



Secretariat

ST/IC/84/59
27 August 1984

INFORMATION CIRCULAR

To: Members of the staff at Headquarters

From: The Assistant Secretary-General for General Services

Subject: USE OF AUTOMATED ELEVATORS

1. The performance of the passenger elevators located in the Secretariat Building is being reviewed at the present time with a view to improving the service and it is foreseen that, as a result of the evaluation, certain technological improvements will be initiated.
2. In the meantime, and although most staff members are familiar with the operation of automated elevators, the following information and suggestions are being brought to the attention of the staff in order that they might again acquaint themselves with their operation.
3. After touching the button on the selector dial for the required floor, passenger should step to the rear of the elevator to allow room for others to enter. The doors close automatically after a fixed period of time. While the elevator is in motion, passengers should face the doors. Whenever possible, passengers preparing to disembark should move towards the doors of the elevator as it approaches their destination.
4. The automated elevators have doors equipped with an electronic zone of detection - a highly sensitive zone immediately in front of the leading edges of both doors. If the doors are obstructed as they close, further closing of the doors is halted and the doors reverse to provide clearance for the person to enter or leave the elevator. Undue delay in clearing the doorways activates a warning buzzer and the doors then proceed to close slowly.
5. Staff members are requested to adhere to the following instructions regarding the use of the elevators:

(a) The number of passengers should not exceed 16;

(b) Smoking in the elevator cars is prohibited;

(c) The carrying of food and beverages is not authorized during the peak period (from 8.45 a.m. to 10 a.m. and from 5 p.m. to 6.30 p.m.) to avoid inconvenience and possible hazard;

(d) The holding of elevator doors preventing their closing in order to permit entry to other persons is prohibited.

6. In order to achieve a more rapid flow of traffic during the peak hours, the elevators on the mid- and high-rise banks are programmed not to stop at the 2nd, 3rd or 4th floors between the hours of 8.45 a.m. to 9.45 a.m. and 4.45 p.m. to 5.45 p.m. and during the regular sessions of the General Assembly from 8.45 a.m. to 9.45 a.m. and 5.15 p.m. to 6.15 p.m. Escalators should be used between the main floor and the 4th floor during these hours.

7. In the event of an emergency while passengers are in an elevator, the emergency call button on the selector panel should be pressed. This will summon the elevator starter stationed in the lobby of the building, who will respond by speaking to those in the elevator by means of an intercom system and then take the necessary action according to procedure.

8. During periods other than normal working hours, passengers should in case of emergency make use of the telephone which is located behind a small door at the top of the selector panel. When lifted, this telephone will immediately contact the operator. The type of emergency, the elevator bank and the location of the elevator within the shaft should be explained to the operator, who will then take the necessary action according to procedure.
