

**通 NOTICE 告****Suspension of Lift Service****To :** All Users of Library Building (New Wing)**Duration :** 16 Dec 2017 11:30a.m. (Saturday) - 16 Dec 2017 02:00p.m. (Saturday)**Area of Work :**

Lift no. L1 at Library Building (New 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.

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. 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	Kone Elevator (HK) Ltd.		
Contact Person	Mr. Yeung	Tel	2786 6679

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.