



Elevator Web Inspections

Third-Party CEI User's Guide



BUILDING CODE SERVICES DIVISION

Table of Contents

	Launching the System	3
	General Options	4
	Inspection Entry	8
	Sealing an Elevator	11
	Unsealing an Elevator	12



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
▶ Change Password

- ➔ Sign out after using the system.
- ➔ Change your POSSE password – be sure to follow Broward County policy!

Inspections
▶ Elevator Search
▶ Violation Code List

- ➔ Browse records or start an inspection.
- ➔ Browse code violations.

➔ Menu Options in Depth: Elevator Search

Elevator List

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	View Report	
12/03/2014	Routine	Approved	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Received	View Report	
11/18/2014	Routine	Approved with Exceptions	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Received	View Report	
11/13/2014	Routine	Approved with Exceptions	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Received	View Report	
11/05/2014	Routine	Approved with Exceptions	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Received	View Report	
10/27/2014	Routine	Approved with Exceptions	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Received	View Report	
10/01/2014	Routine	Approved with Exceptions	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Received	View Report	
02/08/2013	Routine	Approved with Exceptions	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Received	View Report	
03/07/2012	Routine	Approved	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Received	View Report	
02/02/2011	Routine	Approved	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Received	View Report	
10/28/2010	Routine	Approved	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Received	View Report	
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

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

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

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)

Save

Type Violations Tests Customer Result

BCID:

Type of Inspection: (None) ▾

Also counts as:

Test Cat 1 (Annual)

Test Cat 5 (5-year)

Required for ACCIDENT inspections only:

Date of Accident: mm/dd/yyyy

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

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)

BCID:

Code	Violation	Violation Comment
102	Door 2.7.3.4 A17.1	door will not open <input type="button" value="X"/>
207	Door Clearances 2.14.5.6 A17.1	door will not close <input type="button" value="X"/>
412	Car Door Bottom Guides 2.11.11.6 A17.1	door bottom guide is bent <input type="button" value="X"/>

5. 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)

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)

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

Customer

BCS Inspect Elevator for Job 003703545-001 (59111)

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:

7. 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)

BCID: 59111

Other Comments:

Inspection Date:

[Click here to view Draft Report](#)

IMPORTANT! CHECK EVERYTHING BEFORE ENTERING A RESULT!

> > > Inspection Result: << <<

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
BUILDING CODE SERVICES DIVISION

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Broward.org/building