

**SDSD Detention Services Bureau—San Diego Central Jail Green Sheet**

**DATE:** March 17, 2023  
**NUMBER:** G.3.C.1  
**SUBJECT:** ELEVATORS

**PROCEDURE**

SDCJ has eight passenger elevators. **Safety/Security Interests - 7922.000**  
[REDACTED]

Maintenance inspections for the elevators are conducted once a month by a contract company. During the monthly inspection, the elevators are checked for wear and damage and SDCJ maintenance personnel are consulted on any maintenance requests they may have received.

In the event of a critical incident or emergency, **Safety/Security Interests - 7922.000**  
[REDACTED]

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[REDACTED]

The elevator capacity for each elevator is **Safety/Security Interests - 7922.000**  
[REDACTED]

If an elevator malfunctions and stops working during normal working hours, CCC will notify the operations deputy and the on-duty watch commander of the malfunction. If the problem is not immediately fixed and further work is required, CCC will again notify the operations deputy and watch commander. When the elevator has been repaired and has resumed normal operations, CCC will notify the operations deputy and watch commander.

If an elevator malfunctions outside of normal working hours, CCC will notify the watch commander and e-Mail the operations deputy. If the malfunctioning elevator has occupants, the watch commander will have CCC contact the elevator contractor for immediate service. If the malfunctioning elevator does not have occupants, the watch commander will make the decision about whether to call the elevator contractor for an immediate repair or wait until normal working hours. When the elevator has been repaired and is fully operable, CCC will notify the watch commander and email the operations deputy.