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23 March, 2000

All Registered Lift/Escalator Contractors/Engineers

Dear Sirs,

**Circular No. 3/2000**  
**Outstanding Work in New Lift/Escalator Installations**

I refer to my previous circular letter dated 14 February 1986.

From past experience, most new installations were found to have outstanding works during their first inspection by our staff. Based on the common outstanding works found, the attached check lists are compiled. The registered lift/escalator engineer should check that all the requirements in the check lists are complied with before he issues the Form 5.

A letter of refusal to issue Form 6 will be sent to the lift or escalator owner, if there is any outstanding work not completed. Form 6 may then be issued only upon receipt of a written confirmation that all outstanding work items are completed, and subsequent to a satisfactory inspection, if carried out.

Yours faithfully,

(G.M.W. CHUI)  
for Director of Electrical & Mechanical Services

c.c. AD/BS

D of H (Attn: TS/2)

D of FS (Attn: Fire Protection Command)

DB (Attn: CBS/Legislation)

Hong Kong General Union of Lift and Escalator Employees

SCMN/GMWC/tp

**Check List for New Lift Installation**

The registered lift engineer should check that at least the following requirements are complied with before he issues the Form 5:-

1. Permanent machine and pulley room doors fitted with self-closing devices and proper locking devices and permanent warning notices shall be provided and opened outwards.
2. Clear and safe access to machine and pulley rooms shall be maintained.
3. Railings of adequate height and suitable steps or stairways shall be provided for machine platforms.
4. Unnecessary holes in machine and pulley rooms shall be filled up.
5. Permanent and adequate lighting shall be provided for machine and pulley rooms and machine platforms.
6. Ventilating fans shall be provided with protective guards where required. Ventilation shall not be short-circuited and wind guards for all ventilation louvers should be provided.
7. Wiring installation for permanent electricity supply shall be completed and power shall be supplied by permanent cables.
8. A proper isolation switch with identification labelling shall be provided for each lift and be easily accessible from an entrance of the machine room.
9. MCB and proper isolation switches with permanent identification labels for lighting and socket outlets of the cars, the well or pits, machine and pulley rooms shall be provided.
10. Lift shafts shall be completely enclosed and all unnecessary holes shall be sealed up.
11. Surplus iron bars inside lift shafts shall be removed.
12. Inspection doors, emergency doors and inspection traps, if required, shall be provided with proper locking devices and their clear and safe access shall be maintained.
13. Partitions between liftways in common lift shafts shall be erected.
14. Lift pits shall be completely enclosed and waterproof.
15. Cat ladders for access to pits with suitable handholds shall be provided.
16. Lift shaft top vents with supporting frames and reinforced wire mesh shall be provided.

17. Permanent and adequate lighting installation in lift lobbies shall be provided.
18. CCTV cameras and monitors shall be provided in lift cars, machine rooms and the management office.
19. Ventilation of liftwells, shall be directed to open air either directly a via ducting or the machine or pulley room.
20. Permanent and adequate lighting shall be provided in lift shaft and lift pits.
21. Debris and unrelated materials in liftwells, machine and pulley room rooms shall be cleaned up.
22. Earth bonding for metallic parts in machine rooms shall be provided.
23. Building works (except those purely for decoration purposes) surrounding the landing entrances shall be completed.
24. All necessary instructions and notices in both Chinese and English shall be provided in the lift cars and on the landings.
25. The maximum permissible load in both Chinese and English shall be indicated on the lifting beams or hooks.
26. Permanent lift identification numbers shall be displayed on the main landings.
27. Hall call buttons and position indicators (if any) shall be made available for inspection and testing purposes. However, for fireman's lift, the position indicator on the landing at the designated point of entry shall be fully completed and remain operative whenever the lift is switched to fireman's lift operating mode.

**Check List for New Escalator Installation**

The registered escalator engineer should check that at least the following requirements are complied with before he issues the Form 5:-

1. Permanent machine room doors (if any) fitted with self-closing devices, permanent warning notices and proper locking devices shall be provided.
2. Clear and safe access to machine rooms shall be maintained.
3. Unnecessary holes in machine rooms shall be filled up.
4. Wiring installation for permanent electricity supply shall be completed and power shall be supplied by permanent cables.
5. MCB and proper isolation switches with permanent identification labels for lighting and socket outlets shall be provided for each escalator.
6. If the clearance between the balustrade exterior panelling and any adjacent guard rail/wall at each landing exceeds 100mm, suitable protective guards shall be provided at such clearance.
7. Permanent obstruction guards shall be provided properly at floor intersections, building obstacles and on criss-cross escalators.
8. Adequate clearance between the outer edges of the handrails and the adjacent walls, criss-cross escalators or other building obstacles shall be provided.
9. Clear height of 2.3m above the steps and the unrestricted area shall be maintained.
10. Sufficient unrestricted area for accommodating passengers shall be maintained at both landings.
11. Permanent and adequate lighting shall be provided around the escalator including both landings.
12. The part of wellway, building obstacles or external wall of adjacent criss-cross escalator facing handrail shall form a smooth continuous vertical surface.
13. The underside of floor ceiling at floor intersections or bottom deck of adjacent criss-cross escalator shall form a smooth continuous flat surface.
14. Adjacent shutter gates shall be interlocked with the escalators.