



ELEVATORS

are present in most buildings as an alternative accessibility method between levels. Like all mechanical equipment, elevators can infrequently breakdown, sometimes resulting in people trapped inside. Approximately 50% of breakdowns on campus are caused by a malfunction or maintenance issue, and 50% by the actions of the elevator passenger. Elevators on campus are a part of a maintenance program and are inspected annually by an outside company. If you notice an elevator is not functioning properly, then please report it to the Work Control Center at workcontrolcenter@uoregon.edu or (541)346-2319. If you have concerns about accessing your workplace when elevator services are impacted, then please contact your supervisor to find an appropriate accommodation. It is important to know how to safely use an elevator to lower the potential of a malfunction or breakdown resulting in an injury or entrapment.

ACTIONS THAT CAN CAUSE BREAKDOWNS:

- Jumping
- Dancing
- Forcing doors to remain open when closing (especially when buzzing)
- Overloading the rating
- Placing too much weight on one side
- Pressing too many buttons at once

WHAT TO DO!

- Do not attempt to stop a closing elevator door with your arm, leg, or any other body part. Press the recall/door open button and wait.
- If trapped inside, do not panic! Either press the emergency call button or use the elevator phone or your cell phone to call the SOC (Security Operations Center) at (541) 346-2919. They will dispatch somebody to help you.
- Never use equipment that requires a cord through the elevator door (vacuum or extension cord).
- If you are injured due to an elevator issue, notify your supervisor immediately! Please fill out an incident report, which can be found [here](#), within 24 hours of the injury.
- Report elevator malfunctions to CPFM’s Work Control at (541)346-2319 or workcontrolcenter@uoregon.edu.
- Call 911 if a person has a medical emergency while trapped in an elevator!



Avoid behaviors that can cause a breakdown!



If entrapment occurs, do not panic! Press the help button to connect to SOC.



Report potential elevator malfunctions to CPFM Work Control.

