

# ELEVATORS/POWER FAILURE

## ELEVATORS

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### **In the event of a malfunction of an elevator:**

In the elevator cars that have been modernized, push the button marked emergency phone on the right-hand elevator control panel. In cars that have not yet been modernized, there is a door with a phone box behind it with a button to push. This will put you in direct contact with Millar Elevator's emergency service. They will contact the appropriate personnel who will get you out as soon as possible.

Building maintenance personnel are not authorized to remove personnel from stopped elevators, unless there is an extreme emergency. It is far safer to wait for the trained elevator technicians.

When a fire alarm activates, the elevator will automatically stop, the doors will remain closed and the elevator will then return to the first floor and the doors will open to enable passengers to step out. In the event the fire alarm is on the first floor, the elevator will return to the second floor.

## **IN THE EVENT OF A POWER FAILURE**

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1. Limit movement – the air conditioning will not work during a power outage so it will warm up quickly.
2. Disconnect computers, office machines and appliances to avoid surge damage when power is restored.
3. Wait for instructions from Building Management. We will update you as soon as we receive information from the utility company.
4. There is an emergency generator that powers emergency systems, stairwell lights and a few lights within offices and corridors – enough to assist in exiting. The generator also powers one elevator car on each side (one on the high side and one on the low side) of the elevator lobby. Air conditioning and heating will not function.

Building Management will monitor the operation of the generator, which can run up to 10 hours on a full tank of fuel. We will also stay in contact with the utility company for updates.