

# City of Madison Fire Department

## Elevator Inspection, Testing, and Maintenance Reporting Training

### Introduction

The City of Madison has a duty to ensure our employment and public buildings are as safe as possible and one of the key elements is the safety systems within those buildings. We also know that periodic inspection, testing and maintenance is necessary to ensure these safety systems are working properly. In order to ensure a higher compliance rate and confirmation that these systems are being maintained MFD has developed this online reporting system. This will reduce the handling of paperwork, allow owners to focus on running their business, and allow first responders to not get bogged down with chasing paper work to complete inspections. This online reporting system will also allow MFD to more quickly respond to reported critical violations and impairments.

### Elevator Reporting

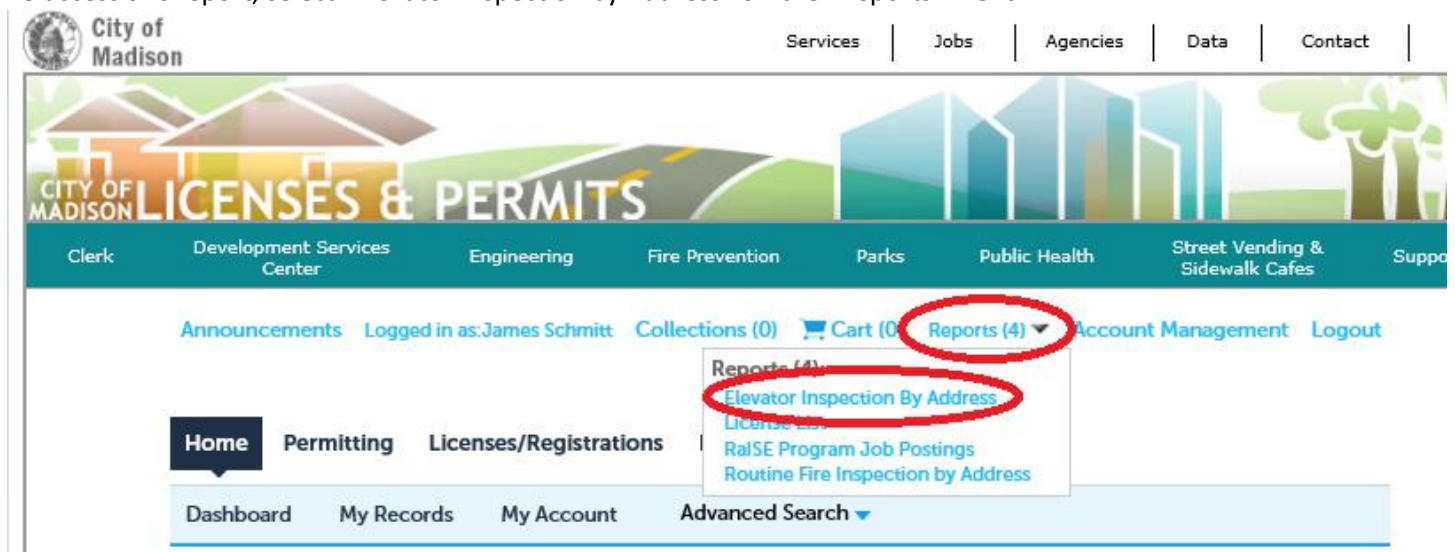
#### Getting Started/Login

We will need to log in to the City of Madison website (<https://elam.cityofmadison.com/CitizenAccess/Default.aspx>) in order to enter our reporting data. Establishing an account on the city website is beyond the scope of this document, but help is available through the website.

Additional help is available at <https://www.cityofmadison.com/licensesPermits/support/form.cfm>.

#### Identify the Record

Each time we report our Elevator test results to the City of Madison, we're going to need to identify the master record containing information about the elevator being tested. If the owner supplies the Record ID, that will be the number to use. If the Record ID is not readily available, the City website contains a report that we can use to look-up the Record ID. To access this report, select "Elevator Inspection by Address" off the "Reports" menu:



As soon as we click “Elevator Inspection by Address”, another screen will pop-up prompting us for address information that will help us identify our record:

We can enter the street number and/or the street name, but neither field is required. We can just click “Submit” and get back a listing of all matching addresses. Any typos will mean that our results will not contain what we’re looking for, so we want to enter just enough characters to match with the address we’re seeking without entering too many that we’ve inadvertently filtered out the address we’re looking for.

Let’s say our address is “5910 Mineral Point Rd”. If we enter “5910” for our street number, and just type “min” in for the street name our results are:

\*To enter your Elevator Inspection results for City of Madison, please use the appropriate Record ID listed.

Record ID	Address	Elevator Number	Business Name	License Type
FIRELV-2008-504086	5910 MINERAL POINT RD			Elevator
FIRELV-2008-504087	5910 MINERAL POINT RD			Elevator
FIRELV-2008-504088	5910 MINERAL POINT RD			Elevator
FIRELV-2008-505798	5910 MINERAL POINT RD			Elevator
FIRELV-2008-505948	5910 MINERAL POINT RD			Elevator
FIRELV-2008-505949	5910 MINERAL POINT RD			Elevator
FIRELV-2008-505950	5910 MINERAL POINT RD			Elevator
FIRELV-2008-505956	5910 MINERAL POINT RD			Elevator
FIRELV-2008-504344	5910 MINERAL POINT RD			Elevator
FIRELV-2008-504089	5910 MINERAL POINT RD			Elevator
FIRELV-2008-502597	5910 MINERAL POINT RD			Elevator
FIRELV-2008-502433	5910 MINERAL POINT RD			Elevator
FIRELV-2008-506341	5910 MINERAL POINT RD			Elevator
FIRELV-2008-507703	5910 MINERAL POINT RD			Elevator
FIRELV-2008-507704	5910 MINERAL POINT RD			Elevator
FIRELV-2008-507691	5910 MINERAL POINT RD			Elevator
FIRELV-2008-507692	5910 MINERAL POINT RD			Elevator
FIRELV-2008-506340	5910 MINERAL POINT RD			Elevator
FIRELV-2008-970069	5910 MINERAL POINT RD			Elevator
FIRELV-2008-970070	5910 MINERAL POINT RD			Elevator
FIRELV-2008-1121216	5910 MINERAL POINT RD			Elevator
FIRELV-2014-1475152	5910 MINERAL POINT RD	Lift	Dme Access Llc	Elevator

which is exactly what we were looking for. The catch here is that street number is not a partial lookup like street name is. If I enter "59" instead of "5910", the address I am looking for isn't included at all. If you enter street number, you must enter the entire street number.

## Entering Elevator Test data

When we're ready to enter our elevator test data we need to select the "Permitting" tab

The screenshot shows the City of Madison Licenses & Permits website. At the top left is the City of Madison logo. The top navigation bar includes links for HOME, SERVICES, AGENCIES, CONTACT US, and SEARCH. Below this is a banner with the text "CITY OF MADISON LICENSES & PERMITS" and "\*\*\* TEST \*\*\*". A secondary navigation bar lists various departments: Clerk, Development Services Center, Engineering, Fire Prevention, Parks, Public Health, Street Vending & Sidewalk Cafes, and Support Center. Below the banner, there are links for Announcements, Logged in as: James Schmitt, Collections (0), Cart (0), Reports (3), Account Management, and Logout. A main navigation menu includes Home, Permitting (circled in red), Licenses/Registrations, Land, Postings, and Contracts. Below this is a sub-menu with Dashboard, My Records, My Account, and Advanced Search. A personalized greeting "Hello, James Schmitt" is displayed. At the bottom, there are buttons for "Saved in Cart (0) View Cart" and "My Collection (0) View Collections".

And then click on "Apply for a Permit":

The screenshot shows the City of Madison Licenses & Permits website with the "Permitting" tab selected. The top navigation and banner are identical to the previous screenshot. The main navigation menu now has "Permitting" highlighted with a dark background. Below it, the sub-menu includes "Search Permit Applications" and "Apply for a Permit" (circled in red). Below the sub-menu, there is a "Records" section with a "Show on Map" button. At the bottom, there are links for "Showing 1-20 of 90 | Download results | Add to collection | Add to cart".

Then we select “Elevator Inspection Testing & Maintenance Reporting” and click “Continue Application”.

The screenshot shows the City of Madison Licenses & Permits website. At the top, there is a navigation bar with links for HOME, SERVICES, AGENCIES, and CONTACT US. Below this is a banner with the text "CITY OF MADISON LICENSES & PERMITS" and "\*\*\* TEST \*\*\*". A secondary navigation bar lists various departments: Clerk, Development Services Center, Engineering, Fire Prevention, Parks, Public Health, Street Vending & Sidewalk Cafes, and Support. Below the navigation bar, there is a user status bar showing "Logged in as: James Schmitt" and links for Collections (0), Cart (1), Reports (5), Account Management, and Logout. A main menu includes Home, Permitting, Licenses/Registrations, Land, Postings, and Contracts. Below the main menu, there is a sub-menu with Dashboard, My Records, My Account, and Advanced Search. The main content area is titled "Select a Permit Type" and contains the instruction "Select one of the available permit types." followed by a list of permit types. The "Elevator Inspection Testing & Maintenance Reporting" option is circled in red. Below the list is a search box and a "Search" button.

City of Madison

HOME | SERVICES | AGENCIES | CONTACT US

\*\*\* TEST \*\*\*

CITY OF MADISON LICENSES & PERMITS

Clerk | Development Services Center | Engineering | Fire Prevention | Parks | Public Health | Street Vending & Sidewalk Cafes | Support

Announcements | Logged in as: James Schmitt | Collections (0) | Cart (1) | Reports (5) | Account Management | Logout

Home | Permitting | Licenses/Registrations | Land | Postings | Contracts

Dashboard | My Records | My Account | Advanced Search

### Select a Permit Type

Select one of the available permit types.

- Available Residential Building Permits include: Repair Replace Plumbing, Electrical or HVAC, and Solar Installation. Building Permits require approval from the Building Inspection Division and will usually be issued and emailed to you within 48 hours.
- Online applications available for Commercial or Residential Building Permits include: Doors, Siding, Windows or Roof
- Select New Residential Construction Permit to apply for a Solar Installation Permit. Other options for new residential construction permits will be available online in the future.

- Access Control, Delayed Egress, Locked Stair Door
- Alternative Fire Suppression
- Art Fair Parking Permit
- Banner Permit
- Bicycle Registration
- Disc Golf Permit
- Dog Park Permit
- Edible Landscaping Permit
- Elevator Inspection Testing & Maintenance Reporting
- Excavate in the Right of Way Permit
- Farmers Market Electric
- Fire Alarm Permit
- Fire Outdoor Assembly Permit
- Fire Outdoor Fire Feature
- Fire Protection Inspection Testing & Maintenance Reporting
- Fire Sprinkler Permit
- Grease Trap Maintenance Record
- Kitchen Suppression System

Now we’ve chosen what type of record we’re updating, and the data entry screen appears. The first thing we’re asked to enter is the Record ID. If we don’t have the Record ID, we can use the report to look it up now without losing our place.

Once we’ve entered the Record ID, we will select the applicant by clicking the “Select from Account” button. This should be correct in all cases. Then we click the “Continue Application” button at the bottom of the page.





Announcements Logged in as: James Schmitt Collections (0) Cart (1) Reports (5) Account Management Logout

Home **Permitting** Licenses/Registrations Land Postings Contracts

Search Permit Applications Apply for a Permit

### Elevator Inspection Testing & Maintenance Reporting

1 Site Verification	2 Elevator Test Data Entry	3 Attach Test Results	4 Review	5 Application Submittal
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#### Step 1: Site Verification > Record Identification

To ensure your reports are attached to the correct MFD Record ID, please enter the Record ID provided to the owner.

\* indicates a required field.

#### Enter the Record ID Here

RECORD

\* Record ID:

#### Applicant

Select from Account | Add New

Continue Application »

Save and resume later

### Site Verification

The next page that comes up is for site verification only. We need to verify that the address that appears on this page matches the address of the property for which we're entering elevator test data. If we've been given the wrong Record ID, or perhaps entered it incorrectly, this is the screen that will let us check our work before we make a mistake and save

our data on the wrong record. If the address does not match, we hit our browser's "back" button, and go back to the previous page and enter the correct Record ID before continuing.

Once we're satisfied that the address is correct, we click the "Continue Application" button to proceed to the next page.

The screenshot shows the City of Madison Licenses & Permits website. At the top, there is a navigation bar with links for HOME, SERVICES, AGENCIES, and CONTACT. Below this is a banner for "CITY OF MADISON LICENSES & PERMITS" with a "\*\*\* TEST \*\*\*" message. A secondary navigation bar lists various departments: Clerk, Development Services Center, Engineering, Fire Prevention, Parks, Public Health, and Street Vending & Sidewalk Cafes. The main content area includes a user login status (Logged in as: James Schmitt), a shopping cart (1), reports (5), and account management options. A primary navigation menu highlights "Permitting" with sub-links for Licenses/Registrations, Land, Postings, and Contracts. A search bar for permit applications and an "Apply for a Permit" button are present. The current section is titled "Elevator Inspection Testing & Maintenance Reporting" and features a five-step process: 1 Site Verification, 2 Elevator Test Data Entry, 3 Attach Test Results, 4 Review, and 5 Application Submittal. The "Step 1: Site Verification > Record Validation" section includes a "Show Map" button and a note that an asterisk indicates a required field. The "Address" section contains a red warning message: "Please verify that this is the address of the site that you inspected. If the address does not match, go back to the Record Identification page and check the Record ID against the postcard that the owner received. If that value was entered correctly please report the issue to MFD by emailing fireprevention@cityofmadison.com." Below the warning are input fields for Street No. (5910), Direction (a dropdown menu), Street Name (MINERAL POINT), and Street Type (RD). There is also a Unit No. field. At the bottom of the form are "Search" and "Clear" buttons. A red circle highlights the "Continue Application »" button, and a "Save and resume later" button is located to its right.

City of Madison

HOME | SERVICES | AGENCIES | CONTACT

\*\*\* TEST \*\*\*

CITY OF MADISON LICENSES & PERMITS

Clerk Development Services Center Engineering Fire Prevention Parks Public Health Street Vending & Sidewalk Cafes

Announcements Logged in as: James Schmitt Collections (0) Cart (1) Reports (5) Account Management Logout

Home **Permitting** Licenses/Registrations Land Postings Contracts

Search Permit Applications Apply for a Permit

**Elevator Inspection Testing & Maintenance Reporting**

1 Site Verification	2 Elevator Test Data Entry	3 Attach Test Results	4 Review	5 Application Submittal
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**Step 1: Site Verification > Record Validation**

Show Map

\* indicates a required field.

**Address**

Please verify that this is the address of the site that you inspected. If the address does not match, go back to the Record Identification page and check the Record ID against the postcard that the owner received. If that value was entered correctly please report the issue to MFD by emailing [fireprevention@cityofmadison.com](mailto:fireprevention@cityofmadison.com).

\*Street No.: 5910 Direction: --Select-- \*Street Name: MINERAL POINT Street Type: RD


Unit No.:


Search Clear

**Continue Application »** Save and resume later

## Elevator Test Data Entry

This is where we enter our elevator test results. All fields with the red asterisk (\*) are required fields, so yes—all fields are required on this page:

HOME | SERVICES | AGENCIES | CONTACT US



Clerk | Development Services Center | Engineering | Fire Prevention | Parks | Public Health | Street Vending & Sidewalk Cafes | Su

[Announcements](#) | [Logged in as: James Schmitt](#) | [Collections \(0\)](#) | [Cart \(1\)](#) | [Reports \(5\)](#) | [Account Management](#) | [Logout](#)

[Home](#) | **Permitting** | [Licenses/Registrations](#) | [Land](#) | [Postings](#) | [Contracts](#)

[Search Permit Applications](#) | [Apply for a Permit](#)

**Elevator Inspection Testing & Maintenance Reporting**

1 Site Verification	2 Elevator Test Data Entry	3 Attach Test Results	4 Review	5 Application Submittal
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**Step 2: Elevator Test Data Entry > Elevator Testing** \* Indicates a required field.

### Test Performed

\*Test:

\*Device:

### Test Results

\*Test Date:  

\*Test Completed By:

\*Elevator Mechanic License Number:

\*Elevator Company:

\*Was the conveyance left in service?:  Yes  No

\*Any Test Items noted as failed?:  Yes  No

\*Contractor attests work carried out according to acceptable industry standards:

[Continue Application »](#) [Save and resume later](#)



## **Elevator Inspection Results Fields**

**Test:** We're indicating if the "Cat 1" or "Cat 5" test is being performed.

**Device:** We fill in the type of the device being tested {Dumbwaiter, Elevator, Escalator, Platform Lift}.

**Test Date:** Here we enter the date of the inspection, testing, and maintenance. Valid values for this field include dates going back 2 ½ years up to the current date.

**Test Completed By:** Here we are going to enter the first and last name of the technician that performed the inspection.

**Elevator Mechanic License Number:** This is the DSPS Elevator license number of the technician that performed the inspection.

**Elevator Company:** The Company name of the technician's employer.

**Was the conveyance left in service?** Yes/No

**Any Test Items noted as failed?** Yes/No

**Contractor attests work carried out according to acceptable industry standards:** We must attest that appropriate standards have been followed before continuing this filing.

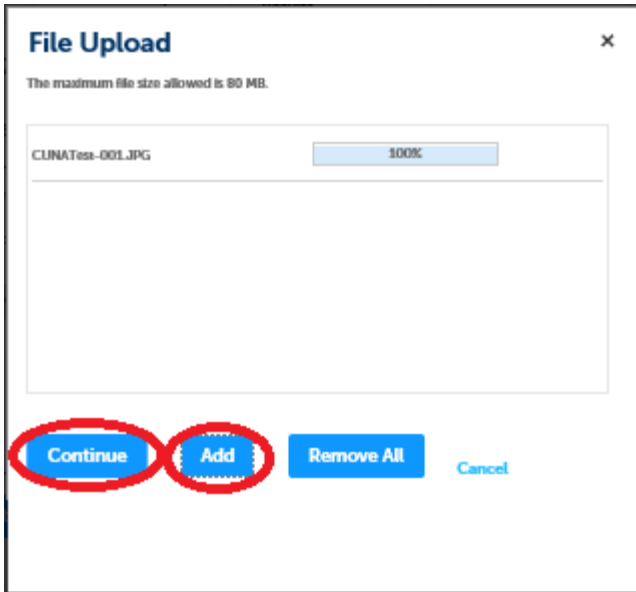
Once we've completed entering data in these fields we click "Continue Application" to proceed to the next page.

## Elevator Test Documentation

This is the page where we upload a copy of the accompanying documentation for the device that we've tested. We will click the "Add" button to add a file containing our documentation.

The screenshot shows the City of Madison Licenses & Permits website. The header includes the City of Madison logo and navigation links: HOME, SERVICES, AGENCIES, CONTACT US. Below the header is a banner for "CITY OF MADISON LICENSES & PERMITS" with the text "\*\*\* TEST \*\*\*". A navigation bar lists various departments: Clerk, Development Services Center, Engineering, Fire Prevention, Parks, Public Health, and Street Vending & Sidewalk Cafes. A secondary navigation bar includes links for Announcements, Logged in as: James Schmitt, Collections (0), Cart (1), Reports (5), Account Management, and Logout. The main navigation menu highlights "Permitting" and includes links for Licenses/Registrations, Land, Postings, and Contracts. Below the menu is a search bar for "Search Permit Applications" and a link to "Apply for a Permit". The main content area is titled "Elevator Inspection Testing & Maintenance Reporting" and features a progress bar with five steps: 1 Site Verification, 2 Elevator Test Data Entry, 3 Attach Test Results (highlighted), 4 Review, and 5 Application Submittal. The current step is "Step 3: Attach Test Results > Test Results Upload". A note indicates that an asterisk (\*) indicates a required field. The section is titled "Elevator Documentation" and contains the instruction: "Please upload elevator testing documentation. The maximum file size allowed is 80 MB." Below this is a table with columns for Name, Type, Size, Modified, and Action. The table is currently empty, showing "No records found." At the bottom left, a blue "Add" button is circled in red. At the bottom right, there are two buttons: "Continue Application »" and "Save and resume later".

The “File Upload” dialog appears. We click add to add our file(s). We add our file(s), and click the continue button to process those file(s).



The next thing is to indicate the type of file that we’ve uploaded. There are two choices “Elevator Cat 1 Test”, and “Elevator Cat 5 Test”. This is a required field, so we must pick the document type before we can save the document. If the document type doesn’t match the test that was performed, we will get an error message and we won’t be able to proceed to the next page.

When we're finished selecting the type of file, we click the Save button to save our results

The screenshot shows the City of Madison Licenses & Permits website. At the top, there is a navigation bar with 'HOME', 'SERVICES', 'AGENCIES', and 'CONTACT US'. Below this is a banner for 'CITY OF MADISON LICENSES & PERMITS' with a '\*\*\* TEST \*\*\*' message. A secondary navigation bar lists various departments: Clerk, Development Services Center, Engineering, Fire Prevention, Parks, Public Health, Street Vending & Sidewalk Cafes, and Support. A user is logged in as James Schmitt, and there are links for Collections (0), Cart (1), Reports (5), Account Management, and Logout.

The main content area has a 'Permitting' tab selected, with sub-tabs for Licenses/Registrations, Land, Postings, and Contracts. Below the tabs is a search bar for permit applications and a link to 'Apply for a Permit'.

The current section is 'Elevator Inspection Testing & Maintenance Reporting', which includes a progress bar with five steps: 1 Site Verification, 2 Elevator Test Data Entry, 3 Attach Test Results (highlighted), 4 Review, and 5 Application Submittal.

**Step 3: Attach Test Results > Test Results Upload**

\* Indicates a required field.

### Elevator Documentation

Please upload elevator testing documentation.

The maximum file size allowed is 80 MB.

Name	Type	Size	Modified	Action
No records found.				

A file upload form is shown with a dropdown menu for file type, currently set to 'Elevator Cat 1 Test'. Below the dropdown, the file name 'raspberry.png' is displayed with a 100% progress indicator. A required 'Description' field contains the placeholder text 'enter a description here!'. A 'spell check' link is located below the description field.

At the bottom of the form, there are three buttons: 'Save', 'Add', and 'Remove All'. The 'Save' button is circled in red. Below the form are two large buttons: 'Continue Application >' and 'Save and resume later'.

Finally with the attachment(s) successfully uploaded, we click “Continue Application” to move to the next page.

City of Madison

HOME | SERVICES | AGENCIES | CONTACT US

\*\*\* TEST \*\*\*

CITY OF MADISON LICENSES & PERMITS

Clerk Development Services Center Engineering Fire Prevention Parks Public Health Street Vending & Sidewalk Cafes

Announcements Logged in as: James Schmitt Collections (0) Cart (1) Reports (5) Account Management Logout

Home **Permitting** Licenses/Registrations Land Postings Contracts

Search Permit Applications Apply for a Permit

The attachment(s) has/have been successfully uploaded. It may take a few minutes before changes are reflected.

**Elevator Inspection Testing & Maintenance Reporting**

1 Site Verification	2 Elevator Test Data Entry	3 Attach Test Results	4 Review	5 Application Submittal
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**Step 3: Attach Test Results > Test Results Upload** \* Indicates a required field.

**Elevator Documentation**

Please upload elevator testing documentation.

The maximum file size allowed is 80 MB.

Name	Type	Size	Modified	Action
<a href="#">raspberry.png</a>	Elevator Cat 1 Test	96.38 KB	01/22/2021	<a href="#">Actions</a>

[Add](#)

[Continue Application >](#) [Save and resume later](#)

## Review

With the elevator test results entered, and elevator test documentation uploaded, the system gives us the opportunity to review what we’re about to save. We see (below) all of the information that we’ve entered, and we have the ability to go back and change anything that may need correction by clicking on any of the Edit buttons on the right-hand side of the screen or by using the navigation area at the top of the page.



City of Madison HOME SERVICES AGENCIES CONTACT

\*\*\* TEST \*\*\*

CITY OF MADISON LICENSES & PERMITS

Clerk Development Services Center Engineering Fire Prevention Parks Public Health Street Vending & Sidewalk Cakes

Announcements Logged in as James Schmitt Collections (0) Cart (1) Reports (5) Account Management Logout

Home **Permitting** Licenses/Registrations Land Postings Contracts

Search Permit Applications Apply for a Permit

**Elevator Inspection Testing & Maintenance Reporting**

1 Site Verification 2 Elevator Test Data Entry 3 Attach Test Results 4 Review 5 Application Submitted

**Step 4: Review**

[Continue Application >](#) [Save and resume later](#)

Please review all information below. Click the "Edit" buttons to make changes to sections or "Continue Application" to move on.

**Record Type**

Elevator Inspection Testing & Maintenance Reporting

**Enter the Record ID Here**

RECORD

Record ID: firelv-2008-511124 [Edit](#)

**Applicant** [Edit](#)

James Schmitt  
City of Madison-IT  
600 Highland Ave  
Madison, WI, 53703

Primary Phone: 608.513.6590  
E-mail: jschmitt2@cityofmadison.com

**Address** [Edit](#)

1 S PARK ST  
MADISON WI 53715

**Test Performed** [Edit](#)

Tests: Cat 1  
Device: Elevator

**Test Results** [Edit](#)

Test Date: 01/07/2021  
Test Completed By: j  
Elevator Mechanic License Number: 46444  
Elevator Company: jk  
Was the conveyance left in service?: Yes  
Any Test Items noted as failed?: No  
Contractor attests work carried out according to acceptable industry standards: Yes

**Elevator Documentation** [Edit](#)

The maximum file size allowed is 80 MB.

Name	Type	Size	Modified	Action
<a href="#">imgbenvy.png</a>	Elevator Cat 1 Test	96.38 KB	01/22/2021	<a href="#">Actions</a>

[Continue Application >](#) [Save and resume later](#)

When we're satisfied that the information has been entered correctly, we click the "Continue Application" button, and we see:



Announcements Logged in as: James Schmitt Collections (0) Cart (1) Reports (5) Account Management Logo

Home **Permitting** Licenses/Registrations Land Postings Contracts

Search Permit Applications Apply for a Permit

- 1 Select item to pay
- 2 Payment information
- 3 Receipt/Record issuance**

### Step 3: Receipt/Record issuance

#### Receipt

 Your application has been successfully submitted. 

[Print/View Summary](#)

1 S PARK ST, MADISON WI 53715

FIREIM-2021-00002

[View Summary](#)

[Print/View Summary](#)

Here we have the option to save a summary of the data that we've entered for our records. Click the "Print/View Summary" button, and a report will appear that can be printed or saved as a local file.

### Summary

Please email [elevators@cityofmadison.com](mailto:elevators@cityofmadison.com) if you encounter any difficulties in locating a Record ID or a valid address.