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All Registered Lift Contractors

6 February 1996

Dear Sirs,

**Circular No. 4/96**  
**Indication at Landings regarding**  
**Lift Out of Service for Maintenance**

According to Clause 11.5 of Part 1 and 2 in Section E of the Code of Practice on the Design and Construction of Lifts and Escalators, newly installed lifts will have to be provided with permanent warning indication at all landings to inform others that the lift is out of service for maintenance.

Such provisions are well accepted as an efficient means to give indication to others that a lift is out of service for maintenance. Whilst the feature is not mandatory for lifts which have been installed prior to the implementation of the requirement, it is considered beneficial for existing installation, whenever practicable, to be also equipped with the facilities. In this regard, it would be appreciated if you could advise the concerned lift owners on the merits of retrofitting the provisions and seek their agreement to proceed with the upgrading work should you consider it feasible to retrofit such facilities as an additional feature to any of the existing lifts under your maintenance. It is envisaged that the nature or scope of the work may not be readily apprehended by some of the lift owners, I should therefore be grateful if you could provide full details of the work and explain the requirements to them such that it is not necessary for individual owner to approach this Department for clarification.

Thank you for your cooperation and unrelenting support in enhancing safety.

Yours faithfully,

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

c.c. AD/BS  
D of Housing (Attn.: TS/1)  
YKH/GMWC/tp