

29 June 2005

To all private building owners

Dear Sir/Madam,

Inspection and Maintenance of Aluminium Windows

The recent incidents of falling aluminium windows have aroused the concern of the community. These incidents do not only affect the enjoyment of individual property, but also pose a threat to public safety. I, therefore, write to appeal to you as building owner, to regularly inspect and properly maintain aluminium windows in your property to prevent any such windows from falling.

I would also like to remind you of the importance of the following relating to the use and maintenance of aluminium windows :

(a) Proper Use

You should –

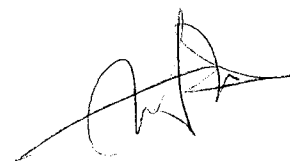
- clear the bar hinges of dust or dirt and lubricate them regularly;
- not hang any objects on the window sash to avoid causing additional load on the bar hinges; and
- not impose pressure to the window sash when cleaning windows to avoid over-stressing the bar hinges.

(b) If any of the following phenomena arises, you should appoint a qualified contractor immediately to inspect and repair –

- windows not opening or closing smoothly;
- loose bar hinges;
- damaged screws or rivets;
- missing aluminium angle for securing glass panes;
- deformed or unsecured window frames or sashes;
- constant water leakage from the gap between the window frame and the sash;
- broken glass panes; or
- locking devices of window sashes not functioning properly.

As a building owner, you have a legal responsibility to maintain your property. Please take immediate action to ensure the safety of your aluminium windows and protect the safety of our community. If you have any enquiries or need for assistance, please call the Buildings Department's hotline 2626 1616.

Yours sincerely,



(Marco Wu)
Director of Buildings