



# TEXAS TECH UNIVERSITY HEALTH SCIENCES CENTER EL PASO

## Operating Policy and Procedure

**HSCEP OP:** 75.07, **Elevator Usage**

**PURPOSE:** The purpose of this Texas Tech University Health Sciences Center El Paso Operating Policy and Procedure (HSCEP OP) is to establish guidelines for elevator usage.

**REVIEW:** This HSCEP OP will be reviewed on January 15 of each odd-numbered year (ONY) by the Senior Director of Safety Services, the Senior Director of Facilities Operations and Maintenance, and the Managing Director of Physical Plant and Support Services, with recommendations for revisions submitted to the Chief Operating Officer or designee by February 1.

### **POLICY/ PROCEDURE:**

This policy is designed to optimize elevator use and safety for elevator passengers on TTUHSCEP 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 TTUHSCEP 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 TTUHSCEP 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 TTUHSCEP 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.

1. **TTUHSCEP Academic Education Center Main Elevator (#1)** serves the first and second floors for the transport of people, equipment, and supplies. Elevator #2 serves the basement and first floor and is used to transport people, but may be used to transport records/mail carts, food carts, equipment carts, custodial carts, waste, maintenance equipment/materials, furniture and chemicals.
2. **Medical Center Main Lobby Elevators** serve all levels for the primary transport of people, but may also be used to transport records/mail carts, food carts, equipment carts, custodial carts, waste, maintenance equipment/materials, furniture and chemicals. One of the four elevators does not service the basement and is used primarily for transport of people.
3. **Medical Center Freight Elevator** serves the basement and first floor, and is intended for the transport of records/mail carts, equipment carts, custodial carts, waste, maintenance equipment/materials, furniture and chemicals.

4. **Medical Science Building 1 East Elevator** serves all levels for the primary transport of people, but may also be used to transport records/mail carts, equipment carts, custodial carts, waste, maintenance equipment/materials, furniture, and chemicals.
5. **Medical Science Building 1 West Elevator** serves levels one through four, and is intended primarily for the transport of people, but may also be used to transport records/mail carts, equipment carts, custodial carts, waste, maintenance equipment/materials, furniture, and chemicals.
6. **Medical Education Building Lobby Elevators (2)** serve all floors and are intended for the transportation of people, but may be used to transport records/mail carts, food carts, equipment carts, and custodial carts.
7. **Medical Education Building East Elevator** serves all floors and is primarily intended to be used as a freight elevator. This elevator's intended use is for the transportation of waste, maintenance equipment, materials, furniture, chemicals, and Anatomy Lab support.

Exceptions to this policy may be made on a case by case basis by the Chief Operating Officer, or designee, upon the advice and consent of Physical Plant and Support Services.