CALL OUTAGE ADMINISTRATIVE COORDINATOR AND PROVIDE DETAIL INCLUDING:

- Properties and locations affected
- Systems and services affected
- Duration
- Outage contact person

RUN OUTAGE BROADCAST
BUSINESS PROCESS – WORK FLOW – ELEVATOR OUT OF SERVICE

ELEVATOR CONTRACTOR

RESPOND TO TROUBLE CALL

WILL REPAIR TAKE LONGER THAN 24 HOUR TO RETURN ELEVATOR TO SERVICE?

REPAIR AND NOTIFY EMS THAT ELEVATOR IS BACK IN SERVICE

YES

NOTIFY EMS CAUSE AND DURATION OF OUTAGE

NO

CALL OUTAGE ADMINISTRATIVE COORDINATOR AND PROVIDE DETAIL INCLUDING:

PROPERTIES AND LOCATIONS AFFECTED
DURATION
OUTAGE CONTACT PERSON – BUILDING ENGINEER

OUTAGE ADMINISTRATIVE COORDINATOR

RUN OUTAGE BROADCAST

EMS

ELEVATOR TROUBLE CALL

RESPOND TO TROUBLE CALL

NOTIFY EMS CAUSE AND DURATION OF OUTAGE
BUSINESS PROCESS – WORK FLOW – SCHEDULED OUTAGE REVIEW

OUTAGE REVIEWER

1. SCHEDULED OUTAGE
   - NO
     - IS THE OUTAGE COMPLEX
       - YES
         - INDEPENDENT REVIEW NEEDED
           - NO
             - ASSIGN OUTAGE COORDINATOR
       - NO
         - OBTAIN INDEPENDENT REVIEW

OUTAGE COORDINATOR

- RESEARCH AFFECT SYSTEM DRAWINGS
- FIELD VERIFY DRAWINGS AND SYSTEMS
- CONDUCT OCCUPANT COORDINATION MEETINGS
- SCHEDULED OUTAGE

REV 20MAY14