

**通 NOTICE 告****Suspension of Lift Service****To :** All Users of Library Building (New Wing)**Duration :** 22 Aug 2016 (Monday) - 11 Nov 2016 (Friday)**Area of Work :**

Lift No. 1 at Library Building (New Wing)

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

Modernization and upgrading work for the lift will be carried out by Otis Elevator Company (HK) Ltd. as scheduled above.

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

Facility Management	Jones Lang LaSalle (Main Campus & CC)	Tel	3917 8123
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	Otis Elevator Company (HK) Ltd.			
Contact Person	Mr. Arnold Ng	Mr. Cheung Chi Wai	Tel	9317 5256 / 9865 8424

- 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.