

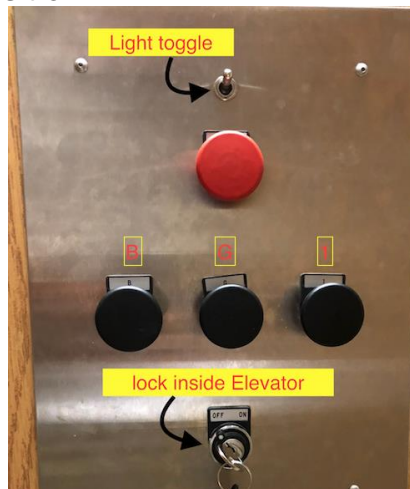
Elevator (LIFT) operating instructions for Elder on Elevator Duty

Prepare the elevator for use:

1. Get 2 elevator keys from wall cabinet in the Meeting Room.



2. Proceed to **ground level** elevator door (**G**)
NOTE - there are 3 levels; Basement -"B", Ground level -"G", Main Floor -"1"
3. Turn on the light toggle switch in the elevator.
4. Place a key in the **lock in the elevator** and in the **outside lock**. Leave both in the **OFF** position.



The Elevator is now ready for use.

Operating instructions:

Though some church members/users know how to use the lift, new users will need assistance.

- a) Open door and allow user(s) to enter elevator (max of 2 people)
- b) Instruct them to turn the key lock ON and to push & HOLD button #1
- c) Request them to turn the key lock OFF before exiting the elevator
- d) Once the Elder is sure the elevator is empty, turn the key lock at door G ON, then push & hold the large button until the elevator comes to a rest at the ground level position for the next user.
- e) Turn that key (at Door G) lock OFF.
- f) Repeat process for each user

NOTES:

- 1- The elevator CAN NOT be moved by pushing the outside buttons IF the key lock INSIDE the elevator is in the ON position.
- 2- If user does not turn key lock OFF before exiting elevator, the Elder will need to go up to main floor to bring it back down to the **G**round floor.
- 3- Always return keys to Cabinet in Meeting Room when done.