

LE/02/04

2808 3651

2895 4929

7 March 1997

All Registered Lift Contractors

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/tp

**Notice of commencement of lift works  
involving major alteration or lift replacement  
in existing building**

Date \_\_\_\_\_

To Director of Electrical & Mechanical Services  
Commissioner for Labour  
Director of Fire Services \*<sup>1</sup>  
Director of Buildings \*<sup>1</sup>

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