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: 05 Feb 2018 (Monday) - 06 Feb 2018 (Tuesday)
09:00a.m. - 06:00p.m. (Daily)

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.

Estate 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: Wenden Engineering Service Co., Ltd.
- Contact Person: Mr. Anson Chan
  - Tel: 6537 0651

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.