

**NDSU**

**ELEVATORS**

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**ELEVATORS**  
Passenger/ Freight & Service  
Safe Operating Procedure

**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.

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

**II. General Safety**

- \* 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.
- \* 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 strollers, 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.
- \* All gates, handrails and handhold-straps must be in good repair.
- \* **In case of a fire, never use the elevator, use the stairs.**