

**A. Building Problems****2. Elevator Stoppage**

Any elevator failure should be reported to a supervisor who will communicate the problem to the elevator repair service. "Out of order" signs should be posted on all affected elevator doors. **N.B.** Do not forget to remove these when the elevator is working again. A staff member should reassure anyone trapped in the elevator that someone is on the way to fix the problem. When the elevators are not working, some handicapped patrons may require assistance. If all elevators are not functioning for an extended period of time, it may be necessary for fire and safety personnel to carry some patrons down the steps.

Elevator Repairs are handled by:

Facilities Management      call 3-7800