

G GENERAL INFORMATION

- ☐ Annual inspections are required by the Chicago Municipal Code Section 13-20-100 for all elevators, escalators and other conveying devices.
- ☐ The Annual Inspection Certification (AIC) program requires properties to maintain an online account and secure an inspection of all conveyance devices by an independent inspection company instead of City of Chicago Inspectors.
- ☐ The inspection company certifies compliance through the Department of Buildings (DOB) web portal:
<https://ipi.cityofchicago.org/profile>
- ☐ AIC reporting must be updated annually as long as the device exists.

- ☐ Participation is required by all buildings in the Central Business District, includes sister agencies, other institutional owners, and is presently expanding.
- ☐ Account Holders can be any owner, tenant, or property manager affiliated with the building.

New Policies (8/10/16)

- ☐ There can be multiple account holders per property to separate ownership and manage individual devices.
- ☐ Devices need to be in compliance by the due date, instead of just being inspected.
- ☐ There will be quarterly due dates for compliance; each building will be assigned to one of the four annual dates.

DANGEROUS/HAZARDOUS CONDITIONS:

- ☐ If the AT finds dangerous/hazardous conditions, the AT shall immediately call 311 and report an "Emergency" condition.
- ☐ The AT also informs the building owner/manager and remains on site until the device is secured against operation.

1 CREATING AN ACCOUNT

- ☐ To create a new account, you will need to provide a valid email address, phone number, street address and create a unique username and password along with choosing a security question.
- ☐ Please keep track of your username and password.

2 BUILDINGS AND DEVICES

- ☐ To add a building, you will need to provide the building PIN and confirm your relationship to the building - either Owner, Tenant, or Property Manager.
- ☐ To add a device, you will need to enter the name of the device, its location, and the type of device, and its installation status. You may also delete devices if they have been decommissioned.
- ☐ You may claim (i.e. take responsibility for) or abandon devices already present in the building.
- ☐ You can leave the building by clicking "Leave Building" under the "Participants" tab of the building page.

3 INSPECTION OF DEVICES

- ☐ You are responsible for assigning inspections. To assign an inspection, navigate to your building page and click "Assign Inspection" next to the device(s) you want inspected. You may assign the inspection to any of the companies you contract with.
- ☐ You may also un-assign the inspection.

If Device Complies:

- ☐ You will receive an email notice that the Inspection Company has completed inspection and that device(s) COMPLIED.
- ☐ You are then responsible for paying the AIC program fees via your AIC account on the website.

If Device Does Not Comply:

- ☐ Property management is informed that device does not comply and that repairs are necessary.
- ☐ AIC program fees are paid for via the AIC account website.
- ☐ Property maintenance company acquires necessary permits and makes all necessary repairs.
- ☐ City inspects permitted repairs.
- ☐ When repairs are complete, the inspection company is contacted to verify all necessary repairs and updates designation to COMPLIED on the AIC website.
- ☐ 60-day inspection extensions may be requested (additional fees apply) for devices if additional time is required for compliance.

Questions?

- ☐ More information is available at www.cityofchicago.org/buildings/aic or by contacting DOB via email at aic@cityofchicago.org.

4 PAYMENTS AND CERTIFICATES

Payment:

- ☐ AIC program fees are paid via the website. NO in person payments and mailed checks will be accepted.
- ☐ Fees can be added to the Cart at the top-right side of the website and can be viewed before checkout.

Print Certificate:

- ☐ Once payment has been completed, certificates can be printed from the AIC account.
- ☐ Certificates must be posted at all devices.

5 ENFORCEMENT

Administrative Hearings:

- ☐ All properties that fail to complete necessary inspections by the due date will be referred to administrative hearing for prosecution.
- ☐ Fines can be as much as \$50,000.

Audits:

- ☐ A percentage of devices inspected through the AIC program will be selected for audit by DOB. Devices selected for an audit will be inspected by DOB inspectors. Any violations found during the audit inspection will be subject to additional enforcement.