

Elevator Operation Management Regulations During Epidemics

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Elevator Operation Management Regulations During Epidemics

1 ELEVATOR MANAGEMENT PRINCIPLES DURING EPIDEMICS

Elevator operations should be managed under the following principles during epidemics:

1.1 Increase ventilation

- For compartments with ventilation fans, the fan should be always kept on.
- For compartments without ventilation fans, the compartments should be aerated regularly alongside disinfection work. Each aerate session should be longer than 10 minutes.
- For buildings with 2 or more elevators, it is recommended to shut down and ventilate one of the elevators overnight to ensure effectiveness.

1.2 Improve regular maintenance and management

Regularly clean and disinfect the elevator during the epidemic outbreak. Focus on disinfection for common contact areas such as elevator halls, compartments, buttons, escalator belts, etc.

1.3 Contingency plan for building epidemic outbreak

For buildings with epidemic outbreaks, elevators should be closed immediately. Subsequent actions should be done according to the health and epidemic prevention authorities.

2 Elevator disinfection guide

2.1 Material preparation

2.1.1 Regular equipment

- Clean cloth
- Spray Bottle
- Warning sign
- Mopping equipment
- Disinfectant placement container

2.1.2 Disinfectant

2.1.2.1 Preparation for disinfectant with Effective chlorine concentration >500 mg/Liter:

- Chlorine-based disinfection liquid (Effective chlorine concentration of 5%): Prepare by mixing one part of disinfection liquid to 100 parts of water.
- Disinfection powder (Effective chlorine concentration of 12%~13%, 20g/pack): Prepare by mixing one pack of disinfection powder with 4.8 liters of water.
- Chlorinated effervescent tablets (Effective chlorine content of 480mg~580mg/tablet): Prepare by dissolving 1 tablet into 1 liter of water.

2.1.2.2 75% Ethanol disinfectant: Use without dilution

2.1.2.3 Other disinfectant should be used according to official instruction and required effective concentration levels.

2.2 Personnel Protection

- Work uniform
- Work shoes
- Gloves
- Masks
- Goggle

2.3 Elevator Disinfection Methods

2.3.1 Timing and Frequency

- Complete disinfection should be conducted 1~2 times daily, while obvious contaminated areas should be disinfected immediately. Disinfection should be conducted during low elevator usage hours.
- Partial disinfection (on the selection panel etc.) should be conducted once per 2 hours.

2.3.2 Preparation

- Perform a deep cleaning of the elevator and subsequently disinfect the area
- During disinfection, ensure the compartment is well ventilated
- Shut down the elevator during disinfection
- Park the elevator on the First Floor, disinfect only one elevator at once
- Place warning sign for disinfection work

2.3.3 Method

2.3.3.1 Wiping

- Dip clean cloth with disinfectant, wring out excess disinfectant and wipe the elevator. During the wiping session, ensure to follow the standard procedure to wipe from up to below and from left to right to avoid missing spots.
- Caution for the mixed use of disinfectants: chlorine-based disinfectant and ethanol disinfectants should NOT be mixed as the mixture produces the potentially toxic chlorine gas.

2.3.4 Focus area disinfection

2.3.4.1 Vertical passenger and freight elevator disinfection focus areas

- Compartment walls, ventilation unit, buttons, handles and floor
- Ventilation air outlets require focused disinfection. The ventilation unit should be turned on after disinfection to aerate to remove peculiar smell of the disinfectant.

- Internal and external call buttons can only be wiped but not sprayed with disinfectant. Wiping should be performed by spraying 75% ethanol onto clean cloth and wiping the call buttons and >20cm diameters around the buttons with the cloth. It is also recommended to cover the call buttons with external films and perform the above-mentioned procedure on top of the cover film.
- Elevator floors can be disinfected with diluted chlorine-based disinfectant based on the cleaning standard concentration.

2.3.4.2 Escalator and walkway disinfection

Key areas to disinfect including escalator belts, protective boards, steps (recommend wiping with disinfectant). Emergency buttons should only be wiped down instead of spraying.

2.3.5 Finishing work

- Upon completion of the disinfection, restart the elevator and remove the cleaning tools and warning sign. Work uniform and shoes should be removed and store in plastic bags for disinfection afterwards. Cleaning personnel should perform self-disinfection procedures after cleaning and disinfection work.
- Fill in the elevator disinfection record.

3 **Elevator passenger guide**

3.1 Behavioral guide

- Masks must be wore inside all vertical elevators
- Stay away from the elevator door while waiting. It is recommended to queue at the side of the elevator doors.
- Let the passengers inside the elevator leave first before boarding the elevator. Avoid face-to-face contact with passengers leaving the elevator.
- It is recommended to press the buttons with finger covered in tissue paper to avoid contact contamination. Dispose the used tissue paper in the dry rubbish bin after usage.
- Avoid standing face-to-face or communicate with other passengers in the elevator.
- Wash hands after elevator usage.

3.2 Visual guide

- Displace disinfection schedule and time inside the elevator compartment
- It is recommended to place behavioral guide posters on the carpark and first floor to remind passengers the safety precautions for using the elevator.

If possible, hand sanitizers should be provided in the main lobby, lift lobby and elevator compartments.

Table 1: Elevator disinfection records

Date/time	Serial number	Complete disinfection	Partial disinfection	Performed by	Note

References

- 《市场监管总局办公厅关于做好疫情防控期间电梯安全监管工作的通知》
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