

Passenger elevator

FUJI Precision Elevator

USER SERVICE MANUAL

FUJI Precision Elevator



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一、电梯日常管理 Daily Management of Elevator

1、机房应由维护检修人员管理，其他人员不得随意进入。机房门必须紧锁，并标有“机房重地，闲人莫进”字样。

Machine room should be managed by maintenance man and staff only. The door should be locked and labeled with "Machine Room, Authorised Only!".

2、通往机房之通道，请保持畅通，以便本公司员工进行维护或紧急修理。

The road to machine room should be unimpeded so that our maintenance man can handle the urgent situation smoothly.

3、机房内需提供必要照明，并应保持空气畅通，室内空气湿度应保持在 5°C-40°C 之间。环境相对湿度 $\leq 85\%$ （25°C 时）。

Lighting and air should be provided in machine room. The air humidity should be kept between 5°C-40°C and environment humidity $\leq 85\%$ (when the temperature is 25°C).

4、请勿将机房作其他用途（例如居住或储存杂物）。

Do not use the machine room for other purpose (i.e. living or food storing).

5、机房内和各层门近处应设有灭火设施，照明电源应与控制线路分开敷设。电源电压波动应 $\leq \pm 7\%$ 。

Fire distinguishers should be installed in machine room and every landing door. The lighting power should be separated with control line.

6、防止机房天花板及墙壁渗水。

Avoid wather seepage of machine room ceiling.

7、在层门附近，层站地面上照明至少为 50 勒克斯，以便使用者在打开层门进入轿厢时，即使轿厢照明发生故障，也能看清前方。

The lighting near the landing door should at least be 50 lux in order that the user can see clearly even the car lighting is broken.

8、井道内除规定的电梯设备外，不得存放杂物、敷设煤气管或水管。

Other goods should not positioned in the shaft except elevator equipments.

9、电梯井道底坑不得有水。



The shaft pit should not have water.

二、电梯安全管理 Safty Management of Elevator

1、保持轿厢、轿厢地坎槽和层门地坎槽的清洁。

Keep the car, car sill and landing door sill clean.

2、电梯井道底坑需定期清扫。

Shaft pit should be cleaned at regular intervals

3、勿让幼童单独乘电梯。

Do not let infants or children take the elevator alone.

4、请勿靠在电梯轿门、层门上，尤应制止撬门、撞门，以免发生意外。

Do not lean against elevator door or landing door, especially prise or hit the door in case of any accident.

5、电梯切勿超载使用，以免发生意外。

Do not overload in case of any accident.

6、劝导乘客勿在轿厢内蹦跳，因为此举可能引致电梯不正常运行。

Advice passengers do not jump in the car because it may result in abnormal operation of elevator.

7、请依照您的实际需要揆按。乱揆按钮将会降低电梯的运行效率。

Please push the button according to your actual requirement. Push the button casually will result inefficient operation.

8、使用三角钥匙开启层门时，需将三角钥匙插入层门上的钥匙孔，旋转后打开层门，切勿用力过猛，并看清轿厢是否停在此层，以免发生意外。（注：三角钥匙使用者必须持有劳动安全部门颁发的安全操作证。）

When open the door with triangle key, please insert the key into the keyhole on the landing door and rotate. Do not overexert. Please check the car position in case of any accident.

9、在服务时间内，如电梯司机必须离开（有司机运行时）或电梯停用时，须将轿厢内电源开关断开。

If the elevator driver (if there is driver) or the elevator will stop in service time, the power in the car must be cut-off.

10、不允许装运易燃、易爆的危险物品。若遇到特殊情况，需经司机和管理部门同意并严加安全保



护措施后方可装运。

Explosive and flammable materials are forbidden. If there is special circumstance, agreements of driver and management department and safety protection measures are needed.

11、不允许利用轿厢安全窗的开启来装运长物件。

To open the safety windows to convey long material is forbidden.

12、电梯使用完毕停用后，司机或管理人员应将轿厢停在基站，将操纵箱上开关全部断开，并将层门关闭。

After use, please stop the car to the basic landing and power-off from control box and close the landing doors.

13、电梯长期不使用时，应将机房的总电源开关断开。

When out of service for a long period, please power-off the main power of machine room.

14、留意陌生人近处轿厢，有条件者可装设轿厢闭路电视监视系统，以杜绝在轿厢内犯罪。

Attention the strangers. You can install car closed circuit television system to preclude car crime.

15、切勿私自改装电梯，如有需要时，请与本公司联系。

Do not retrofit the elevator. Please contact us if necessary.

16、除特别设计的载货电梯之外，切勿用机动铲车在一般货梯内装卸货物。

Do not use engine driven forklift to load and unload goods in ordinary freight elevator except special design freight elevator.

17、如电梯不正常时，请先检查电梯时否有人为的阻碍。例如杂物阻止门的正常动作等。

If the elevator can not operate normally, please check that if there is artificial block such as sundaries block the door to operate normally, etc.

18、不得将电梯的专用线路用作其他用途。（例如用作电焊焊接电源）

Do not use the elevator power line as other usage (such as electricity welding).

19、本公司员工进行维修时，请尽量提供本电梯以前发生故障的资料或介绍曾发生过的故障情况。

Please supply the record of breakdown happened before in the process of maintenance.

20、当通知电梯发生故障要求本公司维修时，请告知下列事项：

When inform us to maintenance, please inform such items:

A、建筑物名称及其地址；联系人及其电话；



The name and address of building; linkman and his/her telephone number.

B、发生故障之电梯合同号；

The contract No. of elevator faulted.

C、故障情况

Condition of breakdown.

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三、电梯应急处理 Agent Dispose of Elevator

1、电梯故障 Elevator Breakdown



A、当发现电梯已发出运行信号（上或下信号灯亮）而停在某楼层关门后不动时，首先检查是否门关到位或有杂物阻塞电梯门。去除杂物电梯门关严后仍不动，请致电本公司。

When the elevator gives out operation signal (up or down signal light) while stop at some landing floor and do not operate after close the door, please check if the door do not close certainly or there is something block the door. If the door still can not close after clean the sundries, please contact us.

B、当发现电梯停在某楼层开门后，应该关门而不关门时，请检查该层“召唤”按钮或轿厢内“开门”按钮是否被卡住。检查后发觉没有卡住，请致说明书本公司。

If the elevator stop at some landing floor and can not close the door properly, please check the “calling” or “open” button in the car are stuck. by something. If not, please contact us.

C、当发现电梯在行驶、停止或开关门过程中，有不正常现象时，请致说明书本公司。

If you notice some abnormal phenomenons happened when the elevator is in operation, stop or open and close the door, please contact us.

D、电梯运行出故障，安全系统起保护作用时，会紧急停车，以确保乘客安全。此时轿厢有一定程度的震颤，故障消失后会自动平层，请确认故障现象并致电本公司。

The elevator will stop urgently if there is operating trouble and the safty system takes effect in order to protect passengers. The car will shake and will landing automatically after the trouble disapper. Please confirm the troble and contact us.

2、轿厢关人 When Passengers Are Trapped

A、请检查轿厢的情况及位置。

Please check the position and condition of car.

B、切勿尝试进行释放乘客。

Do not try to release the passengers.

C、请安慰被关乘客等候救援，并劝告乘客切勿尝试离开轿厢。

Comfort the trapped passengers to wait for the rescue and do not try to leave the car.

D、最可取的办法：立即致说明书本公司。

The most advisalbe method: please contact us.

3、建筑物断电 Power-off of Building

A、必须检查电梯的情况，是否有乘客被关。



Must check the condition of elevator to confirm that if any passenger is trapped.

B、当乘客被关在轿厢内，请依照“轿厢关人”项处理。

If the passengers are trapped, please handle according to “ When Passengers Are Trapped” .

4、电梯井道进水 Water Inflow of Shaft

当发生电梯井道进水或建筑物水管破裂时，请立即将电梯电源切断。待井道进水被阻止或水管修好后，请致说明书本公司派员查验。确保设备完好后方可使用。

When the shaft is water flooded or the building's water pipe is broken, please power-off firstly. When the water is blocked or the pipes are repaired, please contact us. The equipments can be put on use again only after confirmation.

5、台风或暴风雨 Typhoon or Storm

A、将机房内各门窗关妥，以防止电梯设备被雨水溅湿或因水浸而导致损坏。

Please close the door and windows of machine room.

B、当发觉因暴风雨可能导致雨水流进电梯井道时，在雨水还未流入井道，可将轿厢停泊在顶层，并将电梯电源切断。

If the storm may cause the water flood into the shaft, please stop the car at top floor and power-off the elevator.

6、建筑物发生火警 Fire Disaster of Building

A、当大厦内发生火警时，除具有消防功能的电梯由消防人员专用外，切勿使用电梯。

If there was a fire disaster in the building, do not use the elevator except fireman service elevator.

B、火警过后，请致电本公司派员查验。

四、自动扶梯日常管理 Daily Management of Escalator

1、自动扶梯的“启动”钥匙和“紧急停止”按钮通常是装在上部、下部水平梯级侧位裙板上。

The key of “operation” and “stop urgently” button of escalator are usually installed at skirtboards beside upper part and under part of horizontal steps.

2、在开始自动扶梯之前，请先查看踏板上是否有人或杂物。并首先使蜂鸣器鸣响，持续 30 秒。启动后，注意扶梯旁的玻璃是否稳固及运行是否有异常现象。

Before the operation, please confirm that if there is some people or bundries on the steps. Ring the buzzer for 30 seconds. After the operation, please check the glass beside the escalator are firm and if



there is any abnormal condition of operation.

3、自动扶梯在运行时，任何人不得沿梯级上下行或倒行、嬉戏、奔跑或坐在踏板上。不满 12 岁的儿童必须在家长带领下来乘扶梯。老弱病残者必须在有人协助下方可乘扶梯。

When the escalator is in operation, walking backly or playing, running or sitting on the steps are forbidden. The children under 12 years old should be led by parents or adults. The people who are old, weak, ill or disabled should be accompanied by other people.

4、劝导乘客乘扶梯时，保持正确站立位置并需手握扶梯带。

Advice passengers to keep right standing position and hold the handrail.

5、劝导乘客切勿停滞在上或下入口处（上下前沿板）。

Advice passengers do not stop at up or down entrances (up and down edge boards).

6、劝导乘客勿将鞋尖触及裙板。

Advice passengers do not touch the skirtboard with toe.

7、劝导乘客勿将脚碰到踢脚板或内侧板上。

Advice passengers do not touch skirt board or inner board with foot.

8、劝导乘客勿让硬物碰擦内侧板。不得利用自动扶梯当做运输工具搬运物品。

Advice passengers do not touch the inner board with hard materials. Do not use the escalator as transport machine to convey goods.

9、劝导乘客勿将尖物扎进梯级踏板槽。

Advice passengers do not plunge some sharp material into step sill.

10、劝导乘客勿在外盖板上行走。

Advice passengers do not walk on outer board.

11、劝导乘客勿将身体探出扶手栏杆。

Advice passengers do not hang out from handrail.

12、劝导乘客勿趴在扶手上。

Advice passengers do not lie on the handrail.

13、当发现有杂物堆积于梯级踏板与梳齿板间或梯级与裙板之间，必须停滞该自动扶梯运行，并将杂物除去。必要时，请致电本公司派员检查。

If there are some bundries pile between steps and comb plates or between steps and skirtboard, please



first stop the escalator and clean the bundries. Please contact us if necessary.

14、劝导乘客勿光着脚乘用自动扶梯。

Advice passengers do not take the escalator without shoes.

15、劝导乘客勿在进出口处抓着扶手玩。

Advice passengers do not hold the handrail for fun at entrance and exit.

16、当自动扶梯发生故障时，请致电本公司。当自动扶梯运行发生乘客受伤时，必须致电本公司。

If the escalator breakdown, please contact us.

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