

FIRE PREVENTION AND BUILDING SAFETY COMMISSION
Department of Homeland Security

NONRULE POLICY DOCUMENT

TITLE: Location of Elevator Documentation

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ADOPTED BY: Indiana Department of Homeland Security – Elevators and Amusement Rides Section

OVERVIEW

This policy document outlines what the Indiana Department of Homeland Security (IDHS) requires regarding the location of elevator documentation. For the purposes of this policy, “elevator documentation” is defined as the documentation required to be maintained under ASME A17.1-2007 Sections 8.6.1.2 (Maintenance Control Program), 8.6.1.6.3 (Wiring Diagrams), and 8.6.1.4 (Maintenance Records).

BACKGROUND

A policy outlining the location of elevator documentation is necessary to ensure the safety of elevator passengers, inspectors, and maintenance personnel. Practices such as storing elevator documentation on the top of a car have the potential to create safety and fire risks. This policy seeks to outline a non-burdensome set of requirements to store documentation in a safe and readily available location.

POLICY

It is the policy of the IDHS that elevator documentation be stored in a securely locked container that is clearly marked to indicate that it contains elevator documentation. The container shall be stored on site in a locked electrical or maintenance room. Alternatively, the Owner may mount the container next to the inspection station. A key to the elevator documentation container and/or the locked electrical or maintenance room shall be maintained in the elevator key box. A note shall be maintained in the elevator key box that clearly states the location of the container and/or the locked room where the container is stored.