Dear Sirs,

Circular No. 7/97
Notification of Commencement of
Major Alteration or Lift Replacement
in Existing Buildings

In order to facilitate the monitoring of fire safety in existing buildings, it is considered necessary that a registered lift contractor should notify the relevant Government departments of any lift major alteration or replacement works in such buildings.

A standard notice, in the form as attached, has been designed for this purpose. Please notify this department and Labour Department, by submitting the completed form, before carrying out any lift major alteration or replacement works in existing buildings. The notice should also be forwarded to Fire Services Department and Buildings Department if the compartmentation of the lift well will be breached, or there will be replacement/removal of lift landing doors or erection of scaffold in lift well. Furthermore, the notice should be received by the departments concerned at least 14 days before commencement of the works if the works involve breach of lift well compartmentation, hot work or erection of scaffold in lift well.

A location plan indicating the position(s) of the lift(s) concerned should be provided together with the notice.
You may also use the attached form for notifying this department of major alteration works under section 33 of the Lifts and Escalators (Safety) Ordinance.

Yours faithfully,

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

c.c. AD/BS
    D of Housing (Attn.: TS/1)
    C of Labour
    D of Fire Services
    D of Buildings

WLC/GMWC/tlp
Notice of commencement of lift works
involving major alteration or lift replacement
in existing building

To Director of Electrical & Mechanical Services
Commissioner for Labour
Director of Fire Services *
Director of Buildings *

We hereby give you notice that we have been appointed to carry out the lift works as follows:

Location: ____________________________________________________________
EMSD location no.: ______________________________________________________
Lift no(s): _____________________________________________________________
Date of commencement of the works: _______________________________________
Planned date of completion of the works: ____________________________________

The works will involve:
(a) □ lift(s) replacement in existing building
(b) □ breach of lift well compartmentation
(c) □ conducting hot work in lift well
(d) □ erecting scaffold in lift well

The details of the major alteration are (if applicable): ____________________________
_______________________________________________________________________
_______________________________________________________________________
_______________________________________________________________________
_______________________________________________________________________
_______________________________________________________________________
_______________________________________________________________________

________________________________________
(Name)
Signature of Registered Lift Contractor

Note: 1. Also submit this notice to Director of Fire Services and Director of Buildings if the works involve item (a), (b), or (d).
2. This notice should be received by relevant Government department at least 14 days before commencement of the works if the works involve item (a), (b), (c), or (d).
3. A location plan indicating the position(s) of the lift(s) should be provided together with this notice.

□ Tick if applicable
* Delete if inapplicable