



# Elevator Web Inspections

Third-Party CEI User's Guide



ENVIRONMENTAL LICENSING AND BUILDING PERMITTING DIVISION

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# Launching the System

## Objective

Access elevator information and enter inspection results from the field.

## Review

Your password is very important! If your password is not in compliance with Broward County policy standards, log on to POSSE and change your password.



1. Establish a WiFi connection.



2. Open the URL in your web browser.

**Test System (Practice)**  
<http://posse.bctrain.cty/BCSElevators>

User: **TESTELEV**  
Password: **abc123**

**Production (Live)**  
<https://dpep.broward.org/BCSElevators>

Use your POSSE username  
and secure password.



## Tip

**Elevator List**

Signed In As: TESTELEV

**Account**  
[Sign Out](#)  
[Change Password](#)

**Inspections**  
[Elevator Search](#)  
[Violation Code List](#)

Search

BC ID Number:

Building Name:

Owner:

House Number:

Zip Code:  -

Use % for partial searches. For example, to find all elevators with "heritage" in the building name, search for Building Name: "%heritage%".

Search

Add the "Elevator Search" page as a favorite to quickly access to the system.



# General Options

## ➔ Menu Options Overview

### Account

▶ [Sign Out](#)

➔ Sign out after using the system.

▶ [Change Password](#)

➔ Change your POSSE password – be sure to follow Broward County policy!

### Inspections

▶ [Elevator Search](#)

➔ Browse records or start an inspection.

▶ [Violation Code List](#)

➔ Browse code violations.

## ➔ Menu Options in Depth: Elevator Search

### Elevator List

Search

BC ID Number:

Building Name:

Owner:

House Number:

Zip Code:  -

1. Enter search criteria in one or more of the search fields.

Wildcards (%) are permitted.

Use '%' for partial searches. For example, to find all elevators with "heritage" in the building name, search for Building Name: "%heritage%".



## Tip

Add % in the field to create a wildcard search. Records with any part of your search criteria will display in the search results.

In the example above, elevator records with BCID numbers starting with "591" and the word "citrix" in the building name will appear in the search results.



# General Options

2. POSSE will return a grid of results matching your search criteria.



Select the pencil icon to view a record.

Job 003703631-001 (59158)

Save

License

Inspections



[Click to insert new inspection](#)

SEAL Elevator

**BC ID Number:** 59158  
**Status:** License Insp Rejected  
**Building Name:** CITRIX PARKING GARAGE  
**Address:** 851 CYPRESS CREEK ROAD,  
 FORT LAUDERDALE, FL 33309

**License Issued:** 06/12/2014  
**Expires:** 08/01/2015  
**Last Periodic Insp.:** 07/30/2014 [\[Click here to view inspection report.\]](#)  
**Fees Due:** 0

**Elevator Type:** Hydraulic Passenger

**Stories:** 6

**Landings:** 6

**Capacity:** 2500 (lbs)

**Maintenance Co.:** CENTRELLX ELEVATOR COMPANY  
**Address:** 5351 NW 35 AVE  
 FORT LAUDERDALE, FL 33309-  
**Phone:** (954) 486-3401  
**Email:** evelyn.perez@centrellx.com

**Property Owner:** CITRIX SYSTEMS, INC  
**Address:** 851 W. CYPRESS CREEK RD  
 FORT LAUDERDALE, FL 33309  
**Phone:** ( 954 ) 267 - 2367  
**Email:** Corey.Schwarz@citrix.com

**Compliance Pending (if any):**

\* Partial results are shown below; please refer to the inspection report.

- 07/30/2014 - Routine + TestCat1
- H205g: Checklist.
- H205e: Machine Room: Maintenance records log
- 118: Hydraulic Elevator Test Category 1 8.11.3.2 A17.1
- 110: Disconnects, Fuses, GFCI's 620-NEC
- 102: Door 2.7.3.4 A17.1
- 122: Code Data Plate 8.9 A17.1
- 805: Wiring, Equipment Covers 620-NEC
- 304: Illumination, Light Switch & GFCI's 2.2.5 A17.1
- 314: Oil/water/debris 8.6.4.7.4 A17.1
- 208: Door Interlocks 2.12.2 A17.1
- 512: Emergency Communications 11-4.10.14 FBC

3. When an elevator is selected, the first tab shows general license or permit details.

Some fields can be modified on this page. For example, you can add the elevator owner's email address or update the maintenance company.

Save all changes made!



# General Options

4. The second tab displays the elevator’s inspection history.

Job 003703545-001 (59111)

Save

License

Inspections

 [Click to insert new inspection](#)

Completed	Type	Result	5-Year	Annual Routine Compliance	PDF	
 mm/dd/yyyy	Routine	(None)	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Received 
08/04/2015	Routine	Approved with Exceptions	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	PENDING <a href="#">View Report</a>
12/03/2014	Routine	Approved	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Received <a href="#">View Report</a>
11/18/2014	Routine	Approved with Exceptions	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Received <a href="#">View Report</a>
11/13/2014	Routine	Approved with Exceptions	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Received <a href="#">View Report</a>
11/05/2014	Routine	Approved with Exceptions	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Received <a href="#">View Report</a>
10/27/2014	Routine	Approved with Exceptions	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Received <a href="#">View Report</a>
10/01/2014	Routine	Approved with Exceptions	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Received <a href="#">View Report</a>
02/08/2013	Routine	Approved with Exceptions	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Received <a href="#">View Report</a>
03/07/2012	Routine	Approved	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Received <a href="#">View Report</a>
02/02/2011	Routine	Approved	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Received <a href="#">View Report</a>
10/28/2010	Routine	Approved	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Received <a href="#">View Report</a>
03/23/2009	Routine	Approved	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Received
03/23/2009	Annual	Approved	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Received
09/14/2006	Routine	Approved with Exceptions	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Received
06/16/2003	Routine	Approved with Exceptions	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Received



To add a new inspection, select the pencil icon below the tabs.  
To resume an incomplete inspection select the pencil icon next to the date.



To delete an incomplete inspection, select the "X" icon.  
After deleting the inspection, save your changes to the record.

[View Report](#)

Select "View Report" to see a completed inspection report.



## ➔ Menu Options in Depth: Violation Code List

### Violation List

Search

Code:

Violation:

Use '%' for partial searches.  
For example, to find all violation codes with the word "door", search for  
Violation: "%door%".

1. You can find violations by searching either a code number or description.

### Violation List

Search

Code:

Violation:

Use '%' for partial searches.  
For example, to find all violation codes with the word "door", search for  
Violation: "%door%".

Use a wildcard search if you are unsure of a code number or to find all violations matching your description.

### Violation List

Search Again

Code	Violation
102	Door 2.7.3.4 A17.1
205	Door Frames, Fascias, Guides, Closers, Sills 2.11 A17.1
207	Door Clearances 2.14.5.6 A17.1
208	Door Interlocks 2.12.2 A17.1
412	Car Door Bottom Guides 2.11.11.6 A17.1
413	Car Door Clearances 2.14.5.6 A17.1
414	Car Door Interlock 2.14.4 A17.1
415	Car Door Restrictor 2.12.5 A17.1
416	Door Closing Speed, Force 2.13.4 A17.1
420	Power Door Data Plate 2.13.4.2.4 A17.1
505	Door Reopening Devices 11-4.10.6 FBC
506	Door Open Time, Car & Hall 11-4.10.7 & 8 FBC
801	Fire Rating of Elevator Enclosures, Doors 705.1 & 2 FBC
E101a	Inside of Car: Door reopening device Door open and closing
E101b	Inside of Car: Door Reopening Device
E101c	Inside of Car: Door Open and Closing
E104b	Inside of Car: Sills and Car floor hinged door sill
E107a	Inside of Car: Car door or gate hoistway Access Switch
E107b	Inside of Car: Car door or gate Power Opening of Car Door
E107c	Passenger and freight doors including car gate switch
E107d	Inside of Car: Car door or gate passenger car doors
E107e	Inside of Car: Car door or gate freight car doors and gates
E107f	Inside of Car: Car door or gate car door contacts
E107h	Inside of Car: Car door or gate car door contacts
E107i	Inside of Car: Car door or gate location of car door
E107j	Inside of Car: Car door or gate distance between car and hoistway doors/space guard
E108b	Inside of Car: door closing force
E108c	Inside of Car: Door closing force powered hoistway
E108d	Inside of Car: Door closing force
E108e	Inside of Car: Door operator data plate

2. POSSE will return a grid of all matching results.



# Inspection Entry

## ➔ Insert a New Inspection

1. Search for the elevator inspected.



Select the pencil icon to insert a new inspection

### BCS Inspect Elevator for Job 003703545-001 (59111)

BCID:

Type of Inspection:

Also counts as:

Test Cat 1 (Annual)

Test Cat 5 (5-year)

Required for ACCIDENT inspections only:

Date of Accident:

To enter inspections:  
1. Enter data.  
2. [Save]  
3. Click next tab.

2. Note the tabs and instructions

Type

3. Select the inspection type, check any applicable boxes and, if applicable, enter an accident date. **Save the record.**

Violations

4. If none, skip. If there are violations, select "Add Violation(s) and search by either code or description. Enter a code number or description (use wildcard search if necessary) and select "Search." Disable any pop-up blocker if necessary.





# Inspection Entry

## Violation Selection List

Select Clear All Check All Search Refine Search

Code	Violation
<input checked="" type="checkbox"/> 102	Door 2.7.3.4 A17.1
<input type="checkbox"/> 205	Door Frames, Fascias, Guides, Closers, Sills 2.11 A17.1
<input checked="" type="checkbox"/> 207	Door Clearances 2.14.5.6 A17.1
<input type="checkbox"/> 208	Door Interlocks 2.12.2 A17.1
<input checked="" type="checkbox"/> 412	Car Door Bottom Guides 2.11.11.6 A17.1

BCS Inspect Elevator for Job 003703545-001 (59111)

Save

Type Violations Tests Customer Result

BCID:

Code	Violation	Violation Comment
102	Door 2.7.3.4 A17.1	door will not open
207	Door Clearances 2.14.5.6 A17.1	door will not close
412	Car Door Bottom Guides 2.11.11.6 A17.1	door bottom guide is bent

- Select all applicable violations and then choose "Select." Enter a comment for each violation. **Save the record.**

## Tests

BCS Inspect Elevator for Job 003703545-001 (59111)

Save

Type Violations Tests Customer Result

BCID: 59111

DCF Front (lbs):  Gov (E) (fpm):   
 DCF Back (lbs):  Gov (M) (fpm):   
 NL (psi):  Slide (in):   
 FL (psi):  BT (ft/lb):   
 REL (psi):  Step/Skirt Index:

Compliance 399.15:  
 Complies  Does Not Comply  Is Exempt Section 399.15  (None)

Compliance 553.509:  
 Complies  Does Not Comply  Is Exempt Section 553.509  (None)

- Enter all corresponding values. Except for "Compliance," all fields are optional. **Save the record.**

## Customer

BCS Inspect Elevator for Job 003703545-001 (59111)

Save

Type Violations Tests Customer Result

BCID: 59111

Person Receiving this Report:

Name:   
 Phone Number: (  )  -   
 Email Address:   
 Use a semicolon (;) to separate multiple email addresses.  
 Format example: abc@xyz.com; def@lmn.org  
 CC Number:

- Enter all applicable fields. The inspection report will be emailed to the maintenance company automatically. **Save the record.**



# Inspection Entry

Result

BCS Inspect Elevator for Job 003703545-001 (59111)

Save

Type

Violations

Tests

Customer

Result

BCID: 59111

Other Comments:

Inspection Date: 09/23/2015



[Click here to view Draft Report](#)

**IMPORTANT! CHECK EVERYTHING BEFORE ENTERING A RESULT!**

> > > Inspection Result: (None) << <<

Once the Inspection Result is saved, no additional changes can be made to the report.

The completed report will be **AUTOMATICALLY SENT BY EMAIL TO:**  
Override Email Address for testing: abousquet@broward.org

8. Enter any applicable general comments. Check and adjust the date as needed to indicate when the inspection was performed. **Save the record.**
9. Review the draft report for accuracy. **Ensure everything is correct prior to selecting an inspection result.**
10. Select an inspection result. **Save the record.**



## Sealing an Elevator

1. Search for the elevator. After locating, review the elevator details to ensure you have the correct record.
2. **SEAL Elevator**  
Select "Seal Elevator."
3. Follow step-by-step instructions listed. **Be sure to select "Sealed" from the "Alert Type" menu.**

### BCS Elevator Alert for Job 003703579-001 (59117)

Save

1. [Save]
2. Enter all fields EXCEPT OUTCOME.
3. [Save]
4. Insert OUTCOME to confirm action.
5. [Save]

**Alert Type:** (None) ▼

**Effective Date:** mm/dd/yyyy 

**Explanation:**

**Outcome:** (None) ▼



## Unsealing an Elevator


1. Search for the elevator. After locating, review the elevator details to ensure you have the correct record.
2. **UNSEAL Elevator**  
Select "Unseal Elevator."
3. Follow step-by-step instructions listed. **Be sure to select "Sealed" from the "Alert to Cancel" menu.**

BCS Elevator Alert Canceled for Job 003703579-001 (59117)

Save

1. [Save]
2. Enter all fields EXCEPT OUTCOME.
3. [Save]
4. Insert OUTCOME to confirm action.
5. [Save]

Alert to Cancel: Sealed 09/23/15: Unsafe  
Sealed 09/23/15: Unsafe

Effective Date: 09/23/2015 

Explanation:

Outcome: (None)



ENVIRONMENTAL PROTECTION AND GROWTH MANAGEMENT DEPARTMENT  
ENVIRONMENTAL LICENSING AND BUILDING PERMITTING DIVISION

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[Broward.org/PermittingAndLicensing](http://Broward.org/PermittingAndLicensing)