PP/OP 02.23: Escalator Operation & Safety

DATE: August 19, 2010

PURPOSE: The purpose of this Operating Policy/Procedure (OP) is to establish the procedures for start-up, reversing and shutting down escalators. All procedures and requirements are based upon requirements set forth in the ASME A17.1-2000 Elevator & Escalator Code Book.

REVIEW: This OP will be reviewed September of even-numbered years by the campus Q.E.I. with recommended revisions submitted through the Associate Director of Engineering Service & to the Managing Director of Physical Plant.

POLICY/PROCEDURES

1. ASME A17.1-1.3 Definitions – Authorized Personnel: persons who have been instructed in the operations of the equipment and designated by the owner to use or operate the equipment.

2. ASME A17.1-8.6.10.5 Authorized personnel shall check the escalator prior to permitting use. All authorized personnel who are assigned to start this equipment shall be given a copy of this O.P. and be provided with training by campus Q.E.I. to ensure that they understand and comply with the procedures.

3. Engineering Services will issue a certificate upon completion of mandatory training every year and will maintain complete list of trained personnel. Without this mandatory training personnel will not be allowed operation of the escalator.

4. Operating Procedure
   
   a. Prior to starting the unit, observe the steps or pallets and both landing areas to ensure no persons are on the unit or about to board. Run the unit away from the landing.
   
   b. Verify correct operation of the starting switch. (see #2 in escalator start-up guide)
   
   c. Verify correct operation of the stop buttons and alarms. (see #3 in escalator start-up guide)
   
   d. Visually examine the steps or treadway for damaged or missing components; combplates for broken or missing teeth; skirt or dynamic skirt panels and balustrades for damage. (see #5,#6 and #7 in escalator start-up guide)
e. Verify that both handrails travel substantially the same speed as the steps or the treadway, are free from damage or pinch points, and that the entry guards are in place. (see #9 in escalator start-up guide)

f. Visually verify that all steps, pallets, or the treadway is properly positioned. (see #6 in escalator start-up guide)

g. Verify that ceiling intersection guards, anti-slide devices, deck barricades, and caution signs are securely in place.

h. Verify that demarcation lighting is illuminated. (see #15 & #16 in escalator start-up guide)

i. Check for uniform lighting on steps/tread not contrasting with surrounding areas.

j. Verify that the safety zone is clear of obstacles and that the landing area and adjacent floor area are free from foreign matter and slipping or tripping hazards. (see #17 in escalator start-up guide)

k. Check for any unusual noise or vibration during operation.

l. Have trained people at each escalator for monitoring horse play and for emergency stop of the units.

m. A minimum of three trained personnel are required to safely start up the escalator and for reversing of the escalator. The procedure is as follows, place one person at top of #3 and one at the bottom of #1. The third person will Start #1 and ride up to #2, start it and proceed to #3. Always start the unit with the steps traveling away from you. After escalator has made a complete revolution then people may ride it. To reverse units have people at top of #3 & bottom of #1, ride up #1 and stop it then restart it in the down direction, ride up #2 and stop it, start it in the down direction from the top start switch and then proceed to #3 ride it to the top, stop it and start it in the down direction. Let the units make one complete revolution before people start riding them. Then one of the people on the top of #3 will go to the top of number #1 for monitoring people for proper riding safety.

n. Sign the escalator start-up log book and fill out completely after every use.

5. If any of these conditions is unsatisfactory, the unit shall be placed out of service. Barricade the landing areas and call work order control at 742-3301 or emergency maintenance at 742-3328 after hours and week-ends and they will call the elevator company for repairs.

6. Only the Associate Director of Engineering Services or the campus Q.E.I. will be allowed to approve the issue of escalator keys. If the key is lost, the department losing the key will be responsible for the charges to rekey all units.
7. The following additional forms and information material are included as part of this O.P.:
   - Escalator Start-Up Procedure Guide (Attachment A)
   - Escalator/Moving-Walks, Start-Up and Daily Check Chart (Attachment B)
   - Standard Safe Use Checklist (Attachment C)

The daily start-up log book will be kept down at #1 ESCALATOR.

**RESPONSIBILITIES**

<table>
<thead>
<tr>
<th>POSITION</th>
<th>SECTION</th>
<th>MONTH</th>
</tr>
</thead>
<tbody>
<tr>
<td>Associate Director</td>
<td>Review</td>
<td>September</td>
</tr>
<tr>
<td>for Engineering Services</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

APPROVED:_____________________________
Reviewer

APPROVED:_____________________________
Director for Physical Plant