

CITY OF CHICAGO  
**DEPARTMENT OF BUILDINGS**  
**Elevator Stoppage Report**

This report is to be filed with the Chicago Department of Buildings within forty-eight (48) hours of when an elevator stalls or malfunctions with one or more passengers being detained in excess of 30 minutes. If an elevator stalls or malfunctions on a weekend or a holiday, this report should be filed on the next business day or within 48 hours of the occurrence.

Failure to comply with this filing requirement of Section 13-156-065 of the Municipal Code of Chicago may result in a fine of not less than \$25.00 and not more than \$200.00. Each day such violation continues shall constitute a separate and distinct offence. With the proper filing of this report, however, no person shall be deemed to have committed a violation of this section of the Municipal Code of Chicago.

Please provide the information requested and submit the form via facsimile to 312 743-7434 or mail to:

**Chief of Elevator Inspections**  
**Department of Buildings**  
**120 N. Racine Ave.**  
**Chicago, IL 60607**

Street Address: \_\_\_\_\_

Date of Service Interruption: \_\_\_\_\_ Day: \_\_\_\_\_

Telephone: \_\_\_\_\_ Fax: \_\_\_\_\_

Elevator Identification Number: \_\_\_\_\_

Time of Day Person(S) Became Detained: \_\_\_\_\_

Time of Day Person(S) Were Released: \_\_\_\_\_

Total Time Person(S) Were Detained: \_\_\_\_\_

Number of Persons Detained: \_\_\_\_\_

Injuries Reported: \_\_\_\_\_

Were Police/Fire Departments Notified? Police: \_\_\_\_\_ Fire: \_\_\_\_\_

Cause of Service Interruption: \_\_\_\_\_

Name of Elevator Company Responding: \_\_\_\_\_

Name of Building Personnel Responding: \_\_\_\_\_

Name of Person Filing This Report: \_\_\_\_\_

Signature: \_\_\_\_\_