1.013 Freight Elevator Procedure

Policy Purpose and Scope

The purpose of this policy is to ensure the building is secure from unauthorized entry.

Roles and Responsibilities

Any employee who uses the freight elevator or is supervising a vendor that is using the freight elevator shall be responsible for leaving the elevator in its secure resting state, which prevents external access to the building.

Operational Procedures

- If the freight elevator is not in its secure resting state, the building is vulnerable to unauthorized entry.

- To put the elevator in its secure resting state: 1) call the elevator to the top floor; 2) switch the red emergency stop lever to the "STOP" position (the opposite position reads "EMERGENCY"); and 3) close the internal gate and external door.

- To use the elevator, simply switch the red lever back to "EMERGENCY".

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