



Colorado Department of Labor and Employment  
Division of Oil and Public Safety – Conveyance Program  
633 17<sup>th</sup> Street, Suite 500  
Denver, CO 80202-3610

Phone: 303-318-8497  
Fax: 303-318-8534  
Email: [cdle\\_conveyance@state.co.us](mailto:cdle_conveyance@state.co.us)  
Web: [www.colorado.gov/ops](http://www.colorado.gov/ops)

## Instructions: Monthly Testing of Phase I and II Fire Service

### Phase I

Insert the key into the fire recall switch, typically located on the main access floor. Turn to the “ON” position. The elevator(s) should return to the landing where the key switch is located and the doors should open. This is Phase I.

### Phase II

1. Locate the fire service key and insert the key into the fire service key switch inside the elevator.
2. Turn the key to the “HOLD” position and push an alternate “FLOOR SELECTION” button. The button should NOT light up.
3. Turn the key to the “ON” position. Push an alternate “FLOOR SELECTION” button. The button should now light up.
4. Push and hold the “DOOR CLOSE” button. If the elevator is equipped with an electronic reopening device, wave your hand in the door opening or between the doors. The doors should still continue to close. When the doors are about **halfway closed**, release the “DOOR CLOSE” button and the doors should reverse direction and start to open. Before the doors are fully open, push and hold the “DOOR CLOSE” button again and the doors should reverse and close again. Hold the “DOOR CLOSE” button until the doors are **completely closed**. Release the “DOOR CLOSE” button and the doors should remain closed.
5. Push a “FLOOR SELECTION” button on an upper floor, and when the car starts in motion, push the “CALL CANCEL” button. The light for the “FLOOR SELECTION” button should turn off and the car should stop at the next available floor.
6. Push and hold the “DOOR OPEN” button and the doors should start to open. When the doors are about **halfway open**, release the “DOOR OPEN” button and the doors should reverse direction and close. Push and hold the “DOOR OPEN” button again until the doors reach the **fully open** position. Release the button and doors should stay in the open position.
7. Turn the key to the “OFF” position. The elevator doors should close and the car should return to the main landing. Depending on the elevator’s code year, you may have to push the main landing “FLOOR SELECTION” button. At the main landing, push the “DOOR OPEN” button until the doors are fully open and then turn the key to the “OFF” position. Remove the key and insert it into the hall key switch.
8. Turn the key to the “RESET” or “BYPASS” position and then back to the “OFF” position. The elevator(s) should now be back in normal service.
9. Complete the Monthly Fire Service Test Log on the next page, which is a component of the Maintenance Control Program (MCP) document located in the machine room or electronically that must be viewable by the maintenance contractor, inspector and other elevator personnel.



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# Monthly Fire Service Test Log

(Revised 12/21/2015)

Property Location:		Street:									
		City:			County:			ZIP:			
Year:	<b>Conveyances</b>										
	State ID #:		CP-		State ID #:		CP-		State ID #:		CP-
Month & Date		Other ID #:		Other ID #:		Other ID #:		Other ID #:			
January	Phase I: <input type="checkbox"/> Pass <input type="checkbox"/> Fail		Initials:	Phase I: <input type="checkbox"/> Pass <input type="checkbox"/> Fail		Initials:	Phase I: <input type="checkbox"/> Pass <input type="checkbox"/> Fail		Initials:		
	Phase II: <input type="checkbox"/> Pass <input type="checkbox"/> Fail			Phase II: <input type="checkbox"/> Pass <input type="checkbox"/> Fail			Phase II: <input type="checkbox"/> Pass <input type="checkbox"/> Fail				
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February	Phase I: <input type="checkbox"/> Pass <input type="checkbox"/> Fail		Initials:	Phase I: <input type="checkbox"/> Pass <input type="checkbox"/> Fail		Initials:	Phase I: <input type="checkbox"/> Pass <input type="checkbox"/> Fail		Initials:		
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March	Phase I: <input type="checkbox"/> Pass <input type="checkbox"/> Fail		Initials:	Phase I: <input type="checkbox"/> Pass <input type="checkbox"/> Fail		Initials:	Phase I: <input type="checkbox"/> Pass <input type="checkbox"/> Fail		Initials:		
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April	Phase I: <input type="checkbox"/> Pass <input type="checkbox"/> Fail		Initials:	Phase I: <input type="checkbox"/> Pass <input type="checkbox"/> Fail		Initials:	Phase I: <input type="checkbox"/> Pass <input type="checkbox"/> Fail		Initials:		
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May	Phase I: <input type="checkbox"/> Pass <input type="checkbox"/> Fail		Initials:	Phase I: <input type="checkbox"/> Pass <input type="checkbox"/> Fail		Initials:	Phase I: <input type="checkbox"/> Pass <input type="checkbox"/> Fail		Initials:		
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June	Phase I: <input type="checkbox"/> Pass <input type="checkbox"/> Fail		Initials:	Phase I: <input type="checkbox"/> Pass <input type="checkbox"/> Fail		Initials:	Phase I: <input type="checkbox"/> Pass <input type="checkbox"/> Fail		Initials:		
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July	Phase I: <input type="checkbox"/> Pass <input type="checkbox"/> Fail		Initials:	Phase I: <input type="checkbox"/> Pass <input type="checkbox"/> Fail		Initials:	Phase I: <input type="checkbox"/> Pass <input type="checkbox"/> Fail		Initials:		
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August	Phase I: <input type="checkbox"/> Pass <input type="checkbox"/> Fail		Initials:	Phase I: <input type="checkbox"/> Pass <input type="checkbox"/> Fail		Initials:	Phase I: <input type="checkbox"/> Pass <input type="checkbox"/> Fail		Initials:		
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September	Phase I: <input type="checkbox"/> Pass <input type="checkbox"/> Fail		Initials:	Phase I: <input type="checkbox"/> Pass <input type="checkbox"/> Fail		Initials:	Phase I: <input type="checkbox"/> Pass <input type="checkbox"/> Fail		Initials:		
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October	Phase I: <input type="checkbox"/> Pass <input type="checkbox"/> Fail		Initials:	Phase I: <input type="checkbox"/> Pass <input type="checkbox"/> Fail		Initials:	Phase I: <input type="checkbox"/> Pass <input type="checkbox"/> Fail		Initials:		
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November	Phase I: <input type="checkbox"/> Pass <input type="checkbox"/> Fail		Initials:	Phase I: <input type="checkbox"/> Pass <input type="checkbox"/> Fail		Initials:	Phase I: <input type="checkbox"/> Pass <input type="checkbox"/> Fail		Initials:		
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December	Phase I: <input type="checkbox"/> Pass <input type="checkbox"/> Fail		Initials:	Phase I: <input type="checkbox"/> Pass <input type="checkbox"/> Fail		Initials:	Phase I: <input type="checkbox"/> Pass <input type="checkbox"/> Fail		Initials:		
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	Comment*:				Comment*:				Comment*:		

\* Reason for failure or other comment. Immediately inform your maintenance contractor if there is a failure of Firefighters' Emergency Operation. Contractor Phone Number: \_\_\_\_\_