

Lift Etiquette

1. **While waiting** for the elevator, stand away from the doors. Someone may be exiting at this floor and letting them exit before you attempt to board will speed-up travel times.
2. **To hold the door or not to hold?** Use the following suggestions as a guide:
 - Elevator full? **DON'T** - you will be delaying everyone in the elevator.
 - Just you and a couple of others? **DO** - it's just good elevator etiquette and it'll make you feel nice for the day.
 - Friend or colleague taken a quick side-trip? **DON'T** – just don't.
3. **Where to stand?** Move to the back of the lift so others can board behind you or board on another floor. Stay farthest from the door if you're likely to be the last person out of the lift. If you're riding in the front of a crowded lift, step off the elevator to allow people from the back of the elevator to make their way out.
4. **Exit quickly.** When you reach your floor, get out quickly so that those waiting to board can do so. If you're in the back, announce your floor is coming up as it approaches. "Excuse me, my floor is next" then make your way to the front, or wait until the elevator stops.
5. **Consider taking the stairs.** When only going one, two, or three floors, take the stairs instead of the elevator. Taking the elevator for two or three floors, especially during busy elevator traffic, is poor etiquette. Reserve the elevator for people who have long walk ups or who are unable to climb stairs.
6. **Respect lines.** If the elevator is busy enough to have a line, honour it and wait your turn - or take the stairs.
7. **Break the ice.** It never hurts to say "Good Morning" or "Hello" to people as you enter or exit an occupied lift. But If you are with someone or on the phone, don't continue conversations while riding the elevator. Put the conversation on pause until you get to your destination.
8. **Respect space.** Stand so that each person is equally spaced in the elevator. Make quick eye contact, smile or nod when entering an elevator but after that, turn around and face the door. Don't be that strange person who keeps their back towards the door and faces everyone else.
9. **Keep it low.** When carrying briefcases, purses, backpacks, shopping bags, or other bulky materials, keep them low either directly in front of you or beside you.