

FORM LE3

THE LIFTS AND ESCALATORS ORDINANCE (CHAPTER 618)

Notification of Commencement of Works Involving
Installation / Maintenance / Major Alteration / Demolition of Lift(s) or Escalator(s)

Date: _____
(dd/mm/yyyy)

To: The Director of Electrical and Mechanical Services (Fax: 2504 5970)

PART 1

The undersigned, (name in full) _____,
*registered lift contractor (RLC No. _____) / registered escalator contractor (REC No. _____),
hereby give you a notice that the following *lift works / escalator works will be carried out by the
undersigned.

New Building Occupied Building (Please tick "✓" one of the building types)

*Lift / Escalator Location ID.: (if applicable) _____ - _____
(Lift / Escalator Location ID) (Lift / Escalator Code)

*Lift / Escalator Code _____
(Please enter the identification mark(s) or number(s) if Lift / Escalator Code is not available)

*Lift / Escalator Installation Location: _____
(name of street and locality)

PART 2 (Please tick "✓" one of the following kinds of works. ^{Note 1})

- Installation of *Lift / Escalator Maintenance of *Lift/Escalator
 Major Alteration of *Lift / Escalator (please describe briefly) Demolition of *Lift / Escalator
 Other *Lift / Escalator Works (please describe briefly)

Anticipated date of commencement of the works: _____
(dd/mm/yyyy)

Planned date of completion of the works: _____
(dd/mm/yyyy)

PART 3 (Please tick "✓" where appropriate.)

The above works will involve:

- (a) lift(s) replacement in an existing building
(b) breach of lift well compartmentation, e.g. removal of lift landing door
(c) conducting hot work ^(Note 2) in a lift well (date & time)
from (dd/mm/yyyy at hh:mm) _____ to _____
(d) erecting scaffold ^(Note 3) in a lift well
(e) fireman's lift (Lift No. _____)
(f) subcontracting ^(Note 4)

PART 4 (Please tick "✓" where appropriate.)

- For installation of the above *lift(s) / escalator(s), the undersigned confirms that the requirements stated in Annex A of Appendix III of the Code of Practice for Lift Works and Escalator Works *have / have not been complied with in respect of the installation works.
- For maintenance of the above *lift(s) / escalator(s), the undersigned confirms that the requirements stated in Annex B of Appendix III of the Code of Practice for Lift Works and Escalator Works *have / have not been complied with in respect of the maintenance works.
- For major alteration of the above *lift(s) / escalator(s), the undersigned confirms that the requirements stated in Annex C of Appendix III of the Code of Practice for Lift Works and Escalator Works *have / have not been complied with in respect of the major alteration.
- For demolition of the above *lift(s) / escalator(s), the undersigned confirms that the requirements stated in Annex D of Appendix III of the Code of Practice for Lift Works and Escalator Works *have / have not been complied with in respect of the demolition works.

Applicable reasons for non-compliance (if any): _____

For any enquiries about this notification, please contact our staff (name & post) _____

_____ at (tel.) _____.

(Company Chop)

(Signature of *Registered Lift Contractor /
Registered Escalator Contractor)
(to be signed by one of the authorized signatories)

Notes:

- 1 The anticipated date of commencement and expected date of completion of each kind of works (checked in Part 2) for each lift and escalator should be tabulated in a supplementary sheet attached to this form if there is more than one lift or escalator covered in this notification.
- 2 The date and time for conducting **major** hot work (*lasting for 1 day or more*) should be notified separately at least 1 working day in advance.
- 3 In accordance with the "Practice Note for Authorized Persons and Registered Structural Engineers – Maintenance and Replacement Works for Lift Installations" issued by the Buildings Department, only scaffold constructed of non-combustible materials shall be used for lift works at occupied buildings.
- 4 The subcontracted works should be under the supervision of a qualified person.
- 5 This notification should be received by relevant Government departments at least 14 days before commencement of the works if the works involve items (a), (b), (c) or (d) of Part 3 of this notification.

Remarks:

A location plan indicating the position(s) of the above *lift(s) / escalator(s) should be provided together with this notification.

c.c. *Commissioner for Labour ^(Note 5) (Fax : 2157 9250)
*Director of Fire Services ^(Note 5) (Fax : 2722 6234)
*Director of Housing ^(Note 5) (Fax : 2760 4284)
*For rental estate (Attention: Region MS/)
*For PMA managed HOS Court (Attention: SBS/ Building Control)

* Delete whichever is not applicable.

Annex A - Requirements relating to completion of the notification of commencement of lift works or escalator works involving installation of a lift or an escalator

- IIIA.1 When a Form LE3 is to be completed to notify the Director of the commencement of lift works or escalator works involving the installation of a lift or an escalator, it is necessary to state clearly the full address (including the street number and name) of the building or the place the lift or the escalator is to be installed, and the lift or the escalator number in the locality.
- IIIA.2 A location plan indicating the position of the lift or the escalator in the building or the locality concerned should also be submitted. Where there are lifts or escalators existing in the building or the locality, the location and identification number of the lifts or escalators should also be shown in the plan.
- IIIA.3 If the full address, the lift number or the escalator number is not available upon submission of the notification, the information should be submitted once available.

Annex B – Requirements relating to completion of the notification of commencement of lift works or escalator works involving maintenance of a lift or an escalator

- IIIB.1 When a Form LE3 is to be completed to notify the Director of the commencement of lift works or escalator works involving the maintenance of a lift or an escalator, the RC is to confirm whether the following are complied with –
- (a) Adequate RWs or CWs, and REs are employed to carry out periodic maintenance, periodic thorough examination of the lift(s) or the escalator(s) concerned;
 - (b) Employees of the RC are in possession of the necessary knowledge, expertise and skill to carry out the lift works or escalator works mentioned in (a) above;
 - (c) The RC is in possession of the necessary maintenance instructions (see item I.2.2 of **Appendix I**) for maintaining the lift(s) or the escalator(s) concerned; and
 - (d) The RC does not have any difficulty in obtaining spare parts and essential components for the repair and maintenance of the lift(s) or the escalator(s) in safe working order.

Annex C – Requirements relating to completion of the notification of commencement of lift works or escalator works involving major alteration to a lift or an escalator

- IIIC.1 To facilitate monitoring of fire safety in existing buildings, in addition to the Director, the Commissioner for Labour should also be notified (making use of Form LE3) before commencement of any lift works concerning major alteration to or replacement of a lift in an existing building.
- IIIC.2 The standard notice (Form LE3) should also be forwarded to the Fire Services Department and the Buildings Department if the compartmentation of the lift well will be breached, or there will be replacement or removal of lift landing doors or erection of scaffolding in the lift well.
- IIIC.3 It should be noted that the notice should be received by the respective departments concerned at least 14 days before commencement of the works if the lift(s) replacement works in existing building involve a breach of lift well compartmentation, hot work or erection of scaffold in lift well.
- IIIC.4 A location plan indicating the position(s) of the lift(s) concerned should be provided together with the notice.
- IIIC.5 In the course of major alteration or replacement works involving the landing doors of a lift, the fire safety requirements for protecting the integrity of lift shafts in order to inhibit the spread of fire between floor compartments through the lift shafts and openings as given in the Practice Note for Authorized Persons and Registered Structural Engineers issued by the Buildings Department would be observed. The requirements stipulated in the Practice Note are extracted below:

Code of Practice for Lift Works and Escalator Works

Annex C of Appendix III

Fire resisting construction requirements for maintenance and replacement works of lift installations

- (a) Subject to paragraph (b) below, all landing doors should remain in a closed position in the course of maintenance or replacement works of lift installations.
- (b) Where landing doors need to be kept open for the works, normally no more than one such door in a lift shaft should be in an opened position at any one time. The door opening, other than the one at which the lift car is levelled with the floor landing, is to be attended by lift workers. If the works necessitate more than one door in a lift shaft to be opened at the same time, the following additional conditions should be observed:
 - (i) the maximum number of landing doors to be kept open at the same time is three; and
 - (ii) no hot works or welding operations will be carried out.
- (c) Where landing doors are to be taken down, removal of more than one landing doors in a lift shaft at any one time should be avoided.
- (d) If more than one landing doors are to be removed at any one time, the door openings should be protected by temporary hoarding having an FRP of not less than one hour.
- (e) Openings in the hoarding are not allowed except small openings for ventilation of the lift shaft and access doors to the lift shaft.
- (f) Each ventilation opening should not exceed 5,500 mm² in area and should be located at the upper portion of the hoarding. The number of such openings should be limited to two per liftway, subject to a maximum of four in the hoarding.
- (g) Access door in the hoarding should have the same FRP as the hoarding. Such door should be self-closing and provided with locking device to prevent unauthorized access. The locking

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device should be so arranged that it can be readily opened from the inside without the use of a key.

- (h) Temporary hoarding to enclose a lift shaft should not be erected to cause, as far as reasonably practicable, any obstruction or reduction in width of any escape route.
- (i) Any temporary works including scaffoldings, formworks, plankings and struttings etc. erected inside a lift shaft during maintenance or replacement works should be constructed of non-combustible materials.
- (j) Arrangements should be made to ensure that all temporary openings during maintenance or replacement works are protected by either having all opened lift landing doors returned to the closed position or enclosing such openings properly with fire resisting hoarding before leaving unattended any unfinished works during lunch breaks or at the end of a day's work.

Annex D – Requirements relating to completion of the notification of commencement of lift works or escalator works involving demolition of a lift or an escalator

- IIID.1 The demolition of a lift or an escalator is to be undertaken by an RC.
- IIID.2 The demolition works are to be supervised by a QP.
- IIID.3 A risk assessment in respect of the demolition works including selection of appropriate methods for carrying out the works has been / will be conducted.
- IIID.4 A copy of the risk assessment report and method statement with necessary procedure of demolition and safety measures to be taken in respect of the works have been / will be prepared and provided to the RP and the Director.
- IIID.5 Consent of the RP has been obtained for the demolition of the lift or the escalator.
- IIID.6 Necessary measures to minimize the impact from the demolition of the lift or the escalator, which may have on the structural integrity of the building in which the lift or the escalator is installed have been taken.
- IIID.7 If the service of a lift or an escalator has been / will be temporarily suspended, the RP for the lift or the escalator is still responsible to arrange an RC to carry out maintenance for the lift or the escalator in compliance with section 15 or section 46 of the Ordinance.

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註冊電業工程人員
Registered electrical worker

准用證 (升降機) / (自動梯)
Use permit (lift / escalator)

註冊氣體裝置技工
Registered gas installer

強制性能源效益標籤計劃
Mandatory Energy Efficiency
Labelling Scheme

申請參與建築物能源效益註冊計劃
Energy Efficiency Registration
Scheme for Buildings

淡水冷卻塔計劃
Fresh Water Cooling Towers Scheme



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重要通知

任何人士試圖向任何政府人員提供利益 (根據《防止賄賂條例》(第 201 章) 定義), 以影響本申請的結果, 即構成《防止賄賂條例》所訂的罪行, 並導致有關申請無效, 而機電工程署會向廉政公署舉報個案。如任何政府人員或其代理人就本申請向你索取利益, 你應向廉政公署舉報 (電話號碼: 2526 6366)。

Important Notice

Any attempt to offer advantage (as defined in the Prevention of Bribery Ordinance ("POBO") (Cap. 201)) to any government officer with a view to influencing the outcome of this application constitutes an offence under the POBO and renders the application invalid. The case will be reported to the Independent Commission Against Corruption. You should report to the ICAC (Telephone No.: 2526 6366) if any government officer or their agent solicits an advantage from you in relation to this application.