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).
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.