

Annex H: Elevator Policy and Procedure

PURPOSE: To provide facility staff a course of action to follow in the event the elevator should become stuck between floors.

PROCEDURE:

1. Obtain the key to open the elevator maintenance room.
2. Locate and shut off power to the elevator. This will return elevator to the ground floor.
3. Take key with a red tag, located to the left of the power shut off.
4. Put key in hole at the top of the elevator door and turn. This opens the first door.
5. Push the latch on the second door and push open at the same time, the person on the elevator can also help push door open.
6. Turn on power to the elevator.
7. If the power is not restored, push the reset button, which is in the panel on the left.
8. If this does not work contact the Maintenance Supervisor, if not available contact the Elevator company at _____