

Mario Jones
Manager, PCM & Product Reliability

September 10th, 2014

NORTHERN VIRGINIA COMMUNITY COLLEGE
8333 LITTLE RIVER TURNPIKE RM 226
ANNANDALE VA 22003

KONE Inc.
KONE Centre
1 KONE Court
Moline, IL 61265
Fax 309-743-5895
www.kone.com

THIS LETTER CONTAINS IMPORTANT INFORMATION THAT REQUIRES ACTION.

Subject: Car Door or Landing Door Bypass Operation

NORTHERN VIRGINIA COMM COLLEGE 8333 LITTLE RIVER TURNPIKE ANNANDALE, VA 22003

Elevator Equipment # 20234679, 20234680

Equipment Description: #1 PASSENGER ELEVATOR, #2 PASSENGER ELEVATOR

Dear Equipment Owner:

Our records indicate that the KONE elevator installed at the above referenced building has a Car Door or Landing Door Bypass Operation Switch that may need to be replaced in order to be in compliance with ASME A17.1-2010 / CSA B44-10 Code. All elevators without the proper wiring configuration could experience the car reverting back to normal operation after being placed on car door or landing door bypass operation. The purpose of this retrofit is to install the code-mandated Car Door and Landing Door Bypass Switch Kit.

KONE wishes to schedule and complete this Retrofit in a timely manner. The Retrofit will take approximately one hour and will be completed at no cost to you. If for any reason you wish to decline this Retrofit, KONE will require your signed notification, on the enclosed form, indicating that you understand the potential safety risks related to code non-compliance and that you refuse to authorize the retrofit of the elevator equipment.

As a valued KONE equipment owner, you can be assured that code compliance is a top priority. We appreciate your shared interest in the code compliance of your elevator equipment. Please respond to this letter by checking your choice of actions below and return the completed form to KONE Inc. via email to USKRetrofitCompletions@kone.com or by faxing to 309-743-5895. KONE will then follow up with any additional scheduling, as required. Thank you in advance for your cooperation.

Sincerely,

Mario Jones
Manager, PCM & Product Reliability

c: Jeff Redmon, Washington DC Branch office

Car Door or Landing Door Bypass Operation
---- Customer Response Form ----

Complete and return to
Email: USKRetrofitCompletions@kone.com or Fax 309-743-5895

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20234679, 20234680
#1 PASSENGER ELEVATOR, #2 PASSENGER ELEVATOR
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- Yes, I wish to schedule the replacement of the Car Door or Landing Door Bypass Operation Switch on above referenced units. Please contact the following person in my organization to arrange for the retrofit to be performed by KONE at a convenient time for this work.

Name: JOHN ARBOGAST

Phone Number: 703-323-3268 Location: NORTHERN VA. CC ANNANDALE, VA. GARAGE

- Customer declines to authorize the retrofit of the Car Door or Landing Door Bypass Operation Switch on the units referenced above.** I hereby refuse to authorize KONE Inc., to retrofit the Car Door or Landing Door Bypass Operation Switch on the elevator equipment referenced above. I recognize that refusing this work may result in the lack of Code compliance for the equipment. As the duly responsible person for the ownership of this elevator equipment, I take full responsibility for any consequences associated with the failure to complete the retrofit of Car Door or Landing Door Bypass Operation Switch.

Customer to Sign Below.

E-mail to USKRetrofitCompletions@kone.com or fax to 309-743-5895

Signed: John Arbogast Date: 9/15/14

Title: Safety and Compliance Officer

Email: jsarbogast@nvcc.edu