

**通 NOTICE 告****Suspension of Lift Service****To :** All Users at Library Building (New Wing)**Duration :** 21 Nov 2014 (Friday) - 21 Nov 2014 (Friday)
09:30a.m. - 03:30p.m. (Daily)**Area of Work :**

Lift No. 1 - 3 at Library Building (New Wing)

See Attachement : N/A**Reasons / Remarks :**

As required by the Lifts & Escalators (Safety) Ordinance Chapter 618, periodic safety test and examination for the subject lifts will be carried out by Otis Elevator Company (H.K.) Limited as scheduled above.

Noisy work will be kept to a minimum. The Estates Office as well as the contractor apologizes for any inconvenience caused.

Estate Office Contacts

General Enquiry	Maintenance Help Desk	Tel	2547 9522
Technical Manager	Mr. Jacky Lam	Tel	2241 5626
Facilities Officer(s)	Mr. Ng K.F.	Mr. Wong Lai Man	Tel 6056 8377 6132 0086

Contractor Contacts

Name of Contractor	Otis Elevator Company (HK) Ltd.		
Contact Person	Mr. So Luen Ki	Tel	98656198

Notes : (1) This is a computer-generated notification by e-mail, no authorisation signature is required.

(2) Please circulate this notification to colleagues of your office for their attention.

(3) To ensure that your office will receive the maintenance notices in future, Departments must notify the Estates Office of change of the designated e-mail address via Department Heads four weeks in advance for our processing.

"Application for Change of E-Mail Address for Receiving Maintenance Notices via EO Notice System" can be downloaded at Estates Office Intranet via HKU Portal.