

Elevator Maintenance

Contractor and Maintenance:

Morning Star Elevator

<https://coloradohomeelevator.com/>

866-635-7960

Monitoring and Alarms:

Commercial Electronics Systems

14 Inverness Drive East, G112

Englewood, CO 80112

Tel: 720-755-3826

www.electronicssystems.com

Elevator Phone Number: 970-658-2601

Fort Collins Connexion

<https://fcconnexion.com/>

If someone is stuck in the elevator, always call the Fire Department first. They have the tools and the knowledge to get them out.

If someone is stuck in the elevator and they press the call button it will contact the monitoring center. The stuck person(s) will be able to hear the center answer and speak but they will not see anyone on the screen. The screen will display questions that are asked by the monitoring company. There are Yes and No buttons for the person inside the elevator to respond with if needed.

The Elevator Mechanical Room is located in the men's bathroom in the basement of CW. The key for the room is in the black key box in the admin office.

The main shut off to the elevator is located in the Elevator Mechanical Room. It is on the wall just to the left of the door as you walk in. It is next to it is the main power to the elevator.

AD_4nXfLr57ZczHePTJ_njk31HfhL8OzJuKnTSJInymFh8zQ1AvTFhHe3euqv1LLkTALJkTBNecpKr_2p5IM9
AD_4nXf37sZd3FH4wMNA5S0I2vMzwmAFi953Cz5LG5O72HaQdCxDgHxKKNFdBNDQbSSu2mHxGfzB5E

If the elevator doors need to be opened from outside the elevator, there is a drop key located in the control panel in the elevator control room.

AD_4nXfgFVMcZC2SSOoWyA_sZfmTPjXw4VXCpDUo60UAlYsKrT2S40wahMJ_SryzPxxZBJjQP6HkUPdIS

If the elevator stops working errors will show up on the elevator control panel as a digital number that indicates the error codes. It corresponds to the sheet of paper located on the door of the control panel.

AD_4nXee5tZNPnvgtxBJC0DfrzjMPXurufpZqs4UubwMQbHIZBZ35Ijr4z7ILRaJBHQZTzjBkqaalInqDkE0KV
AD_4nXf-IIhXwgG61ePuYK0BsbbVP2AZD2fhMEhgH_McfCSmi-K6LjLzJoMeOfhHW9CBUvHfkZoYvqBEA

Once you get access to the control panel, call the maintenance group. They will ask you for codes that will be displayed on the control panel.

There are 3 inspections that the elevator must go through.

- The first is an annual inspection. This is completed by the state of Colorado Conveyance Section and the contractor. A passing inspection will produce the Conveyance Annual Certificate of Operation. This is normally completed in October or November.
- The second inspection is a 5 year maintenance inspection. This is completed by a 3rd party elevator group such as Morning Star.
- We must also do a monthly test to verify that communications are working properly. This is outlined below. It is also printed and left in the mechanical room.

Elevator Monthly Communication Test

All the items you will need can be found in the Elevator Mechanical Room which is in the Men's restroom in the CW basement. The keys to the room are located in the lockbox in the Admin office.

- Barrel Keys to test locking doors
- Notebook to keep track of results

AD_4nXcflpD0Bk5GOfYrtiDm1K-j563-2t0N75hW5kMovMhY4MPZEj4hYVj5RxL0Y1VcbDKDBBLwrsBGC

Steps to the test:

1. Press the call button in the elevator. Someone will answer over the speaker.

AD_4nXeijQK_UKX3c5ch5ZBaOyS35PMdviUHWID_rcVFyzGcudBultoJl9v0GA5DtTiBwQ1lGOfm5kBtUCI

2. Let them know all is well and that you are conducting a monthly test of the elevator communications.

3. Ask them to tell you your location.

4. Can you see my video? If the video is working you will see call connected on the video screen. They will see you but you will not see them.

AD_4nXdA-D15fgknP-xZSOeAEd7YPel-6xxo5SjDc0S7Ep0cbLLKRFZ9Wb7sakKDUyrVClIiN4kTg5GZ1Jm'

5. Can you see my response on the Yes and No buttons when I press them?

AD_4nXd_zcvzTaUeMSHfUCJzBCOI_158ePb6WsQr7TOcwKEO_hhOhuvx7Slt3kRsg7_NcUo6azboj0X8UI

6. You are all done and can end the call now.

7. Testing the fire setting for the door using the panel outside the elevator on the main floor.

- Make sure the doors are open.
- Put the barrel key in the slot and turn it to ON. The light on the helmet will turn red.
- Turn left to RESET and then turn it to OFF.

AD_4nXc6-ezpJXxWkKXxfjabIB8QUXHKUTuhdFRijGEZxuzNdHacBSIdZ01BfYfMgf5Ky5nwF4mC4yrOEB

8. Fill out the form in the notebook with the results and your initials.

If there are any issues found contact the maintenance company for guidance.

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