

**通 NOTICE 告****Monthly Inspection, Testing & Maintenance for Exit Sign and Emergency Lighting**

To : All users of Hung Hing Ying Building, Pao Siu Loong Building, Kadoorie Biological Sciences Building, Knowles Building, Library Building (New Wing and Old Wing) and Loke Yew Hall

Duration :

Date: October 6 & 8, 2015

Time: 09:00 to 18:00

Area of Work :

1. Hung Hing Ying Building
2. Pao Siu Loong Building
3. Knowles Building
4. Library Building (New Wing)
5. Library Building (Old Wing)
6. Loke Yew Hall
7. Kadoorie Biological Sciences Building

See Attachment : N/A

Reasons / Remarks :

The testing service for exit sign and emergency lighting is scheduled to take place on the dates as above and be arranged on floor by floor basis.

Entry into office accommodation is required.

During this period, emergency lightings in office at specific floor of the captioned buildings will be intermittently suspended at short duration (approximately 1 minute).

Departments will be informed individually before testing.

Thank you for your attention.

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

Estates Office Contacts during office hours

General Enquiry	Ms. Jesscia Lam	Tel	3917 1830
Technical Manager	Mr. S. K. Lau	Tel	3917 5626
Facilities Officer(s)	Mr. Wong Lai Man	Tel	6132 0086

Contractor Contacts

Name of Contractor	Wenden Engineering Service Co., Ltd.			
Contact Person	Mr. Eric Chan	Mr. Tom Chan	Tel	6147 2017 / 5371 5530

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.