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8 April 1999

All Registered Lift/Escalator Contractors

Dear Sirs,

Circular No. 8/99
Periodic Maintenance of Lifts and Escalators

Under section 19 of the Lifts and Escalators (Safety) Ordinance Cap. 327 (the Ordinance), the owner of every lift and the owner of every escalator shall, to the satisfaction of the Director of Electrical and Mechanical Services (the Director), cause the lift or escalator, all machinery and equipment connected therewith and the safety equipment provided therefore to be cleaned, oiled and adjusted by a registered lift contractor or a registered escalator contractor, as the case may be, at intervals not exceeding one month. The Code of Practice on the Examination, Testing and Maintenance of Lifts and Escalators (the ETM Code) was published in 1996 by virtue of section 27G of the Ordinance. It sets out guidelines on methods and procedures for compliance with the requirements of the Ordinance on the examination, testing and maintenance of lifts and escalators. Clause 2 and clause 4 of the ETM Code stipulate the duties of the registered lift/escalator contractors in examination/testing/maintenance and the requirements of maintenance/repair of lifts and escalators. Your attention is drawn to the following issues:-

I. Maintenance Schedule

As a registered lift/escalator contractor, you are required to ensure:

- (1) Maintenance service is carried out on lifts and escalators in accordance with the guidelines of the manufacture or at least once every 2 weeks as stipulated in clause 4.1 of the ETM Code;
and
- (2) The applicable items as stipulated in clauses 4.5 and 4.6 are to be checked for proper condition, and attended to if necessary, in accordance with a schedule recommended by the manufacturer. You are requested to submit within 2 weeks a typical maintenance schedule for each model of lifts and escalators being maintained by your company to the Director for reference.

II. Landing Door Lock

In checking landing door locks during periodic maintenance of lifts, in particular older models, you are required to ensure:

- (1) Landing doors cannot be opened simply by hand.
- (2) Electrical interlock contacts are of the positive-break type and function properly.

III. Roller Shutter in Front of Lift Landing Doors

Such roller shutters have to be designed, constructed and operated in compliance with clause 10.3.1.6 of the Code of Practice on the Design and Construction of Lifts and Escalators. During periodic maintenance of lifts, you are required to ensure:

- (1) No roller shutter is installed in front of any fireman's lift landing doors.
- (2) If a roller shutter is installed in front of a lift entrance at a landing, its operation must be interlocked with the lift control as stipulated in the second paragraph of clause 10.3.1.6.
- (3) The call button(s) at the landing, where a roller shutter is installed in front of a lift entrance, must remain accessible and operative when the roller shutter is closed as stipulated in the third paragraph of clause 10.3.1.6.

Any non-compliance of the safety requirements should be rectified immediately or otherwise reported to the Director.

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)

SCMN/GMWC/tlp