

Elevators and Lifts: Procedures

- a. Elevators and lifts are to be keyless, i.e., to be operated without the use of a key, in order to facilitate unassisted entry, operation, and exit from the elevator/lift.
- b. Should a principal determine that the use of a key to access the elevator is warranted, the use of keys shall be a temporary measure only. The principal shall decide the duration of use of the key to access the elevator within his/her building. Once the abuse has been abated, using the range of disciplinary actions imposed for abuse, the principal shall discontinue the use of the key to operate the elevator. Additionally, the principal is to document with a written log and notify the ADA Coordinator with a copy to the Supervisor, Structures, and Facilities Services in writing whenever the elevator is to be accessed temporarily using a key and the duration of the use of the key.
- c. Whenever the principal determines that the use of a key is warranted, he/she shall have a sufficient number of keys for key staff personnel (assistant principal, security guard, lead custodian, floor key monitors, etc.) to ensure access to elevators/lifts for persons with disabilities whenever the building is in use. A request for additional keys can be made to the Supervisor, Structures, Facilities Services.
- d. To ensure that elevators/lifts are properly maintained and operate whenever needed, the school shall document, with a written log that the elevators/lifts are functioning properly and have been inspected at least once a week. Any deficiencies related to elevators/lifts, including equipment malfunctions, are to be reported immediately to RPS Facilities Division via FAMIS-Facilities Administration Maintenance Information System.

Additionally, a phone call regarding deficiencies and/or malfunctions is to be made to the Supervisor, Structures, Facilities Services.

- e. Deficiencies and/or malfunctions related to elevators/lifts are a priority and shall be addressed immediately. Whenever the elevator/lift within the school is inoperable, the school shall have alternative measures in place to ensure that access to RPS services, programs and activities is not interrupted. This may include moving services, programs and activities to another site or may include transporting individuals via a medi-chair to RPS services, programs and/or activities.