

North Dakota State University

Elevators

I. Introduction

Passenger and freight or service elevators are an important part of many of the work activities on NDSU campus. They are essential for many jobs and make these jobs easier to perform although they may be hazardous when used improperly.

II. Purpose

To ensure all employees know the correct and safe procedures for elevator operations.

III. Goals

General knowledge of safe use is essential with all equipment and is important to the welfare of the employee as well as the visitor.

III. Procedures

1. Watch your step; enter and exit carefully. Step up or down if the elevator floor and hall floor are not level. Take extra care if you wear bifocals.
2. Watch for closing doors. Do not touch or try to stop them.
3. Ring the alarm button and wait if the doors do not open when the elevator stops. Never force the doors open or try to exit.
4. Pay attention to small children as they enter or exit the elevator door.
5. Take extra care when entering/exiting with strollers, walkers or carts.
6. On freight elevators, care must be taken when closing center meeting doors. Weights and pulleys may cause the doors to close fast.
7. Do not exceed the weight limit of the elevator.
8. All gates, handrails and handhold-straps must be in good repair.
9. **In case of a fire, never use the elevator, use the stairs.**
10. Do not jump in an elevator. It can cause the elevator to plummet/fall. If an elevator is damaged from jumping, those involved will be held liable for repair expenses.
11. **Elevator Malfunction**
 - a. In the event the elevator malfunctions or is nonoperational, please notify Facilities Management during regular business hours (231-7911) or notify Campus Call Center after hours (231-8998).
 - b. If someone is trapped in the elevator, do not try to rescue the person. Tell them to sit in the middle of the cab and reassure them that assistance is being requested.
 - i. Use the emergency phone to notify the Call Center 1-8998 or call 911.
 - ii. If the phone is inoperable, turn on the emergency alarm to signal help.