

Issued By: The Office of the Chancellor

Coordinated By: Facility Services

Effective: July 1, 2009

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Subject: Elevator Management

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**I. PURPOSE**

To provide for the safe operation of campus elevators.

**II. PROCEDURES**

**A. Inspections and corrective actions**

1. A Commercial Elevator Inspector, contracted through the Office of Risk Management, shall conduct semi-annual elevator inspections at LSUS. Maintenance deficiencies, recommendations and code violations for the elevator contractor and the building owner/manager shall be issued. The Loss Prevention Coordinator and the Office of Facility Services must review the reports on line at: [https://wwwprd.doa.louisiana.gov/bandg\\_elev](https://wwwprd.doa.louisiana.gov/bandg_elev).  
LSUS shall be responsible for the repair/replacement and documentation of all corrective action and code violations. LSUS shall also provide clear documentation that all contractor and owner violations have been corrected.
2. LSUS will develop a plan of action to address maintenance deficiencies, recommendations and code violations within 30 days of the inspection report. Based upon the plan of action, all required actions will be addressed as soon as possible.
3. LSUS shall document the corrected actions by maintaining on file all completed work orders, purchase orders, job tickets, and correspondence concerning the action(s).

**B. Fire Service Elevator Keys**

1. LSUS provides fire access keys and elevator equipment room keys via a clearly marked lock box with a breakable glass front adjacent to each elevator(s) on the first floor of each building that contains elevators.
2. In addition to the keys being made available via the lock boxes, LSUS has designated its University Police and its Utility Plant Operators as responsible persons to provide keys to the local Fire Department upon their arrival at LSUS.

3. LSUS will make available a set or sets of keys to the local Fire Department to be retained in their possession.

### III. Certificates and/or Inspection Reports

A notice shall be posted in each elevator cab stating that current Certificates and/or Inspection Reports are Available in the Office of Facility Services.

### IV. RECORDKEEPING

Copies of all inspections and corrected actions, if any, shall be forwarded to the Loss Prevention Coordinator.

APPROVED

Michael T. Ferrell  
*Michael T. Ferrell, Vice Chancellor of Business Affairs*

April 3, 2009  
*Date*

Vincent J. Marsala  
*Vincent J. Marsala, Chancellor*

April 3, 2009  
*Date*