



irving street lofts

FREIGHT ELEVATOR USE

ISL's freight elevator is a classic warehouse freight elevator that was probably installed when the building was built in the 1920's. The electrical drive and associated controls are of the same vintage, so it lacks the automation of the passenger elevator. It has a capacity rating of 4,000 pounds and operates between the basement level garage and the seventh floor. It does not go to the roof.

The following information and directions must be understood and followed to insure reliability and safety.

Be careful! Be considerate! Be safe!

Responsibility

1. The user is responsible for proper use of the elevator. If you have not been trained, do not use it. (This is one of the primary objectives of our requirement that you receive our formal "building orientation" before you move in.)
2. You are responsible for thoroughly and properly training your moving company personnel and/or anyone else helping you.
3. As the responsible party, if a service call is required and/or if damage results from you or your party's improper use, associated costs will be assessed.
4. If you have directed or caused an untrained person (a construction

contractor you hired for example) to use the elevator without providing them with appropriate instruction, and it fails due to inappropriate use, you will be assessed the costs of the elevator service call and any repairs.

Calling the Elevator

1. To "call" the elevator to your floor, press the floor button number where you are. IF THE ELEVATOR FAILS TO MOVE, a bell should sound when the call button is pressed. Both indicate that one or more of the access doors are open and imply that the elevator is being used. Wait a while and try again or check each floor to see who may be using it and coordinate your need with theirs.
2. IF THE ELEVATOR FAILS TO MOVE when "called," and it is not being used by others, it generally means that one of the doors has been left open or ajar by a previous user. The first best step is to search the floors, locate the cab, and close the doors properly. It is theoretically possible, though not likely, that someone or something may have slightly moved a door on another floor enough to open the interlock switch. In such a case, each floor's door will need to be checked, pushing down on the door to make sure it is in contact with the floor.

Operating the Doors

1. The doors require manual—lift to open—operation by the individual user/operator. There is an outer door at each floor, and an inner door which is a part of the cab.
2. Open and close the doors carefully as follows: Lift the doors at their centers (lifting off-center damages bearings and may cause them to jam). Opening them too forcefully can cause the doors to come off their tracks. Slamming them closed too hard may result in a malfunction.
3. The primary safety system utilizes an electrical interlock which prevents its operation if ANY elevator access door—on any floor—is not fully closed. Nor will it operate if the cab door is ajar.
4. A mechanical interlock prevents an outer door from being opened if the elevator cab is not directly opposite the door, but prudence dictates the

need to look and confirm the cab's presence before attempting to open this door.

Loading the Elevator

1. The elevator cab is large and, in terms of size, can seemingly hold a lot of belongings. It can, however, be overloaded. Its load weight limit is a maximum 4000 pounds. If are unsure of your load's total weight, error on the side of over-estimating. Split your loads and make an extra trip.
2. If your load approaches the maximum, center it in the cab to balance the load evenly.
3. IF YOU OVERLOAD it, the system's brake will slip and the entire cab/ cage could gradually descend to the bottom of the shaft when the lift motor stops. **You don't want this to happen.** The elevator service company will have to be called out and it is likely that the cab will then have to be unloaded--a very difficult task considering the fact that the cab floor will be well below the level of the basement landing.

Operation

1. This elevator is not a toy. DO NOT ALLOW CHILDREN TO OPERATE THIS ELEVATOR.
2. DO NOT USE the elevator between the hours of 10:00 PM and 7:00 AM.
3. Use care when operating the elevator. Keep hands inside the cab; supervise children (and less observant adults) to make sure they do not extend their hands through the slats or wire.
4. Press the desired floor button. IF THE ELEVATOR FAILS TO MOVE, reopen the doors and close them again to get the interlock switches to make the necessary contact.
5. NOTE: In rare instances, the freight elevator will "jump" fairly rapidly with short intervals between "jumps" as it travels between floors--a lot of noise accompanies this event. This condition is caused by one of the elevator access doors being ajar enough to cause the door's interlock

switch to open and close intermittently.

DO NOT ALLOW THIS TO GO ON FOR EXTENDED PERIODS OF TIME. THE ELEVATOR'S MOTOR AND ASSOCIATED CONTROL EQUIPMENT WILL OVER-HEAT.

The solution is to check all doors, making certain all are closed as much as possible. If the conditions persist, call CA Partners at 503-546-3400 or contact the ISL Office.

Securing the Elevator

1. When finished, clean out any trash and debris that you may have left, and replace the carts for future use by others.
2. Close both doors carefully and send the elevator to another floor; this step insures that the interlocks are closed and anyone else in the building can call it to their floor. IF IT FAILS TO MOVE, again, cycle the doors and try again—repeating as necessary.

PLEASE

**The freight elevator is critical to this building's operation.
It is not indestructible.
Take good care of it.**