



LOS ANGELES UNIFIED SCHOOL DISTRICT POLICY BULLETIN

TITLE: Policy on Elevator Repairs and Emergencies

NUMBER: BUL-750.6

ISSUER: Kelly J. Schmader, Interim Chief Facilities Executive
Facilities Services Division

DATE: July 18, 2011

ROUTING
 Local District Superintendents
 Local District Facilities
 Directors
 Local District Operations
 Coordinators
 Local District Directors of
 School Services
 Site Administrators
 Plant Managers

POLICY: To maintain and ensure proper operation of all District elevators, escalators, and dumbwaiters and like equipment at select leased sites, the District has contracted with two elevator service companies to provide ongoing maintenance, respond to service requests and emergencies related to the use of this equipment.

MAJOR CHANGES: This version replaces BUL-750.5, issued December 14, 2009 with the same title to clarify the covered equipment and changes to office telephone numbers.

GUIDELINES: The following guidelines apply.

The elevator contractor servicing your area should be contacted immediately in the event of an entrapment. If there is a medical emergency, call 911 immediately.

The contractor names and telephone numbers are listed below:

Sites located within Local Districts 1, 2, 3, 4, Central Shops and Wilson High School unless a specific site was notified in writing by Maintenance & Operations that they were reassigned to the other contractor shall contact:

Amtech Elevator Services (Attachment A)
(562) 658-6000

Sites located within Local Districts 5, 6, 7, 8 unless a specific site was notified in writing by Maintenance & Operations that they were reassigned to the other contractor shall contact:

GMS Elevator Services (Attachment B)
(800) 400-3904

Both Amtech Elevator Services and GMS Elevator Services are under contract with the District and are required to respond to entrapment calls within one hour.

For elevators within the Beaudry Building, contact the lobby security desk at (213) 241-5825, 24 hours a day



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If you have an entrapment and are unable to reach the contractor for your area, contact the School Police Department at (213) 625-6631. If unable to contact the elevator contractor or School Police, dial 911. After contacting the emergency response provider, please contact the Maintenance & Operations Area C-3 Elevator Unit at (213) 745-3349 or (213) 745-3348 to inform them of the entrapment. During non-business hours please leave a voice mail message.

It is possible to communicate with the entrapped passenger through the closed elevator door. While waiting for the elevator company to respond, someone should go to the elevator, talk to the entrapped passenger and remain there until help arrives. Try to reassure them that help is on the way, that they are safe, and to remain calm. If there is a medical emergency, please call 911 immediately.

District staff other than authorized M&O Tech Unit personnel are not permitted to directly contact the elevator contractor for service unless the call involves an entrapment or involves a situation regarding the protection of property or safety of students or staff such as elevator doors being stuck open at an outdoor location during non-business hours.

All calls for routine elevator repair requests should be directed to the Maintenance & Operations Service Call Unit at (213) 745-1600.

Keys to access the elevator machine room, elevator and various special keys for use by the elevator contractor are to be secured in a special lock box at the site that is usually located in the Administrative Office Area. Site personnel are not to have access to this lock box. The site will be issued one set of keys which will include as a minimum, a key to the machine room that shall be kept on its red identification tag in the brown M&O Fire Log Book.

Please place a copy of this policy and the appropriate attached notice at the front of the site's Maintenance & Operations Fire Log Book and post an additional copy of the policy and notice in the Plant Manager's Office and other appropriate locations.

Storage of any kind is not permitted in the elevator machine room as per the California Code of Regulations, Subchapter 6 Elevator Safety Orders; Title 8, and ASME A17.1.

AUTHORITY: This is a policy of the Chief Facilities Executive.

RELATED

RESOURCES: California Code of Regulations, Subchapter 6 Elevator Safety Orders; Title 8 Article 15 Section 3094.5 (1), (2) and Article 2 Section 3001 (c) (5) (A).

ASSISTANCE: For assistance call Maintenance & Operations Area C-3 Elevator Unit at (213) 745-3348 or (213) 745-3349



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Facilities Services Division

ATTACHMENT A

ELEVATOR EMERGENCIES

**IN THE EVENT OF AN ELEVATOR EMERGENCY
SUCH AS A TRAPPED PASSENGER, CALL:**

**AMTECH ELEVATOR SERVICES
FOR EMERGENCY SERVICE 24 HOURS A DAY
at (562) 658-6000**

OR

**SCHOOL POLICE
at (213) 625-6631**

**IF UNABLE TO CONTACT AMTECH ELEVATOR
SERVICES OR SCHOOL POLICE
DIAL 911**

**TO REPORT ANY ELEVATOR PROBLEMS CALL THE
MAINTENANCE & OPERATIONS SERVICE CALL UNIT
at (213) 745-1600**

**FOR QUESTIONS REGARDING ELEVATORS CALL
THE MAINTENANCE & OPERATIONS
AREA C-3 ELEVATOR UNIT INFORMATION LINE
at (213) 745-3313**



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ATTACHMENT B

ELEVATOR EMERGENCIES

**IN THE EVENT OF AN ELEVATOR EMERGENCY
SUCH AS A TRAPPED PASSENGER, CALL:**

**GMS ELEVATOR SERVICES
FOR EMERGENCY SERVICE 24 HOURS A DAY
at (800) 400-3904**

OR

**SCHOOL POLICE
at (213) 625-6631**

**IF UNABLE TO CONTACT GMS ELEVATOR SERVICES OR
SCHOOL POLICE
DIAL 911**

**TO REPORT ANY ELEVATOR PROBLEMS CALL THE
MAINTENANCE & OPERATIONS SERVICE CALL UNIT
at (213) 745-1600**

**FOR QUESTIONS REGARDING ELEVATORS CALL
THE MAINTENANCE & OPERATIONS
AREA C-3 ELEVATOR UNIT INFORMATION LINE
at (213) 745-3313**