



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

SOP Number:
 BUS.6.65
Previous SOP: N/A
 Page 1 of 1

STANDARD OPERATING PROCEDURE

DEPARTMENT:	Business Administrative Services	TITLE:	Theater and Music Room (G189) Chair Lifts and Platform Lift
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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 will be in bypass mode at all times.
- Neither the chair lift nor the platform lift shall be used as a service elevator.
- Use of the chair lifts and platform lift is for disabled persons only. Unauthorized use is strictly prohibited.
- If assistance is needed with any chair or platform lift, the Business Office will provide operational support. Signs will be posted on each lift to provide contact information if assistance is needed. 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:	May 2019		
Responsible:	Director of Facilities & College Operations	Approved by:	College President
Date for Review:	May 2020	File Ref:	
Previous Titles:			