



To all private building owners and occupants

14 January 2006

Dear Sir/Madam

Maintenance of aluminium windows

With the approach of the Chinese New Year, many building owners and occupants may soon begin the year-end house cleaning before the festivity. I wish to take this opportunity to remind building owners and occupants of the need to exercise care when cleaning their windows.

It is important to ensure that windows, in particular, windows sashes are in a safe condition so as not to cause any danger to the public.

When cleaning your windows, please take note of the following:

- Clear the hinges, sliding shoes and tracks of dust, dirt and debris with brush and fresh water. Avoid using solvent, strong acid or alkali.
- Lubricate the movable parts of windows such as hinges and tracks, etc.
- Do not impose any pressure on window sashes, such as transferring the body weight onto the sashes when cleaning windows.
- Do not push or pull window sashes with excessive force.

Please do not hang any objects or clothes on window sashes. If you find any loose or missing parts, such as screws or hinges in a window, or that a window cannot be opened or closed smoothly, please arrange a qualified contractor to carry out an examination and any necessary repair.

Building owners and occupants have a responsibility to maintain and use their windows properly to protect public safety. Please refer to "*A Guide to Window Safety*" in our website at www.bd.gov.hk for more information on the maintenance, repair and installation of aluminium windows. If you have any enquiries, please call us at our hotline 2626 1616 (BD hotline is handled by "1823 Citizen's Easy Link" of the Government).

Yours sincerely

(CHEUNG Hau-wai)
Director of Buildings