

Firefighters' Emergency Operation Procedure

The following procedure is to be performed monthly.

1. Insert the Fire Service key into the red Phase I three-position key switch located at the main landing.
2. Turn the Phase I key switch to the "ON" position, you should hear an alarm from inside the elevator and the elevator should return to this landing.
3. Once the elevator arrives the doors should open, remain open, and the fire service jewel inside the elevator should be illuminated.
4. Leaving the Phase I key switch in the "ON" position, remove the Fire Service key and insert this key into the red Phase II three-position key switch located inside the elevator.
5. Turn the Phase II key switch to the "ON" position.
6. Press and hold the "door close" button until the doors are **FULLY** closed.
7. After the doors have fully closed, place a call to another landing.
8. When elevator has arrived at the landing, press and hold the "door open" button until the doors are **FULLY** open, doors must remain fully open before proceeding.
9. With the doors fully open, turn the Phase II key switch to the "OFF" position. The buzzer should sound, the doors will close, and the elevator will return to the main landing. With the key switch in the "OFF" position, remove the Fire Service key.
10. Once at the main landing, the buzzer will stop and the doors will open. Insert the Fire Service key back into the Phase I key switch and turn from "ON" to "BYPASS/RESET" then to "OFF".
11. The system should now be reset and the elevator returned to normal service.
12. Date and initial the Firefighters' Emergency Operation Log.