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3 September 2001

All Registered Lift/Escalator Contractors,

Dear Sir,

**Circular No. 11/2001**  
**Checking for Irregularities Upon Take-Over**  
**of Maintenance of Lifts and Escalators**

This circular is issued to supplement Circular No. 7/98 dated 1 April 1998 issued by this department in connection with the take-over of maintenance of lifts and escalators.

The purpose of this circular is to remind you that when you take over the maintenance of a lift or escalator from another registered lift or escalator contractor, you should thoroughly check the lift or escalator for any irregularity. To assist you in carrying out the checking, two checklists, one for lifts and the other for escalators, are attached for your reference. You are required to immediately rectify any irregularity found during the checking to ensure that the lift or escalator is in safe working order. If for any reason you could not rectify any irregularity that may affect the safe working order of the lift or escalator, you should report such situation to this department.

If you have carried out the periodic test and examination of the lift or escalator after taking over the maintenance, you may submit a new certificate to replace the existing certificate even before its expiration.

Yours faithfully,

(LAW Yu-wing)  
for Director of Electrical and Mechanical Services

### Recommended Areas for Checking by Registered Lift Contractor After Take-over of Maintenance of a Lift

The items listed below are examples of common irregularities that may be found in lifts. The list is by no means exhaustive and the registered lift contractor should carry out thorough checking to identify any non-compliance with the relevant safety standards or requirements.

<b>Irregularities that may be found in lifts</b>	
1	Metal gates or the like were installed in front of the landing doors of a fireman's lift blocking the entrances.
2	Metal gates installed in front of lift entrances other than fireman's lift entrances were not provided with the interlock in compliance with the design code.
3	Landing doors that were provided at the time of installation of the lift were disabled (i.e. such landings were not served by the lift).
4	The landing door locking device was not properly adjusted (i.e. the landing door could be opened manually from the landing side when the lift car was not at the unlocking zone of that landing).
5	The safety switch for proving the effective locking of the landing door in the closed position was not properly adjusted or positively operated.
6	The safety switch for proving the closed position of the landing door was not properly adjusted or positively operated.
7	The clearance between the landing/car door panels (when closed) or between the landing/car door panel and the upright was excessive.
8	The closing force or kinetic energy of the landing doors or car doors was excessive.
9	Lubricant leaked from the gearbox of the driving machine affecting the safe operation of the lift.
10	The suspension wire ropes were not in safe working order (such as serious rusting or corrosion, excessive breakage of wires or other serious abnormalities).
11	The brake of the driving machine was not properly adjusted or the brake lining was excessively worn out affecting its safe operation.
12	The overspeed governor or safety gear was not effective.
13	The phase failure or phase reversal protective device was not effective.
14	The accessible moving part of the lift machinery inside the machine room was not protected against injury to persons.
15	The lift car body or the car sling was seriously corroded or rusted.
16	The fireman's lift operating mode was ineffective.
17	The guard rail on lift car top was not properly installed.
18	The overload sensing device was not of fail-safe type.

Remarks :

- (a) The registered lift contractor should check that the lift complies with the relevant standards or requirements taking into account their implementation dates.
- (b) When a registered lift contractor takes over the maintenance work, he should liaise with the lift owner to check whether there are any outstanding maintenance works not completed by the former contractor. He should, whenever possible, liaise with the lift owner to obtain all the necessary technical information or data from the former contractor to facilitate the maintenance, test and examination of the lift.

### **Recommended Areas for Checking by Registered Escalator Contractor After Take-over of Maintenance of an Escalator**

The items listed below are examples of common irregularities that may be found in escalators. The list is by no means exhaustive and the registered escalator contractor should carry out thorough checking to identify any non-compliance with the relevant safety standards or requirements.

<b>Irregularities that may be found in escalators</b>	
1	The main drive chains of the escalator were excessively worn out or unevenly elongated.
2	The comb plates at the upper or lower landing were excessively worn out or two or more consecutive comb plate teeth were broken.
3	Deflector devices were not provided to prevent nipping of passenger's foot.
4	The gap between two consecutive escalator steps or between the side of the escalator step and the skirting was excessive.
5	The handrail of the escalator was seriously worn out or cracked.
6	The roller shutter adjacent to the upper or lower landing of the escalator was not provided with a interlocking device to automatically stop the operation of the escalator whenever the roller shutter was closed or started to close.
7	Obstruction guards were not of correct size or provided at floor intersection.

Remarks :

- (a) The registered escalator contractor should check that the escalator complies with the relevant standards or requirements taking into account their implementation dates.
- (b) When a registered escalator contractor takes over the maintenance work, he should liaise with the escalator owner to check whether there are any outstanding maintenance works not completed by the former contractor. He should, whenever possible, liaise with the escalator owner to obtain all the necessary technical information or data from the former contractor to facilitate the maintenance, test and examination of the escalator.