

VALLEYCARE
OLIVE VIEW-UCLA MEDICAL CENTER/HEALTH CENTERS
DEPARTMENT: FACILITIES
POLICY & PROCEDURE

NUMBER: 561
VERSION: 1

SUBJECT/TITLE: ELEVATORS ON FIRE SERVICE AND THERE IS NO FIRE

POLICY:

PURPOSE:

- PROCEDURE:**
1. Verify there is no fire. If a smoke detector in the elevator is actuated the elevator will not operate on normal service.
 2. With the elevator fire service key go the second floor lobby of the affected elevator.
 3. On the hall button panel you will find the elevator fire service switch. Above the switch is a placard with instructions, read and obey.
 4. If the elevators have to be run on by-pass you cannot remove the key. Someone will have to be stationed with the key to prevent vandalism and theft.
 5. The key can only be inserted or removed when the elevator service switch is in the off position.

DEPARTMENTS: FACILITIES

DEFINITIONS:

References:	
Approved by: Robert Ross (Director, Facilities)	Date: 08/12/2009
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