

Ref.: (127) in EM/LE/55

Tel.: 5-8958651

Electrical and Mechanical
Services Department,
98, Caroline Hill Road,
Causeway Bay,
Hong Kong.

5 February, 1988

To: All Lift & Escalator Contractors

Dear Sirs,

**Periodic Maintenance of
Lifts and Escalators**

Section 19 of the Lifts and Escalators (Safety) Ordinance requires periodic maintenance of lifts and escalators be carried out by registered lift/escalator contractors to the satisfaction of the Director of Electrical & Mechanical Services. To ensure the lifts and escalators are maintained in safe working order, you are requested to:

- (a) submit a full schedule of routine maintenance work your staff are required to carry out in order to maintain the lifts and escalators under your maintenance in safe working order;
- (b) submit a sample of the maintenance record on which the details of the work carried out in each servicing are entered (these details should include items cleaned, oiled, adjusted and checked, test results, measurements and other data to support that the installation is maintained in accordance with the maintenance schedule); and
- (c) ensure your staff make an entry in the log-book kept by the owner and complete the maintenance record kept in your depot/office every time periodic maintenance is carried out.

We shall carry out random inspections of the installations and check the log-books and your maintenance records which are expected to be kept for at least 1 year.

I look forward to receiving your maintenance schedules and maintenance record samples before the end of March 1988.

Yours faithfully,

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

GMWC/sy