

## **Appendix 8**

### **Maintenance Requirements and Information on Electrical Installations, Lifts & Escalators and Gas Risers Installations**



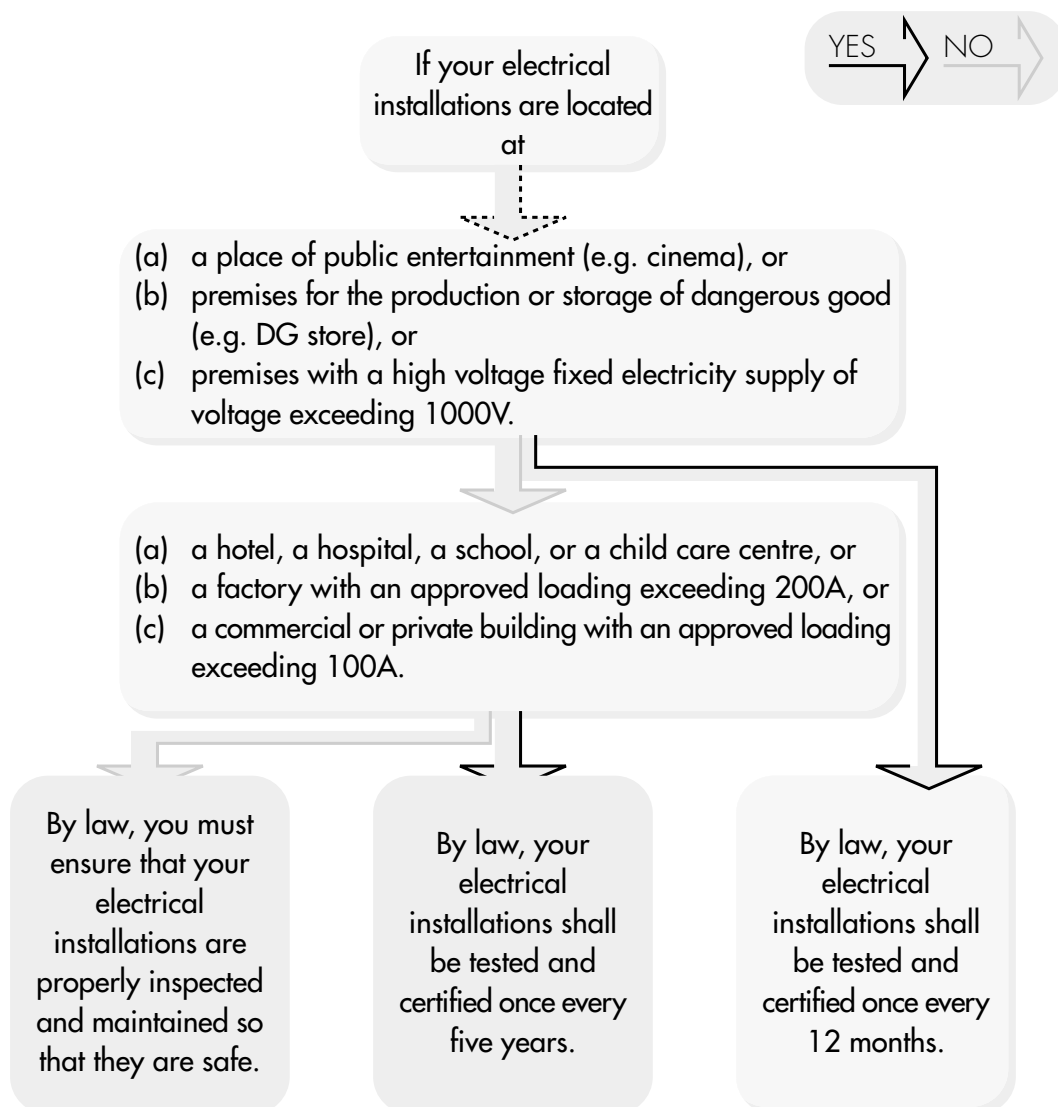
## Appendix 8 Maintenance Requirements and Information on Electrical Installations, Lifts & Escalators and Gas Risers Installations

### 1. Electrical Installations

#### 1.1 Maintenance responsibility

- Owners of electrical installations shall arrange inspection, testing and certification for their electrical installations periodically.
- The owners of electrical installations include any person who possesses or controls the installations or holds the premises in which the installations are located, including property owners, incorporated owners, estate management agents, occupiers and tenants of a building.
- Failure to comply with the requirements may cause safety hazards resulting in electric shock, fire or interruption of power supply. It is also a contravention of the Regulation 20 of the Electricity (Wiring) Regulations. Offenders will be prosecuted.

#### 1.2 Requirements under Electricity Ordinance



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### 1.3 Procedures for Periodic Test

Employ a registered electrical contractor to inspect and test your electrical installations.

After the test, request your electrical contractor to issue you with a 'Periodic Test Certificate' (form WR2) within a month.

Send the certificate to the Electrical and Mechanical Services Department (EMSD) together with an application fee for endorsement within two weeks after the certificate is issued.

The certificate, duly endorsed by EMSD, will be returned to you by post; EMSD may conduct random checking of the certified electrical installations.

EMSD may carry out further inspection at any time to ensure that your installations comply with the safety requirements. Keep your certificate and produce it on their visits.

### 1.4 Enquiries

For more information, please call 2882 8011, or write to Electricity Legislation Division, Electrical and Mechanical Services Department, 98 Caroline Hill Road, Causeway Bay, Hong Kong.

Fax no. 2895 4929  
E-mail [info@emsd.gov.hk](mailto:info@emsd.gov.hk)

(Useful Contact No. at Appendix 2 refers)

## 2. Lift and Escalator Installations

### 2.1 Responsibility of lift/escalator owner

- Employ Registered Lift/Escalator Contractor to conduct:  
periodic maintenance (monthly)  
periodic examination and testing of lift (yearly)  
periodic examination and testing of escalator (half-yearly)

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- Maintain an up-to-date logbook and countersign against each entry by the Registered Lift/Escalator Contractor.
- Report the occurrence of accidents to the Director of Electrical and Mechanical Services and Registered Lift/Escalator Contractor.
- Arrange endorsement of lift/escalator testing certificate.
- Employ Registered Lift/Escalator Contractor to:  
carry out major alteration works  
examine and test lift and escalator upon completion of the works
- Display the endorsed certificate (Form 5 for new installation or Form 11/12 for existing installation) which is returned from the Director of Electrical and Mechanical Services, in a conspicuous position in the lift or adjacent to the escalator.

### 2.2 Periodic maintenance and examination

Maintenance and Examination	Escalator	Lift
• Inspecting, cleaning, oiling and adjusting	Monthly	Monthly
• Periodic examination	Half-yearly	Yearly
• Periodic testing of safety equipment	Yearly	Yearly
• Full load safety test, overload device and brake tests		5 yearly

### 2.3 Types of lift maintenance contract

"Full maintenance"- The replacement of normal wearing spare parts is included in the maintenance fee.

"Standard maintenance"- The maintenance fee includes only the payment of repair and maintenance, all other spare parts expenses are excluded.

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### **2.4 Management staff should assist the contractor to ensure lift safety**

In general, registered lift contractors provide maintenance services on contract terms. To avoid breaking the laws, management staff of the building should assist the contractor in ensuring that the lifts meet safety standards:

- Submit, within 7 days upon receipt of the Form 5, Form 7, Form 11 or Form 12, to the Director of Electrical and Mechanical Services (DEMS) together with the prescribed fees or ask the Registered Lift/Escalator Contractor to submit the relevant Forms and the prescribed fees to the DEMS on his behalf;
- Keep and update the record of work in the logbook for EMSD inspection;
- To ensure smooth operation of the lifts, a good environment and necessary equipment should be provided to the registered lift contractor to carry out maintenance work;
- Report any accidents immediately in writing to the Director of Electrical and Mechanical Services, Registered Lift Contractor and the insurance company.

### **2.5 Enquiries**

For further information, please call 2882 8011 or by e-mail: [info@emsd.gov.hk](mailto:info@emsd.gov.hk).

(Useful Contact No. at Appendix 2 refers)

## **3. Gas Riser Installations**

### **3.1 Maintenance responsibility**

- The owner of gas installations, who may be the private property owner, Owners' Corporation, building management company, tenant, resident or gas supply company, has the duty to keep the gas fittings (including service riser) in good and safe conditions.
- Any unattended damage or undue alteration, such as leaving gas pipes corroded or covering gas pipes by additional structures, may cause accidents which result in personal injury or damages to assets. This is in contravention of the Gas Safety Ordinance and the offender can be prosecuted.
- The owner of gas installations is responsible for arranging a regular inspection of fixed gas fitting (including service riser) at least once every 18 months. Proper maintenance should be carried out with reference to the findings of the inspection to ensure gas safety.

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### 3.2 Gas installation work and Registered Gas Contractors

- Under the Gas Safety (Registration of Gas Installers and Gas Contractors) Regulations, only registered gas installers (registered to the appropriate class as shown in Section 3.3 of this Appendix) employed by registered gas contractors can personally carry out gas installation work.
- "Gas Installation Work" includes the fabrication, connection, disconnection, testing, commissioning, decommissioning, maintenance, repair, or replacement of gas pipework, appliances and fitting.
- Registered gas contractors will request the customer to sign a work record (job card) as documentary proof of work done.
- The document includes the details of work carried out, date, time, and the gas installer's name and registration number.
- The registered gas contractor shall be required to keep these records for inspection by Government gas safety inspectors.
- Registered gas contractors have to display their registration certificate and a sign on their premises to let the public know they are registered gas contractors.
- The list of registered gas contractors can be found at: <http://www.emsd.gov.hk/>.

### 3.3 Classes of gas installation work

Domestic	1	Install and commission a LPG hotplate used with a cylinder.
	2	Install domestic pipework.
	3	Install / commission domestic pipework and appliances.
	4	Install / commission / service domestic appliances.
Commercial	5	Install non-domestic pipework.
	6	Install / commission non-domestic pipework and appliances.
	7	Install / commission / service non-domestic appliances.
Industrial	8	Install / commission / service industrial appliances.

Refer to the Gas Safety (Registration of Gas Installers and Gas Contractors) Regulations for details.

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### **3.4 Liquefied Petroleum Gas (LPG) cylinder**

#### **3.4.1 General keeping and handling of cylinders**

- Handle with care to avoid damage.
- Do not store excessive stock of LPG cylinders above an aggregate water capacity of 130 litres.
- Store cylinders upright in a well-ventilated and readily accessible location.
- Keep away from heat and flames, especially when exchanging cylinders.
- Do not use or keep LPG cylinders below ground level, adjacent to drains, basements and in public access area such as pavement, corridor, etc.
- Notify the registered gas supply company to collect unattended LPG cylinders found in public areas.

#### **3.4.2 Using LPG cylinders**

- Check the cylinder and regulator for damage and leaks.
- Use only the pressure regulator provided by the respective gas supply company, and protect the regulator from damage.
- Turn off the regulator switch after use. Disconnect the regulator if gas is not to be used for prolonged periods.
- Flexible rubber tubings are recommended to be replaced every 3 years, by reference to the marking printed on the tubing. Frequently check rubber tubings for loose connections, damage and leaks. Ask your registered gas contractor to replace it if you notice any defects.
- Keep flammable materials away from gas appliances.
- Do not leave gas appliances turned on without constant supervision.



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### **3.5 Flueless gas water heaters**

Flueless gas water heaters serving bathrooms or showers are considered dangerous because they consume the air inside the room and the products of combustion containing toxic carbon monoxide discharge directly into the room where the heater is situated, and may build up to dangerous levels if ventilation is inadequate.

#### **3.5.1 Prohibit any new installation and prohibit use of existing flueless gas water heaters serving bathroom or shower**

- The Gas Safety (Installation and Use) Regulations states that from 1 July 2000 no person shall use a flueless gas water heater to serve a bathroom or shower.
- The responsible person for the premises in which the heater is installed shall cause the supply of gas to the heater to be permanently disconnected.

#### **3.5.2 Prohibit sale of flueless gas water heater**

- The amendment of the Gas Safety (Miscellaneous) Regulations states that no person shall knowingly sell or offer for sale any flueless gas water heater for use in Hong Kong.
- This amendment means that no person is allowed to supply a flueless gas water heater for any purpose from 1 April 2000.

#### **3.5.3 Penalty of non-compliance with new regulations**

- Any person who contravenes the regulation prohibiting any new installation and use of any existing flueless gas water heater serving a bathroom or shower commits an offence and is liable on conviction to a fine of \$5,000.

#### **3.5.4 Enquiries**

For any enquiries about gas safety, please call the EMSD Hotline at 28828011 or send e-mail to [info@emsd.gov.hk](mailto:info@emsd.gov.hk).

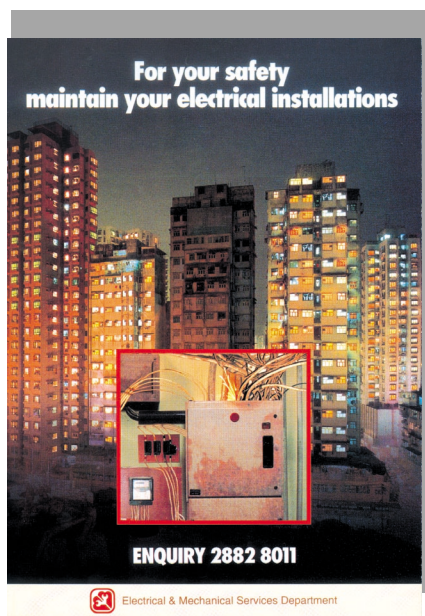
(Useful Contact No. at Appendix 2 refers)

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### 3.6 Additional information :

#### Electrical & Mechanical Services Department

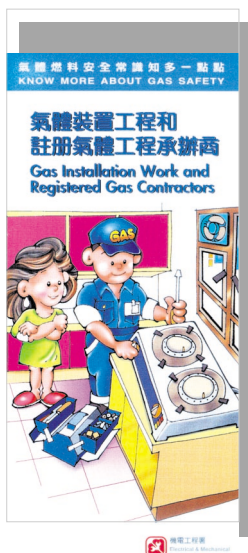
(1) For Your Safety Maintain Your Electrical Installations



(2) Responsibilities Of Lift / Escalator Owner Under The Lifts And Escalators (Safety) Ordinance

Responsibilities of Lift/Escalator Owner under the Lifts and Escalators (Safety) Ordinance		
	Form to be submitted to the Director	Section of the Ordinance
<b>Responsibilities of owner of existing lift/escalator</b>		
Employ Registered Lift/Escalator Contractor to conduct		
• periodic maintenance (monthly)	Form 11	s.19
• periodic examination and testing of lift (yearly)	Form 12	s.21, 23, 26(1)(a)
• periodic examination and testing of escalator (half-yearly)		s.22, 24, 26(1)(a)
• Maintain an up-to-date logbook.		s.27B
• Report the occurrence of accidents to the Director and Registered Lift/Escalator contractor.		s.27A
<i>For List of Registered Contractors please call 28828011 or browse EASD web site <a href="http://www.info.gov.hk/easd/">http://www.info.gov.hk/easd/</a></i>		
<b>Responsibilities of owner upon carrying out major alteration of lift/escalator</b>		
Employ Registered Lift/Escalator Contractor to		
• carry out major alteration works	Form 7	s.30, 29A
• examine and test lift and escalator upon completion of the works		s.31(1)(a)(2)
<b>Responsibilities of owner upon completion of new lift/escalator installation</b>		
Employ Registered Lift/Escalator Engineer to examine and test lift/escalator upon completion of installation.	Form 5	s.12(1)(a)(2)
• Number lift/escalator and submit to the Director a plan showing its location.	—	s.32
<b>Other duties of owner</b>		
• Submit, within 7 days upon receipt of the above Forms prepared by Registered Lift/Escalator Engineer, to the Director together with the prescribed fees. (Payment instructions are printed at the back of each Form.)		s.12(2), 13(2), 26(1)(b)
• Display the numbered certificate (Form 5 for new installation or Form 11/12 for existing installation) which is returned from the Director in a conspicuous position in the lift or on the escalator.		s.36(3)

(3) Gas Installation Work And Registered Gas Contractors



(4) Safe Use Of LPG Cylinders



(5) Prohibition Of Flueless Gas Water Heaters Used To Serve A Bathroom Or Shower

