



Elevator Access

Please note the following VERY IMPORTANT issues regarding the elevators in your building:

1. **UNDER NO CIRCUMSTANCES** should the door be touched to keep it open. If you would like to keep the door open longer, please USE ONLY THE OPEN BUTTON on the control panel in elevator. Touching the sensor strip that is on the door itself will cause faults in the system. These faults will accumulate and cause service issues.
2. If you are moving any large items or multiple items in or out, please get the key from the Sales Office and lock the doors to "open" mode to load and unload. Blocking open the doors will cause the same faults. **We will hold your photo id while you have the elevator key. You may be charged for a key that does not get returned to the office.**
3. Please note that State of Ohio laws have created a new design of elevators that are much more sensitive and designed to "fault" out so that bodily harm is avoided. This is not a maintenance issue or a quality issue, but a design issue mandated by the State. All newly installed elevators have these ultra sensitive optic systems. Electronics have replaced much of the mechanics that we are used to in elevators in buildings.
4. Please limit hours of moving to 8:30 am to 7:00 pm.
5. There are stairs at each end of the building with doors that open to the front of the building for items too large to fit in the elevator.

We appreciate your understanding and proper use of the elevator. It will help eliminate any down time that may be caused by misuse.