



Office of the Illinois
State Fire Marshal
"Partnering With the Fire Service to Protect Illinois"

ELEVATOR SAFETY DIVISION
312-814-8734

June 17, 2008

TO: All Elevator Companies, Inspection Companies, and Licensed Inspectors

RE: ACCIDENT/INCIDENT REPORTING

The Elevator Safety Division of the Office of the State Fire Marshal is requiring all companies and inspectors to report all incidents and/or accidents, especially cylinder failures that occur when testing or otherwise, to this office.

The report should include the following:

- Date of Occurrence
- State I.D. No.
- Name of Location
- Address of Location
- City, State and Zip Code
- Brief Description of Occurrence including injuries and/or fatalities
- Reporting Company/Inspector

Thank you for your cooperation in assisting the State Fire Marshal's Office in establishing a database for accidents in Illinois.

Respectfully,

Bob Capuani
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Director of Elevator Safety Division
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cc: Joseph August
John Fennell