



Elevator Policy

Scope

This policy addresses all elevators, both freight and passenger, and wheel chair lifts on College property. Specifically this includes passenger elevators in the Chapel, Musser, Lyet, Nicarry, Steinman, High Library, Brossman Center Bakery, Brossman Center Atrium, Brossman Center (Annenberg), Hackman South, Hackman North, Zug, the freight elevator in Myer Dining and the wheel chair lift in Baugher Student Center.

Purpose

The purpose of this policy is to ensure the safe and proper operation of the elevators and to conform to the Labor and Industry's standards regarding inspection and maintenance of elevators.

Process

The site elevators will be inspected and maintained as follows:

- A three-year maintenance contract is currently in force with ThyssenKrupp Elevator. The contract specifies that ThyssenKrupp will conduct maintenance on each elevator once a month.
- ThyssenKrupp remains on call 24/7 in the event there is a problem with one of the elevators.
- The College's liability carrier will also conduct inspections of each of the elevators semi-annually.
- The results of the inspection will be given to Facilities Management. Work orders will be issued to correct those items that Facilities Management is able to correct. The rest of the items will be forwarded to ThyssenKrupp to be addressed.
- The liability carrier will also submit the list of deficiencies to Labor & Industry who will contact the college about correcting them.
- In the event that a person is stuck in an elevator, Campus Security should be notified. If Campus Security is unable to get the person(s) out of the elevator, Facilities Management and/or ThyssenKrupp will be notified.
- When people are trapped in an elevator, the following steps should be taken:
 - Contact Campus Security (extension 1111)
 - The Security Officer should establish and maintain contact with the elevator car occupants and reassure them that help is on the way.
 - The elevator disconnect should be turned on and off in an attempt to reset the elevator and get the car to ground floor and the occupants out.
 - If Campus Security cannot get the person(s) out, contact ThyssenKrupp and inform them of entrapment for a quick response.

Responsibilities

- Facilities Management
 - a. Negotiate the elevator maintenance contract
 - b. Coordinate the elevator inspection schedule with the liability carrier
 - c. Issue work orders for deficiencies found, and/or contact ThyssenKrupp to correct problems found during the inspection
 - d. Respond to elevator problems, and correct those that can be corrected in house
 - e. Contact ThyssenKrupp with problems that cannot be addressed in house
- College Community
 - a. Contact Facilities Management at extension 1408 during working hours and Campus Security at extension 1263 after hours if you are experiencing difficulties with an elevator
 - b. Weights are posted in each elevator car – do not overload the elevator cars
 - c. Be careful not to bump the elevator doors when moving materials in and out of the elevators
 - d. Do not use elevators when there is a fire or when the fire alarms are sounding



Evaluation

The Safety Committee shall be responsible for evaluating this policy annually.

Document History

Created: 12/2004

Audited: 1/2006, 2/2007, 3/2008, 2/2009, 2/2010, 1/2011