



Colorado Department of Labor and Employment
Division of Oil and Public Safety – Conveyance Section
633 17th Street, Suite 500
Denver, CO 80202-3610

Phone: 303-318-8533
Fax: 303-318-8534
Email: cdle_conveyance@state.co.us
Web: ops.colorado.gov

Instructions: Monthly Testing of Phase I and II Fire Service and Quarterly Testing of Emergency Two-Way Communication

Phase I

Insert the key into the fire recall switch, typically located on the main access floor. Turn to the "ON" position. The elevator(s) should return to the landing where the key switch is located and the doors should open. This is Phase I.

Phase II

1. Locate the fire service key and insert the key into the fire service key switch inside the elevator.
2. Turn the key to the "HOLD" position and push an alternate "FLOOR SELECTION" button. The button should NOT light up.
3. Turn the key to the "ON" position. Push an alternate "FLOOR SELECTION" button. The button should now light up.
4. Push and hold the "DOOR CLOSE" button. If the elevator is equipped with an electronic reopening device, wave your hand in the door opening or between the doors. The doors should still continue to close. When the doors are about **halfway closed**, release the "DOOR CLOSE" button and the doors should reverse direction and start to open. Before the doors are fully open, push and hold the "DOOR CLOSE" button again and the doors should reverse and close again. Hold the "DOOR CLOSE" button until the doors are **completely closed**. Release the "DOOR CLOSE" button and the doors should remain closed.
5. Push a "FLOOR SELECTION" button on an upper floor, and when the car starts in motion, push the "CALL CANCEL" button. The light for the "FLOOR SELECTION" button should turn off and the car should stop at the next available floor.
6. Push and hold the "DOOR OPEN" button and the doors should start to open. When the doors are about **halfway open**, release the "DOOR OPEN" button and the doors should reverse direction and close. Push and hold the "DOOR OPEN" button again until the doors reach the **fully open** position. Release the button and doors should stay in the open position.
7. Turn the key to the "OFF" position. The elevator doors should close and the car should return to the main landing. Depending on the elevator's code year, you may have to push the main landing "FLOOR SELECTION" button. At the main landing, push the "DOOR OPEN" button until the doors are fully open and then turn the key to the "OFF" position. Remove the key and insert it into the hall key switch.
8. Turn the key to the "RESET" or "BYPASS" position and then back to the "OFF" position. The elevator(s) should now be back in normal service.
9. Complete the Monthly Fire Service Test Log on the next page, which is a component of the Maintenance Control Program (MCP) document located in the machine room or electronically that must be viewable by the maintenance contractor, inspector and other elevator personnel.

Two-Way Communication

1. Obtain Verification via 3rd party inspector, elevator maintenance provider, Authority having Jurisdiction or, OPS for the two-way communication requirements per the code that is applicable to your elevator(s)
2. Enter the elevator and locate the emergency two-way communication system. Depending on the year of installation, lift the handset or depress the button to activate the emergency two-way communication system. It is ok for the elevator to operate normally during this test. The call must be answered by authorized personnel who can take appropriate action. If the call is not answered within 45 seconds the call must be immediately transferred to a 24 hour continuously monitored line and the call taker must also be able to take appropriate action.
3. Once the call is answered notify the call taker that there is not an emergency and you are testing the emergency communication. Ask the call taker to verify your location (physical address of the facility). For buildings with multiple elevators ask the call taker to verify which elevator you are calling from. Please note depending on the date of installation or modernization this may not be required. Contact your inspector, contractor or OPS to clarify requirement.
4. During the test please note the following: Was the call audible and easily understood? Was the volume loud enough? Could the call taker clearly understand and hear you? Was your location correct? Was the call directed to the appropriate party? If the answer to any of these questions is "NO" contact an elevator service provider immediately and request corrections be made.



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Monthly Fire Service and Quarterly Two-Way Communication Test Log

(Revised 01-01-2020)

Building Name: _____															
Year: _____	Conveyances														
	State ID #: _____	CP- _____			State ID #: _____	CP- _____			State ID #: _____	CP- _____					
Month & Date _____	Other ID #: _____			Other ID #: _____			Other ID #: _____			Other ID #: _____					
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Immediately inform your maintenance contractor if there is a failure of Firefighters' Emergency Operation or Two-Way Communication. Contractor Phone Number: _____