



TEXAS TECH UNIVERSITY HEALTH SCIENCES CENTER

Operating Policy and Procedure

HSC OP: 75.07, **Elevator Usage**

PURPOSE: The purpose of this Health Sciences Center Operating Policy and Procedure (HSC OP) is to establish guidelines for elevator usage.

REVIEW: This HSC OP will be reviewed on January 1 of each odd-numbered year (ONY) by the Managing Director for Safety Services and the Managing Director for Facilities Operations, with recommendations for revisions forwarded to the Vice President for Facilities and Safety Services by February 1.

POLICY / PROCEDURE:

This policy is designed to optimize elevator use and safety for elevator passengers on TTUHSC elevators in all regions. The primary way of achieving this will be through separation of materials, chemical and waste movement from the patient, visitor and employee movement within TTUHSC facilities. Movement of large waste containers/building materials or any size container of chemical or biological material or laboratory animals is restricted to the designated freight elevator of each TTUHSC building. The objectives for all locations are as follows:

- A. To utilize passenger elevators to move people to their designations as rapidly and conveniently as possible without interference from loads of anything large and cumbersome, which will either take extra time to maneuver, or displace people due to its size into the next arriving elevator.
- B. To achieve and maintain a level of comfort and convenience, particularly for all patients and visitors to TTUHSC facilities by minimizing elevator delays and by limiting their exposure to internal services and materials they might perceive as hazardous or annoying.

The above listed objectives are very important during normal business hours and reduce in importance as the transient public population leaves after normal duty hours and is replaced by a much smaller population of employees performing the typical after-hours functions within the buildings and whose travel is not negatively affected after normal duty hours.

TTUHSC Lubbock Campus:

- 1. **AB & BC & CD Core North Bank Elevators**, serving the first through fifth floors, are reserved for the transport of persons at all times, and all other items should be excluded except for personal property such as luggage, etc.
- 2. **AB & BC & CD Core South Bank Elevators** are primarily for the transport of persons, but may also be used for small mail carts, food carts, sound equipment carts, medical records carts and custodial carts. Typical cart function activities should minimize displacement of human users. Use of this set of elevators after 5:30 p.m. for larger loads of products or material is acceptable, however, chemical, biological or other waste is not allowed.
- 3. **Freight Elevators.** The freight elevators service the basement through fifth floors, and are for the purpose of transporting necessary materials for facility function, including construction contractors, that are restricted from transport on the other public elevators.
- 4. **Preston Smith Library Elevators.** The freight elevator is used to haul construction materials, books, custodial carts and other items. There is one passenger elevator in the main lobby of the library. The passenger elevator is reserved for persons only during business hours but may be used for all services after hours.

5. **TTMC Southwest Medical Office Building Elevator** serves the first and second floors, and may be used for the transport of records / mail carts, trays and equipment carts, and maintenance / custodial carts.
6. **TTUHSC Physicians Medical Pavilion Main Lobby Elevators** (2) serve all floors and are intended for the transport of persons, but may also be used for small mail carts, food carts, medical records carts, and custodial carts.
7. **TTUHSC Physicians Medical Pavilion South Elevators** (2) serve all floors and are intended for the transportation of persons, carts, freight, equipment, waste, supplies, and custodial services.
8. **TTUHSC Academic Classroom Building Elevators** (2) serve all floors and are intended for transportation of persons, carts, freight, equipment, waste, supplies, and custodial services.
9. **TTUHSC University Center** (2) serve all floors and are intended for transportation of persons, carts, freight, equipment, waste, supplies, and custodial services.

Odessa Campus:

1. **TTUHSC Administration Building Main Passenger Elevator** services all levels, and is primarily used for the movement of people, however, it may also be used for custodial carts, maintenance equipment, furniture, food carts and miscellaneous supplies. The library elevator is within the library and may be used to transport students, employees, books and supplies.
2. **Clinic Building Elevators** serve all levels for the transport of people, but may also be used to transport record / mail carts, gurneys, food carts, furniture, supplies, maintenance equipment, custodial cleaning carts, etc.
3. **Academic Classroom Building** elevator services all levels and is primarily used for the movement of people, however, it may also be used for custodial carts, maintenance equipment, furniture, food carts, and miscellaneous supplies.

Midland Campus:

1. TTUHSC Jenna Welch Women's Center Elevators serve all levels, and are primarily used for the movement of people; however, they may also be used for custodial carts, maintenance equipment, furniture, food carts and miscellaneous supplies.

Amarillo Campus:

1. **TTUHSC Women's Research Building Main Elevator** serves the first and second floors and is intended for the transport of people and various equipment, supplies and waste. This elevator should not be used for lab animal transport during normal business hours. The library elevator services the first and second floors and is intended for people and custodial service use, but is not to be used for medical waste or laboratory animals.
2. **School of Pharmacy Freight Elevator** is not restricted as to its use for building needs, however, does not service the basement. The SOP main lobby elevators serve all floors, and are primarily for transportation of people. Equipment or waste is only acceptable on these elevators when servicing the basement.
3. **School of Medicine/School of Allied Health Services** lobby elevators are intended for the movement of people, and are restricted to that purpose during normal business hours. The Staff elevator may be used for building equipment and supplies as well as for the transportation of people during all hours of building operation.

4. **TTUHSC Amarillo Research Building Elevators** (3) serve all floors and are intended for the transport of people, supplies, equipment, and waste. Those transporting large and/or hazardous articles should use the SE E002 elevator.
5. **Pharmacy Academic Classroom Building** – This building has 2 elevators located in the student area, primarily intended for passengers and small equipment. Large equipment movement on elevators should be coordinated with FOM.

Abilene Campus:

1. **School of Pharmacy** has one elevator in main lobby that is intended for passenger movement. A second elevator is located in Research area and is intended for passengers and lab equipment/ materials. Large equipment movement should be coordinated with FOM.
2. **School of Nursing** has one elevator in main lobby that is intended for passenger movement. Large equipment movement should be coordinated with FOM.
3. **Department of Public Health** has one elevator that is intended for passenger movement. Large equipment should be coordinated with FOM.

Dallas Campus:

1. **Dallas Campus** has (3) elevators in the main lobby that is intended for passenger movement servicing all floors. One elevator is designated as a Freight Elevator and is intended for passengers and reserved for equipment/materials when needed. Large equipment movement should be coordinated with the CBOO.

Exceptions to this policy may be made on a case-by-case basis by the VP for Facilities and Safety Services (Lubbock) and the Campus Business Operations Officers, upon the advice and consent of Safety Services, the Regional Safety Services Offices, and with the concurrence of the regional Facilities Directors.