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25 February 2015

To: All Registered Lift/Escalator Contractors and Engineers

Dear Sirs,

## **Circular No. 1/2015**

### **Installation of Air-conditioner on Car Top of the Existing Lifts**

It has been drawn to our attention that there are increasing numbers of requests from the Responsible Persons (RP) to install air-conditioner on car top of existing lifts. This Circular serves to remind all registered lift contractors that you should take the following precautions / actions prior to consider installation of air-conditioner on car top and advise the RP accordingly:-

1. Pursuant to the Section E Part 1 Clause 1.5.1.1 of the "Code of Practice on the Design and Construction of Lifts and Escalators", you must ensure that the top clearance (at least  $0.3 + 0.035 V^2$  metres) for the highest piece of equipment fixed on the roof of car enclosure shall be satisfied. In addition, there shall be sufficient space above the car to accommodate a rectangular block not less than 0.5 m x 0.6 m x 0.8 m resting on one of its faces.
2. If car top working space is limited (e.g. lift with capacity not exceeding 1600kg) and too small for maintenance after installation, this modification works should be avoided.
3. A risk assessment on lift maintenance workers and lift operation with the air-conditioner installed on car roof should be conducted.
4. Proper drainage for condensed water from the air-conditioner on car top should be provided to avoid hygiene problem.
5. The position of the newly installed air-conditioner should align with the existing air louvres inside lift car.
6. Since the maintenance and repair of air conditioner often requires air-conditioner mechanics, additional manpower resource for direct supervision on maintenance and repair of the air conditioner by a qualified lift worker should be arranged.
7. Liaison among the RP, property management agency and registered lift contractor



about power supply arrangement, work sequence, etc. and identification of the potential problems should be well arranged before the installation of air-conditioner on lift car top.

Following completion of the works, you must assist the RP to check and ascertain the lift and all its associated equipment or machinery are in safe working order before resuming the normal use and operation of the lift. If you have any query on the above requirements, please contact Mr. Gordon NG at telephone no. 2808 3115.

Yours faithfully,



(CHEUNG Kim Ching)  
for Director of Electrical and Mechanical Services

c.c.      The Director of Housing (Attn.: SM/QM)  
            The Director of Buildings  
            Director of Architectural Services (Attn: CBSE/2)  
            The Lift and Escalator Contractors Association  
            The Registered Elevator and Escalator Contractors Association Limited  
            The Hong Kong General Union of Lift and Escalator Employees