

## Elevator Usage and Best Practices

*“An ounce of prevention is worth a pound of cure.” ~ Benjamin Franklin*

As the saying goes, it’s more efficient to prevent elevator break-downs than it is to fix them (or worse, to have to rescue someone who is stuck inside). While break-downs are not always within our control, there are several things we can all do to help prevent unnecessary malfunctions and keep the elevators running safely.

### Please:

- **DO NOT hold or block the elevator doors open.** If the door is closing and is its “waved” back open once that is fine, but the correct way to “hold the elevator” for someone is to press and hold the “open” door button. Any other type of prolonged or rough grabbing, holding, propping or blocking of the door can cause the elevator sensors to perceive a hazardous situation (e.g. a limb stuck in the door or a malfunction that will further damage the elevator) and shut down. This is a safety mechanism but will put the elevator will be “out of order” until a technician is able to come to campus and reset it.
- **DO NOT over-load the elevator.** The weight capacities of the elevators on campus are typically listed near the floor indicator within the car. Although some of the elevators have the fairly high limit of 1 ton, the pounds add up fast. When many people or both people and objects are loading and unloading, the extra strain can cause the elevators to malfunction more easily. Be mindful of this during moving days etc.
- **DO NOT use the elevator if you see obvious damage or an Out-of-Order sign posted.** If something looks broken or amiss, submit a work order for the elevator to be check/repared and take the stairs. If you are not able to submit a work order, please report the suspected damage to Physical Plant at [PhysPlan@Regis.edu](mailto:PhysPlan@Regis.edu) or 303-458-4944.
- **DO NOT button mash.** The only exception to this rule is when holding down the door “open” or “close” buttons. As tempting as it may seem, repeatedly pushing or holding down other buttons, is more likely to stall your ride than hurry the elevator. The less you touch it, the smoother it works.

Although the stairs can be an unwelcome alternative, it is often surprisingly easy to dismiss these best practices day-to-day. It is important to stay conscientious and remember that in addition to generating repair costs and posing a safety hazard, a broken elevator is often more than “just an inconvenience” for many of our fellow community members. Those who rely exclusively on the elevator due to limited mobility etc. endure huge accessibility setbacks when the elevator is not available for use.

Thank you for being considerate and using the elevators with respect!