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|---|---------------------------------------|---------------|--|
| Title:<br>ESCB Elevator Disruption Procedures             | Procedure #:<br>EV001                 | Page #: 1     |  |
| Function: Elevator Reporting and Communication protocols  | Implemented Date:<br>6/17/2019        | Revision #: 1 |  |
| Author: Scott Ballantyne<br>Sig. Scott Ballantyne<br>Date | Approved By:<br>Sig. _____ Date _____ |               |  |
| Approved By:<br>Sig. _____ Date _____                     | Approved By:<br>Sig. _____ Date _____ |               |  |

**1. PURPOSE**

- 1.1. Provide direction regarding the general protocols surrounding an Elevator disruption in the ESCB.

**2. OBJECTIVE**

- 2.1. Identify primary department contact for reporting an elevator disruption
- 2.2. Provide instruction regarding how the disruption is handled and communicated specific to each elevator in the ESC building.

**3. DEFINITIONS**

- 3.1. NA

**4. ASSOCIATED DOCUMENTS/ REFERENCES**

- 4.1. EV002 – Transportation of Hazardous Materials During an Elevator Disruption

**5. MATERIALS/ EQUIPMENT**

- 5.1. Passenger Elevators #23 and #24

**6. SAFETY**

- 6.1. N/A

**7. PROCEDURE**

7.1. Passenger (Freight) Elevator #24

- 7.1.1. When the Freight Elevator is malfunctioning, the Program Assistant (Annie Kostadinova) must be notified (416-287-7195).
- 7.1.2. If service cannot be restored the same day, a notice of disruption will be sent out by the Department indicating that the elevator is out of service and that the *Procedure for Transporting Hazardous Materials during an Elevator Disruption* is in effect.
- 7.1.3. Once Elevator #24 Service has been restored, a follow up email from the Department will indicate that freight elevator service has resumed and that staff/students can resume normal operations.

7.2. Passenger Elevator #23

- 7.2.1. When the Passenger Elevator is malfunctioning, the Program Assistant (Annie Kostadinova) must be notified (416-287-7195).

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7.2.2. If service cannot be restored the same day, a notice of disruption will be sent out by the Department indicating that the elevator is out of service and that the *Procedure for Transporting Hazardous Materials during an Elevator Disruption* is in effect.

7.2.3. The doors to the freight elevator on the atrium side of the building for floors 1 through 5 inclusive will be unlocked during normal business hours until elevator 23 service is restored.

7.2.4. Once Passenger Elevator 23 service has been restored:

- a. Fob restrictions to the atrium side doors of Elevator #24 will be reinstated.
- b. Once fob restrictions have been restored to Elevator #24, a follow up email from the Department will indicate that Elevator #23 service has resumed and that staff/students can resume normal operations in Elevator #24.

**8. TRAINING/ COMMUNICATION**

8.1. This document will be made available to all department personnel working in the Environmental Science and Chemistry Building and will be used for training purposes for new personnel.