

BAY COUNTY LIBRARY SYSTEM

STALLED ELEVATOR WITH PASSENGERS ON BOARD

1. If an elevator stalls with passengers aboard: DO NOT attempt to open elevator doors.
2. Try to communicate with people in the car. Tell them that help is on the way and to remain calm.
3. Library Staff are to call the elevator service company – Schindler Elevator: 1-800-225-3123 and give profile number (Sage profile #S679090) (Wirt profile #S706073) notify them that the elevator has stopped with people trapped on board.
4. Get an estimated time of arrival from Schindler's and have a library staff person be on the lookout for the elevator service company technician.
5. Notify the Maintenance Supervisor and/or building maintenance personnel.

ELEVATOR NOT OPERATING PROPERLY WITHOUT PASSENGERS ON BOARD

1. Put an "Out of Service" sign taped across elevator door on each floor.
2. Library staff are to call the elevator service company – Schindler Elevator 1-800-225-3123 and give profile number (Sage profile #S679090) (Wirt profile #S706073) notify them and state the problem.
3. Get an estimated time of arrival from Schindler's and have a library staff person be on the lookout for the elevator service company technician.
4. Notify Maintenance Supervisor and/or building maintenance personnel.