

# USER MANUAL & SAFETY GUIDE

SAFE OPERATION | DO'S & DON'TS  
EMERGENCY PROCEDURES

# Operation & Maintenance of Lift

# Agenda

- **Operation**
  - Do's & Don't for Using Elevator
  - Rescuing Trapped Passengers
- **Maintenance**
  - Consideration for Maintenance
  - Maintenance Schedule for Lift

# **OPERATION- DO'S & DON'T FOR USING ELEVATOR**

# Manual Door

## DO's

- Keep the door closed after exiting from the elevator.

## DON'Ts

- Don't try to open the door until the elevator has stopped fully.
- Don't put your fingers /clothing across the door when the elevator is running.

# Auto Door

## DO's

- Step into the elevator once it has stopped at landing and doors have been opened fully.
- Use the door open button only when necessary (preventing doors from closing delays the service for other users).

## DON'Ts

- Don't try to force open the door.
- Don't stand unnecessarily in line with the door movement. Door safety device could get activated thereby preventing the door from closing, ends delay in elevator service.

# Inside Elevator Car

## DO's

- Comply with stated number of persons/ weight specified for the elevator.
- Give priority to disabled and elderly passengers.
- Remember elevator etiquette LAST IN - FIRST OUT.
- Make sure domestic animals are kept on a short enough leash. Dangerous situation may occur should they run of the elevator as the elevator doors are closing.
- Press your destination (floor button) gently. Indicator in button shows your call is registered.

# Inside Elevator Car

## DO's

- Keep the elevator clean.
- Use emergency stop button only during emergency condition.

## DON'Ts

- Don't allow children to travel in elevator alone.
- Don't panic if you happen to get stuck inside the elevator for whatsoever reason. Be patient, you are safe. Press alarm or intercom button to call help.

# Inside Elevator Car

## DON'Ts

- Don't smoke inside the elevator.
- Don't allow children to play inside the elevator.
- Don't try to enter the when the elevator doors are closing.

# Machine room

## DO's

- Keep the machine room cleaned and locked.
- Ensure adequate ventilation in the machine room.

## DON'Ts

- Don't allow unauthorized entry of people into elevator machine room.

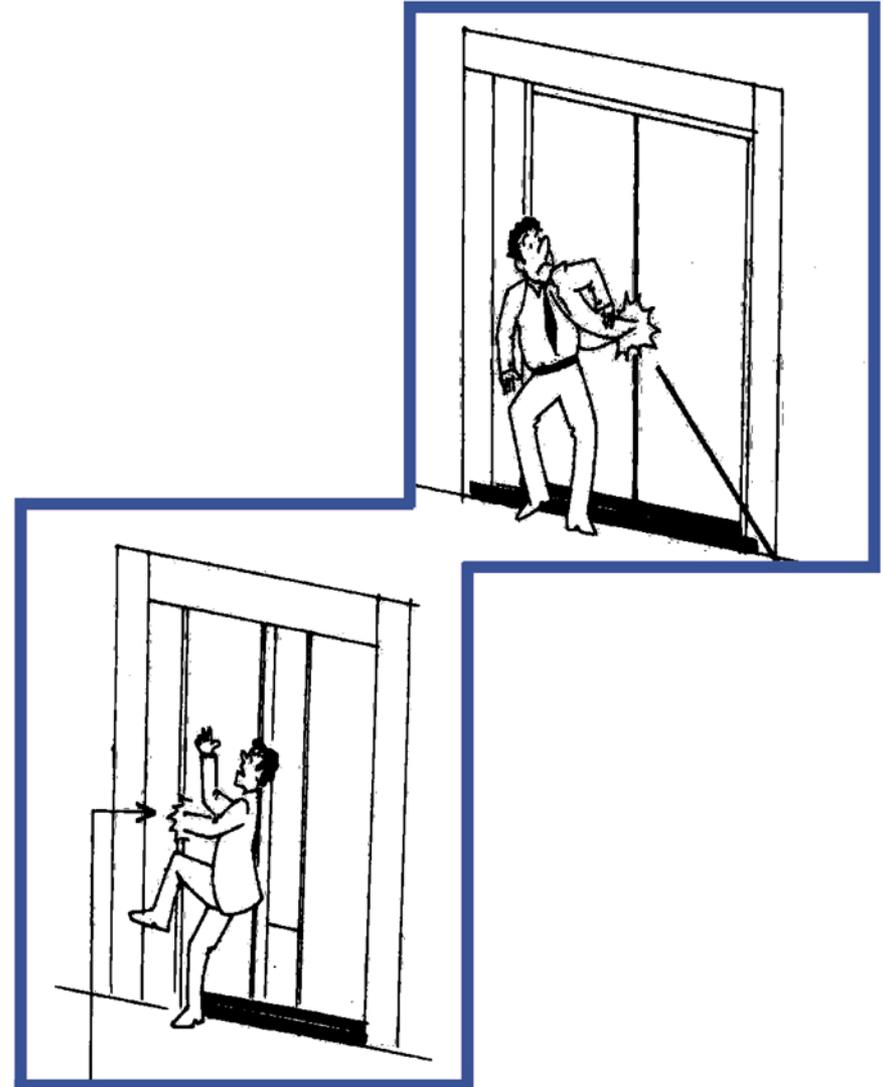
# Car Doors



## WARNING

- Don't stand too close to the elevator doors. Clothing or fingers may get caught in the elevator door.

Fingers or clothing may get caught into the doors.

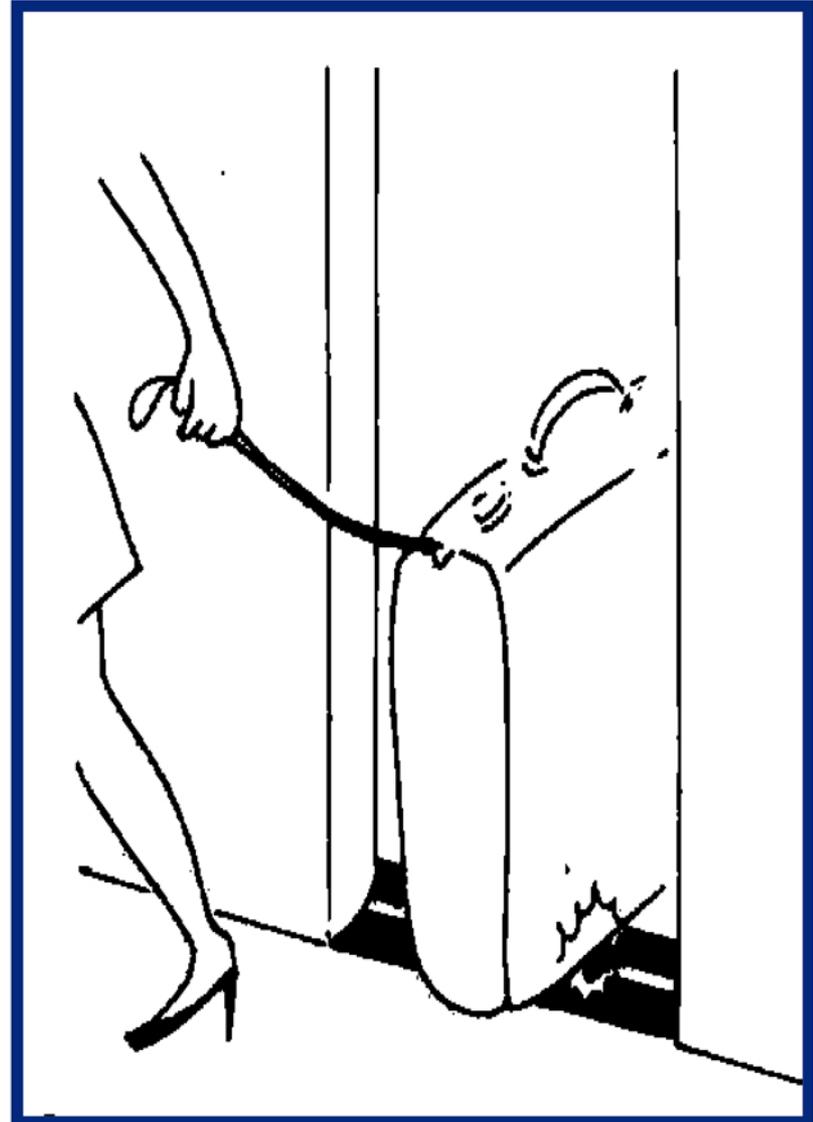


# Transporting Objects



## WARNING

- Vehicles with small wheels may get stuck between car and landing sills. Heavy loads on small wheels can exert enough pressure to damage the sills.
- Don't transport heavy loads over the elevator doorstep with wheeled vehicles.
- Use vehicles with large wheels.



# Housekeeping

- Long Operating Life and satisfactory performance is largely dependant on the care with which the equipment is handled and its periodic maintenance.
- Housekeeping plays an important role on life and performance of elevator



# Car & Entrances

Car and landing sills should be cleaned daily. (accumulation of dirt in the sill groove would obstruct the doors from moving freely.)



# Car & Entrances

- Car and landing doors should be cleaned daily for neat appearance.
- Fan & light functioning should be checked daily.



# Car & Entrances

- It is not recommended to wash the car interiors or doors as water would enter the shaft and cause damage to components and wiring.



# RESCUING TRAPPED PASSENGERS

# If Elevator Stops between floors

If the elevator stops between floors due to a power failure for example, please remain calm and follow the instructions given below.

- Wait a few seconds, then press the button for your floor again.
- If the elevator still fails to respond, press the alarm button, an internal alarm bell will be heard.
- If there is an intercom fitted inside the car, please call for help through intercom.
- Stay calm and relax, there is no danger and there is adequate ventilation.

# Rescuing Trapped Passengers

- If passengers are trapped inside the elevator contact a trained person or a competent maintenance person at the earliest time possible.

## SAFETY NOTICE

The following persons are allowed to rescue trapped passengers.

- Elevator service technicians with knowledge of general maintenance procedures and your elevator.
- Maintenance personnel of the building; provided that they have received proper training for rescue procedures, and taking into account local regulations.
- Third party personnel, such as firemen, who have been trained in safe rescue procedure. Local regulations must be taken into account.

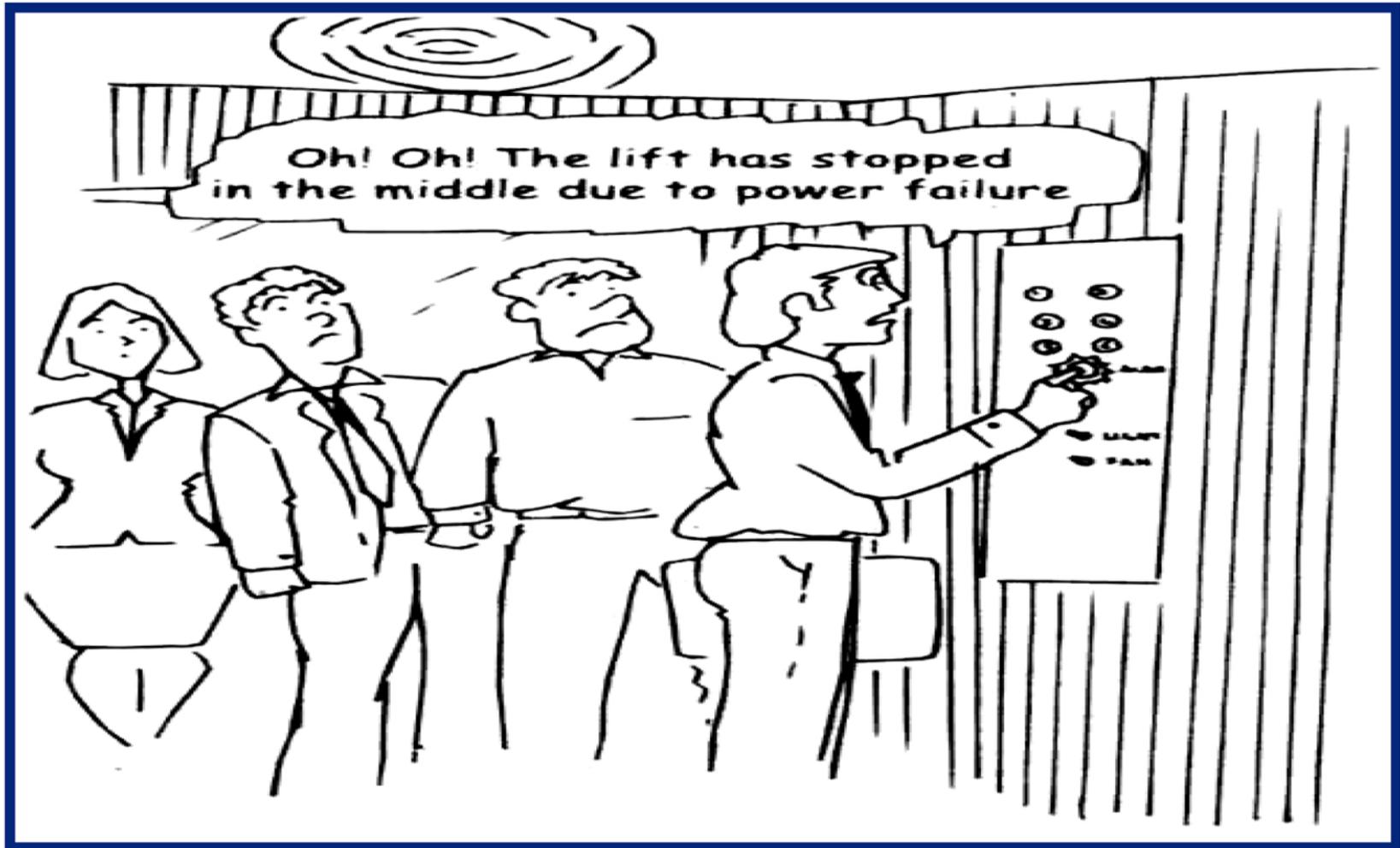
# Rescuing Trapped Passengers



## WARNING

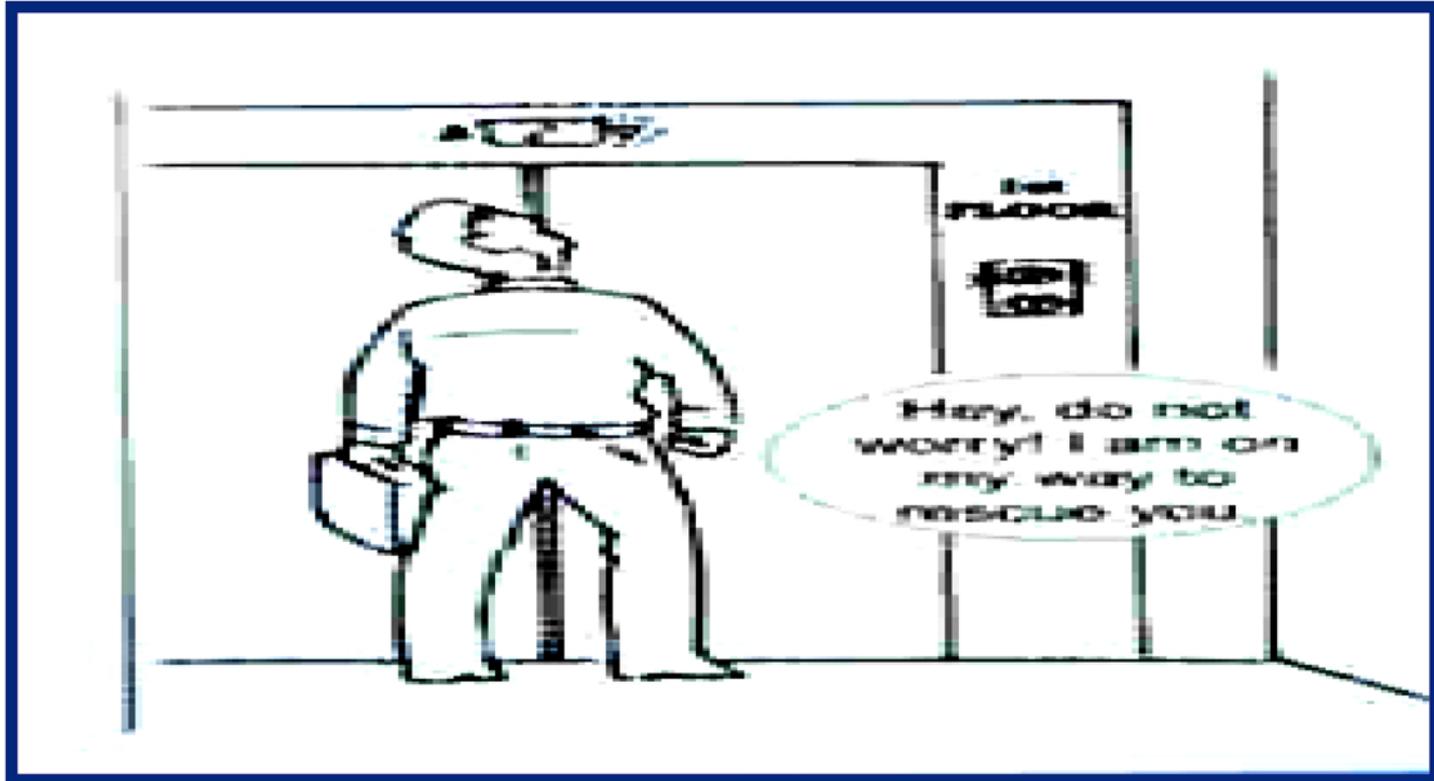
- A person without adequate training must not attempt to rescue trapped passengers from the elevator, as this may result in a hazardous
- A trained person must follow the instructions given in subsequent slides if he or she is about to rescue trapped passengers.
- If you do not have a trained person available, contract your maintenance company immediately.

# Rescuing Trapped Passengers



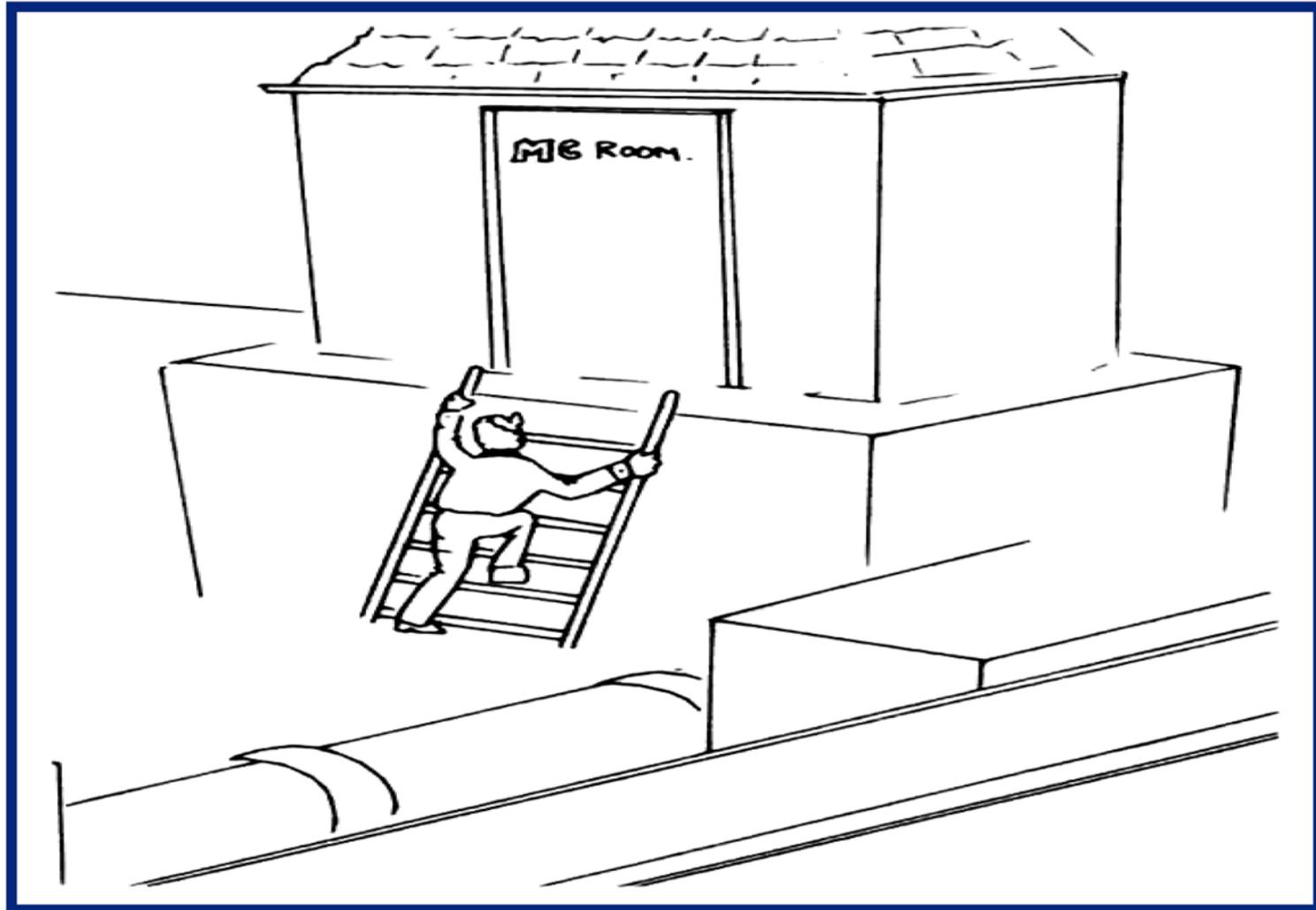
**Trapped Passenger inside the Elevator car presses the Emergency button**

# Rescuing Trapped Passengers



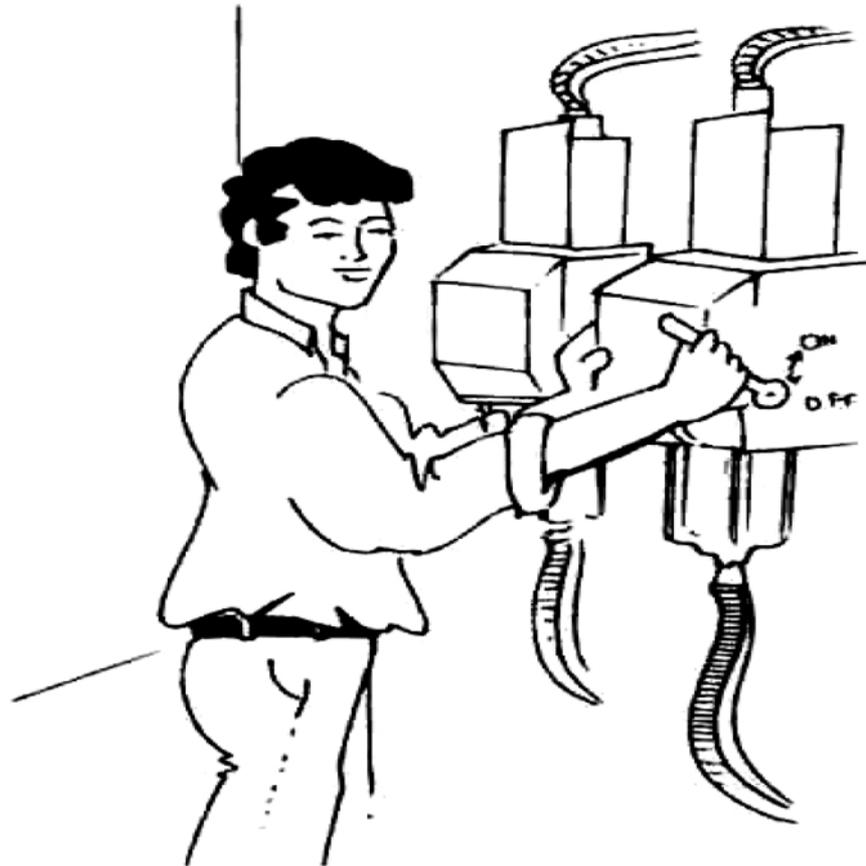
**On hearing the alarm, the rescue person alerts the trapped passengers that the rescue operation is on and asks them to remain calm as they are safe.**

# Rescuing Trapped Passengers



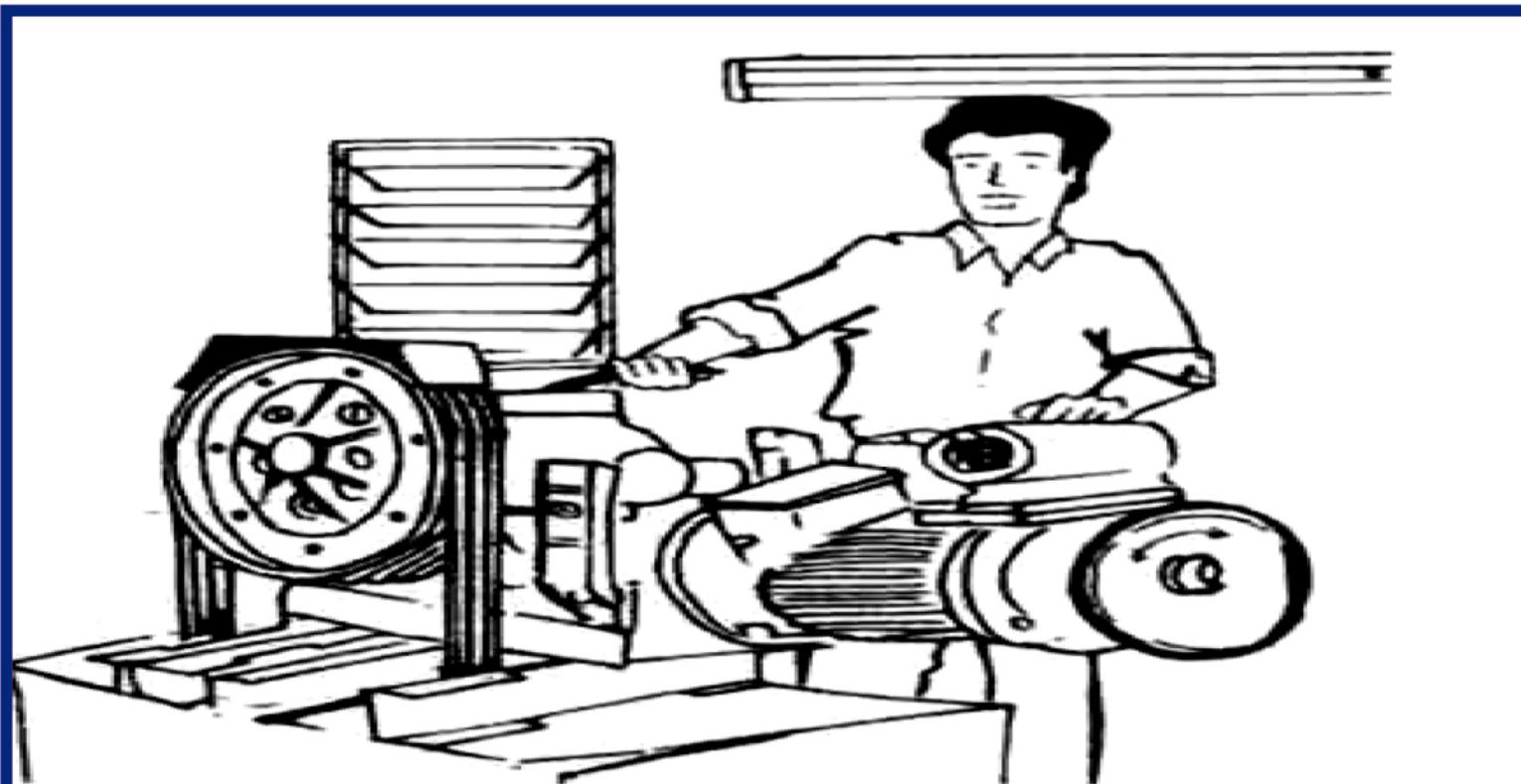
**The rescue person on his way to the machine room.**

# Rescuing Trapped Passengers



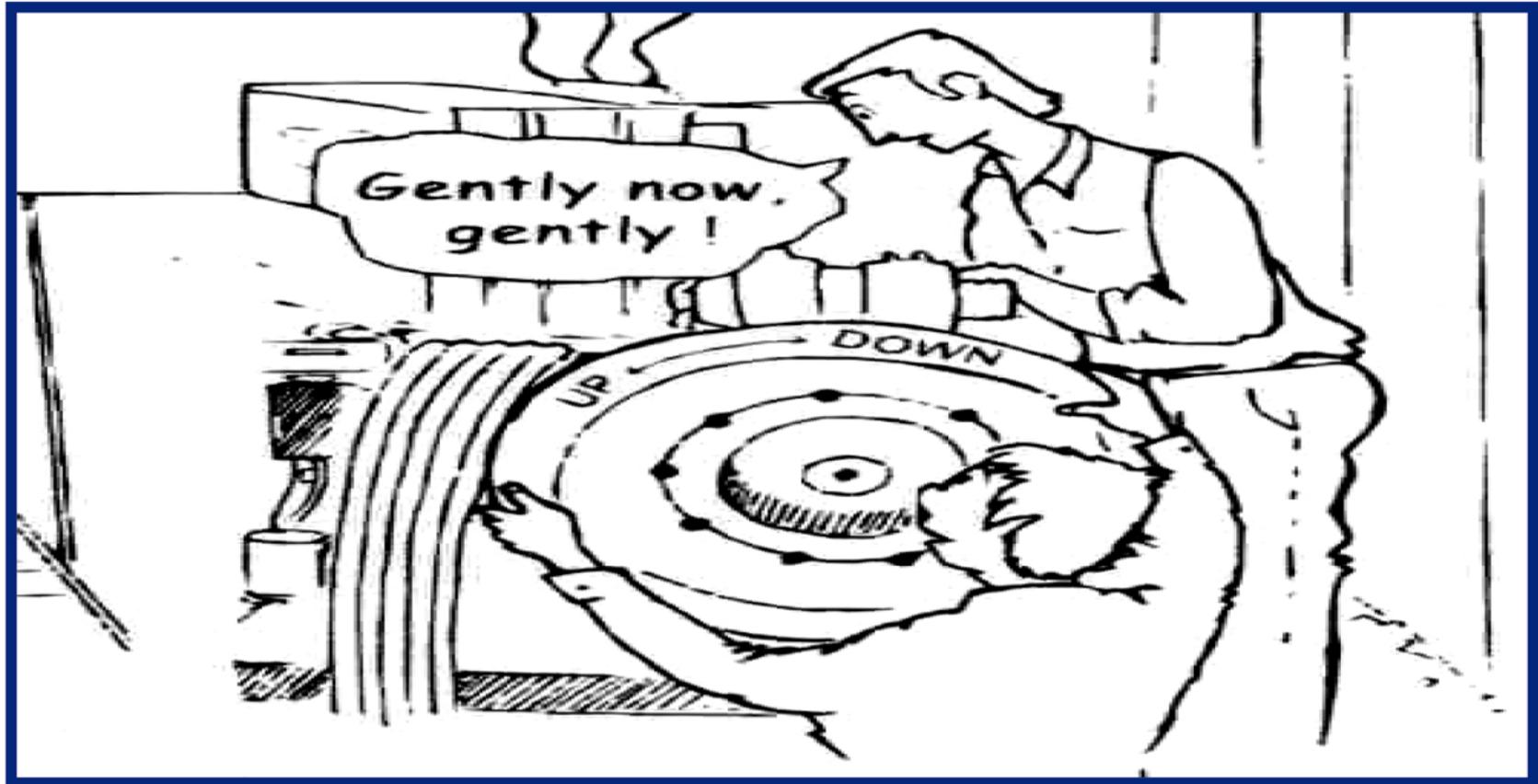
**The rescue person switching off the main switch first.**

# Rescuing Trapped Passengers



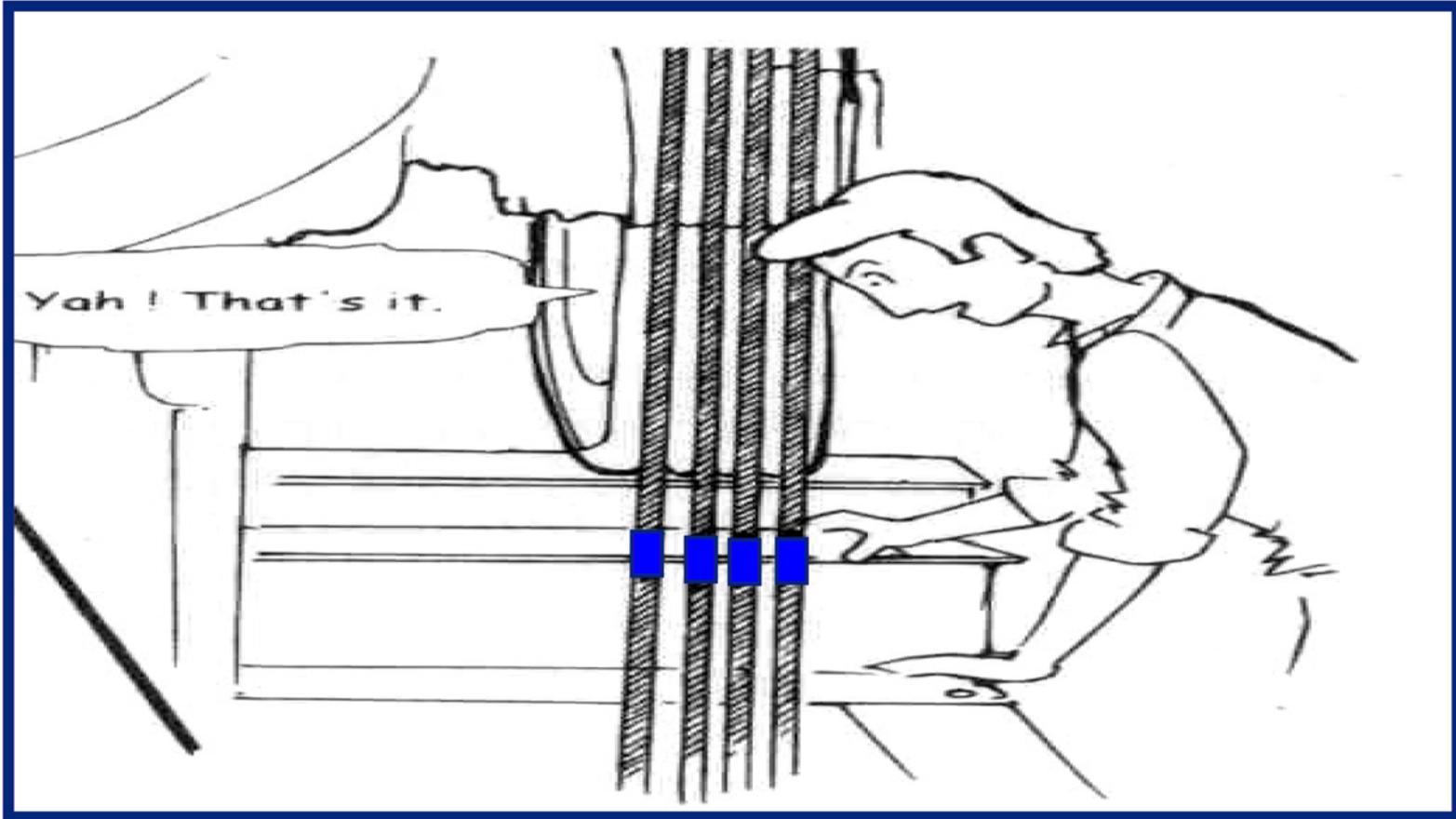
The rescue person releasing the brake to start manual hand winding operations.

# Rescuing Trapped Passengers



**The hand wheel is rotated to drive the elevator car manually. (The rescue person to check which direction is easier to hand wind the lift. If the car is heavier, an assistant can help him.)**

# Rescuing Trapped Passengers



**Releasing of brake is stopped once the rescue persons finds the floor marking (paint marking on the hoist ropes) matches with the bed plate level.**

# Rescuing Trapped Passengers



**Rescue person has climbed down to the floor at which the elevator has stopped in hand winding operation, opened the door with the door key and asking the passengers to come out of the elevator.**

# **CONSIDERATION FOR MAINTENANCE OF LIFT**

- The lift installation shall receive **regular cleaning, lubrication, adjustment and adequate servicing by authorized competent persons** at such intervals as per type of equipment and frequency of service demand.
- It is desirable and normal for the **lift supplier to be entrusted with the servicing** during the **guarantee period** of new lift.

- In order that the lift installation is maintained at all times in a safe condition, a **proper maintenance schedule shall be drawn up in consultation with the lift manufacturer** and rigidly followed.
- The provision of a **log book to record all items** relating to general servicing and inspection is recommended for all lifts.

- Any **accident arising out of operation or maintenance** of the lifts shall be duly reported to the authority in accordance with the rules laid down.
- Lifts are required by **statutory regulations** to be **examined at regular intervals** as specified by lift acts, by a competent person.

- The company entrusted with maintenance contract shall have **valid licence to maintain the lifts.**
- The persons assigned for maintenance work shall be appropriately **qualified and experienced as required by lift acts and rules.**

# MAINTENANCE SCHEDULE FOR LIFT

# Daily

- Whether Lift is in working order
- Availability of Door Opening Key
- Cleaning of Car/ Sill projections.
- Check for abnormal noise
  - During Lift running
  - During Door Operation
  - In the Machine Room
    - Smooth/Jerk free operation
    - Door Safety
- Emergency Stop

# Daily

- Attendant/Auto Mode Operation of Lift
- Leveling at all Landings
- Car Buttons
- Car Light/Car Fan
- Emergency Light/Hooter
- Working of Intercom System
  - Car to Machine Room
  - Car to Control Room
  - Car to Fire Control Room
  - Car to JE/AE Room

# Daily

- Fireman Switch Functioning
- Indications (Car & Landing)
- Landing Call Buttons
- Illumination at Car Landings
- Working of Lift out of order & other Lift Display Sign Boards
- Illumination in the Lift Shaft
- Oil leakage if any

# Monthly

- Cleaning of Lift Pit
- Seepage in Lift Pit
- Approach to M/C Room
- Lighting Environment in M/C Room

# Note

- **Discrepancies** if any to be reported to the incharge immediately.
- In case of Non-working of Lift, **complaint should be lodged with the maintenance staff/ supplier &** necessary entries be made in the Logbook.  
Intimate JE/ In charge.
- Check for **any periodical service due/ done** and make necessary entries in the Logbook.
- **Operator should remain present** with the suppliers representative for **any preventive /breakdown maintenance.**

# Note

- Keep Machine Room locked.
- Please identify **Lift service personnel** before **allowing them to attend to lift** and be present with them for any preventive/ breakdown maintenance.
- Do not load the lift beyond specified capacity.
- If trapped in a Lift, please ensure that the **passengers are not in panic.**



**QUBE**  
ELEVATORS



## Our Services Locations

Tamil Nadu

Pondichery

Telanganna

Andhra Pradesh



## Contact Us

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## Technical Assistant

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