



LANEY COLLEGE
 900 Fallon Street, T-213
 Oakland, California 94607

SOP Number:
 BUS.6.65
Previous SOP: N/A
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STANDARD OPERATING PROCEDURE

DEPARTMENT:	Business Administrative Services	TITLE:	Theater and Music Room (G189) Chair Lifts and Platform Lifts
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PURPOSE	To ensure safety and access for the theater and music room chair lifts and platform lift.
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PROCEDURE	
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- All chair lifts and platform lifts shall be in bypass mode and powered for key access at all times unless the lift is malfunctioning.
- None of the chair lifts or platform lifts shall be used as a service elevator.
- None of the chair lifts or platform lifts shall be used to store furniture or other items.
- Use of the chair lifts and platform lifts is for disabled persons only. Unauthorized use is strictly prohibited.
- Unless the theater lifts are independently operable, the Director of Facilities and College Operations shall provide on-call operational support. In the event the Director of Facilities and College Operations is not available, police dispatch will provide on-call operational support. Instructional signs will be posted at the top and bottom of each theater lift and will include the name and contact information for the Director of Facilities and College Operations and police dispatch.
- No later than the beginning of each semester, Peralta and Laney College staff will conduct training for stationary engineers, custodians, and employees who work in the related buildings on this Standard Operating Procedure. New janitorial and custodial hires will be trained at the time of hiring.

Last Edits:	August 2019		
Responsible:	Director of Facilities and College Operations	Approved by:	College President
Date for Review:	May 2020	File Ref:	
Previous Titles:			