



IBE25-002 Safety Bulletin: Dangers of Improperly Sealing or Removing Elevating Devices from Service

To: All Elevator, Escalator, and Moving Walk Owners and Property Managers

Temporarily Sealing a Device Out of Service

If you intend to temporarily seal an elevating device out of service with plans to return it to operation in the future:

Contact a qualified elevator service provider to:

- To position the elevator in the safest possible state to address any potential stored energy.
- Ensure the elevator interior is **clear of all occupants** before power is removed.
- Confirm all car and hoistway doors are **closed and locked**.

Then:

- Complete and submit the **IBE25-003 Remove From Service Acknowledgment Form** to AEDARSA.
- **Contact AEDARSA** to have the device officially red-sealed out of service. This ensures AEDARSA's records accurately reflect the device's status, preventing unnecessary permit and periodic inspection fees from being applied during the out-of-service period.

Device owners must also be aware that there is an extensive list of code and regulatory requirements that must be met before a device can be returned to normal operation after being sealed out of service. See **IBE23-006 Returning a Sealed-Out-Of-Service Device to Operation** bulletin.

Permanently Removing or Sealing a Device from Service

Permanently removing or sealing an elevating device out of service is a complex and potentially hazardous procedure. It is **not** as simple as disconnecting power and walking away.

Elevating devices—including elevators, dumbwaiters, material lifts, escalators, and moving walks—contain stored energy that can pose serious safety risks if not properly managed.

- **Hydraulic devices** may develop leaks, and components will fatigue over time, leading to uncontrolled movement or contamination of ground and water systems.
- **Electric elevators** may have thousands of pounds of counterbalanced loads suspended by wire ropes or belts. These components rely on the integrity of the drive machine brake and other systems, which will deteriorate over time due to gravity and environmental conditions.
- **Escalators** shall never be used as stairs. Brakes can fail over time, causing a runaway escalator where steps suddenly accelerate in an uncontrolled descent, even with power removed.

Failure to have a qualified elevator contractor safely decommission and secure these devices can result in severe injury or death.



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Minimum Recommended Decommissioning Procedures

1. Electric Elevators, Dumbwaiters, or Material Lifts

- Remove all suspension ropes.
- Ensure the car and counterweight are resting at the bottom of the hoistway.
- Hoistway doors are permanently barricaded or sealed from the hoistway side.

2. Hydraulic Elevators, Dumbwaiters, or Material Lifts

- Ensure the car rests at the bottom of the hoistway.
- If equipped with suspension ropes and a counterweight:
 - Remove all ropes.
 - Ensure the counterweight rests at the bottom of the hoistway.
- Remove pressure piping and hydraulic fluid.
- Hoistway doors are permanently barricaded or sealed from the hoistway side.

3. Escalators and Moving Walks

- Permanently barricade all entrances to prevent access.

Action Required

If you plan to decommission, permanently seal, or temporarily seal any elevating device out of service:

- ✓ **Engage a qualified elevator contractor in accordance with the *Designated Trades and Restricted Activities Regulation (AR 161/2022)*.**
- ✓ **Do not attempt sealing, removal, or shutdown procedures without qualified personnel.**
- ✓ **Notify AEDARSA when permanently or temporarily removing a device from service.**
- ✓ **Complete and submit the **IBE25-003** Remove From Service Acknowledgment Form.**

Failure to follow these procedures places building occupants, the public, and workers at significant risk and may result in regulatory and legal consequences.

Device owners bear the ultimate responsibility for ensuring that elevating devices under their control are dealt with safely, whether the device is in operation or has been removed from service.