



**Waikiki Banyan**

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## Elevator Procedures During Renovation Project

The long-awaited elevator renovation project is just about upon us! This project will upon completion allow us to enjoy a new and modern elevator system. However, there is going to be pain during the approximately 13-month project duration, when one elevator per tower will be out of service at all times.

To help manage the situation, a sub team of the Board of Directors and the AOA Office has put together some rules and guidelines. To keep disruption to a minimum and to ensure our owners and guests are as well, served as possible, we'll be very serious about these rules.

Here's a not-so-brief rundown.

1. Owners and guests have priority at ALL times. Cleaners, contractors, movers, maintenance staff, etc., must ALWAYS cede boarding priority to owners and guests, even if said commercial interests have long wait times.
2. Stanchions will be placed in the lobby in front of each elevator bank. Everyone is expected to form a line inside the stanchions, no exceptions. No cutting the line or jumping the queue (we expect this to be quite self-enforcing!).
3. Please be patient and courteous. Allow extra time if you have an appointment, are going to the airport, etc., keeping in mind that the busiest hours are from 10 AM to 3 PM.
4. Do NOT press both the up and down buttons on your floor. Do NOT board an elevator going up if you are actually going down, or vice versa. Fines may be levied if you do this, as it just causes extra delay for everyone.
5. Elevators cannot be reserved except in emergency circumstances.
  - a. Contractors can stage equipment and materials from 6 to 8am and 5 to 7pm Monday through Friday only.
  - b. Contractors caught using elevators during peak hours for equipment and materials are subject to:

**1st offense:** one warning will be issued.

**2nd offense:** \$250 fine will be issued.

**3rd offense:** \$500 fine will be issued.

**4th offense:** You or the company will be **banned** from the property.

6. We ask that owners delay project renovations until elevator replacement project is completed if at all possible.

7. Owners need to contact and work with the Office for large deliveries such as appliances, etc., which are to be delivered outside of the 10am-3pm peak hours. If you have smaller deliveries such as air conditioning units that easily fit in the elevator please schedule them outside of peak hours to avoid any unnecessary delays.

8. Cleaners and Contractors to stage carts, equipment, and materials inside of condo units, rather than outside in hallways.

9. Use stairs when reasonably possible.

a. Security doors on the 5 ½ floor will be unlocked and open for stairwell access.

b. From the ground level, go up the 1st floor parking ramp to access and use stairwells for both towers.

10. No bicycles are allowed on any elevators. Surfboards are discouraged.

11. To reduce elevator traffic, small cleaning firms (servicing no more than 4 units total) may use laundry facilities between 10am and 3pm, if available (owners and guests have priority). Equipment on no more than 2 floors can be used concurrently.

12. Registered guests can remove the parking hang tag the night before the morning of checkout and bring to the condo unit. In the event that a registered guest receives a parking citation (for no parking pass displayed in vehicle), the guest is to bring the citation to security and security will void the parking citation.

13. Registered guests can receive a temporary parking tag upon arrival and bring the temporary tag and actual parking hang tag to security at some time during the day of check-in for validation.