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24 May 1999

All Registered Lift Contractors and Engineers

Dear Sirs,

Circular No. 11/99
Lifts with Counterweight Pulley

Recently, there was a lift incident involving a counterweight falling into the lift pit. This is the second case in recent years in which the counterweight was detached from the ropes and fell into the lift pit. In both cases, the counterweight has a pulley.

To prevent recurrence of similar incidents, I wish to remind you that during the routine maintenance and periodic examination of the lift, you should examine the counterweight assembly and check that:-

- a. the structural frame of the counterweight assembly is in good condition;
- b. all fixing bolts are properly tightened;
- c. the counterweight pulley rotates freely and is in good working condition;
- d. the bearing of the counterweight pulley is properly lubricated in accordance with the manufacturer's recommendation and is in good working condition; and
- e. the locking devices, if any, of the shaft of the counterweight pulley are properly secured.

Please report to us if any counterweight assembly is found to be not working properly.

Yours faithfully,

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

c.c. AD/BS
D of H (Attn : TS/2)

SNOW/GMWC/