

 Environment, Health & Safety Office Administrative Procedures	Procedure #: EHS-03-007.6
	Date Issued: 11/13/03
	Date Revised: 07/09/07 Revision No. 1
TITLE: Freight Elevator	Approved: Title: <i>Louis DiBardinis</i> <hr/> Director, EHS
SOP Author: Nadia Morrison	

- Receptionist holds key at his/her desk. Please make arrangements to get the key when needed.
- MIT Police Department (x3-1212 **or** 617-253-1212) must be notified before operating it. Otherwise, a silent alarm will go off at the police department, causing them to respond.
- Do **NOT** use in case of an emergency.
- To be used only for transporting furniture/office equipment, **NOT** for people transport.
- Do **NOT** exceed the posted capacity of elevator.
- When finished using, please turn off light.
- Return key to receptionist when finished.