


Lift not working

Step	Action
1	Contact Schindler Lifts using button inside lift or if door won't open then use 24-hour number 04 802 1420
2	When the operator answers, the key details are: <ul style="list-style-type: none">• 60 Willis Street passenger lift• Not working And give any relevant details eg: Lift on ground floor with the doors open Doors opening and closing all the time.
3	Go to the grey box on the wall by the letterboxes.
4	Get the clear plastic envelope out.
5	Get the 'lift out of order' sign and write the time at date that you rang the lift company with the marker pen.  Lift out of order <small>1:55pm 21 Feb 2021</small> Please use stairs. Schindlers have been notified.
6	Attach this at head height on the right-hand side of the passenger lift.
7	Email the Body Corporate on: sixtywillisstreet@gmail.com to notify management.