



## **DELIVERING STRATEGIC SOLUTIONS ACCA'S 2000 ANNUAL MEETING**

### **Elevator Etiquette**

Whether you are going up 50 stories or going down five floors, everyone should remember their elevator P's and Q's. For instance:

- \* If you're only going a floor or two, enter so you'll stand closer to the doors, thus not requiring everyone else to move when you exit.
- \* Step to the back of the elevator to allow others on.
- \* Always cover your mouth if you sneeze, cough or yawn. Turn your head away from people, if possible or look to the ground when sneezing or coughing.
- \* While waiting for the elevator, stand to one side of the door to allow others to exit when the door opens.
- \* Allow everyone who wants to exit the elevator to do so before you step on it.
- \* When standing near the front of the elevator, be alert to those behind you. Step aside, or step off the elevator while others exit; then step back on.
- \* Refrain from eating, smacking gum, blowing your nose, grooming your hair or applying lipstick in the elevator. The elevator is a public space and these habits can annoy others.
- \* If you're the one closest to the elevator floor buttons, offer to push them for others getting on the elevator.
- \* Keep voices down and conversations quiet
- \* Don't speak of anyone or anything you would not wish to see in print on the front page of the newspaper tomorrow morning.
- \* Limit the amount of cologne or perfume you wear. Excessive scents can cause discomfort to other riders.

\* Refrain from carrying open beverage containers in the elevator. The likelihood of a spill is high.

\* Don't forget to say 'excuse me' and 'thank you' to other riders as they accommodate your movement.

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