

# **ELEVATOR INSTRUCTIONS**

## **for groups going to the observation deck/14th floor**

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***No jumping or rough housing in elevators,  
they will stop and students will be stuck.  
PLEASE keep students quiet in the elevators.  
Wait and ride quietly.***

**Use ground (1st) floor north elevators.**

*To maintain quiet for tours on second floor please use  
ground floor elevators. If you start on second floor people  
will get on ahead of you by using ground floor.  
Return to 1st floor to exit the Capitol or 2nd floor for tour.*

**6 to 8 students plus an adult at a time.**

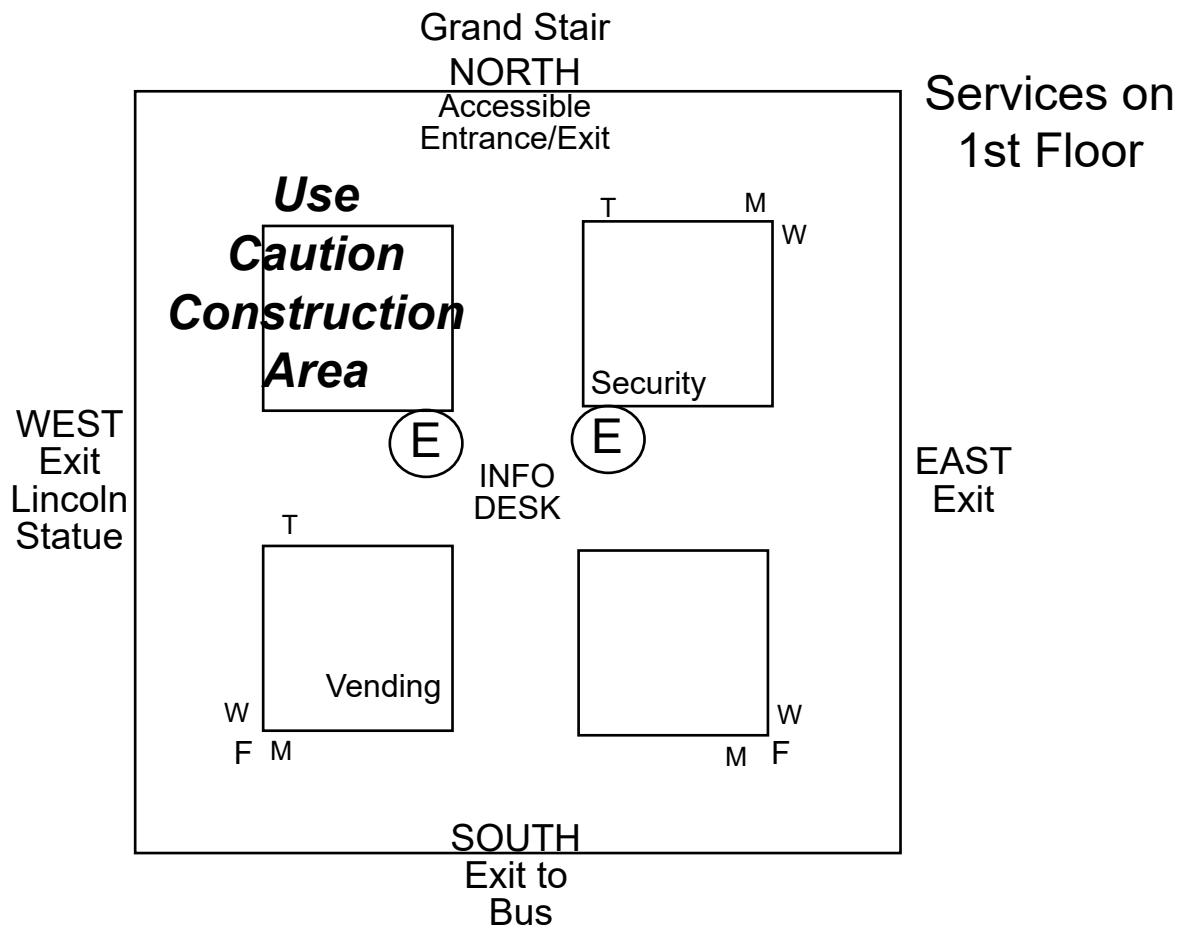
*The elevator will announce when it is overloaded and  
then one or two people must get off.*

**Do not crowd elevator entrance.**

*Stand single file to one side of elevator so people getting  
off may exit. **Do not block or sit on stairs.***

**Push the up button to go up, the down button  
to go down.**

*Button light goes off when the elevator arrives. Doors will  
open. **Teacher or sponsor should step inside and push  
door open button at the bottom left of the panel above  
the bell until all students are inside of elevator cab.**  
Then push the button for your destination: 14th, 1st or 2nd  
floor. Do not push every button, the elevator will override  
this and return you to ground level.*



M W - restrooms  
F - Water Fountains

E - elevator  
T- Tornado Shelter

While at the Capitol, groups should use services on first floor. Large accessible men's and women's rest rooms are in the outside corners of first floor. Water fountains are located near the rest rooms. The vending room is in the south hall. The two northeast and northwest tower elevators access the observation decks and the Memorial Chamber. Please follow instructions on other side for tower access. ***Please note the location of the exits and the tornado shelters in case of emergency.***

Thank you, Capitol Tour Staff