

## Inclement Weather – Elevator Damage Prevention Steps Removing Elevator(s) from Service

If your property or properties are susceptible to flooding during significant weather events, such as hurricanes or tropical storms, and your elevator systems are at risk of damage or have sustained damage in the past, we recommend fully ceasing elevator operations to prevent costly repairs. Below are steps that the Owner or Facilities staff can follow to safely take the elevators out of service...



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**STEP #1**



**Notify all potentially affected persons within the building of your intention to remove the elevator(s) from operational service.....**

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# **STEP #2**



**Prior to removing elevators from operational service, make sure any/all handicapped or mobility restricted persons have been provided with an opportunity to safely evacuate the property.....**

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# STEP'S #3 & #4

**Step #3** - We recommend the following steps be performed by at least (2) persons to ensure no one is accidentally trapped within the elevator(s) at the time the elevator(s) are being secured/removed from service.....



**Step #4** - Ensure both persons securing the elevator(s) have an open line of communication. (2-way radios, cell phones, etc.) prior to proceeding to the following step....

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**STEP #5**



One (1) of the two (2) persons securing the elevator(s) should locate the elevator machine room(s), and the associated elevator mainline power disconnect switch(es). Each disconnect should be labeled with a letter or numerical identification that is unique to each elevator which is very important to identify ensure the appropriate elevator is removed from service.....

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**STEP #6**



**Using the selected 2-way communications means the other person (not in machine room) should be located at a landing toward the top of the building. Preferably, the landing just below the top landing of the building where the elevator(s) can be called to the landing via the hall push button station(s). This will place the elevator cab & counterweight frame(s) in positions above the elevator pit(s) where the most damage can occur during flooding of the elevator pit(s).....**

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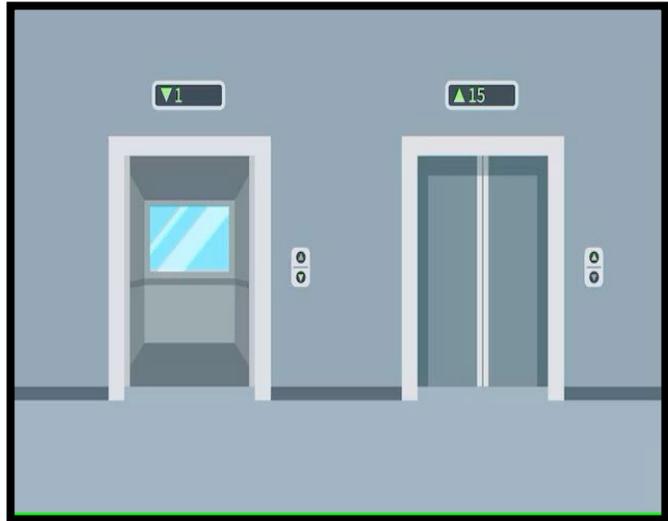
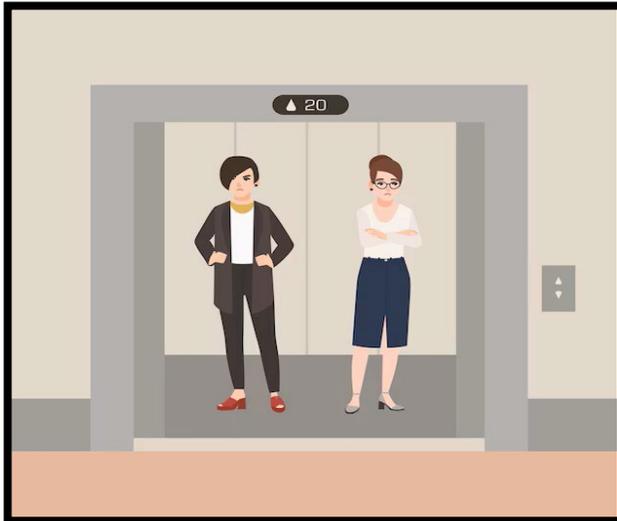
# **STEP #7**



**At this time, the person(s) located at the elevator landing should initiate a hall push button call to call an elevator to the next to top landing of the building.....**

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# **STEP #8**



**When an elevator arrives, the person on the landing should first make sure there is no one present within the elevator cab....**

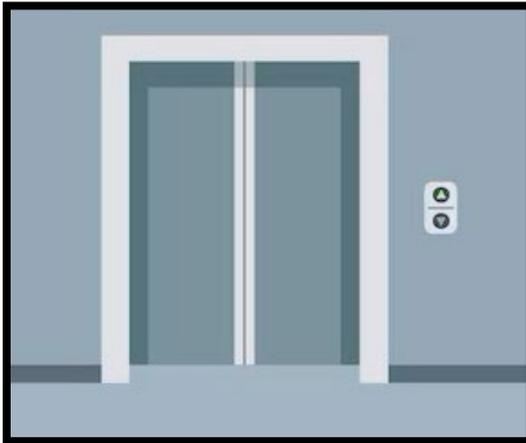
# **STEP #9**



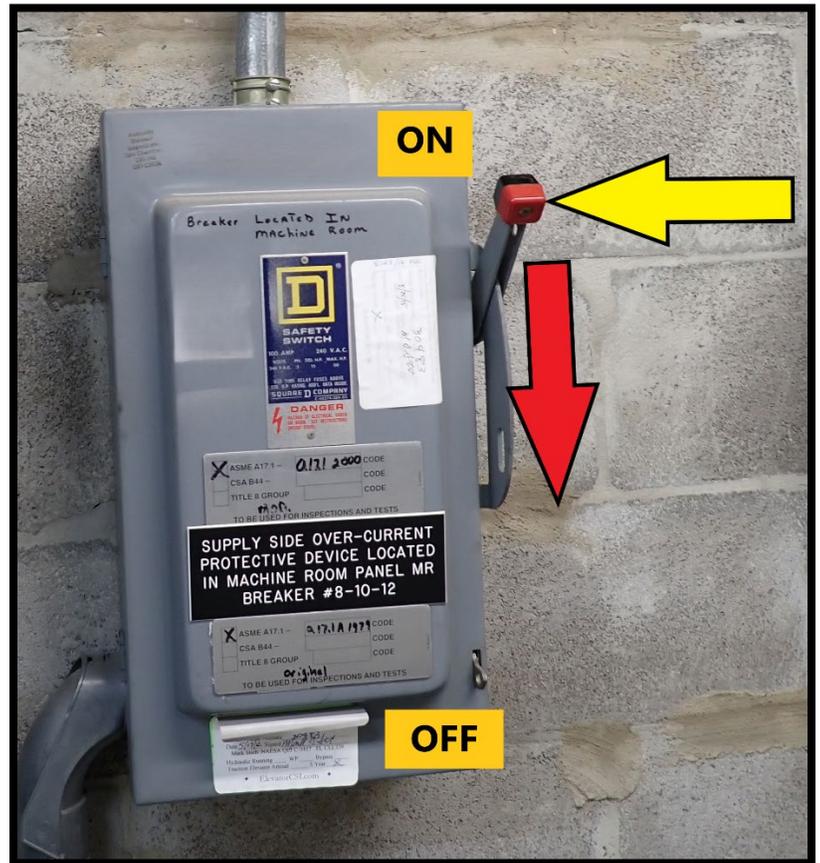
**It is at this time the person within the elevator machine room should be notified by the person at the elevator landing of the unique elevator number or letter identification that has responded to the hall call so the person within the machine room may locate the corresponding mainline (large) disconnect switch in preparation of placing the disconnect in the "OFF" position....**

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# **STEP #10**

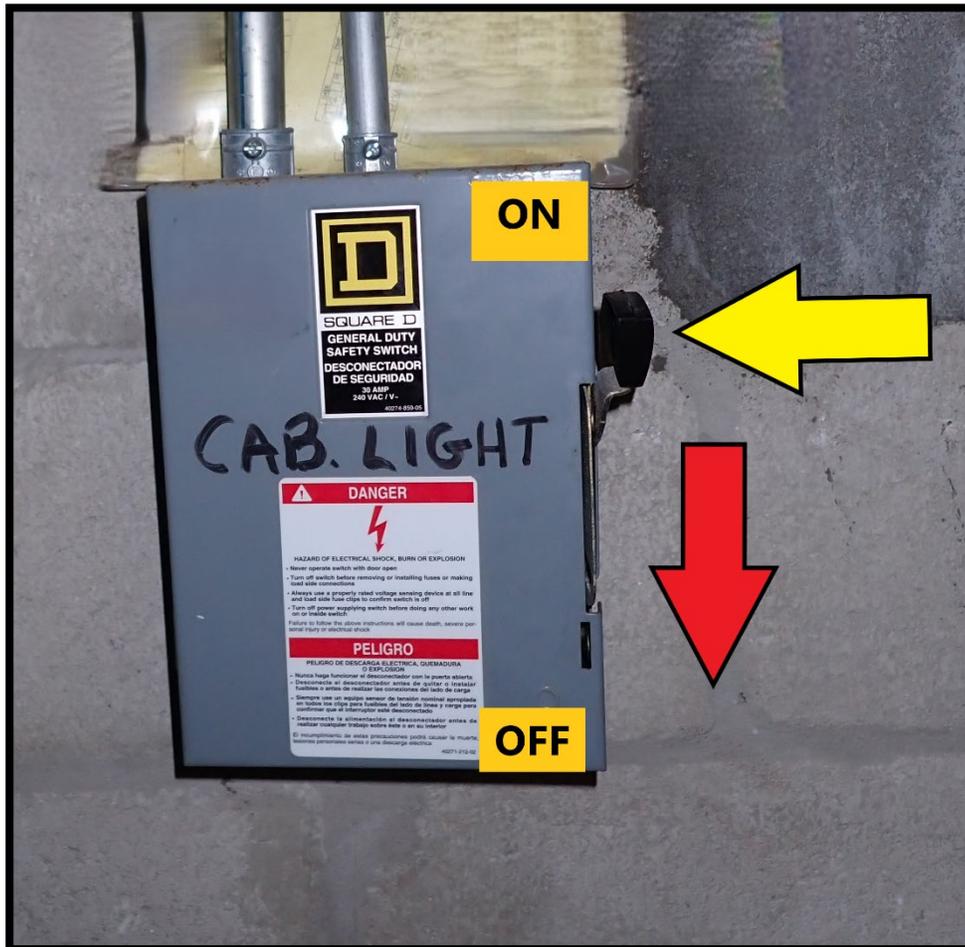


**With 2-way communications still established the person located at the elevator is to immediately notify the other person located in the elevator machine room to place the mainline (large) disconnect in the "OFF" position as soon as the elevator door(s) reach the fully CLOSED position.....**



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**STEP #11**



**In addition to the large mainline power disconnect, there may be smaller disconnects with the same unique letter or number. The smaller disconnects are for the elevator cab lighting circuits and this disconnect should also be placed in the "OFF" position which ensures there is NO power going to the elevator cab during the weather event that could result in electronic component damage...**

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## **STEP #12**



**The above steps can be repeated for each additional elevator located within your building(s) until all of the elevators that your property intends to remove from service have been successfully removed from service.**

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## **ADDITIONAL RELATED INFORMATION**

1. During the height of any type of hurricane or tropical storm where there is an eminent risk of being entrapped within an elevator, we recommend avoiding the use of elevators. During most life-threatening weather conditions, first responders may not respond to emergency calls such as entrapments until the weather conditions improve and the roads are deemed safe to respond. Once first responders announce they are no longer responding to emergency calls, it is safe to assume the elevator service providers will not respond until it is safe for their technicians. Don't risk entrapment during major weather events, and if you must exit the building, use the exit stairs if/when it is safe.
2. If your property elects NOT to remove power from the elevator systems as described above, and instead you place the elevator(s) on “Independent Service” operation on an upper landing of the building(s).... If the fire alarm system(s) related to elevator recall are activated, the fire service operation of the elevator(s) could override the Independent Service Operation, and the elevator(s) could recall to the lowest level of the building where flood water may be present. Fire Service operation recall can only be prevented by placing the in-car Run/Stop key switch in the “STOP” position or by placing the mainline disconnect(s) in the “OFF” position. To be certain the elevator(s) cannot enter fire service operation, the mainline power disconnects MUST be placed in the “OFF” position.
3. If our elevator(s) have a flood alert recall system and the elevator(s) recall to the upper landings, then we should be “safe” from the elevator(s) recalling if the fire alarm system activates... Correct? The answer is “NO”. Fire Service operation overrides several key operated functions when the fire alarm system has been activated which may include overriding flood monitoring recall of the elevator(s). Again, placing the mainline service disconnects in the “OFF” position is the most fail-safe way to ensure the elevators will not recall should the fire alarm system activate during a fire emergency. Furthermore, NO ONE should be using or entering any elevators during a fire emergency. Evacuation of the building during a fire emergency should be facilitated by the exit stairways.
4. Following a major weather event where flooding was present in our building and there is a possibility the elevator pit(s), machine room(s), or elevator shaft(s) may have been compromised by water intrusion.... Can we just place the elevator disconnects back in the “ON” position and resume using our elevators? Any instance where flooding has occurred and power to the building was/is questionable the elevators should not be placed in the “ON” position UNTIL the elevator maintenance/service provider, or a Competent Elevator Consulting firm such as RES Elevator Consulting has inspected all aspects of the equipment to ensure the equipment is safe to return to operation.
5. Immediately following major weather events such as hurricane's, tend to become very frustrated when their maintenance/service providers cannot immediately respond to their properties... We understand that many properties experience frustration after major weather events, especially when service providers are unable to dispatch technicians immediately. We kindly ask for your patience during these challenging times. All elevator companies are working tirelessly around the clock to restore service to buildings like yours, which can lead to longer waiting times for responses. Additionally, please remember that the technicians responding to these calls may also be dealing with personal impacts from the weather. In most cases, they are prioritizing the restoration of elevator service to your building before attending to their own needs. Your understanding and support are greatly appreciated as we work together to navigate this situation.