



# TEXAS DEPARTMENT OF LICENSING AND REGULATION

Licensing Division

P.O. Box 12157 - Austin, Texas 78711-2157 - (512) 463-6599 - (800) 803-9202 - fax (512) 475-2871  
www.license.state.tx.us

## NOTICE OF INSPECTION OVERDUE

TOM ROBINSON, FACILITIES MAINT  
TARLETON STATE UNIVERSITY  
PO BOX T0530  
STEPHENVILLE TX 76402-0001

Letter Date: 12/05/2012

**Equipment Location:**

TARLETON STATE UNIVERSITY  
TARLETON STATE UNIV CENTENNIAL HALL  
1300 WASHINGTON  
STEPHENVILLE TX 76401

**Equipment Decal #: 56270**

**Date of Last Inspection: 11/28/2011**

**Date Inspection Due: 11/28/2012**

We have not received documentation that the required inspection has been completed for the above referenced elevator, escalator, or related equipment as required by § 754.019 of the Texas Health and Safety Code.

The information below will guide you in scheduling your inspection.

**1. How do I schedule an inspection?**

Contact your elevator maintenance contractor, or go online at <http://www.license.state.tx.us/LicenseSearch> to find an Elevator Inspector registered with the Texas Department of Licensing and Regulation (TDLR).

**2. When do I get a copy of the Inspection Report?**

Your Inspector gives it to you after the inspection is completed. Post a copy of it with the current certificate for the equipment until you receive your new Certificate of Compliance.

**3. Who is responsible for mailing the Inspection Report with Filing Fees to TDLR?**

The building owner is responsible for filing the report and submitting fees to TDLR - the owner or owner's agent must:

- **Review** - the Inspection Report to ensure that all contact information is complete and correct.
- **Sign** - the Inspection Report at the bottom with the current date.
- **Mail** - the Inspection Report with Filing Fee (\$20 per piece of equipment) not later than 60 days after the date of the inspection.
- **Display** - the Certificate of Compliance you receive from TDLR after filing your Report.

**IMPORTANT:** Late fees will accrue if reports are filed 90 or more days after the inspection date.

**4. What if the information on my Inspection Report is incomplete or wrong?**

Contact your Elevator Inspector to complete or make any corrections to the Inspection Report - then file the corrected report and fees with TDLR.

**If you do not comply with this notice, you may be subject to administrative penalties of up to \$5,000 per day in accordance with the Texas Occupations Code, Chapter 51.**

If you need further assistance or have any questions, please contact our friendly Customer Service staff at 800-803-9202 or email us at [CS.Elevators.Escalators@license.state.tx.us](mailto:CS.Elevators.Escalators@license.state.tx.us).