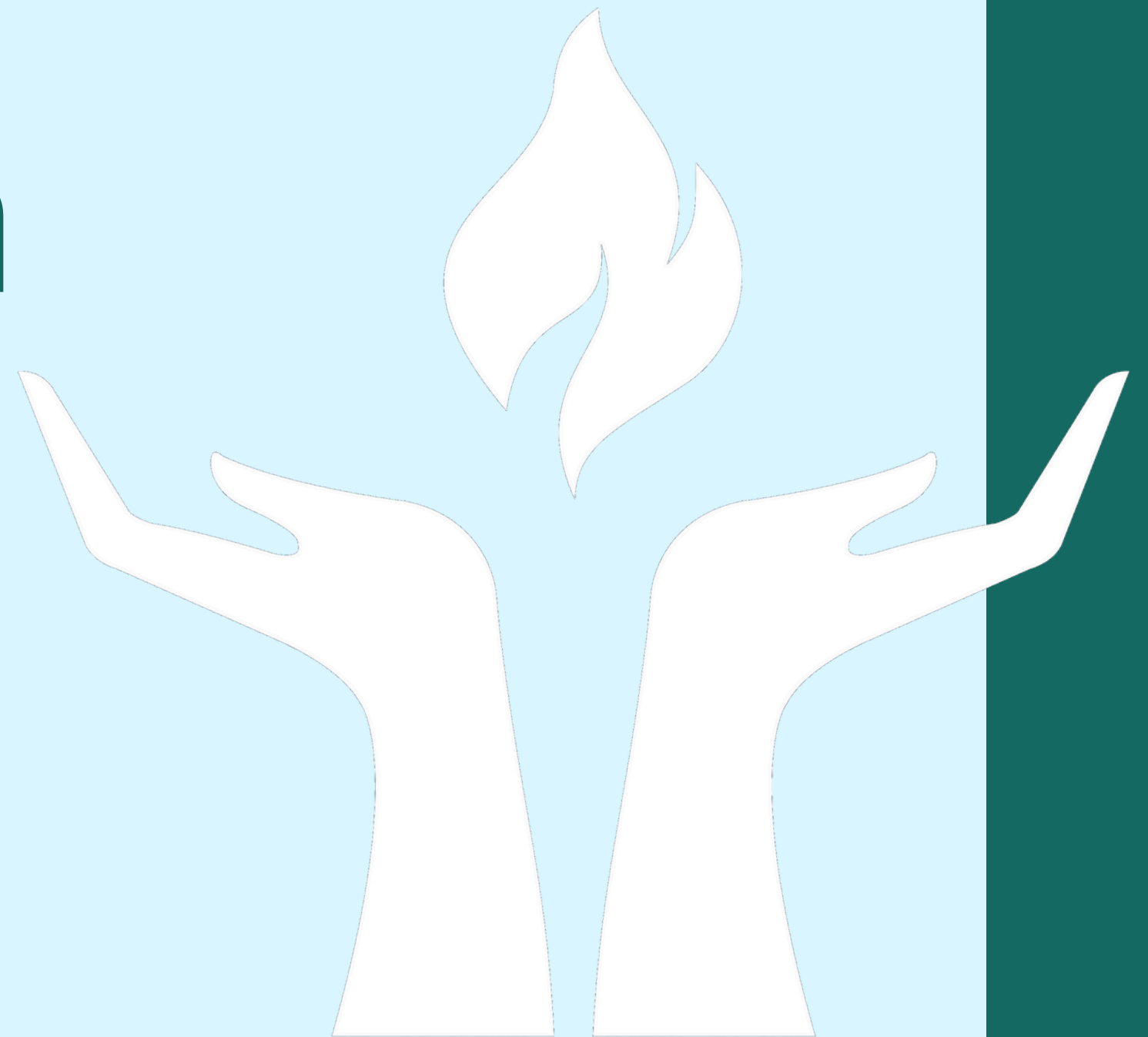


How to Use the Elevator at FirstU Ottawa

March 2023



Introduction

The elevator we have at FirstU Ottawa is actually a lift that is meant to be operated by a trained attendant at all times. The keys should not be left in the locks when not being used.

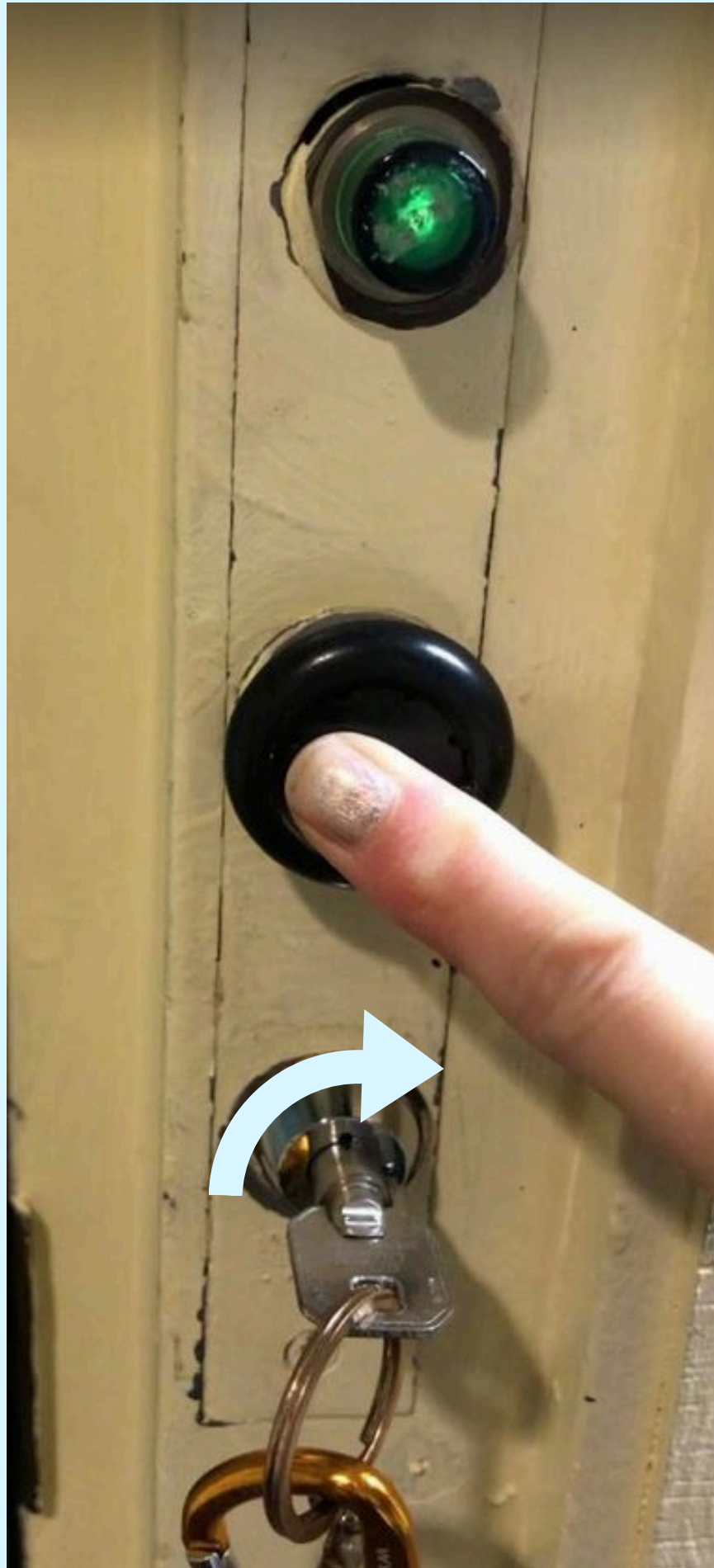
In order to empower as many persons as possible to operate the elevator, please complete the following short training. If you would prefer an in-person training, please contact Jen in the office. Call 613-725-1066 or send an email; address is at the end of this training.

Instructions

The elevator is operated using keys.



There will be keys on each floor in a magnetic keybox, affixed to the upper right door frame of each elevator door.



On the exterior of the elevator, insert key, turn to the right ('on' position).

If the elevator is not at the required floor, 'call' it by pressing the button, holding until green light comes on.

As soon as it illuminates, release the button. The car will level. At this time, the door can be opened.

(On the highest and lowest level, there is no light; it will automatically stop. Release the button.)



Remove the key and once you are inside, insert key into lock and turn to the right ('on' position).

Press the button for the required floor, and keep it pressed.



When the the car arrives at the destination, the red light comes on. Release the button, the car will level.



Before exiting, you **MUST** turn the inner key to the 'off' position for the elevator to work for the next person.



Return the key to the magnetic keybox.

Last Thing

Please email Jen (address below) so you can be added to the list of trained operators.

If you are a repeat user of the elevator and would like your own key, or if you have questions, contact Jen:

omr@firstunitarianottawa.ca

613-725-1066