



OGDEN PREPARATORY ACADEMY

Official Policy

5. Facilities

5.05.POL Elevator Use Policy

Effective/Revision Date: 6/8/2023

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PURPOSE

The purpose of this policy is to establish directives for the use of the Ogden Preparatory Academy (the “School”) elevators for safety and security purposes.

POLICY AND PROCEDURE

The School provides elevator access within its facilities for the following purposes:

1. Movement of heavy or oversized objects between floors.
2. Accommodation of individuals who require temporary or ongoing elevator services in order to access all floors and areas of the facility.

Elevators within the school are only to be used when required to serve the purposes above. Elevators are not to be used for convenience or to reduce regular, physical exertion of climbing stairs.

In order to ensure elevator access is limited and available only to those needing it, elevators will be locked. Elevators will be accessed by key only. Building secretaries will have elevator keys for temporary check out for the moving of heavy or oversized objects. Employees and students who require individualized use of the elevator - temporary or permanent - will work with the principal or designee for a key assignment. Individuals who obtain a key understand they are assigned the key for their use only; individuals agree not to loan the key to others or to allow others to ride with them in the elevator except in order to fulfill the purposes expressed above.

Document History

Approved: 6/8/2023

Initial approval

Legal References

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