

# One East Main Handbook

## Overview

Each building in Block 89 has its own passenger and service elevators. Ten East Doty and 33 East Main have high-speed passenger and freight elevators that serve all levels of the building and parking ramp. One East Main has two hydraulic elevators that connect all levels of the parking ramp with the main building lobby, where two other high-speed elevators serve the office floors.

Each building's service elevator is conveniently located adjacent to the service core and identified with signage. Service elevators are intended for anyone who is moving items, using a push cart or hand truck, or receiving deliveries of any kind. All deliveries must be made using a service elevator.

The elevators are accessible without keys or access fobs during normal business hours. After business hours, only persons with authorized access fobs may access the building lobbies and elevators. Please let your delivery people know of these restrictions on access.

All of the elevators are connected to their respective company call centers and are monitored 24 hours a day, 365 days a year. If an elevator malfunctions for any reason, please remain calm and push the button on the car operating panel that is marked with a phone symbol. You will be automatically connected to the call center and assistance will be dispatched immediately.

*Note: ULI staff is not authorized to retrieve items that fall down the elevator shaft. The elevator company will need to be contacted to provide this service, and fees may be assessed.*