

ELEVATORS AND ACCESSIBILITY LIFTS

Background

Multi-level schools and buildings are generally equipped with elevators and/or accessibility lifts. These devices are specifically designed to meet accessibility requirements and are not intended for general access or freight use.

Procedures

1. Restricted Use

- 1.1 Elevators and accessibility lifts in School District buildings are designed to provide access to elevated floor areas by persons with mobility challenges. Using these devices for other purposes creates different demand characteristics that may result in unsafe operating conditions, excessive wear, breakdowns, and maintenance problems. Furthermore, the manufacturer's warranty may be voided by improper use.
- 1.2 When the elevator or lift is out of service due to improper use, it imposes an unfair hardship upon those who rely on its' operation.
- 1.3 Therefore, elevators and lifts are only to be used as designed, i.e. to provide access for persons with limited mobility.

2. In Case of Fire

- 2.1 Elevators and lifts are not to be operated during a fire drill or evacuation. Elevators may stop between floors and trap the occupant, and slow-moving lift platforms block part of the staircase needed by those evacuating the building.
- 2.2 School fire evacuation procedures must include arrangements to assist those with mobility challenges to ground level or to assist them to evacuate safely as per evacuation procedure developed in consultation with fire officials.

3. Elevator Alarms

- 3.1 Elevators equipped with emergency alarms provide a means for trapped occupants to signal for help. These alarms are connected to the school security panel and monitored by the alarm monitoring company.
- 3.2 If the alarm is triggered when the school is occupied, an audible alarm will be sounded and the monitoring company will phone the school office to alert staff that the elevator alarm is ringing.

- 3.3 If the alarm is triggered after hours, or if staff do not answer the phone call, the monitoring company will call out the Maintenance Department security runner who will go to the school to investigate.

4. Inspections and Repairs

- 4.1 Elevators and lifts are permitted and maintained in accordance with the requirements of Technical Safety BC. The current permit must be posted in the elevator machine room.
- 4.2 Schools needing servicing or repair of elevators or lifts should initiate a Service Request in AssetPlanner. If urgent, also call Maintenance directly at 604-941-6278.

Reference: Section 65, 85, School Act

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