

**通 NOTICE 告****Suspension of Lift Service**

To : All Users in Library Building (Old Wing)

Duration : 29 Sep 2016 11:00a.m. (Thursday) - 29 Sep 2016 05:00p.m. (Thursday)

Area of Work :

Lift Nos. 4-5 at Library Building (Old Wing)

See Attachment : N/A

Reasons / Remarks :

As required by the Lifts & Escalators (Safety) Ordinance Chapter 618, full rated load examination and test for the subject lifts will be carried out by Schindler Lifts (Hong Kong)Ltd. as scheduled.

During the working period, the lift service will be suspended one after the other.

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	Schindler Lifts (Hong Kong) Ltd.			
Contact Person	Mr. Daniel Mok	Ms. Nancy Ngai	Tel	6393 8795 / 2516 8284

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.