

Date of Incident	07-16-2024
Prepared By	Stephen Cicala
Reviewed By	Incident Report was reviewed by Brian Kroker on 07-16-2024 at 08:25 PM.
Property	251 Dekalb
Time of Incident	12:00:00
Location of Incident	East 1, elevator# 10

Report Last Updated By	Update Date
Brian Kroker	07-16-2024
Stephen Cicala	07-16-2024

Incident Type
Misc.
Description of Incident
William Venable, maintenance tech, was on elevator# 10 with two other residents on the 9th floor. The elevator dropped from the 9th floor to the 5th floor. It stopped and then released itself on the 4th floor. Both William and the residents exited the elevator on the 4th floor.
Corrective action taken at the time of the incident
Kenny Poteat, maintenance supervisor, called Pincus elevator for emergency service. The maintenance team shut the #10 elevator down until further notice. We will have Sina our elevator consultant review the elevator operation before placing back in service.
What we have done related to Customer Service and helping the resident, if anything?
The management office will email blast the residents to notify them the elevator is down and will provide updates on when it will be returned to service.
Witnesses names and phone number
N/a
Was there security camera footage of this incident?
No
Link to security footage video in Box
http://
Did this incident involve a resident?
No
Did this incident involve a Lindy team member?
Yes
Team Member Name
William Venable
Did this incident involve a vendor?
No
Should this incident be reported to the residents renters insurance policy?
No

