



## Operations Memorandum

**To:** CVG Airlines and Tenants  
**Subject:** Service Elevator Capacity Limits  
**Date:** June 12, 2018

Effective Immediately

### **SERVICE ELEVATOR CAPACITY LIMITS AND RECOMMENDATIONS**

To prevent employee injury and elevator damage the KCAB Safety Department has created a document that outlines the proper operating procedures for the eight service elevators across the Terminal and Concourses. Please familiarize yourself with these procedures and contact Seth Constien with KCAB at 859-767-3680 if you have any questions or concerns.

## Elevators and Capacity Limits

Please note that not all Service (Non-Public Facing) Elevators have equal loading capacities at CVG. When using a Service Elevator to transport equipment or material to another floor, please take the following precautions:

- Before loading a Service Elevator, take note of the gross weight of the equipment and materials you plan on loading.
- Prior to loading the Service Elevator, observe the capacity rating; the rating will be found inside of the elevator on the same panel as the buttons.
  - Most Service Elevators have a capacity of 4,000 lbs. or fewer
  - Service Elevator B2 (Behind Volo Volo and Starbucks in Concourse B) does have a capacity of 15,000 lbs.
- If the equipment or materials you need to elevate or lower weigh more than the capacity of the elevator, please use multiple trips or find an alternative method to move your equipment or materials.
- If, at any time, you are unsure of how to lift or lower yourself or your equipment, please contact the Airport Communications Center (ACC) at 859-767-7777 and they will be happy to assist you.

