

25 West Main Handbook

Overview

25 W Main has four elevators. Elevators 1 and 2 are located in the building lobby and can be used to access the above-ground floors of the 25 W Main office building. Elevators 3 and 4 are located toward the back of the building and can be used to access all parking levels, the loading dock and all floors of the office building. Elevator 3 and 4 can be used for deliveries and movement of larger items, but tenants must contact ULI at maintenance@uli.com in advance so that the elevators can be properly prepared.

The elevators are accessible without keys or access tags during normal business hours. After business hours, only persons with authorized access tags may access the building lobby and elevators. Please let your delivery people know of these restrictions on access.

All of the elevators are connected to their respective company call centers and are monitored 24 hours a day, 365 days a year. If an elevator malfunctions for any reason, please remain calm and push the button on the car operating panel that is marked with a phone symbol. You will be automatically connected to the call center and assistance will be dispatched immediately.

Note: ULI staff is not authorized to retrieve items that fall down the elevator shaft. The elevator company will need to be contacted to provide this service, and fees may be assessed.