



## **Window Cleaning Equipment Approval Application Checklist**

- \$1000 Fee
- A separate application package for each platform or device at the same building.
- Application Form – Application for Approval of Material or Device (SH-753)
- A letter of authorization from the building owner, authorizing an agent to act in securing approval
- System Description, which includes the following:
  - o Date of the System Description
  - o Purpose of the Equipment: a general description of the purpose of the installation; i.e., for window cleaning and light maintenance
  - o Reason for Approval – Is the system new or are modifications being made to an existing system? If modifications are being made, what is the New York State Department of Labor (NYSDOL) Approval Number and date of the existing system?
  - o Description of the service drops planned for this equipment, identified by elevation and by building orientation (North, South, East or West). This description should address the height of the drops, access and egress points of the drops, parapet location and height, masonry, hand rail location and height
  - o List of equipment, including socket bases, davits, motorized davits, outriggers, counter weighed beams, pushout devices, roof carriages, tracks, powered platform, etc.
  - o Equipment Specifications
    - Powered Platform - Whether a two point drop or a four point drop, weight, height, speed, dimensions, guardrails, face rollers, drive motors, brakes and electric control features, operations and safety features, minimum number of people required to operate the platform, storage location and methods
    - Wire rope dimensions and manufacturer's rated breaking strength and recommended working load of wire rope
    - Platform Stabilization - type of stabilization (continuous, intermittent, and/or angulated roping) and locations
    - Roof Equipment (carriage, rails, tracks, davits, davit bases, electrical outlets and eyebolts) – dimensions, locations, specifications
    - Name, model number, NYSDOL Approval Number and approval date for hoist and platform
    - Advertising literature, photographs, illustrations

- Building Plans - structural drawings of the building, stamped and signed by a New York State Licensed Professional Engineer/Architect. Drawings should include:
  - o Complete set of architectural elevations pertaining to the drops, with vertical dimensions
  - o Complete plot plan, with horizontal dimensions to adjacent streets and with building setback dimensions
  - o Roof plans of building area affected by the equipment installation and sections taken through track systems or runways showing complete details of any parapets, safety guard railings and other equipment on the roof or setback area
  - o Structural drawings including:
    - Plans and sections of building's area affected by the equipment installation
    - Details of structural anchorages, tie downs and connections for the equipment installation
    - Stabilization equipment details (i.e. mullion guides, stabilization buttons, etc.)
  
- Platform Plans - structural drawings of the platform and supports, stamped and signed by a New York State Licensed Professional Engineer. Drawings should include dimensioned and detailed plans which identify supports, hoists, platform, tracks or rails, mullion tie-in devices, drops, toeboards, safety devices and components incorporated into the design. The drawings should also specify the design standards and safety factors used for the platform and supports.
  
- Certifications
  - o Certification by the building structural engineer, confirming design for imposed loads (including stabilization equipment) with a safety factor of four
  - o Certification by the contractor installing track system, davit bases or anchors confirming installation in accordance with design drawings
  - o Certification of inspection and/or testing of track systems, davit bases or anchors (i.e. weldments) in accordance with the structural drawings, and acceptance of such
  
- Weld inspection report for the non-destructive testing of all critical welds of the scaffold or certification that all welding was performed by welders certified by the American Welding Society or to other standards acceptable to the NYSDOL.