

**PUBLIC BUILDING SERVICE  
ELEVATOR OPERATION SCHEDULE**

1. REG NO.	2. AREA	3. FIELD OFFICE	4. DATE
5. BUILDING (No., or name or address)		6. ELEVATOR OPERATOR SUPERVISOR (Signature)	7. BUILDING MANAGER (Signature)

TIME ▼	ELEVATOR NUMBER AND TYPE												
AM	HOURS IN OPERATION												
6:00													
7:00													
8:00													
9:00													
10:00													
11:00													
12:00													
PM													
1:00													
2:00													
3:00													
4:00													
5:00													
6:00													
7:00													
8:00													
9:00													
10:00													
11:00													
12:00													
AM													
1:00													

INSTRUCTIONS

1. Use this form to schedule the working hours of elevator operators in operated buildings.
2. Use the following colors to schedule operators:
  - Blue - Regular operator
  - Yellow - Relief operator
  - Red - Elevator operator - laborer
  - Green - Guard operator
  - Black - Contractor employee
  - Leave Blank - Automatic
3. ELEVATOR NUMBER AND TYPE. Enter the numerical designation and type of elevator, i.e., automatic, or if non-automatic: Freight, service or passenger.
4. HOURS OF OPERATIONS.
  - a. Using the appropriate colors, fill in the column to show the starting time of the elevator, rest periods, lunch period, and the time the elevator is taken out of service for the day. Letters or numerals may be used to identify individual operators.
  - b. Use a separate column to show elevator that is operated on Saturday or Sunday.
5. Operation schedules for more than one building may be shown on the form. This may be desirable in locations where a relief operator can serve more than one building.
6. Enter below current base annual manhours and actual (cost statement) expended manhours of operation for several fiscal years.

COMPARISON: PLANNED VS. EXPENDED MANHOURS

Fiscal Year					
Current Base Annual Manhours					
Expended Manhours					