

# **Towers' Elevator Etiquette**

## **Etiquette When Boarding:**

- Allow people to exit the elevator – When waiting for the elevator, stand clear of the doors. Only board the elevator when you are sure no one else is exiting.
- Who boards first? – Those closest to the door should be allowed to get on first.
- Know the direction – Before boarding an elevator, make sure you know it is going in the direction you want. Do not get on a down elevator to go up.
- Entering a crowded elevator – If the car is crowded when the doors open, see if the passengers either verbally invite you to squeeze in or welcome you by making room. If not, wait for the next car.
- Holding the door – This should only be done for someone who is coming toward the elevator when the car is empty or there is consensus among the passengers that they do not mind waiting.
- Closing the door – The door close button should only be pressed when it is clear that no one else is trying to board the elevator.
- Where to stand – It is proper etiquette to stand as close to a wall as possible. If you are going to a higher floor you should stand towards the back.

## **Etiquette When Exiting:**

- Reaching your floor – When you have reached your floor in a crowded elevator, announce to the other riders that this is your floor as you begin to exit.
- Getting out of the way – Do your best to move out of the way when someone is exiting the elevator. If the elevator is crowded, it is acceptable to exit the elevator, allow them to leave, and then re-board.