

**ELEVATORS
MAINTENANCE**

Effective date: 02/81
Revision date : 08/12
Review date :

Policy:

Ensure that the elevator systems are designed, installed, operated and maintained according to prevailing standards.

Prevailing Codes and Standards:

TJC EC 02.05.01 (9)

PM Cross Reference:

Task 7 Craft 9 all elevators

Procedure:

I. General

The elevators are maintained under a service contract with services to be performed under specific guidelines to maintain elevators in a safe and satisfactory operating condition.

II. Inspections

A. Physical Plant

1. All elevators are to be inspected using the pm system elevator inspection task sheet.
2. Maintenance Control will refer any discrepancies found except ceiling lighting, trash in door tracks, and floor and wall damage to the contractor.

B. Contractor

The contractor will examine, inspect, service and perform preventive maintenance on all elevators as stated in contract.

III. System Failure

University Police are responsible to respond to elevators containing passengers during system failure and calling of contractor for all problems.

IV. Fireman Recall

Monthly, the elevator service contractor will test fireman's recall and maintain records.

