



HOMES AND SENIORS SERVICES

POLICY & PROCEDURE NUMBER: 2.17

DEPARTMENT: *Maintenance*

SUBJECT: *Elevator*

APPROVAL DATE: November 2022

REVISION DATE:

REVIEW DATE:

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PURPOSE:

The location's elevators will be maintained to provide safety for residents, team members, and visitors, and will be compliant with applicable legislative requirements.

A service contract for routine maintenance and emergency response will be in place for the elevators.

The visual check of elevators will be done by the facilities staff as part of the preventative maintenance program for the location.

All elevators in the location will be equipped to restrict resident access to areas that are not to be accessed by residents.

PROCEDURE:

The Manager of Corporate Facilities or designate will:

1. Ensure the license for each elevator is posted inside the elevator car or other designated location.
2. Ensure routine maintenance and inspections are performed on a regular basis by a registered contractor. Records of all visits by a contracted service provider will be kept on file at the location, with the sign-in logbook for outside services kept at the reception desk. The log-book will be maintained in an orderly fashion. Maintenance staff (or designate) will accompany and review the contracted service provider's work whenever possible during visits/inspections.
3. Include the service contract name and number(s) for elevators (routine maintenance and emergency response in the event of malfunction) on the preventative maintenance service contracts list. Copies of this list are to be kept in the administration office, Emergency Plan, Maintenance office, and (as applicable) Charge Nurse binder.
4. Provide orientation on the operation of elevators for emergency response and the



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process for contacting the elevator service contractor in the event of a malfunction of an elevator to In Charge staff.

5. In the event of a malfunction/breakdown of an elevator, post a notice at the affected elevator advising the elevator is shut down for temporary repairs and block access to the elevator. The elevator will not be used until such time as it is safely put back into operation.
6. Maintain maintenance records (internal and contract servicing) for each elevator in a log/ record book in accordance with the Elevating Devices Act/Directors ruling No. 99/92.
7. Review any Technical Standards & Safety Authority (TSSA) inspection reports for an elevator as soon as possible and take action to eliminate any safety-related deficiencies and to ensure inspector's directions are completed before specified dates.
8. Ensure the operation of the elevators for emergency response is checked, tested, and inspected by the external service provider on contract with the location, in accordance with the provisions of the external service contract for the building's fire safety systems and legislative requirements.
9. Owners and licensees of elevators in residential buildings and long-term care communities are required to report elevator outages lasting 48 hours or longer via the Technical Standards and Safety Authority's (TSSA's) Residential Elevator Availability Portal. The reporting needs to be completed within 30 days after the elevator was returned to services. For more information on how to do, visit:
<https://www.tssa.org/en/elevating-devices/elevator-availability.aspx>
10. Conduct weekly inspection in elevator room to ensure ventilation systems are working, including exhaust and AC; check set temperature setting for 24C. Clean filters and grills.

In the event of any accident or incident, such will be reported as per organization notification and critical incident reporting requirements. It is the responsibility of the location (owner) to notify TSSA of any incidents with an elevating device that result in the death of a person or



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injury to a person that requires the services of a medical practitioner as per section 36(1) (a) of the Ontario Regulations 20.