

# International Balkan University

## Reserved Elevator Usage Policy

### Purpose

The purpose of this policy is to ensure that elderly individuals, disabled persons, and pregnant women have prioritized access to elevator services within the International Balkan University (IBU) premises. **Due to the elevators not being suitable for intensive use**, a limitation has been put in place to reserve a designated elevator exclusively for these groups. This measure aims to promote inclusivity, accessibility, and the longevity of our facilities.

### Scope

This policy applies to all students, staff, faculty, and visitors of the International Balkan University who utilize the elevators designated for the specified groups.

### Policy Statement

#### 1. Reserved Elevator Usage

- The designated elevator is reserved exclusively for the use of elderly individuals, disabled persons, and pregnant women.
- This elevator is intended to provide easier access and mobility for those who may face challenges using stairs or other elevators.

#### 2. Application, Access, and Authorization

- Access to the reserved elevator is controlled via card access.
- **Administrative and Academic Staff:** All administrative and academic staff will have automatic access to the elevators.
- **Students:** Eligible students, including elderly individuals, disabled persons, and pregnant women, must apply for access by contacting the administration at [logistics@ibu.edu.mk](mailto:logistics@ibu.edu.mk).
- Applicants may be required to provide relevant documentation or proof of eligibility to ensure the proper allocation of resources.
- Once the application is reviewed and approved, access will be defined into the campus card, allowing the holder to use the designated elevator conveniently.
- For any assistance or inquiries during the application process, the administration is available to provide support and guidance.

#### 3. Compliance

- All members of the IBU community are expected to respect and adhere to this policy.
- Misuse of the reserved elevator by individuals who do not fall under the specified categories is strictly prohibited and may result in disciplinary action.

#### 4. Awareness and Signage

- Clear signage will be posted at the entrance of the reserved elevator to inform the community of its exclusive use.
- The university will conduct periodic awareness campaigns to ensure that all members are informed about the policy and its importance.

### **Responsibilities**

- **Administration:** Ensure that elevator access is distributed to eligible individuals and maintain the functionality of the card access system.
- **Security Personnel:** Monitor the usage of the reserved elevator and report any misuse to the administration.
- **IBU Community:** Respect the policy and assist in promoting an inclusive environment.

### **Review and Amendments**

This policy will be reviewed annually to ensure its effectiveness and relevance. Amendments may be made based on feedback from the university community and changes in accessibility standards.

### **Contact Information**

For further information or assistance regarding this policy, please contact the administration at [logistics@ibu.edu.mk](mailto:logistics@ibu.edu.mk).

### **Acknowledgment**

By adhering to this policy, the International Balkan University reaffirms its commitment to creating an inclusive and accessible environment for all members of its community.