

400-601 Elevator & Lift PC Version

Keywords

CASE #	:	asfsfd
Supplemental Code	:	asfsfd
OCC Date/Time	:	12/03
Incident Description	:	asfsfd
Comp Code	:	asfsfd
Phase	:	asfsfd

Location Code

Location Code	:	asfsfd
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Name

Name	:	asfsfd
Manor # / Location	:	asfsfd
Resident ID #	:	asfsfd
License Plate #	:	asfsfd
Decal #	:	sfsf

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LAGUNA WOODS VILLAGE SECURITY DIVISION Elevator & Lift INCIDENT REPORT S-CODE - 0185 - ELEVATOR PROBLEM/CHAIR LIFT Routing: Project Engineer I Form 400-601 rev 12/3/16(rs)			CASE#		
			DATE 12/03	WEEKDAY WED	TIME ☐ AM ☐ PM
LOCATION	BLDG # - APT #	STREET / INTERSECTING STREET #	P_____ PHASE #	D_____ BLOCK #	

R P	LAST NAME	FIRST NAME	BLDG# - APT#	ID # / PASS #	phone#	WC#
	INVOLVEMENT: INFORMANT		IDENTITY: ☐ R. OWNER ☐ V.GUEST ☐ U.NON-RES OWNER ☐ L. LESSEE ☐ C.CARGIVER ☐ P. VMS EMP			

SECTION 1: GENERAL INSPECTION *check all that apply*

- ☐ POWER OUTAGE TO BUILDING *No further action. DO NOT call Elevator Service. DO NOT post Out of Order signs.*
- ☐ OCCUPANT TRAPPED, OR INJURED BY ELEVATOR; Call OCFA and Elevator Service.
- IF NEITHER OF THE ABOVE CONDITONS APPLIES, PRESS CALL BUTTON LIGHT AT GROUND /FIREST FLOOR. IS IT ON?
- ☐ NO *Post "Out of Order" signs and call the Elevator Service. No further action required.*
- ☒ YES *Complete Elevator Testing Procedure listed below.*

ELEVATOR TESTING PROCEDURE :

- 1) CALL ELEVATOR TO THE GROUND/FIRST FLOOR. RIDE ELEVATOR TO THE THIRD FLOOR.
- 2) STEP OUT OF THE ELEVATOR & LET DOORS CLOSE.
- 3) PRESS THE CALL BUTTON & STEP IN THE ELEVATOR ONCE THE DOORS OPEN.
- 4) RIDE THE ELEVATOR DOWN TO THE NEXT DOOR;
- 5) REPEAT STEPS 3 AND 4 UNTIL BACK TO THE LOWEST FLOOR.
- 6) COMPLETE OBSERVATIONS IN THE SECTIONS BELOW.

SECTION 2: UNUSAL NOISES

☐ NONE

FLOOR:

- ☐ GROUND ☐ SECOND
☐ FIRST ☐ THIRD

NOISE DESCRIPTION:

- ☐ GRINDING ☐ BUZZING
☐ HUMMING ☐ CHATTERING
☐ OTHER : _____

NOISE LOCATION:

- ☐ DOORS ☐ ABOVE ELEVATOR
☐ MACHINE ROOM ☐ BELOW ELEVATOR
☐ OTHER : _____

SECTION 3: ELEVATOR DOORS

☐ NONE

- ☐ SLOW ☐ SCRAPING ☐ SLAMMING
☐ REOPENING INTERMITTIENTLY
☐ DOORS STUCK OPEN AT FLOOR# _____
☐ STOP SWTTCH PULLED UPON ARRIVAL
☐ ODOR : _____
☐ OTHER : _____

SECTION 4: MISCELLANEOUS ITEMS

☐ NONE

- ☐ LIGHTS OUT ☐ SLOW OPERATION
☐ EXCESSIVE VIBRATION ☐ PHONE OUT OF SERVICE
☐ STOP SWTTCH PULLED UPON ARRIVAL
☐ ODOR : _____
☐ OTHER : _____

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PAGE 2 of 2

CASE #

SECTION 5: DISPOSITION

☐ AM

☐ NO PROBLEM FOUND / OPERATION OK

☐ PM

☐ OTHER ELEVATOR CO.CONTACTED: _____

☐ AMTECH ELEVATOR CONTACTED : _____

☐ OUT OF ORDER SIGNS POSTED

☐ PROBLEM RESOLVED BY OFFICER

☐ OTHER :

SERVICE REQUEST#(SSR):

ADDITIONAL INFORMATION :

REPORTING OFFICER:

X

PRINT

SUPERVISOR:

X

PRINT

EMPLOYEE #:

DATE:

TIME #:

☐ AM

☐ PM

EMPLOYEE #:

DATE:

TIME #:

☐ AM

☐ PM

APPROVED BY

X

DATE: