label Programs

918-100-0020

Scope of Minor Installation Label Programs

(1) The statewide minor installation label program is a mandatory statewide program for which labels are sold by the division and used within any jurisdiction.

(a) The division administers the residential, commercial, and industrial plumbing and electrical minor installation label program. Local jurisdictions are required to participate in the program by performing inspections on behalf of the division on a percentage of minor installation labels used by contractors.

(b) Work performed under this program shall conform to the **Oregon Electrical Specialty Code**, the **Oregon Plumbing Specialty Code** and the **Oregon Residential Specialty Code**. The scope of work allowed under this program is defined in OAR 918-309-0220 for electrical installations and OAR 918-780-0140 for plumbing installations.

(2) Jurisdictions may file a request for delegation of optional minor installation programs. Use of a minor installation label by an appropriate person include:

(a) Work performed under the structural commercial and industrial minor label program shall be to the **Oregon Structural Specialty Code**. The scope of work allowed under this program includes:

(A) Alteration, replacement, or repair of up to 100 linear feet of nonbearing, walls and partitions that are not

fire resistive and that are not part of the building shell, an exit, or an exit passageway;

(B) Window and door replacements or relocations not part of an exit or exit passageway and fit within existing openings. Replacement windows and doors shall comply with the requirements of current state codes, including but not limited to safety glazing requirements;

(C) Light weight interior awnings under 100 pounds total weight;

(D) Removal and replacement of acoustical ceiling tiles in ceilings not fire-rated of less than 1,000 square feet. Replacement of supporting grid is not included; and,

(E) Minor roofing repairs not exceeding ten percent of the roofing area.

(b) Work performed under the mechanical commercial and industrial minor label program shall be to the **Oregon Mechanical Specialty Code**. The scope of work allowed under this program includes:

(A) Moving or replacing duct work not involving fire dampers or penetrations of fire walls, fire assemblies or floors;

(B) Moving grills in duct work; or,

(C) Replacing existing heating, cooling and ventilation equipment.

(3) The minor label program does not include:

(a) New construction, except as allowed under OAR 918-309-0220(3)(a) and (b);

(b) Accessibility retrofit;

(c) Major roof repairs, constituting more than ten percent of roofing area, and reroofing;

(d) Work on fire extinguishing or smoke evacuation systems;

(e) Chemical or industrial liquid waste and vent piping; or

(f) Combination waste and vent systems.

(4) The elevator minor label program is a statewide program for which labels are sold by the division and used within any jurisdiction.

(a) The division administers the elevator minor installation label program. The division shall perform inspections on a percentage of minor installation labels used by contractors.

(b) Work performed under this program shall conform to the **Oregon Elevator Specialty Code**. The scope of work allowed under this program is defined in 918-400-0675.

(5) No more than one minor label for each specialty area or one elevator minor label shall be used on any single project per job site. For the purpose of this rule, a job site means work at the same address.

(6) A minor label is only required when the work otherwise requires a permit. No new permit requirements are created.

(7) If a jurisdiction chooses not to offer the optional minor label program, permits and individual inspections shall continue to be required in each program.

[Publications: Publications referenced are available from the agency.]

Stat. Auth.: ORS 447.072, 447.076, 455.144(7), 455.627, 460.085(1), 479.540(15) & 479.570(2)

Stats. Implemented: ORS 447.072, 447.076, 455.627, 460.085(1), 479.540(15) & 479.570(2)

Hist.: BCD 27-1994, f. & cert. ef. 11-15-94; BCD 4-2002, f. 3-8-02, cert. ef. 4-1-02; BCD 22-2004, f. & cert. ef. 10-1-04; BCD 17-2008, f. 9-26-08, cert. ef. 10/1/08

918-100-0030

Minor Label Fees

Minor labels sold by the division for installations governed by these rules shall be sold in lots of ten at a cost of \$125.

Stat. Auth.: ORS 447.072, 447.076, 447.095, 455.020, 455.144(7), 455.154, 455.155, 455.627, 455.844, 455.846, 460.085(1), 479.540(15), 479.570(2) & 479.840

Stats. Implemented: ORS 447.072, 447.076, 455.154, 455.155, 455.627, 455.844, 455.846, 479.540(15) & 479.570(2)

Hist.: BCD 27-1994, f. & cert. ef. 11-15-94; BCD 4-2002, f. 3-8-02, cert. ef. 4-1-02; BCD 31-2005, f. 12-30-05, cert. ef. 1-1-06; BCD 17-2008, f. 9-26-08, cert. ef. 10/1/08

918-100-0040

Issuance of Minor Labels

The following persons are eligible to purchase minor labels:

(1) Structural and mechanical minor labels. Building owners, the owner's agent or the contractor doing the work, who holds a Construction Contractors Board license.

(2) Plumbing minor labels. Plumbing contractors authorized by OAR 918-780-0130.

(3) Electrical minor labels. Electrical contractors authorized by OAR 918-309-0210.

(4) Elevator minor labels. Elevator contractors authorized by OAR 918-400-0333.

Stat. Auth.: ORS 447.072, 447.076, 455.154, 455.627, 460.085(1), 479.540(15) & 479.570(2)

Stats. Implemented: ORS 447.072, 447.076, 455.627, 460.085(1), 479.540(15) & 479.570(2)

Hist.: BCD 27-1994, f. & cert. ef. 11-15-94; BCD 4-2002, f. 3-8-02, cert. ef. 4-1-02; BCD 22-2004, f. & cert. ef. 10-1-04; BCD 17-2008, f. 9-26-08, cert. ef. 10/1/08

918-100-0050

Requirements for Persons Using Minor Labels

(1) A person making a minor installation under either a statewide or optional minor label program shall:

(a) Fill in the information required on a minor label and attach it to the electrical panel, or near the installation if no panel is present before work is started; or, for elevators, on or near the controller in the machine space in plain view;

(b) Record the installation in the minor label log sheet or in a minor label online account; and

(c) Return the minor label log sheet to the selling jurisdiction or division office after the ten minor labels are used, or every 12 months from date of sale, whichever occurs first; online account users do not need to return a minor label log sheet.

(2) A plumbing contractor making a minor concealed installation shall notify the division that the work is ready for inspection within 48 hours of completion. Work may not be covered or concealed until an inspection is made or approval to cover is given by the jurisdiction or the division.

(3) A minor label may be used on a job site with existing structural, mechanical, plumbing, electrical, or elevator permits provided the work is of the type covered by the minor label rules, and the contractor does not have an existing permit for that job site.

(4) Minor installation labels may not be exchanged or transferred.

Stat. Auth.: ORS 447.072, 447.076, 455.154, 455.627, 460.085(1), 479.540(15) & 479.570(2)

Stats. Implemented: ORS 447.072, 447.076, 455.627, 460.085(1), 479.540(15) & 479.570(2)

Hist.: BCD 27-1994, f. & cert. ef. 11-15-94; BCD 4-2002, f. 3-8-02, cert. ef. 4-1-02; BCD 22-2004, f. & cert. ef. 10-1-04; BCD 17-2008, f. 9-26-08, cert. ef. 10/1/08

918-100-0060

Requirements for Municipalities

At least ten percent of each minor label lot shall be inspected.

(1) For optional programs, the authority having jurisdiction shall inspect within 30 days of return of a minor label log sheet, or of lot completion in an online account. If the work inspected violates the code under which the installation is made, the inspecting jurisdiction may:

(a) Inspect additional installations listed in the log sheet or the online account; and

(b) Charge the person purchasing the minor labels for all new inspections and for all reinspections required at the jurisdiction's hourly inspection rate.

(2) Under the statewide program, the authority having jurisdiction shall inspect the minor installation within 30 days of contacting the homeowner, but no more than 35 days from the date of receipt of the division's request to inspect.

(a) The division shall compensate each inspecting jurisdiction \$75 per inspection for the first minor label installation inspected in a lot. In the event that a jurisdiction is required to perform an inspection on a second or third label, the contractor shall compensate the jurisdiction directly at a uniform flat fee of \$75. If the jurisdiction finds a code violation that requires a second inspection of minor label, the contractor shall compensate the jurisdiction directly at the jurisdiction's hourly rate.

(b) The division shall, upon notice of three failed inspections in the same lot of labels, notify the contractor and the jurisdictions affected by the remaining labels in the same lot. Each jurisdiction shall then notify the contractor that a permit is necessary for each of the remaining installations within the jurisdiction in the same lot of labels, and work shall follow the normal permit and inspection procedures for that jurisdiction.

(c) If, at any time during a three-year period, the division notifies jurisdictions of two or more lots of minor labels under subsection (b) of this section, the division shall no longer issue minor label sheets to the contractor for a period of one year, upon final determination. Normal permit and inspection procedures for the applicable jurisdiction shall be followed. The contractor shall return any unused minor labels to the division.

(d) Any contractor wishing to appeal a denial of the use of minor labels is entitled to a contested case hearing under the Administrative Procedures Act, ORS chapter 183.

Stat. Auth.: ORS 447.072, 447.076, 455.144(7), 455.627, 479.540(15) & 479.570(2)

Stats. Implemented: ORS 447.072, 447.076, 455.627, 479.540(15) & 479.570(2)

Hist.: BCD 27-1994, f. & cert. ef. 11-15-94; BCD 4-2002, f. 3-8-02, cert. ef. 4-1-02; BCD 22-2004, f. & cert. ef. 10-1-04; BCD 17-2008, f. 9-26-08, cert. ef. 10/1/08

918-400-0280

Board-Created Definitions

For the purposes of OAR 918, division 400, unless the context requires otherwise, the following definitions are adopted:

(1) "Alteration" is a change of original design or operation through modernization, replacement of components or assemblies, or upgrade to existing equipment.

(2) "ANSI" means the American National Standards Institute.

(3) "Apprentice" means any person who is enrolled in an approved elevator apprenticeship program.

(4) "ASME" means the American Society of Mechanical Engineers.

(5) "Board" means the Electrical and Elevator Board.

(6) "BOLI" means the Bureau of Labor and Industries Apprenticeship Division.

(7) "Conveyance" is the industry term for elevator and includes, but is not limited to, escalator, man lift, inclined elevator, dumbwaiter, lowerator, platform hoist, material lift, moving walk, platform or wheelchair lift, and chair lift.

(8) "Electrical equipment" means any device or group of components that is connected to a source of electrical power. Such devices include, but are not limited to, electro-mechanical switches, controllers, motors, car and hall fixtures, lighting fixtures, or any other component that has exposed electrical parts or connections either by design or when protective covers are removed.

(9) "Elevator Lobby" is the area in front of an elevator for waiting, boarding, disembarking, loading, and unloading.

(10) "Equipment testing" means safety tests required by the adopted safety standard and required to be performed by properly licensed elevator technicians.

(11) "Industrial plant" means a facility engaged in a manufacturing endeavor to make a finished product using raw materials, especially on a large industrial scale wherein elevators are located and maintained by authorized plant personnel.

(12) "Interactive testing and maintenance" means that which requires interaction with the technical components of controllers and machinery and except where allowed by law, interactive testing and maintenance checks shall be performed only by licensed elevator personnel. This includes, but is not limited to, car and counterweight safety tests, pressure relief tests, buffer tests, brake tests, unintended car movement, and ascending car over speed tests.

(13) "License" means a document that signifies competency to install, repair, alter, or maintain elevator mechanical equipment within a particular field in the elevator industry.

(14) "Maintenance" is the renewal of operating parts, cleaning, lubricating, and adjusting existing elevator equipment to ensure proper and safe operation as required by code.

(15) "Mitigating Circumstances" are caused by a lack of materials or labor and are beyond the reasonable control of a building owner or contractor.

(16) "Modernization" means replacing elevator equipment with equipment that is not of the same design.

(17) "Operational testing and maintenance" means that which requires measurement, observation, cleaning and lubricating equipment that does not require disassembly or opening the equipment and shall be permitted to be performed by authorized or licensed elevator personnel. This includes, but is not limited to, fire service tests, step/skirt index tests, cleaning and lubricating exposed surfaces, starting and stopping of equipment through normal means, smoke and heat detector tests, relamping and repairing car lighting fixtures, and monthly monitoring of hydraulic oil levels.

(18) "Operator" is an individual employed by a general contractor, elevator contractor, or owner to operate an elevator under a construction use permit.

(19) "Reciprocating conveyor" means:

(a) A self contained, power driven stationary device that moves objects on a platform equipped with safety guards; or

(b) A prepackaged, self contained unit, that moves individuals in a residence on a motorized chair, along a predetermined horizontal, inclined, or vertical path between loading and discharge points.

(A) "Prepackaged" means a reciprocating conveyor sold as a unit that:

(i) Requires no electrical installations as defined by ORS 479.530;

(ii) Requires minimal assembly; and

(iii) Is installed on a straight run stairway.

(B) For the purposes of this section, the definition does not include vertical wheelchair lifts.

(20) "Repair" is the restoration of an elevator to its original intended design, but not changing its operation or intended use.

(21) "Term" means a set period for each phase of training within an approved apprenticeship program.

(22) "Transferable experience" means experience, knowledge, and aptitude gained on equipment not governed by the Elevator Safety Law but is similar in construct and application to the types of equipment associated with the licensing requirements herein.

(23) "Vertical Reciprocating Lift" is a power driven, isolated, self contained stationary lift that meets the requirements of the **Oregon Elevator Specialty Code**, Vertical Reciprocating Lift Code.

(24) "Waiver" or "Variance" is a trade term referring to a site-specific exception from code requirement granted under ORS 460.085.

[Publications: Publications referenced are available from the agency.]

Stat. Auth.: ORS 460.085

Stats. Implemented: ORS 460.085

Hist.: DC 25-1982, f. & ef. 12-16-82; Renumbered from 814-030-0003; BCD 18-1995, f. & cert. ef. 12-15-95;

Renumbered from 918-400-005; BCD 13-1999, f. & cert. ef. 10-1-99; BCD 25-2000, f. 9-29-00, cert. ef. 10-1-00; BCD 21-2002(Temp), f. 8-30-02, cert. ef. 9-1-02 thru 2-27-03; BCD 34-2002, f. 12-20-02, cert. ef. 1-1-03; BCD 3-2003, f. 2-28-03, cert. ef. 3-1-03; BCD 17-2007, f. 12-28-07, cert. ef. 1-1-08; BCD 17-2008, f. 9-26-08, cert. ef. 10/1/08

Minor Installation Labels

918-400-0670

Use of Minor Installation Labels

(1) Elevator contractors having a valid license under ORS 460.045(1) or ORS 479.630(1) and a verified Construction Contractors Board license, when using elevator mechanics licensed under ORS 460.005 to ORS 460.175 or ORS 479.630(6), may purchase and use minor labels as described by OAR 918-100-0000 through 918-100-0060; and,

(2) Only permit requirements are deleted. The **Oregon Elevator Specialty Code** elevator installation, alteration, and repair provisions and all licensing provisions of ORS 460.005 to ORS 460.175, ORS 479.630(1), or ORS 479.630(6) shall be followed.

[Publications referenced are available from the agency.]

Stat. Auth.: ORS 460.085

Stats. Implemented: ORS 460.085

Hist.: BCD 17-2008, f. 9-26-08, cert. ef. 10/1/08

918-400-0675

Scope of Elevator Work Allowed with Minor Installation Label

(1) Except as expressly provided in this rule, "minor elevator work" does not include modernization work; minor elevator work allowed under the minor label program provided by OAR 918-100-0000 through 918-100-0060 shall be as follows:

(a) Replacement or repair of elevator signal equipment, including emergency signaling and communications equipment;

(b) Replacement or repair of elevator car lighting or fans;

(c) Replacement, repair, or modernization of elevator car enclosure linings and floor coverings;

(d) Replacement or repair of a reopening device for power-operated car doors or gates;

(e) Replacement or repair of pressure piping, piping connections, valves, or fittings;

(f) Replacement or repair of speed governors;

(g) Replacement or repair of hydraulic control valves;

(h) Replacement or repair of elevator entrance assembly; and,

(i) Installation, replacement, repair, or modernization of cartop controls, door operators, or security card readers.

(2) Only one type of minor label work listed in section (1) of this rule may be performed on one minor label; for any 30 day period, only one minor label may be used for each elevator at a job site.

Stat. Auth.: ORS 460.085

Stats. Implemented: ORS 460.085

Hist.: BCD 17-2008, f. 9-26-08, cert. ef. 10/1/08

918-400-0680

Minor Label Inspection Fees

(1) The first minor label installation inspection is included in the minor label purchase fee.

(2) In the event that a second inspection is required on an installation, or on a second or third label, the contractor shall pay for the inspection at the callback or reinspection fee rate provided in ORS 460.165(1)(d).

(3) When a contractor has three failed inspections in the same lot of labels, the contractor shall return any unused minor labels to the division; upon final determination, the division shall not issue minor labels to the contractor for a period of one year.

Stat. Auth.: ORS 460.085

Stats. Implemented: ORS 460.085

Hist.: BCD 17-2008, f. 9-26-08, cert. ef. 10/1/08

918-400-0685

Misuse of Minor Installation Labels

Violations of the minor label rules are subject to civil penalties or license revocations or both.

Stat. Auth.: ORS 460.085

Stats. Implemented: ORS 460.085

Hist.: BCD 17-2008, f. 9-26-08, cert. ef. 10/1/08