

# McCormick Elevator Instructions

Elevator Never hold the elevator door open even briefly.

Press button for desired floor and NO OTHER BUTTONS.

Never block door from closing. It will break the elevator.

- Elevator service calls outside 7-3 M-F cost \$900/hour
- Elevator down time is a severe obstacle for people with mobility issues or people carrying loads So, keep your elevator working.
- Reopen door: You can press the open door button once to reopen the door if it closes too quickly, but do not hold.
- Use pads: If you or a contractor are carrying items that may bump the walls, use the elevator pads which are stored on the ground level in the room across from the elevator
- Extended open needs: If you need the doors to remain open for loading, you need the Move key. Contact a board member or Kendrick Property Management to schedule this.
  - Send an email the night before to everyone telling them the elevator will be in use for moving or contract work and the hours when that will be happening. Send another email when you're done.
  - Start after 9am so people have a chance to get to work.
  - Open control panel, turn SERVICE/HE to ON.
  - Throughout the day, return the elevator to service when you take breaks. This will allow the elevator to maintain its leveling process.

- If elevator dings multiple times, just wait for it to reset. Don't press buttons.

If the elevator is not working - Call Kendrick Property Management 413-253-0285. The area on each level in front of the elevator has a baseboard heater. These have been turned off permanently as of 2019 as the cost was \$4000 for just these heaters.

