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1 April 1998

To all Registered Lift and Escalator Contractors

Dear Sirs,

Circular No. 7/98
Take Over of Maintenance of Lifts and Escalators

It is very often that a Registered Lift and/or Escalator Contractor is requested by the owner of a lift/escalator to take over the maintenance of the lift/escalator from another contractor. If you are going to take over any lift/escalator maintenance from another contractor, you should ensure that you have the necessary expertise, adequate manpower and resources for the provision of the maintenance service to ensure public safety. To this end, you are required to confirm in writing, when you take over any maintenance work from another contractor, that -

- (a) adequate competent lift/escalator workers and registered lift/escalator engineers are employed to carry out periodic maintenance, periodic test and examination of the lift/escalator;
- (b) your staffs are in possession of the necessary knowledge, expertise and skill to carry out the lift/escalator works mentioned in (a); and
- (c) you have no difficulty in obtaining spare parts and essential components for the repair and maintenance of the lift/escalator in safe working order.

The above requirement will take effect immediately. Such confirmation in writing must be submitted to this department together with your notification of the change of maintenance of the lift/escalator.

Yours sincerely,

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

c.c. AD/BS
D of Housing (Attn.: TS/3)

GC/LYW/wwt