



Administration and Finance
Operations Detail: #11-12

FACILITIES PLANNING & MANAGEMENT
Conveyance Preliminary Order and Invoice Process
January 12, 2022

1.0 PURPOSE

This document defines the processes for receiving preliminary orders (corrective action notices) from the California Department of Industrial Relations for conveyances (elevators, escalators and wheelchair lifts) and paying conveyance invoices for state and non-state building elevators.

2.0 BACKGROUND

In the past, Environmental Health and Safety (EH&S) received preliminary orders and conveyance invoices; however, EH&S did not have access to TMA, the work order management system, the elevator conveyance record was not matched to an asset in TMA, and service and repairs were not tracked. The process now rests with Facilities Planning & Management (FP&M), primarily the FP&M Customer Service Center (CSC), who will receive notices from the Department of Industrial Relations, create a work order, contact the elevator company for services, and maintain a physical copy of the permit. Physical copies of the permits will no longer be posted in each elevator. Campus elevators will display a notice to contact the CSC for current permits retained on file.

3.0 OVERVIEW

The new process will streamline elevator corrections, allow for efficient processing of conveyance invoices, and avoid costly late fees. It will reduce confusion about expired elevator permits as the Department of Industrial Relations is habitually back-logged state-wide and can only respond to as many elevators as they have resources. The formal notification for renewal does not put the conveyance unit out of compliance by the expiration date posted, rather the permit is theoretically still active until an inspector from the California

Department of Industrial Relations performs an inspection of the elevator. The delay and expired permits do not impact elevator performance and the elevator permit alone does not determine the safety of the elevator. The campus elevators are in compliance with routine maintenance and supported during emergency circumstances by a third-party contractor. Elevator users may contact the CSC at ext. 3030 or fmcustomer@cpp.edu.

4.0 CITATIONS

<https://www.dir.ca.gov/dosh/ElevatorOwners.html>

5.0 PROCEDURES

FP&M Customer Service Center (CSC) receives preliminary orders (corrective action notices) and conveyance invoices (permit renewal fees) from the Department of Industrial Relations for all elevators, escalators and wheelchair lifts on campus including Lanterman. The following actions take place:

STATE-OWNED and PARKING BUILDINGS

1. Conveyance invoices for state-owned and parking buildings, are received by the CSC, scanned and linked to an asset number in TMA. Paper copies are sent to an administrative support coordinator in FP&M for processing and forwarded to Accounts Payable for payment. FP&M maintains a purchase order with the Department of Industrial Relations for elevators in state-owned buildings and invoices are paid against the PO. Invoices for parking buildings are paid on a cost-recovery basis at month-end and billed to Parking Services.
2. For preliminary orders (corrective actions) on elevators in state-owned and parking buildings, the CSC creates a work order in TMA scans and attaches the preliminary order to the asset number of the elevator or other conveyance in TMA.
3. The CSC emails the preliminary orders to either 1) Amtech Elevator for elevators in buildings 1, 4, 6, 8, 94 (until the 1-year warranty periods expire) or 2) TK Elevators for elevators in parking structures and other state-owned buildings and logs a TKE ticket.
4. Once the required corrections are made, Amtech or TK Elevators will respond directly to the Department of Industrial Relations and clear the asset by

providing a completed and signed compliance form. In cases where the FP&M Electrical Shop makes the correction, FP&M will send the completed compliance form directly to the Department of Industrial Relations to clear the asset.

5. Once preliminary orders are cleared and payment is received, the Department of Industrial Relations will send the CSC the elevator permit where it will remain on file (Building 81-109). Campus elevators will display a notice to contact the CSC for current permits retained on file.
6. If a conveyance invoice is received by the CSC without a preliminary order requiring corrective action, the invoice is scanned and linked to an asset number in TMA. Paper copies are sent to an administrative support coordinator in FP&M for processing and forwarded to Accounts Payable for payment. Invoices are paid against the PO.

LANTERMAN BUILDINGS

7. Preliminary orders and conveyance invoices for elevators at Lanterman buildings are received by the CSC. They are not entered into TMA (asset numbers for Lanterman conveyances are not maintained in TMA) nor is a work order created. Lanterman preliminary orders and invoices are sent to an administrative support coordinator who maintains a separate PO with the Department of Industrial Relations. The coordinator emails the preliminary orders to TK Elevators and logs a TKE ticket. Invoices are paid against the PO.
8. Once the required corrections are made, TK Elevators will respond directly to the Department of Industrial Relations and clear the asset by providing a completed and signed compliance form. In cases where the FP&M Electrical Shop makes the correction, FP&M will send the completed compliance form directly to the Department of Industrial Relations to clear the asset.
9. Once preliminary orders are cleared and payment is received, the Department of Industrial Relations will send the CSC the elevator permit where it will remain on file (Building 81-109).
10. If a conveyance invoice is received by the CSC without a preliminary order requiring corrective action, the invoice is scanned and linked to an asset number in TMA. Paper copies are sent to an administrative support

coordinator in FP&M for processing and forwarded to Accounts Payable for payment. Invoices are paid against the PO.

NON-STATE BUILDINGS

11. Preliminary orders and conveyance invoices for elevators in non-state-owned buildings will be forwarded to ASI (ext. 2877, building 35-1802), Housing (ext. 4138, building 71-102), or Foundation (ext. 979-5555, building 55) depending on the location of the elevator. It is expected that these Auxiliary organizations will manage elevator repairs and fees.

6.0 DEFINITIONS

TMA, The Maintenance Authority, is CPP's computerized maintenance management system, a database of information about the organization's maintenance operations. TMA's main function is work order management. The system is used to schedule and track routine service calls and general maintenance repairs as well as preventive maintenance work.

Conveyance, the act of taking or carrying someone or something from one place to another · something that carries people or things from one place to another, and includes elevators, escalators and wheelchair lifts.

Preliminary Order, if an inspector finds requirements that need to be corrected on a conveyance, the district office will send a Preliminary Order (PO). Once the repairs and corrections have been made, written notice of corrections is required to be sent to the specified district office.

7.0 CONTACTS

Aaron M. Klemm

Sr. Associate Vice President, FP&M
amklemm@cpp.edu 909-869-3047

8.0 REVISION TRACKING

Revision History

Revision Date	Revised by	Summary of Revision	Section(s) Revised
11-15-21	Aaron Klemm	Initial Draft	All
01-12-22	Wendy Slood	Revised	All

Review/Approval History

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STATE ELEVATOR PRELIMINARY ORDER & CONVEYANCE INVOICE PROCESSING

