JADE-LYNN APARTMENTS

ELEVATOR OUTAGE RESPONSE PLAN

*This document is intended for guidance purposes only to assist residential building elevator owners and condominium associations in the preparation of an elevator outage plan.

RESIDENTIAL BUILDING INFORMATION

Building Name:	JADE-LYNN APARTMENTS
Building Address:	2522 LINCOLN STREET HOLLYWOOD FLORIDA 33020
Association name:	N/A
Contact Name:	JAY CHURBA
Association Address:	N/A
Phone:	954-395-6262
Email:	jay@jadelynn.com

PRIMARY ELEVATOR MAINTENANCE COMPANY INFORMATION

Registered Elevator Company:	TK ELEVATOR CORPORATION
Contact Name:	CUSTOMER SERVICE
Address:	788 Circle 75 Parkway SE
Phone:	954-971-6500
After hours/Emergency Phone:	877-230-0303
Email:	NONE PROVIDED

BACKUP/ALTERNATE MAINTENANCE COMPANY INFORMATION

Unless prohibited by an existing service maintenance contract, the building owner or condominium association must seek an alternate registered elevator company if the building has no functioning elevator for more than twenty-four (24) hours and the primary company cannot restore service within that timeframe.

Registered Elevator Company:	WE ARE PROHIBITED UNDER CURRENT SERVICE CONTRACT
Contact Name:	
Address:	
Phone:	
After hours/Emergency Phone:	
Email:	

ELEVATOR OUTAGE REPORTING AND REPAIR PROCEDURES

Residents, staff, or management should report an elevator outage immediately. Expected response steps listed below should outline the steps required to return elevators to service, from reporting the outage, contacting elevator companies, ensuring funding is available for repairs, and executing the repairs. This will look different for each building but should give residents an idea of the steps to be taken and expected timeline to elevator functioning.

Outages should be reported to:	JADE-LYNN APARTMENTS 954-395-6262
Email:	JAY@JADELYNN.COM
Company Conducting Repairs:	TK ELEVATOR
Reason for Outage:	
Expected Response Steps:	PLEASE CALL JADE-LYNN OFFICE OR TK ELEVATOR

ADA ACCOMODATIONS AND ASSISTANCE

Residents who may need assistance during an elevator outage are encouraged to contact building management in advance so assistance may be provided.

Designated Accessibility Assistance Contact:	JAY CHURBA
Phone:	954-395-6262
Email:	
*Responsible Fire Department:	CITY OF HOLLYWOOD
Fire Dept Contact Number:	954-967-4636

* If trapped, please contact the local Fire Department at the contact number provided.

RESIDENTS COMMUNICATION PLAN

Elevator outages and repair updates were communicated by using one or more of the following:

☐ Posted notices in common areas
☐ Email notification
☒ Text message or resident alert system
☐ Phone call to affected residents
☒ Website or resident portal update
☒ Door-to-door notification, if needed
☐ Other: _____

POSTING LOCATION

This Elevator Outage Response Plan must be posted and maintained in a conspicuous location within the building.

Posting Location: 2522 LINCOLN STREET., #121 HOLLYWOOD FLORIDA 33020