

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

To : All Users in Library Building (Old Wing)

**Duration :** 13 Sep 2017 09:00a.m. (Wednesday) - 13 Sep 2017 05:00p.m.  
(Wednesday)

**Area of Work :**

Lift No. 4-5 at Library Building (Old Wing)

**See Attachment :** N/A

**Reasons / Remarks :**

As per the Lifts and Escalators Ordinance (Cap. 618), the lift and all its associated equipment or machinery should be examined by a registered lift engineer yearly.

During the periods, the lift services will be suspended one by one.

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. Emmy Shea	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.