

## **PART II – PRIMARY SYSTEMS INFORMATION**

### **7. ELEVATORS**

#### **1. Operation**

##### **b. Startup and Shutdown Procedures:**

- (1) Pre-start: There are no special requirements for the operator pre-start as long as they have read and reviewed section 7 or have been instructed on the use of the elevator. There are no special requirements if the operator is just using the elevator under normal operations. If the operator is going to use any of the emergency operations then he should be very familiar with section 7 and should be trained in the emergency operations of the elevator systems. Under no circumstance should an operator use the inspection or access functions of the elevator system unless a qualified elevator service technician or inspector is present.

Fire service phase 2 and phase 2 should only be used in case of a fire, and only by trained personnel.

- (2) Startup, shutdown and post shutdown procedures: The elevator will turn itself on when a hall call has been placed. The elevator will shut itself off after it has responded to its last call and allowed the operator to leave the elevator. There is no need for the operator to do anything for startup or shut down.

If the elevator is to be shut off for any length of time or for servicing, the main disconnect in the elevator equipment room should be shut off and it should be locked out and tagged out. If the elevator has been locked out and tagged out, only the person who locked out the elevator should return the elevator to service.

The 110-vac should not be turned off as this supply keeps power to the emergency lighting system. Prolonged disconnection from the power circuit will cause the emergency lighting system to become inoperative, as it is battery powered. This battery system provides emergency lighting for approximately 24 hours on a full charge. If it is necessary to remove the 110-vac power for more than 24 hours, the elevator should not be returned to service until the emergency battery has had ample time to recharge.