



DEPARTMENT OF BUILDINGS

EXECUTIVE OFFICES
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312-8100

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M E M O R A N D U M

TO: BOROUGH SUPERINTENDENTS

FROM: Charles M. Smith Jr., R.A.,
Commissioner *CMS*

SUBJECT: Locks on Elevator or Elevator Hoistway Doors
or Elevator Vestibules

This memorandum revises and clarifies the Departmental Memorandum of August 6, 1984.

Item 3C is an independent item and not an option to locks on elevator and elevator hoistway doors.

- (1) 3C Zero Clearance Vestibule - on elevator landings provided with a vestibule (not to exceed 12 inches from the elevator or elevator hoistway door), a locking device is permitted to be installed exclusively on the vestibule doors. Such doors may be of swing type, vertical or horizontal slide doors.
- (2) Elevator Vestibule - a locking device on vestibule doors may be permitted under the following conditions:
 - (a) The fire warden station or telephone to communicate with the lobby command station and building manager's office; or
 - (b) The locking devices are an approved fail safe type and released upon elevator recall or power failure; or
 - (c) At least one exit stair is located within the vestibule and vestibule doors are readily openable from the occupied side.

Item 5B is revised as follows:

- (b) If consecutive vacant floors are to be locked, the locking devices shall be exclusively on vestibule doors meeting the requirements of Item 3C above.