

6 October, 2015
(By Fax and Post)

To : The Hong Kong Association of Property Management Companies Limited
The Federation of Hong Kong Property Management Industry Limited
The Hong Kong Institute of Housing
Chartered Institute of Housing Asian Pacific Branch

Dear Sir/Madam,

Safety Requirements for Liftwell Inspection and Emergency Doors

In 2010, a meter reader who intended to open a meter room in a high rise building mistakenly opened a nearby liftwell emergency door and fell into the lift pit and died. Despite warning notice on the outside of the emergency door was provided, the resemblance of the emergency door to the door of the meter room together with the master key provided by the property management company capable of opening both doors might have contributed to the accident.

In order to guard against similar inadvertent entry, the Code of Practice for the Design and Construction of Buildings and Building Works for the Installation and Safe Use of Lifts and Escalators 2011 (CoP) is amended and promulgated via the revised Practice Note for Authorized Persons, Registered Structural Engineers and Registered Geotechnical Engineers APP-29 (PNAP) on Lift and Escalator Installations. The CoP and PNAP demand the following new safety requirements on new developments and alterations and additions (A&A) works to existing liftwell inspection and emergency doors:-

- i. to use dual key-operated locks requiring simultaneous operation of two designated keys for liftwell inspection and emergency doors; and
- ii. to display a permanent figure-type warning sign immediately above or next to a keyhole of the liftwell inspection and emergency door.

You may view/download the PNAP and CoP vide the following links:-

PNAP (<http://www.bd.gov.hk/english/documents/pnap/APP/APP029.pdf>)

CoP (<http://www.bd.gov.hk/english/documents/code/BWLE2011e.pdf>)

Apart from the above safety requirements which apply to new and A&A projects, it is necessary to enhance the safety provision for the liftwell inspection and emergency doors in existing buildings. As such, the property management companies/housing managers are advised to take immediate action to arrange for the use of designated keys for liftwell inspection and emergency doors. Besides, the designated keys should be properly kept by the property management companies and should be readily available in case of emergency.

As the membership of your organisation includes most of the property management companies/housing managers in Hong Kong, your dissemination of this letter to all your members in order to draw their attention to the above-mentioned safety enhancement provision for the existing liftwell inspection and emergency doors is highly appreciated. This letter is also copied to the Hong Kong Federation of Insurers, Professional Insurance Brokers Association and the Hong Kong Confederation of Insurance Brokers Limited for their information.

If you have any enquiries, please feel free to contact our Mr. CHEUNG Hin-man at 2626 1025.

Yours faithfully



(LEUNG Siu-man)
Assistant Director/Corporate Services
for Director of Buildings

c.c.: The Hong Kong Federation of Insurers
Professional Insurance Brokers Association
The Hong Kong Confederation of Insurance Brokers Limited