Our Reference: refNo

today

customerName

customerAdd

Dear Sir,

Lift No. (升降機編號) : unitName, additionalUnits

Otis Machine No. (奧的斯機器號碼) : unitNo, additionalUnitNo.

Building Name (大廈名稱) : bName

According to the statutory requirements, building owner should provide a safe work environment and ensure the lift(s)/ ~~escalator(s)~~ in proper and safe operation.

However, during our recent site inspection on the subject lift(s)/ ~~escalator(s)~~ at the above location, it was noted that item(s) as below needed your follow-up actions.

defectList

It is owner full liability to promptly rectify the aforesaid defect(s) in order to ensure the lift (~~or escalator~~) fully complied with the regulation and in safe operation order. You are advised to take action on or before expiryDate.

**Please ignore this letter if the above item has been rectified.**

Should you have any queries, please contact our visorName at visorTel*.*

Yours faithfully,

OTIS ELEVATOR COMPANY (H.K.) LIMITED

engineerName

engineerTitle

敬啓者 :

根據法例要求，大廈業主有責任提供安全工作環境。藉此確保 升降機/ ~~電動梯~~ 正常及安全運作。

但在最近，對 貴大廈的升降機所進行的檢查中，發現有一些項目需 台端跟進。

cDefectList

由於此等項目是現行法例所要求，業主要承擔其後果及責任，基於 升降機/ ~~電動梯~~ 使用安全考慮，因此希望 台端請於(cExpiryDate) 修正有關問題。

**如上述事項已更正，請忽略本函。**

如有疑問，請致電visorTel 與我們的cVisorName先生聯絡。

此致

奧的斯電梯（香港）有限公司

**Photo reference for the defect: -**

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