

# Monthly Elevator Fire Service Operation Instructions

## Phase I

1. Insert key into fire recall switch in hallway.
2. Turn to the "ON" position.  
Elevators should return to the landing where the key switch is and open the doors.

## Phase II

1. Remove the key from the hallway and insert key into fire service key switch inside the elevator. Turn to the "HOLD" position.
2. Push the floor button for a floor you are not at; button should not light.
3. Turn key to the "ON" position. Push the floor button for a floor you are not at; button should now light.
4. Push the button labeled "CALL CANCEL"; the floor buttons you pushed should go out.
5. Push and hold the "DOOR CLOSE" button; doors should begin to close.  
When doors are half way closed, release the "DOOR CLOSE" button.  
The doors should reverse direction and start to open.  
Before the doors reach the fully open position, push and hold the "DOOR CLOSE" button again and the doors should reverse and continue to close again.  
Hold button till doors are completely closed; release the "DOOR CLOSE" button and doors should remain closed.
6. Push and hold the "DOOR OPEN" button and the doors should start to open.  
When the doors are halfway open, release the "DOOR OPEN" button and the doors should reverse direction and start to close.  
Before the doors reach the closed position, push and hold the "DOOR OPEN" button again and the doors should continue to open again.  
Hold the button until the doors reach the fully open position.  
Release the button and the doors stay in the open position.
7. Turn the key to the "OFF" position in the elevator.
8. Remove the key and insert it in key switch in the hallway.
9. Turn key to "RESET or BYPASS" position then back to the "OFF" position.  
The elevator should now be back in normal service.
10. Place a check under each spot for "PHASE I and PHASE II" and "PASS" if everything worked properly; sign the sheet.