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Subject: Urgent: Consistently Broken Elevators

Content: Dear Student Affairs Leadership,

I hope this finds you well. I am a student living in _____(building), _____ (unit). I live in room ____ (room number) on floor ____ (floor number). I am experiencing serious issues with the function of the elevator(s) in my building. For ____ (days/weeks/months), there have been ____ inoperable elevators in my building. Currently, out of the total ____ elevators intended for use, only ____ are functioning. Despite communicating this issue to (who you've spoken to), it has not been resolved. *Add any additional relevant context, such as if you have filed maintenance request*

According to the California Building Code (CBC), Section 1104A.3 states that "in buildings where elevators are provided, they shall be accessible and comply with Chapter 30, Section 3001.2." Chapter 30 details compliance standards in accordance with the American Society of Mechanical Engineers (ASME) A17.1 Safety Code for Elevators and Escalators. This applies to residential buildings comprising over two dwelling units, which includes my building.

Additionally, according to the Cal Housing Contract that I signed, "Maintenance is included in your housing contract. When you need something repaired, submit a work order or Maintenance Request (log in with your CalNet ID)." As of now, Cal Housing isn't holding up their end of this agreement.

Having consistently inaccessible elevators has become detrimental to my wellbeing. I was under the impression that they would all be functional when I decided to live here. Please let me know the plan for how the elevator(s) will be amended in a timely manner, and how these issues will be prevented moving forward.

Sincerely,
(your name)