City of Chicago

# AIC User Guide for Inspection Companies – Web –

Account Management Company Management Qualifications and License Management

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### Annual Inspection Certification ACCOUNT HOLDER OVERVIEW

#### General Information -

#### AIC website <u>https://ipi.cityofchicago.org/profile</u>

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 pass an annual 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.

AIC reporting must be updated annually as long as the device exists.

Participation is required by all buildings in the Central Business District. Program participants include sister agencies, other institutional owners and is expanding.

Account Holders can be any owner, tenant, or property manager affiliated with the building.

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 simply inspected.

Inspections will no longer be due by the end of the calendar year. Buildings will be assigned a new quarterly due date for compliance.

## CREATING A NEW USER ACCOUNT

To create a new user account, you will need to provide a valid email address, phone number, street address. You will create a unique username and password along with choosing a security question. This account is specific to the account holder and their email address.

Please keep track of your username and password as it is what you will use logging into the system.

## **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.

You may claim (i.e. take responsibility for) devices for which you are responsible in the building.

To add a device (if not already listed on your account), you will need to enter the name of the device, its location, and the type of device, and its installation status. Devices may only be deleted from the account by the City if they have been decommissioned.

If you are no longer affiliated with a property, you must "abandon" any claimed device before you may "leave the building"

## **INSPECTION OF DEVICES**

You are responsible for contracting with a State Licensed AIC inspection company before assigning them to your inspections. To assign an inspection, navigate to your building page and click "Assign Inspection" next to the device(s) you want inspected.

You may un-assign the inspection company only if the inspection has not yet begun on your device.

#### If Device Passes Inspection:

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 account on the website, printing your certificate(s) and posting the certificate(s) at the device(s).

#### If Device Does Not Pass Inspection:

You will be informed that device failed inspection and that repairs are necessary to be completed prior to your deadline date.

Your elevator maintenance company acquires any necessary permits and makes repairs.

City inspects any permitted repairs.

When repairs are complete, the inspection company is contacted to verify all necessary repairs are complete and updates designation to COMPLIED on the AIC website.

AIC program fees are paid for via the AIC account website, then you may print your certificate(s) and posting the certificate(s) at the device(s).

A 60-day inspection extension may be requested (additional fees apply) for devices that do not pass inspection before the deadline date.

## **PAYMENTS AND CERTIFICATES**

#### Payment:

AIC program fees are paid via the website. NO in person payments or mailed checks 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.

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## Accept / Reject Request to Join Company

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Request Co	onditional (Extension) Certificate
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Click on Request 60-Day Inspection Extension (Fees apply).	

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Administrator 5/3/17 10:41 AM Comment [1]: AIC Instructions – May 2017

5/25/17