

## College Operating Procedures (COP)



**Procedure Title:** Elevator, Elevator Telephone and Emergency Telephone Security Checks  
**Procedure Number:** 08-0808  
**Originating Department:** Public Safety

**Specific Authority:** 6Hx6:1.02; 6Hx6:7.03  
Board Policy 1001.65; 1013.12  
Florida Statute n/a  
Florida Administrative Code

**Procedure Actions:** 01/01/04; 07/01/09

**Purpose Statement:** The Department of Public Safety shall establish a schedule and procedure for checking all campus elevators, elevator emergency telephones and campus emergency telephones to ensure that all are in proper working order.

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### Guidelines:

The Department of Public Safety shall establish a schedule and procedure for checking all campus elevators, elevator emergency telephones and campus emergency telephones to ensure that all are in proper working order.

### Procedures:

- I. Department of Public Safety shall check campus emergency telephones, elevators and elevator emergency telephones routinely to verify that they are working and conduct a formal monthly inspection to verify they are in proper working order. Officers will also inspect each elevator to insure that it is free of graffiti and that the State Inspection Certificate is visible and easy-to-read.
- II. An Officer shall take a ride in each elevator and call on the emergency telephone, which automatically rings the Public Safety Office. The person working at base will log the call on a daily log. If there is no problem, the work is complete. If an elevator or telephone is not working properly the Public Safety Officer shall notify the Facilities Planning Department, who in turn, shall send the Campus Electrician to troubleshoot the problem. If the work cannot be done in-house, the appropriate service contract vendor shall be called and an "Out of Order" sign placed on the elevator or telephone until it is repaired.
- III. After the repair work is completed, the time is noted in the log and the "Out of Order" sign removed.

