

EM/LE/55 Pt. II

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6 March 1995

To: All registered lift/escalator contractors

Dear Sirs,

Circular No. 6/95
Emergency Contact After Office Hours

In order to maintain an up-to-date record on emergency contact for handling lift and escalator incidents occurred after office hours, I should be grateful if you would advise me, in the format shown below, of the 24-hour call telephone number of your company (1st priority contact point) and the name and post of the 2nd priority contact person together with his telephone/paging number.

24-hour Call Telephone No. (1st Priority)	2nd Priority Contact Person		
	Name	Post	Contact Tel/Paging No.

Please also keep me informed of any subsequent changes such that an accurate record is always maintained in our Department.

Yours faithfully,

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

c.c. AD/BS
D of Housing

WLC/GMWC/tp