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COUNTY OF ERIE
STEFAN I. MYCHAJLIW
COMPTROLLER

July 29, 2013

John C. Lofreddo, Commissioner
Erie County Department of Public Works
95 Franklin Street, 14th Floor
Buffalo, New York 14202

Re: Audit of the Maintenance and Inspection of County Elevators

Dear Commissioner Lofreddo:

The Erie County Comptroller's Office is commencing an audit of the maintenance and inspection of elevators in County buildings for the period January 1, 2012 through June 30, 2013.

We will review the various vendor maintenance contracts that are in place and determine whether all elevators in County buildings are covered under an inspection/maintenance agreement. For any other buildings and elevators used by County employees but not covered in these agreements, we will determine the entity responsible for such inspections and maintenance. Further, we will ensure that maintenance is performed regularly in accordance with the terms of the contract and that periodic inspections are performed in accordance with the terms of the contract as well as with appropriate regulations and safety requirements.

I would like to meet as soon as possible to discuss the specifics for our audit. Frank Belliotti, Staff Auditor will contact you to set up a time and location for our meeting. If there are any concerns or issues that you would like to discuss, please feel free to bring them to our attention. Contact me at 858-8430 or via e-mail at Teresa.Fraas@erie.gov if you have any questions. Thank you in advance for your assistance and cooperation.

Sincerely yours,

Teresa M. Fraas
Deputy Comptroller – Audit

cc: Hon. Mark C. Poloncarz, Erie County Executive
Erie County Legislature ✓
Robert Keating, Director, Budget and Management
Erie County Fiscal Stability Authority