



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

Phone: 303-318-8497
Fax: 303-318-8534
Email: cdle_conveyance@state.co.us
Web: ops.colorado.gov

Cleaning of Hoistways

(Revised 12/21/2015)

[Colorado Conveyance Statutes](#) consider an elevator hoistway as a restricted space, and access to such space shall only be made by elevator personnel licensed by the State of Colorado.

Therefore, any person, company or firm that has been contracted to perform cleaning work on the inside of a hoistway must be accompanied by a conveyance mechanic who is licensed by the OPS (Division of Oil and Public Safety) Conveyance Program for the duration of the time that they are in the hoistway. In addition, any similar work, such as cleaning the elevator pit or car top, must also involve supervision or direction by a licensed mechanic.

The conveyance contractor who employs the mechanic may also have additional policies or procedures that should be followed.

A record of personnel to perform such tasks shall be kept on the premises as part of the Maintenance Control Plan. Please indicate the personnel names below.

Personnel Record

1	Name:		Date:	
	Company Name:			
2	Name:		Date:	
	Company Name:			
3	Name:		Date:	
	Company Name:			
4	Name:		Date:	
	Company Name:			
5	Name:		Date:	
	Company Name:			
6	Name:		Date:	
	Company Name:			
7	Name:		Date:	
	Company Name:			