

# STORM CHECKLIST

Elevator Protocol



## STORM PROTECTION TIPS FOR YOUR ELEVATOR

When it comes to protecting buildings from the elements, most people focus on the structure's exteriors. However, elevators are often overlooked during storm preparations. With multiple storm systems approaching the United States from late spring through early fall, it's important for building owners in high-risk areas to create a hurricane checklist for their elevators before bad weather arrives.

If you're facing inclement weather, it's essential to take precautions and safeguard your elevator. The following items should be included in your hurricane checklist to reduce the risk of water damage and protect your property from expensive elevator repairs.

## ELEVATOR CHECKLIST

- **Communication:** Inform all staff, residents & tenants that the elevator will be offline during the storm and afterward, until it can be thoroughly inspected.
- **Prepare For High Water:** Run all elevators to the middle of the hoist way or the top floor of the building to assure they are not in danger of water accumulation in the pit.
- **Inspect Pumps & Alarms:** Check that sump pumps, alarms & float switches in your elevator pits are working properly. This should be tested on a regular maintenance schedule, but double check during storm season.
- **Secure Vents:** Close and latch all vents and openings in your elevator machine room & hoistways.
- **Inspect Weather Stripping:** Check seals around elevator machine room doors, windows and vents to prevent water and wind infiltration.
- **Reinforce Windows:** If your machine room has windows, fasten sheets of plywood to protect the glass.
- **Place Sandbags at Hoistway Doors:** This is only necessary when elevators are open to the atmosphere - for example, parking garages, pedestrian bridges, or rooftop access.
- **Alternate Power Supplies:** Check that generators & auxiliary power supplies are properly charged & fueled.
- **Key Switch:** Shut all elevators down with the key switch once they are at the proper floor position.
- **Close Elevator Doors:** Close doors to keep personnel from accessing the elevators and equipment.
- **Power Off:** Make sure the mainline disconnect is switched off so there is no power going to the elevators during the storm.

## LIBERTY LEGACY

Liberty Elevator Corporation is here to assist with any pre-hurricane guidance and post storm recovery with emergency response teams conveniently located across **New York City, Westchester, New Jersey & Philadelphia**. We understand that each property has individual elevator needs & we offer a variety of flexible programs to meet your unique requirements, providing you **The Freedom to Choose**.

Contact Us



## PREVENTATIVE MEASURE FOR A HEALTHY ELEVATOR