



# LETCHER'S ECI, LLC

Certified Elevator Consultants & Inspectors

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## **Monthly Testing of Phase I and II Fire Service**

(This is a general guide, depending on the year of installation your elevator may have different features.)

**\*READ THRU ENTIRE PROCESS PRIOR TO STARTING TEST**

### **PHASE I :**

1. Insert key into fire recall switch. Typically located on the main access floor.
2. Turn to the "On" position. Elevator should return to the landing where the key switch is located and doors should open.

### **PHASE II:**

- If elevator is equipped with phase II, newer elevators have a door to open to access the phase II controls.
1. Remove key from hall and insert key into fire service key switch inside elevator. Turn to the "HOLD" position. \*If you do not have hold on your key switch skip to step #3.
  2. Try to push the floor button for any other floor other than the floor you are on. Button should not stay lit.
  3. Turn key to the "on" position.
  4. Push the Top floor button. Top floor button should now light up.
  5. Push and hold the "Door Close" button, door should close. When doors are about halfway closed release "Door Close" button and doors should reverse direction and start to open. Before the doors reach the fully open position, push and hold the "Door Close" button again. The doors should reverse and should start to close again. Hold button until doors are completely closed. Release "Door Close" button and door should remain closed.
  6. Push car call for top floor again, if car does not move. When car starts in motion, push "call cancel" button. Call button should go out and car should stop at next available floor.
  7. Push and hold the "Door Open" button and doors should start to open. When doors are about halfway open, release the "door open" button and the doors should reverse direction and close. Push and hold the "door open" button again. Hold Button until the doors reach fully open position. Release the button and doors should stay in the open position.
  8. Turn the key to the "OFF" position in the elevator. Elevator should close doors and return to main landing depending on code year. If not, close doors and push main landing call button. If the latter is the case, once at the main landing, push the open button until doors are fully open. Then turn key to off.
  9. Remove key and insert into the hall key.
  10. Turn key to the "Reset or Bypass" position then back to the "OFF" position.
  11. The elevator should now be back in normal service.
  12. Run the elevator to another floor to verify that the elevator is on normal service.

**Disclaimer:** The instructions above may not be for your type of elevator. Always follow the directions posted inside of the elevator, Or ask your elevator maintenance company for detailed instructions on your specific equipment.

Fill out monthly recording log sheet. Keep posted in elevator machine room. Note any failures on log and contact your elevator maintenance company to have failures fixed.



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