

HYDRAULIC LIFT EMERGENCY RELEASE PROCEDURE

FOR USE BY AUTHORISED PERSONNEL ONLY

IN THE EVENT OF A BREAKDOWN TELEPHONE YOUR LOCAL OFFICE

EMERGENCY OPERATION OF MANUAL LOWERING VALVE OF THE LIFT

To be used only in the case of an emergency and only by authorised persons who have had instructions in its use. It is dangerous for any other person to attempt this procedure.

Before any emergency operation is attempted, a minimum of two authorised persons must attend, and establish effective communication with each other.

LIFT LOWERING PROCEDURE

1. Telephone the Lift Engineers' Emergency Service (see above).
2. Switch **OFF** the lift power supply at the main switch in the lift machine cabinet.



ON



OFF

3. Locate the position of the lift within the lift well.
Warn any passengers in the lift that it is about to be moved and to stand clear of the doors and remain in the car until instructed to leave.
4. Ensure car doors are closed and that all landing doors are closed and positively locked.

5. Switch **ON** the audible floor level buzzer situated on the inside of the cabinet door. The buzzer sounds when the lift is at floor level.



6. Lower the lift to the nearest floor level by applying constant hand pressure to the red emergency lowering button on the pump/tank unit in the lift machine cabinet. The lift will stop when the button is released. If the lift car does not move after 3 seconds when the lowering valve is actuated, cease all attempts at emergency operation, reassure trapped passengers and await Lift Engineers' arrival.



NOTE: DO NOT WEDGE THE RED EMERGENCY LOWERING BUTTON IN THE OPEN POSITION AS SERIOUS INJURY MAY RESULT

7. Immediately the floor level warning buzzer is heard the red emergency lowering button should be released. Reset the floor level buzzer switch on the cabinet door to the **OFF** position.

PASSENGER RELEASE PROCEDURE

8. Locate the floor level at which the lift has stopped and open the landing door by inserting the door lock release key in the socket positioned in the door or surrounding frame. Rotate the key until the door can be opened by hand.
9. The car doors can be opened manually by pushing the door sideways. The passengers may now be released from the lift car.
10. LEAVE THE LIFT SWITCHED OFF AND ENSURE CAR DOORS ARE CLOSED AND ALL LANDING DOORS ARE CLOSED AND POSITIVELY LOCKED.
11. Once the passengers have been released, the lift should be lowered to the bottom floor level using the above lowering procedures 4 to 7. Access to the lift machine cabinet should be closed and locked to prevent entry by unauthorised personnel.

