

Firefighters' Emergency Operation Procedure

The following procedure is to be performed monthly.

1. Insert Yale 3502 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.
3. The elevator should start to "buzz" and return to this landing, once it arrives the doors should open and remain open. The "fire hat" light inside the elevator should be on.
4. Leaving the Phase I key switch in the "ON" position, remove the Yale 3502 key and insert it 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.
9. With the doors open, turn the Phase II key switch to the "OFF" position. The buzzer will go off and the doors will close. The elevator will then return to the main landing. Remove key.
10. Once at the main landing, the doors will open. Using the Yale 3502 key insert into the Phase I key switch and turn 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.