

6. ELEVATOR:

EMERGENCY ACTION:

If the elevator stops with people inside:

1. Don't panic. The people in the elevator are perfectly safe in the elevator unless there is a fire or some other threat to the building.
2. If there is still power to the building, go into the elevator room across from the office (master key required). Turn the large red power switch on the right to off position and then back on. This hopefully will reset the computer and put the elevator back in service.
3. If the above doesn't work, or if there is no power in the building, **turn the power switch off so that it doesn't start while people are being evacuated.** Then find the special elevator key that hangs on the north wall in the elevator control room. It is a rod about six inches long with a toggle on the end. This is a special tool to open the elevator door in the event of a power failure. Additional door opening tools are located on each floor in the closest fire extinguisher cabinet. Insert the toggle end of the key into the small hole in the elevator door near the upper left hand corner of the door. Rotate the key clockwise until it makes contact with a cam that releases the door. Using the key slide the door open. It may be necessary to open the door on another floor to get the people out.
4. If the above procedures don't work, call ThyssenKrupp Elevator 24 hour dispatch number: 503-255-0079. Their technician lives in Redmond but 90% of his work is in Bend. On a work day he may be only 10-20 minutes away and he is the most experienced at removing people from the elevator.
5. If the above procedures don't work, or if someone is panicky or is having a medical emergency, call 911 and the fire department will likely respond.

DESCRIPTION:

A 2,000 lb capacity passenger elevator serves all four levels. The power supply switch and hydraulic system controls are in the locked elevator room across the hall from the church office. Only elevator related items are permitted in the elevator room. The master door key will unlock the door. The State ID # for the elevator is LULA11673.

OPERATION:

In the event of a fire alarm, the elevator will automatically come to level 2 (Staats St. entry lobby) and remain inoperable until activated by an authorized person with the override key.

If someone is trapped in the elevator, they are to press the clearly marked button which will contact a 24 hour monitoring service, maintained by ThyssenKrupp. This service will respond by voice and then contacts the elevator technician. Further action or to provide church access, the monitoring service will call the contact names provided. It is important to keep this list of names current and they can be changed by calling Bill

Greenland the ThyssenKrupp account executive for our area at 503-290-7163. The company can also be reached at 800-800-6915. In Jan 2017 the names on the list were:

1. Dave Beckett: 541-678-1221
2. Erin Buckley-Noonan: 541-604-5007
3. Al Huntley: 541-788-5366
4. Don Pederson: 541-382-9122

If the door is repeatedly held open the elevator may assume there is a malfunction and shut itself down with the doors closed. This can also happen if the elevator is over loaded, unevenly loaded, or if the passengers, particularly children, move around while it is in use. When this happens, turn the power off and then back on or open the door with the rod key as described above.

Protective wall pads are stored in the elevator room.

To enter the pit below the elevator, park the elevator at the Staats St. entrance level. **Turn off the power to the elevator.** Open the basement level door with the rod key and wedge the door in the open position.

The elevator pit is normally dry but just in case water gets into the sump there is a sump pump that will automatically pump it out. The pump discharges into the sink in the janitor's closet. This can create an odor in the closet. An attempt was made to vent the closet into the adjacent bathroom but this project was never finished.

Power comes from electrical panel B in electrical/ storage room across from the church office.

MAINTENANCE:

The church has a contract with East Cascade Security to test the heat and smoke detectors and the alarm systems twice a year. We have an annual contract with ThyssenKrupp Elevator to service the elevator quarterly. When checking the smoke alarm in the elevator shaft ThyssenKrupp has to come and shut off the elevator. All these tests should be done at the same time. There is an elevator test log in the elevator control room that shows when all tests and maintenance were performed.

The contract is in the elevator file folder in the trustees' file in the office. The State of Oregon also does an annual inspection.

Contact numbers for ThyssenKrupp Elevator:

Bill Greenland account executive, 503-290-7163

Kenny Hawes, 24hr/7day/week Dispatch, 503-255-0079

National contact number, 800-800-6915