VCSU SAFE OPERATING PROCEDURES:
Elevator Safety

General knowledge of safe operating procedures elevator equipment is important to all who use the elevators on campus.

Procedures:

- Watch your step; enter and exit carefully. Step up or down if the elevator floor and hall floor are not level.
- Watch for closing doors. Do not touch or try to stop them.
- If the doors do not open when the elevator stops, ring the alarm button and wait. Never force the doors open or try to exit.
- Pay attention to small children as they enter or exit the elevator door.
- Take extra care when entering/exiting with stroller, walkers or carts.
- On freight elevators, care must be taken when closing center meeting doors. Weights and pulleys may cause the doors to close fast.
- Do not exceed the weight limit of the elevator.
- All gates, handrails and handhold straps must be in good repair.
- **In case of fire, NEVER use the elevator, use the stairs!**
- Do not jump in an elevator. It can cause the elevator to plummet/fall.

**Elevator Malfunction**

- In the event the elevator malfunctions or is nonoperational, please notify Facilities Services during business hours- 845-7705 or notify the Power House after hours- 845-7708.
- If the phone is inoperable, turn on the emergency alarm signal for help.