

Best Practices for Operation and Maintenance Service Booklets and Handbooks



Electrical Installations



Fire Service Installations



HVAC Installation



Lift and Escalator Installations



Gas Utilisation Facilities



Solar Photovoltaic Systems



Solar Water Heating Systems



Fuel System of Liquefied Petroleum Gas Vehicles

The EMSD has published eight booklets/handbooks on best practices for operation and maintenance service, covering different aspects and provided best practices guidelines for the trade.

Objectives for Best Practices Booklets & Handbooks

共享優良作業 推動創新科技方案

Sharing Best Practices

Fostering Innovation and Technology Solutions



Background for Best Practices Booklets & Handbooks

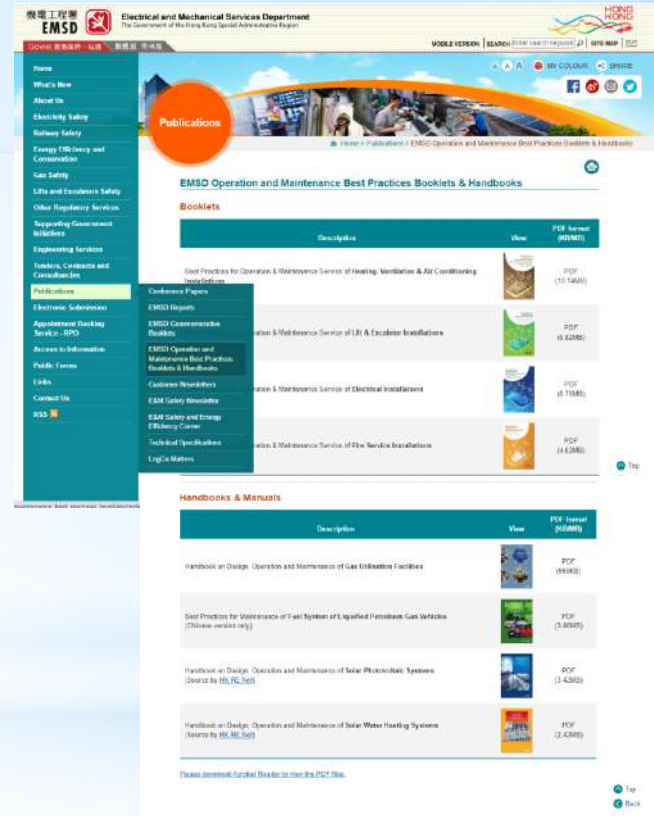
EMSTF 2nd 5-Year Strategic Plan

To establish a collaborative platform to exchange with the trade, as well as introducing new technologies, for establishing and uplifting the standards on operation and maintenance among the trade.











Booklets/ handbooks of best practices for operation and maintenance service of various E&M installations launched on the EMSD Webpage

Please scan the QR code or go to https://www.emsd.gov.hk/en/publications/emsd_operation_maintenance_best_practices_booklets/index.html to download.



The screenshot shows the EMSD website's 'Publications' page. The page title is 'EMSD Operation and Maintenance Best Practices Booklets & Handbooks'. It features a table of publications with columns for 'Description', 'View', and 'PDF Format (KB/MB)'. The table is divided into two sections: 'Booklets' and 'Handbooks & Manuals'. The 'Booklets' section includes items like 'Best Practices for Operation & Maintenance Service of Heating, Ventilation & Air Conditioning Installations' (11.5 MB) and 'EMSD Operation and Maintenance Service of Lift & Escalator Installations' (9.42 MB). The 'Handbooks & Manuals' section includes 'Handbook on Design, Operation and Maintenance of Gas Utilization Facilities' (16.6 MB), 'Best Practices for Maintenance of Fuel System of Liquefied Petroleum Gas Vehicles (Chinese version only)' (3.8 MB), 'Handbook on Design, Operation and Maintenance of Solar Photovoltaic Systems (Source by HK_EU_S&T)' (2.42 MB), and 'Handbook on Design, Operation and Maintenance of Solar Water Heating Systems (Source by HK_EU_S&T)' (2.4 MB). A note at the bottom states 'Please download handbook files to view the PDF files.' The website header includes the EMSD logo and the text 'Electrical and Mechanical Services Department'.

Description	View	PDF Format (KB/MB)
Best Practices for Operation & Maintenance Service of Heating, Ventilation & Air Conditioning Installations		PDF (11.5 MB)
EMSD Operation and Maintenance Service of Lift & Escalator Installations		PDF (9.42 MB)
Best Practices for Operation & Maintenance Service of Electrical Installations		PDF (6.7 MB)
Best Practices for Operation & Maintenance Service of Fire Service Installations		PDF (4.6 MB)
Handbook on Design, Operation and Maintenance of Gas Utilization Facilities		PDF (16.6 MB)
Best Practices for Maintenance of Fuel System of Liquefied Petroleum Gas Vehicles (Chinese version only)		PDF (3.8 MB)
Handbook on Design, Operation and Maintenance of Solar Photovoltaic Systems (Source by HK_EU_S&T)		PDF (2.42 MB)
Handbook on Design, Operation and Maintenance of Solar Water Heating Systems (Source by HK_EU_S&T)		PDF (2.4 MB)

Best Practices for Operation and Maintenance Service Booklets



Electrical
Working Group

Fire Services
Working Group

Air-conditioning
Working Group

Lift & Escalator
Working Group

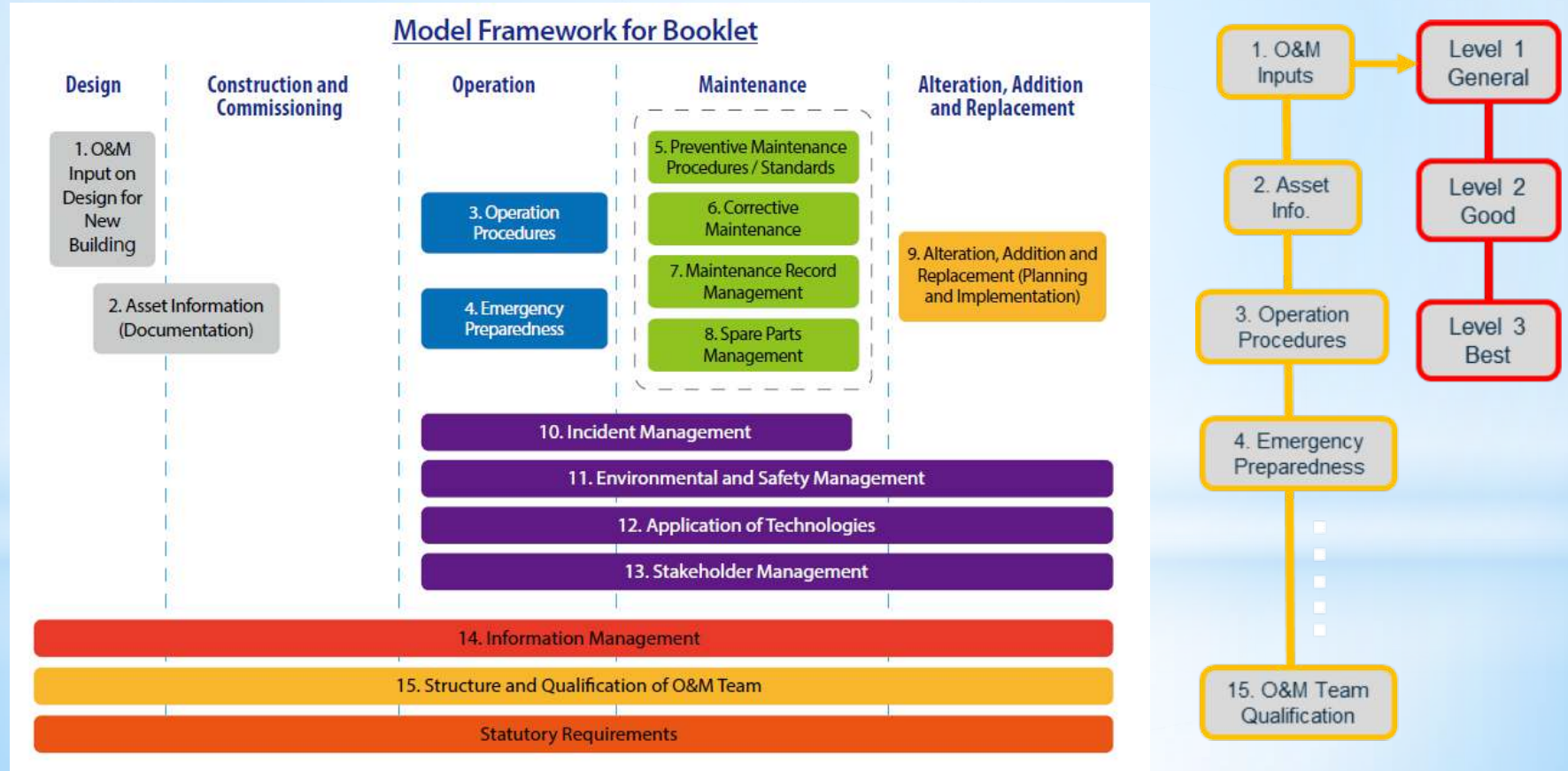
Structure of Booklets

Consistent Structure, Common Look and Feel

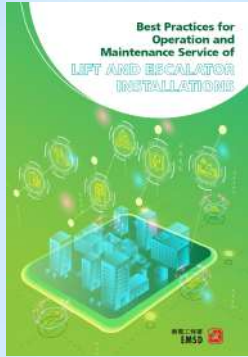


Structure of Booklets

Strategic Model Framework with 15 Key Attributes, 3 Levels of Practices and Innovation



Structure of Booklets



Lift and Escalator Booklet

Example (4)

Model Element 2.14

Information Management

2.14 Information Management

During the life of the system, the O&M Phase is the longest and most expensive and the information system provides the most value to the organisation in this phase.

Level 1
GENERAL PRACTICE

2.14.1

- Proper record of certificates and documentations as per statutory requirements by relevant parties

In accordance with Section 39 (1) of the Lifts and Escalators Ordinance (Cap. 618), the Responsible Person must ensure that the Use Permit is displayed at all times in a conspicuous position in accordance with the guidelines set out below:

- The Use Permit should be posted such that the bottom of the Use Permit is at a height of at least 1m above floor level of the lift car;
- The Use Permit should be posted such that the top of the Use Permit is at a height of not higher than 1.8m above floor level of the lift car;
- The Use Permit should be posted adjacent to the landing of an escalator, such as on the balustrade or obstruction guards; and
- The Use Permit should not be obstructed by any items, including leaflets, stickers or notices.

According to the Lifts and Escalators (General) Regulation (Cap. 618A), the Responsible Person for a lift/escalator shall keep the record of the log-book for at least 3 years. The log-book shall be in the specified form, (LESOL for lift and (LESO) for escalator, and contain specified information and particulars such as description of the installation and installation contractors, specifications of lift/escalator, maintenance contractor and maintenance duration for lifts/escalators, details of work, maintenance schedule, etc. Such a record shall be produced for the enforcement officer's inspection within 3 days after the date of receipt of the request.

Level 2
GOOD PRACTICE


2.14.2

- Sharing of maintenance information among different stakeholders

Maintenance information, such as the O&M Manual, Preventive Maintenance Procedures, Corrective Maintenance Plan, Maintenance Record, Parts Inventory Record, etc., should be stored in a registered location/office. The stakeholders, i.e. the law enforcement officers, Responsible Person, management officers, maintenance contractor, etc., shall access such registered location/office upon demand.

- Comparison of similar type of lift or escalator system

The Registered Lift or Escalator Contractor is requested to establish a Computerised Maintenance Management Information System in order to collect and analyse data. The statistics will be generated based on the similar type of lift or escalator (speed, no. of stop, capacity, nature of buildings etc.). The stakeholders can identify and compare the performance of the particular lift system in the market.



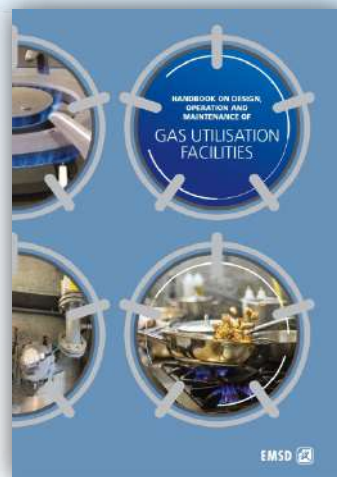
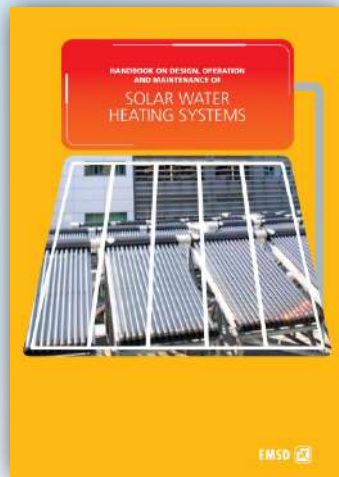
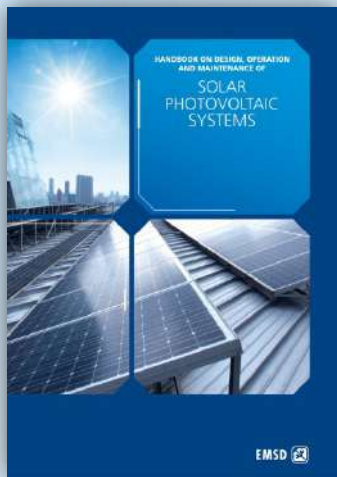
Level 3
BEST PRACTICE

2.14.3

- Common platform for storage and dissemination of O&M information with a view to enhancing the transparency

The Registered Lift or Escalator Contractors should maintain O&M information with high transparency and promote proper maintenance. It is recommended to store and disseminate O&M information on the common electronic platform, such as Cloud storage. The stakeholders, i.e. the law enforcement officers, Responsible Person, management officers, maintenance workers, etc. should have easy access to the O&M information.

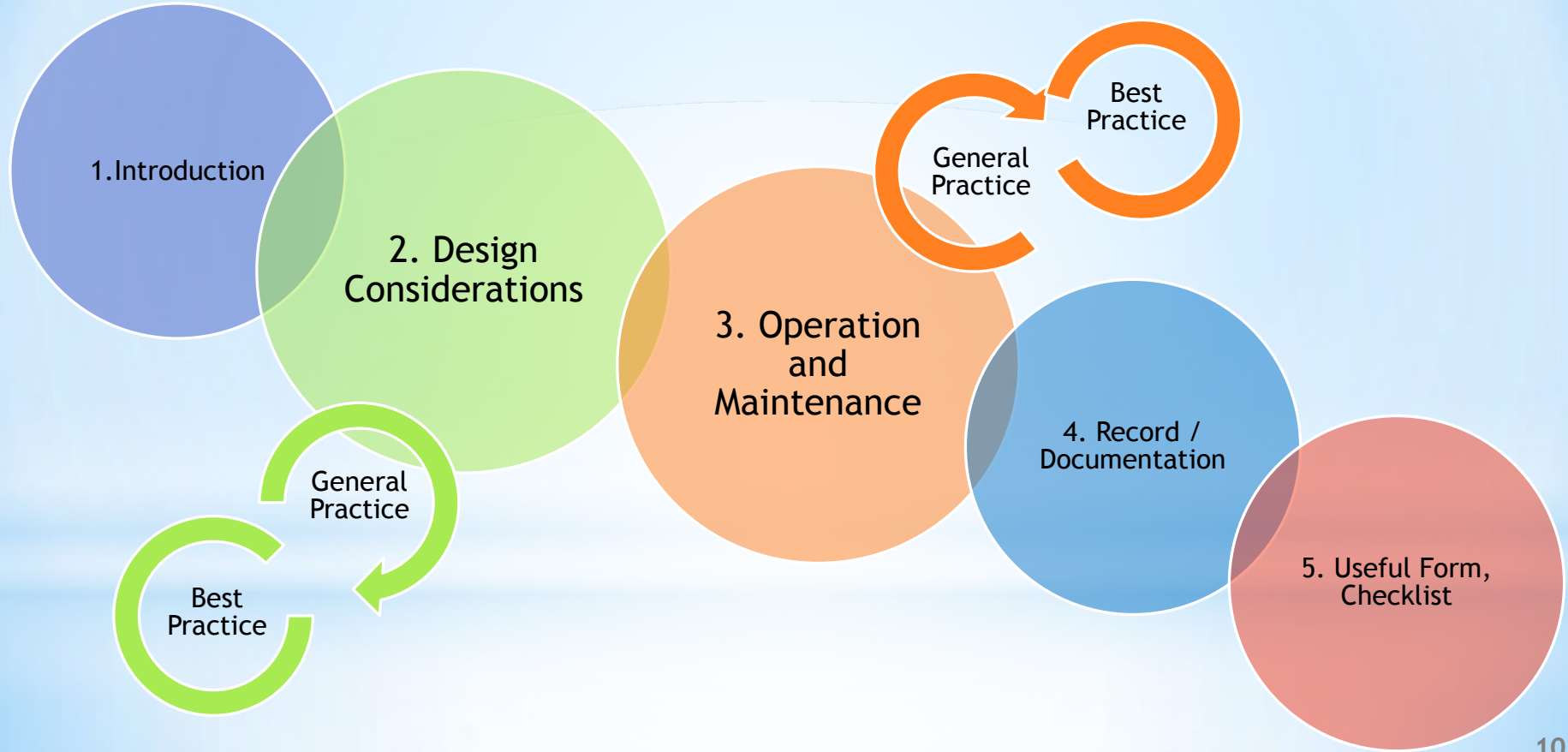
Best Practices for Operation and Maintenance Service Handbooks



Energy
Efficiency
Office

Gas
Standards
Office

Structure of Handbooks



Thank you