



Monthly Testing of Phase I and II Fire Service

PHASE I

Insert key into fire recall switch typically located on the main access floor. Turn to the "ON" position. Elevator(s) should return to the landing where the key switch is located and open doors. This is "Phase I"

PHASE II

Remove key from hall and insert key into fire service key switch inside elevator.

Turn to the "HOLD" position. Try to push alternate floor button. Button should NOT light.

Turn key to the "ON" position. Try and push alternate floor button. Button should now light and then push upper floor car call.

Push and hold the "DOOR CLOSE" button, door should close. When doors are about halfway closed release "DOOR CLOSE" button and doors should reverse direction and start to open. Then before the doors reach fully open position, push and hold the "DOOR CLOSE" button again and doors should reverse and continue to close again. **Hold button until doors are completely closed.** Release "DOOR CLOSE" button and door should remain closed. Push car call for upper floor again if car does not move. When car starts in motion, push "call cancel" button. Call button should go out and car should stop at next available floor.

Push and hold the "DOOR OPEN" button and doors should start to open. When doors are about halfway open, release the "DOOR OPEN" button and the doors should reverse direction and close. Push and hold the "DOOR OPEN" button again. **Hold button until the doors reach fully open position.** Release the button and doors should stay in the open position.

Turn the key to the "OFF" position in the elevator. Elevator should close doors and return to main landing depending on code year. If not, close doors and push main landing call button. If the latter is the case, once at main landing push open button until doors are fully open and then turn key to off. Remove key and insert into a hall key .

Turn key to the "Reset or Bypass:" position then back to the "OFF" position. The elevator(s) should now be back in normal service.

Fill out monthly recording sheet. Keep posted in elevator machine room.