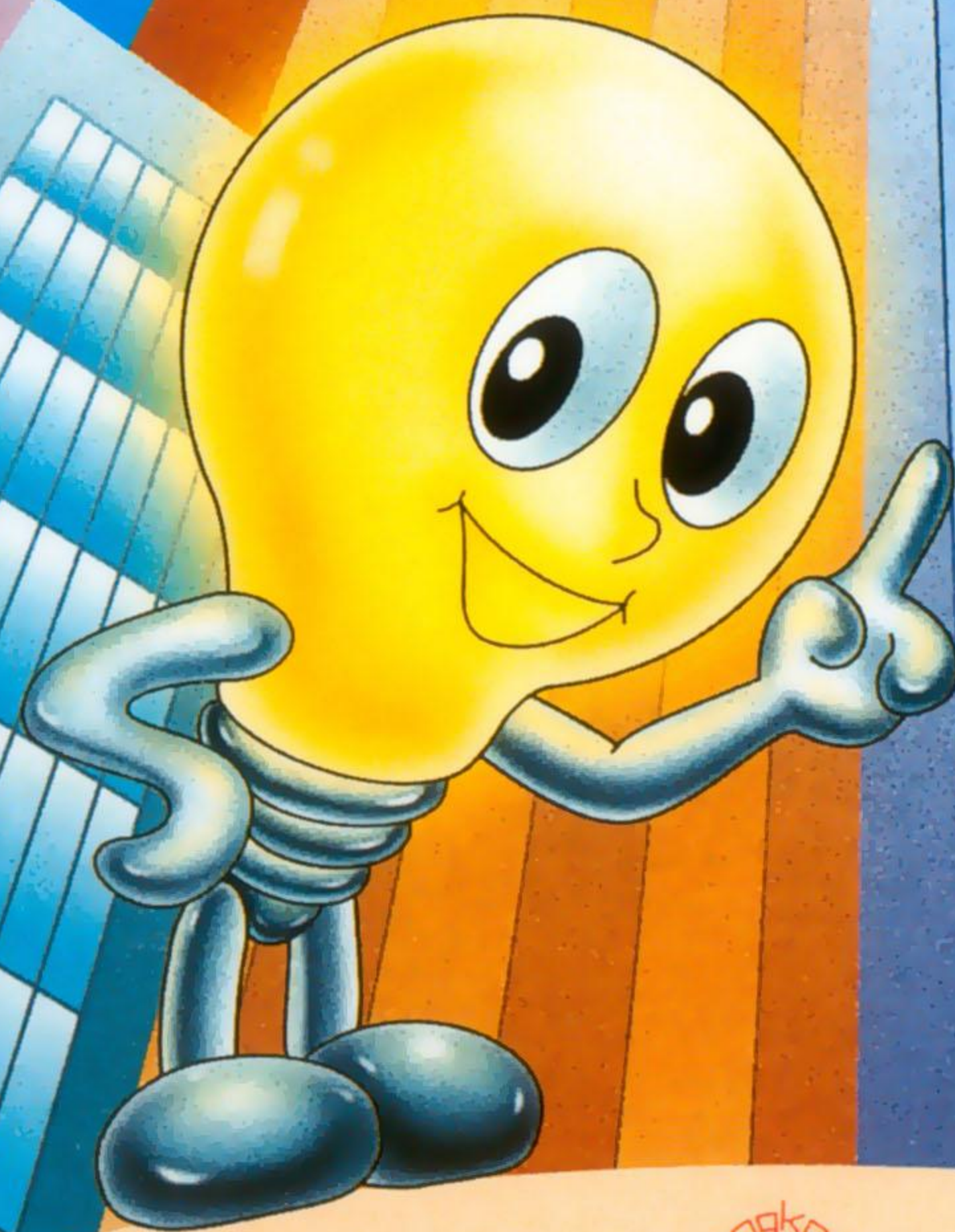
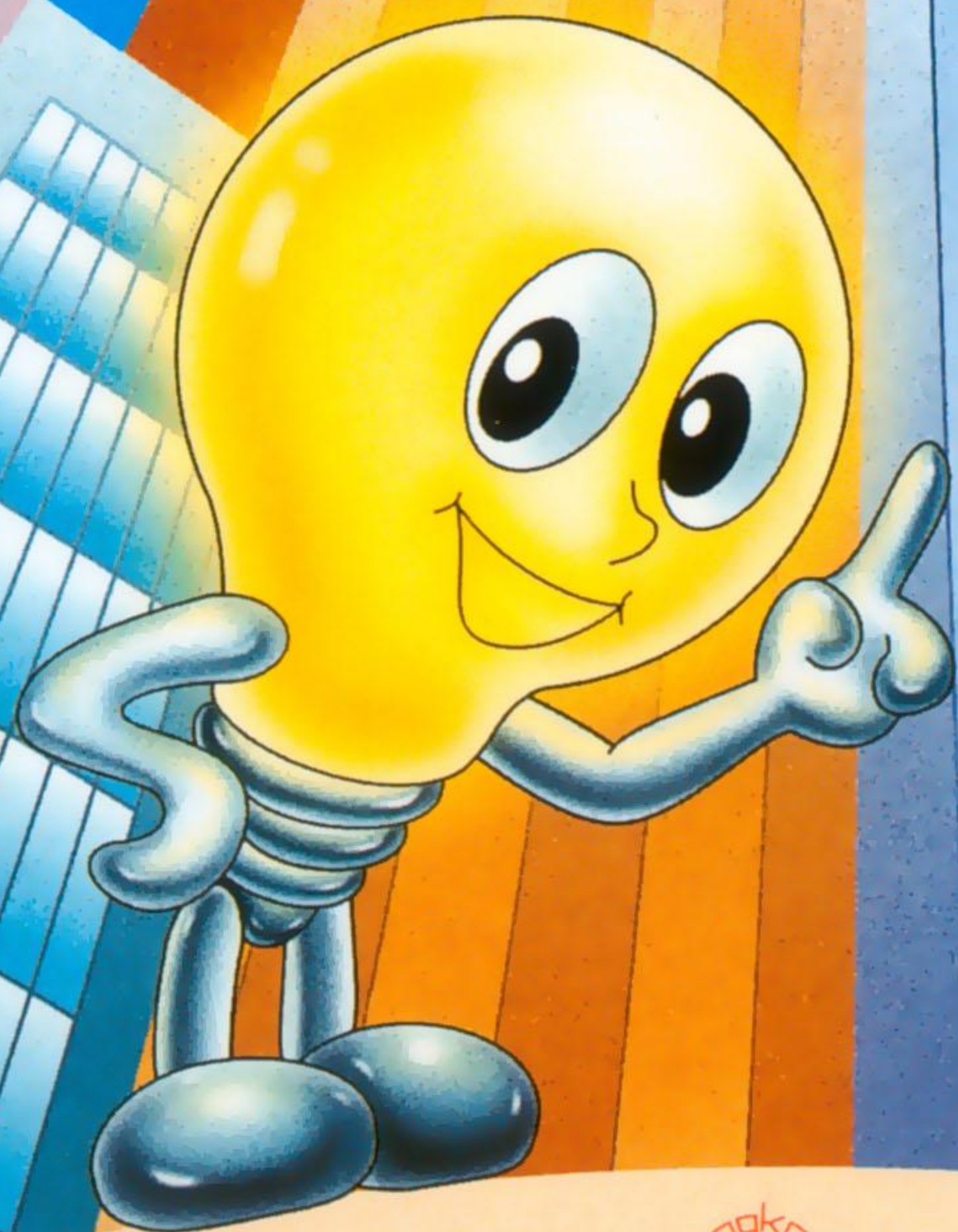


**Guide to the
Maintenance of Communal
Electrical Installations
In Multi-Tenant Building**

**多層住宅樓宇
的公用電力裝置維修指引**



引言

在多層住宅樓宇內，通常有兩類電力裝置屬業主立案法團所有。該等裝置為配電予個別單位的上陞總線，以及其他的公共電力設施，例如升降機、水泵與走廊照明燈等。業主立案法團須確保該等電力裝置由註冊電業工程人員妥善維修。

當大廈舊了，電力裝置會出現老化，而負荷過重的情況亦可能由於增設及更改電力裝置而出現。若未能正確維修電力裝置，損壞便會形成及加深。假以時日，損壞的地方便會造成危險，引致電力故障及意外。

若增強供電的工程由香港電燈有限公司（港燈）負責進行（如加大現有的或增加新的供電熔斷器），公司將要求業主立案法團聘請註冊電業承辦商進行所需的電力工程工作，而這些受聘的註冊電業承辦商 / 註冊電業工程人員則需將大廈的全部或部份電力裝置接駁至新供電點及進行其他有關工程。

本指引旨在提供有關上述的有用資料予大廈管理處或業主立案法團。若公用電力裝置問題發生於未有互助委員會或業主立案法團的樓宇內，業主則需向政務處查詢組織委員會以便解決問題。

Introduction

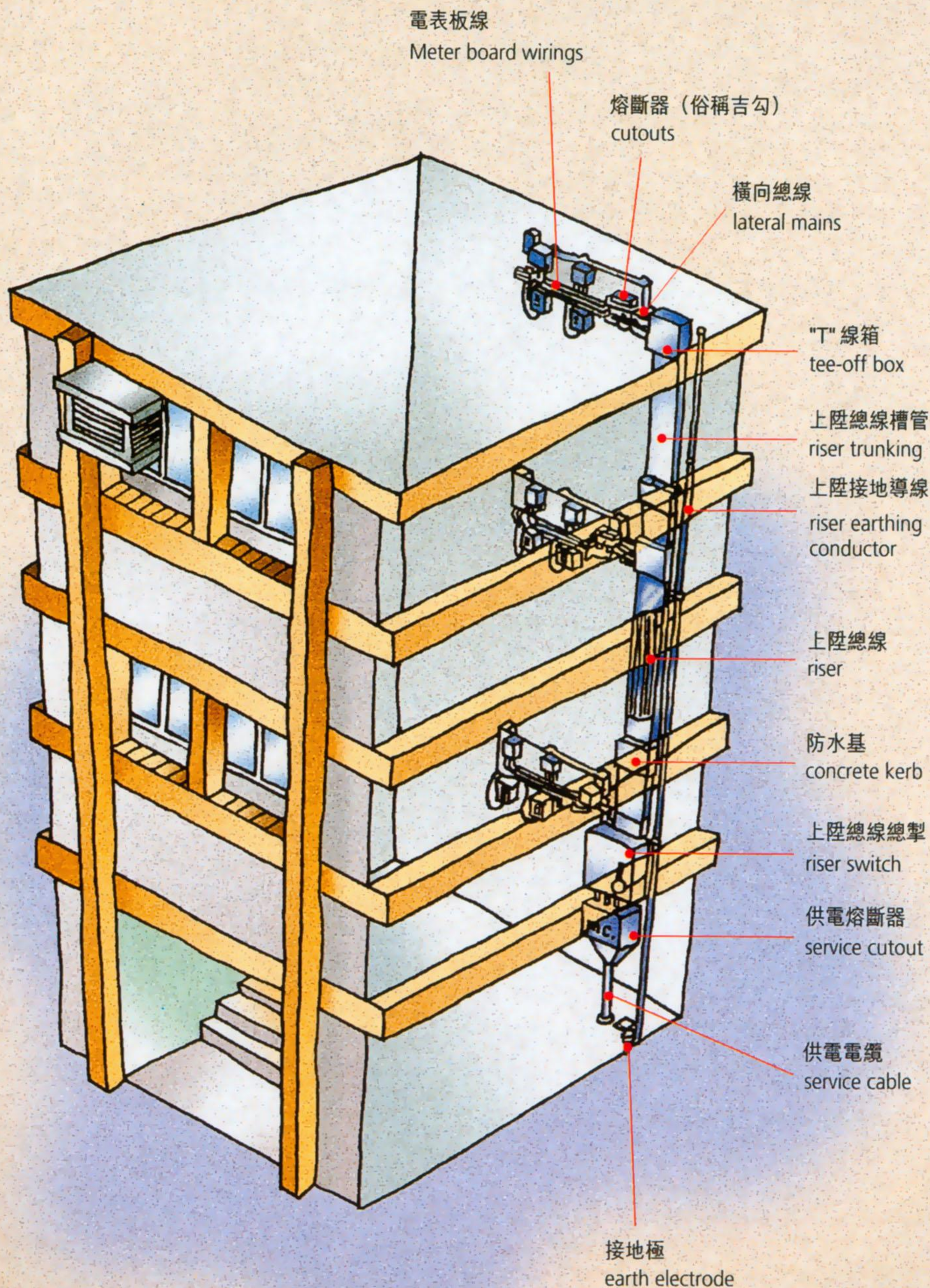
In a multi-tenant building normally two types of electrical installation belong to Incorporated Owners (I/O) of the building. These are risers which distribute electricity to individual units, and other public electrical services like lifts, pumps, corridor lighting etc. I/O shall ensure that his electrical installation is properly maintained by a Registered Electrical Worker (REW).

As a building becomes old, electrical installations may deteriorate. Overload may also occur due to additions and alterations. If the installation is not maintained properly, defects will develop and accumulate. Over the years, the defects may become hazardous and could lead to interruptions of supply and electrical accidents.

If electricity supply reinforcement work (like up-grading the existing service cutouts or the addition of new service cutouts) is carried out by The Hongkong Electric Co., Ltd., (HEC), I/O shall employ a Registered Electrical Contractor (REC) to do the required electrical work. REC/REW will be requested to connect all or part of their installation to the new supply point and to carry out other associated work.

This guide aims to provide useful information to building management offices or to I/O on the above issues. If problems on communal installations are found to exist and there is no Mutual-aid Committee or I/O for the building, owners should refer to District Offices on how to form their own committee to tackle these problems.

認識樓宇的公用電力裝置 Know Your Communal Electrical Installation



業主立案法團的責任 Incorporated Owners' Responsibilities

固定電力裝置客戶須負上甚麼責任？

在現行法例下，客戶的責任包括：

- (一)防止電力意外；
- (二)確保其固定電力裝置未經違法改裝或增設；
- (三)聘請註冊電業承辦商及其註冊電業工程人員進行有關裝置的安裝、維修、改裝等電力工程；
- (四)安排其裝置作定期檢查、測試及領取證明書，以確保符合電力條例（香港法例四零六章）的規定，有關定期測試的詳情請參閱機電工程署「你是否知道…電力條例規定電力裝置必須定期測試？」小冊子。

What are the responsibilities of an owner of a fixed electrical installation?

Under the current legislation, the responsibilities of an owner are

- (a) to prevent electrical accidents;
- (b) to ensure that there is no illegal alteration or addition to the fixed electrical installation;
- (c) to employ a REC and his REW to do electrical work such as the installation, maintenance, modification of the installation;
- (d) to arrange his installation periodically inspected, tested and certified so as to conform with the requirements of the Electricity Ordinance (Cap.406). For details, please refer to EMSD'S pamphlet "DO YOU KNOW... The Periodic Test Requirement of Electrical Installations under the Electricity Ordinance?"

電力故障的主要原因 Major Causes of Power Interruptions

下列為主要的原因
The following are major causes :

1 負荷過重 Overload

成因：增設及更改原有的電力裝置可導致負荷過重。

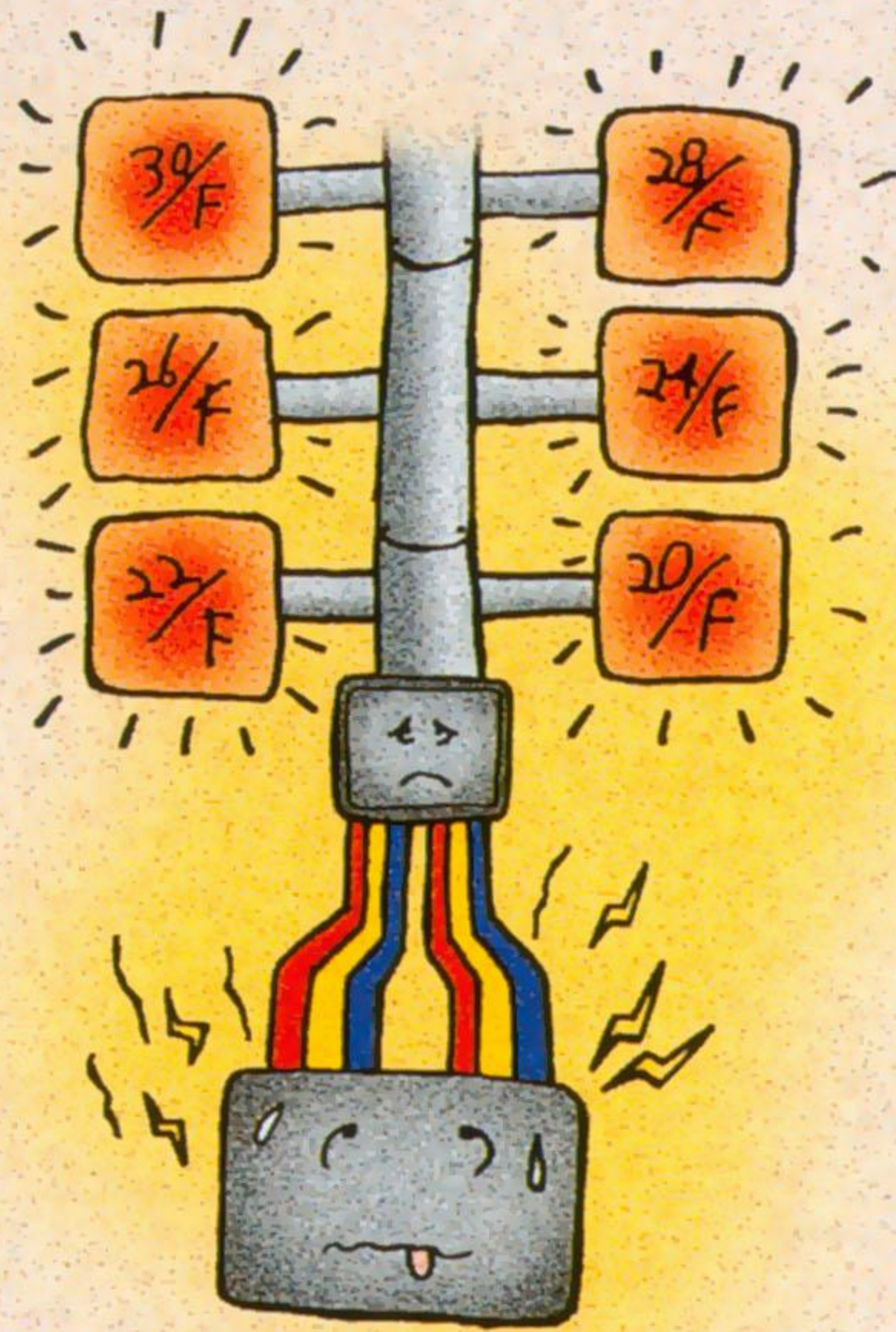
後果：電力中斷及火災危險。

補救：加大公用的電力裝置。

Cause : additions and alterations made to existing installations can result in overload

Effect : interruption of supply and risk of fire

Remedy : up-grade the communal installation



2 三相負荷不平衡引致負荷過重 Overload due to phase unbalance

成因：過多負荷接駁至一或兩個相位。

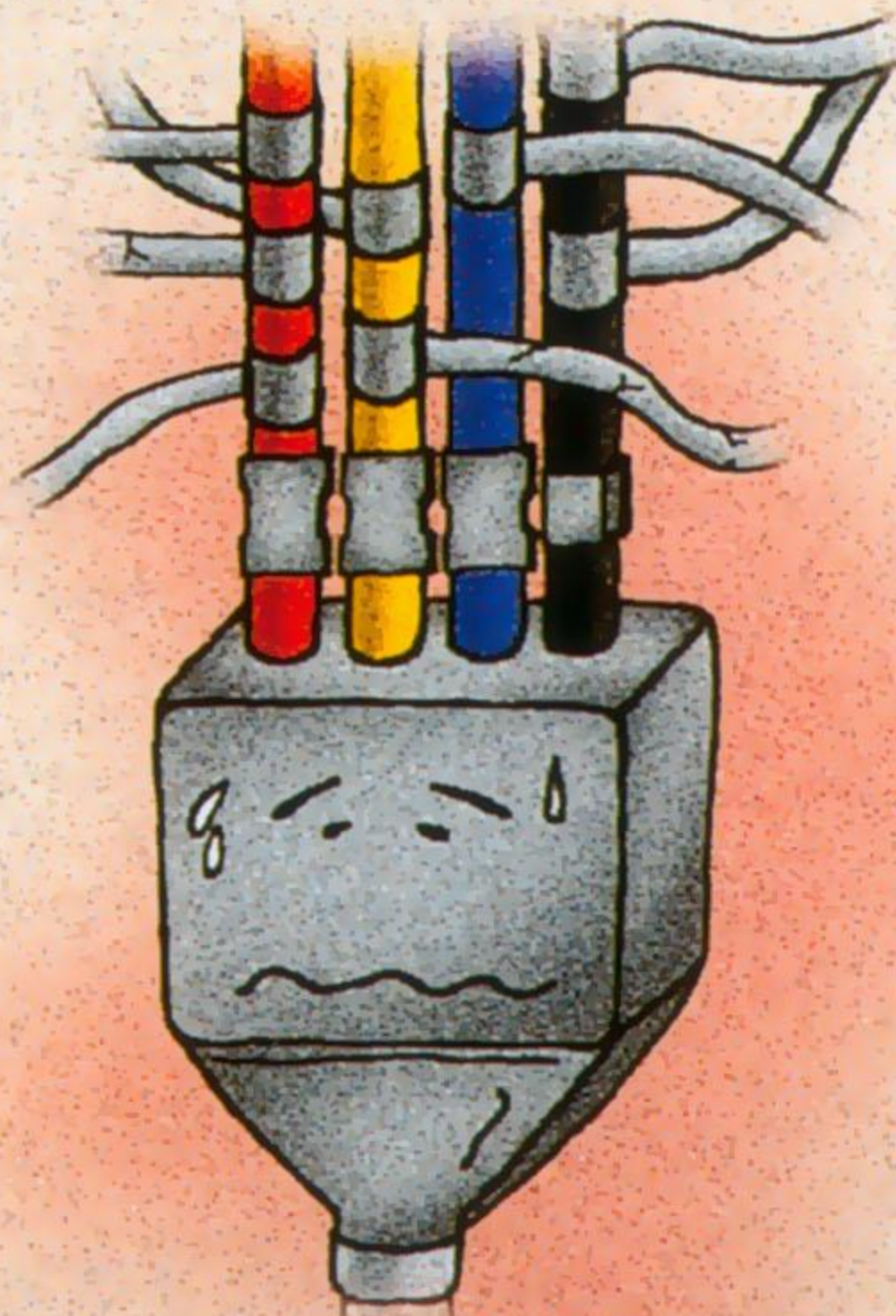
後果：電力中斷及火災危險。

補救：與其他相位分擔負荷，及 / 或加大公用的電力裝置。

Cause : too much load connected to one or two phases

Effect : interruption of supply and risk of fire

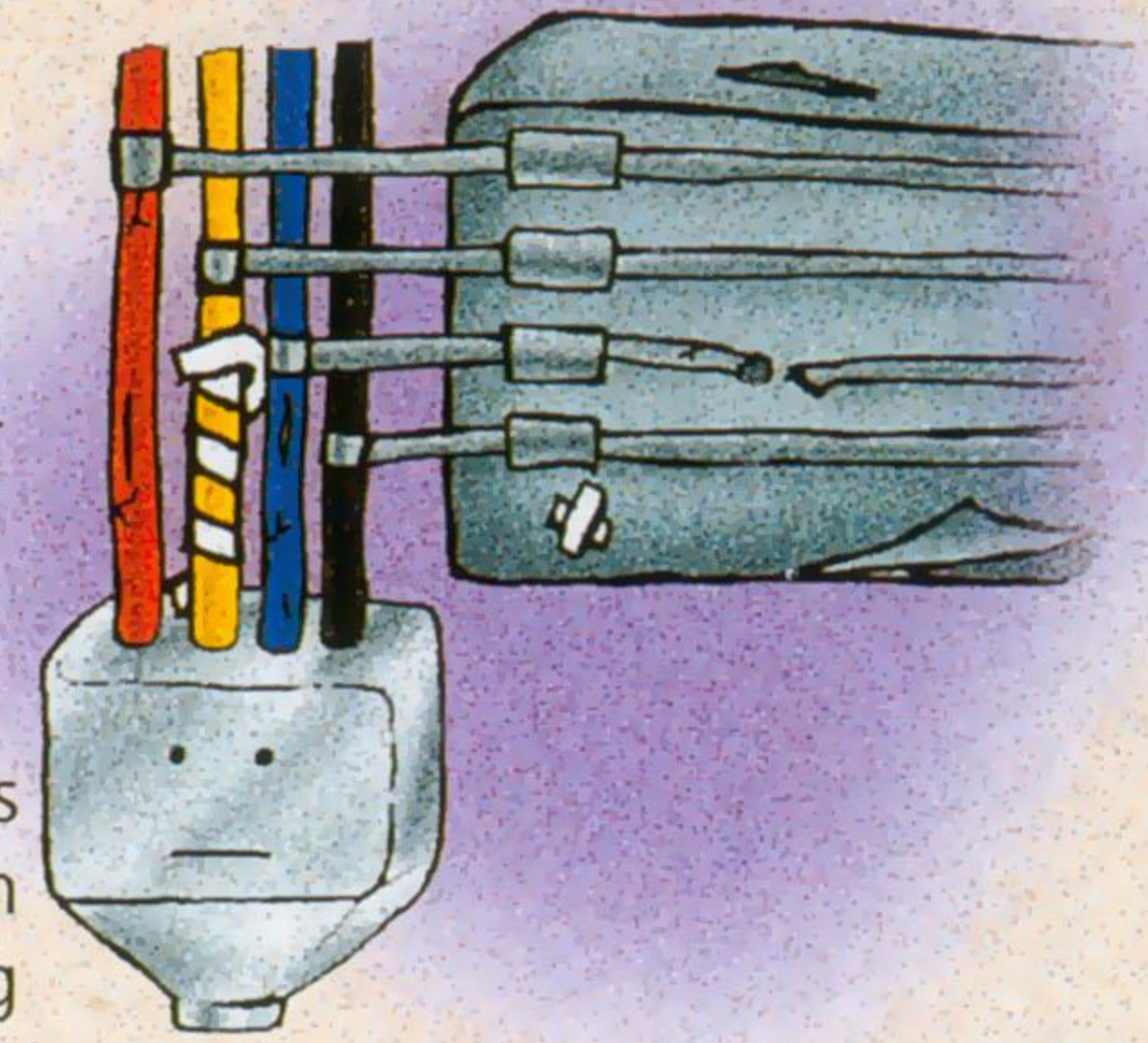
Remedy : share the load with other phases and / or upgrade the communal installation



3 缺乏維修 Lack of Maintenance

解決方法：更換有問題的電力裝置及維修器具，使其時刻能安全及正常操作。

Solution : replace defective installations and maintain equipment in safe and proper working condition at all times.



採取措施預防電力故障 Do Something To Prevent Power Failure

客戶應確保其電力裝置由註冊電業承辦商及其註冊電業工程人員妥善檢查及維修。如果客戶認為其電力裝置有可能引致意外，須立即將之修理妥當。如對電力裝置的情況有疑問，可向註冊電業承辦商及其註冊電業工程人員查詢。

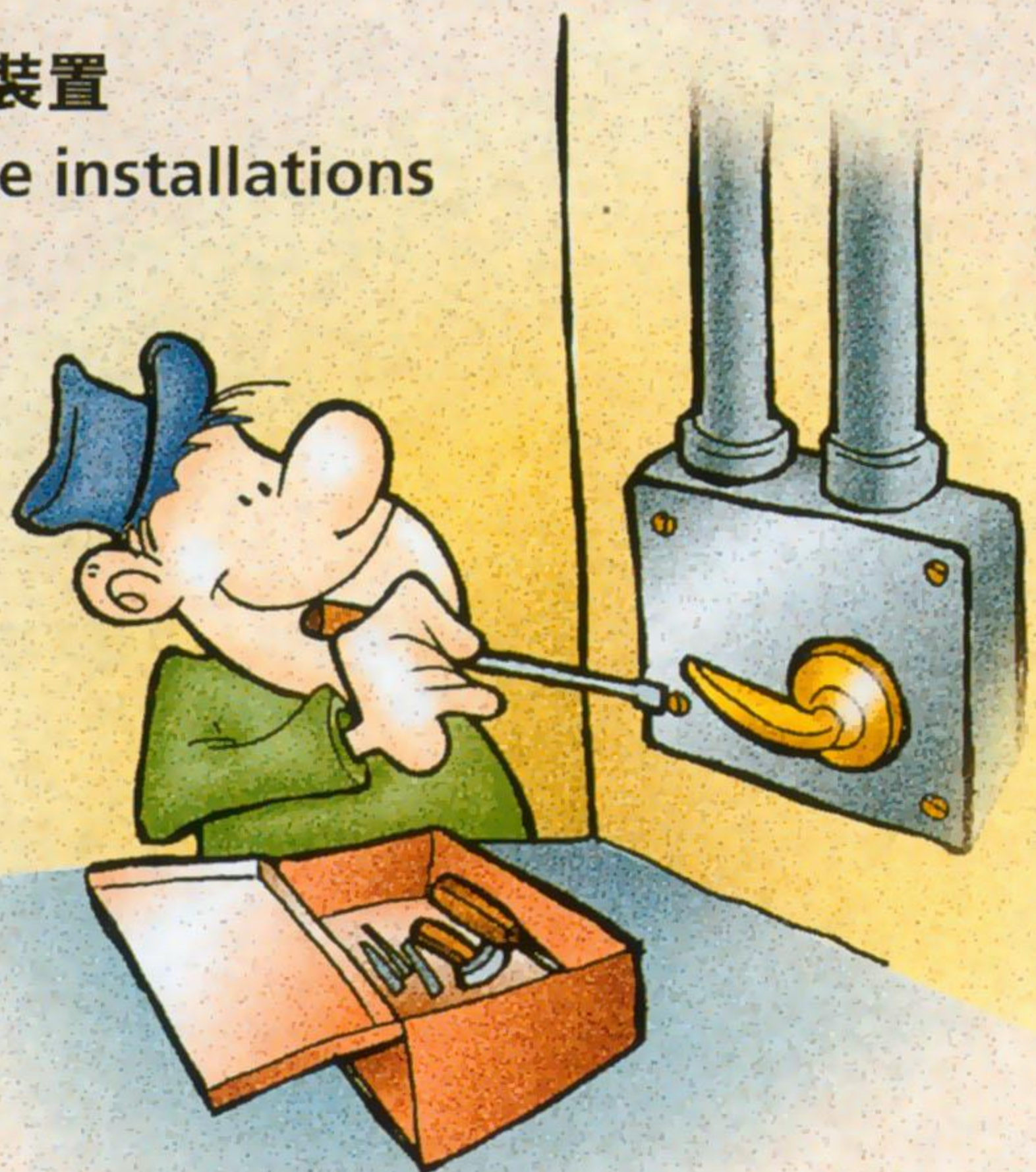
I/O shall ensure that his electrical installation is properly inspected and maintained by a REC and his REW. If I/O believes that his electrical installation is likely to cause an electrical accident, he shall immediately have it rectified. In case of doubt on the condition of the electrical installation, consult a REC and his REW.



下列措施可減少電力中斷及火災危險：

The following work could minimize power interruption and risk of fire :

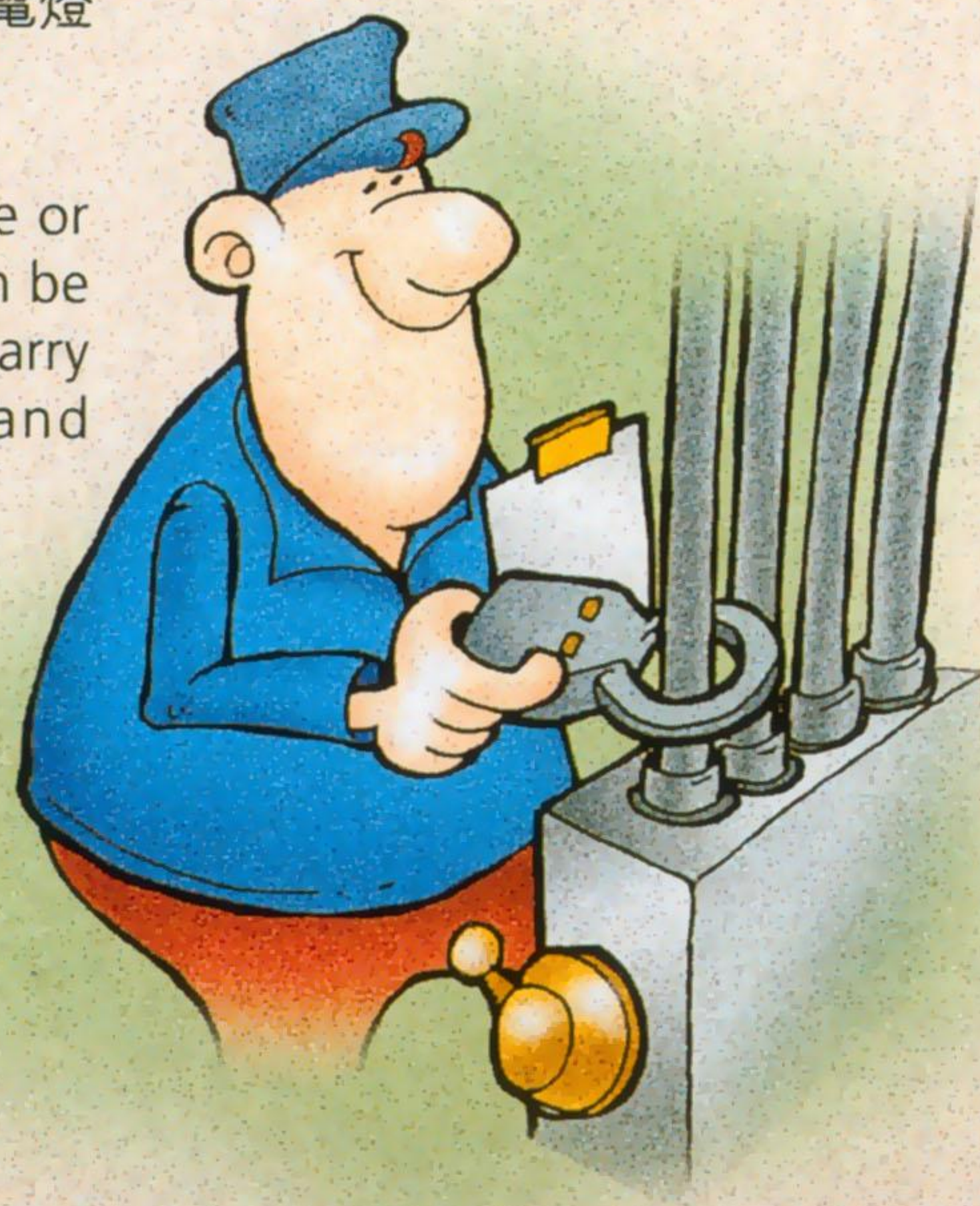
1 修理損壞的電力裝置 Rectify defective installations



2 檢查電力裝置及負荷 Monitor the load at the communal installation :

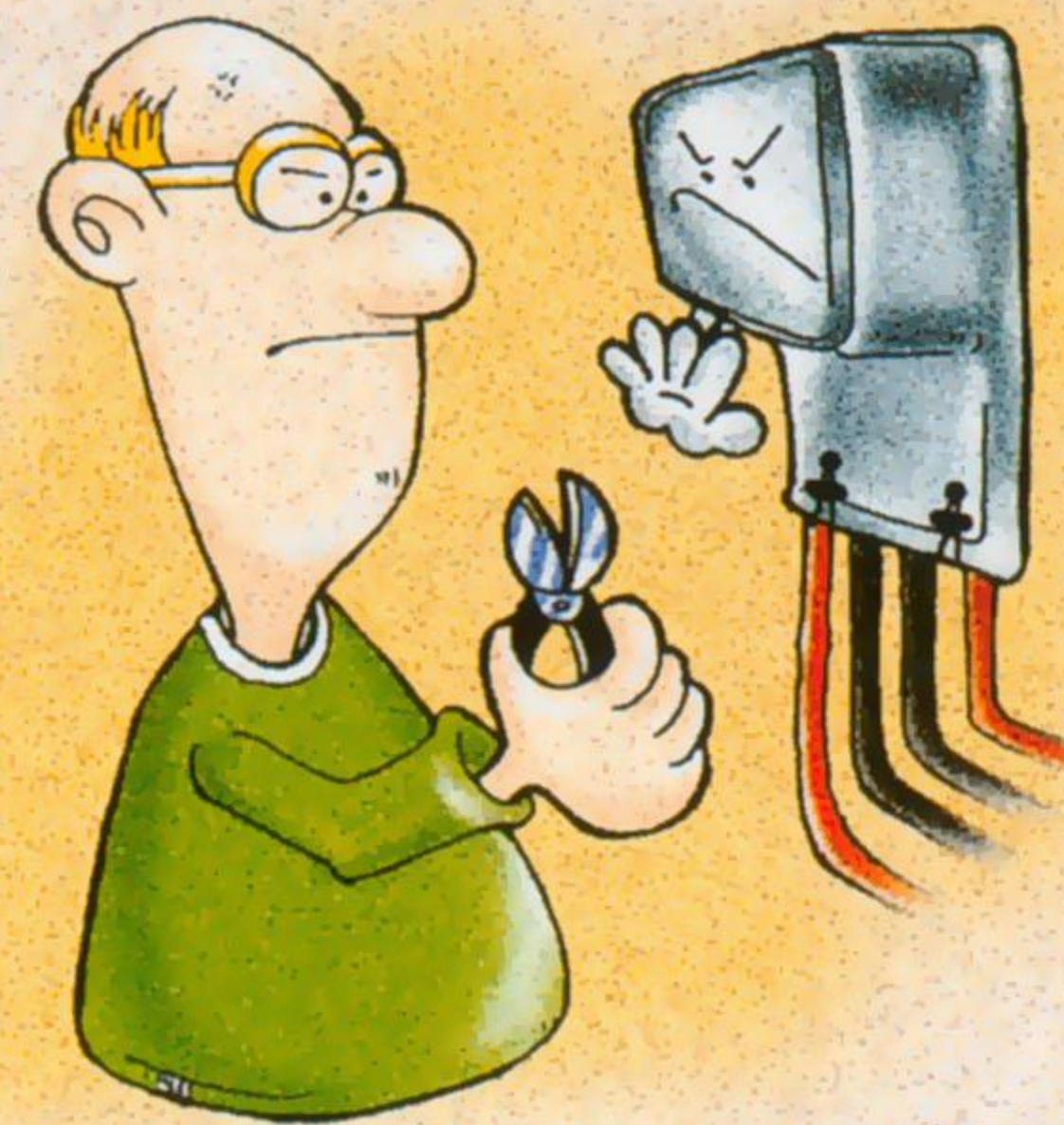
2.1 如負荷過重出現於一或兩個相位，而負荷可由其他相位分擔者，請進行負荷平衡工程及通知電燈公司。

If overloading occurs on one or two phases and the load can be shared with other phases, carry out load balance work and notify HEC.



2.2 謹記在打開電表鉛封前，請先通知電燈公司。

Remember to notify HEC before you break the meter's security seals.

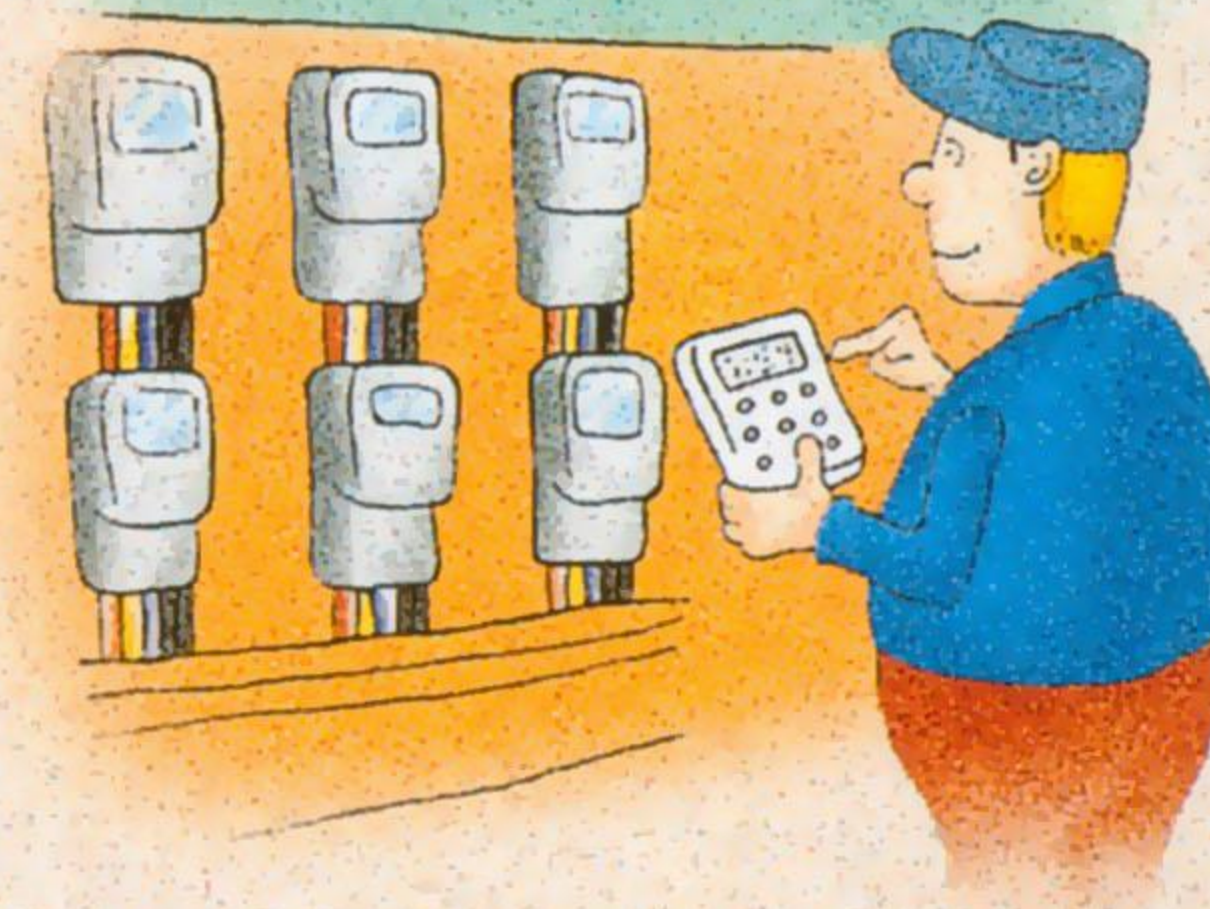


3 如全部相位均已超載或滿載，則需依下列步驟加大公用電力裝置：

If all three phases are overloaded or fully loaded, uprate the communal installation in the following sequence :

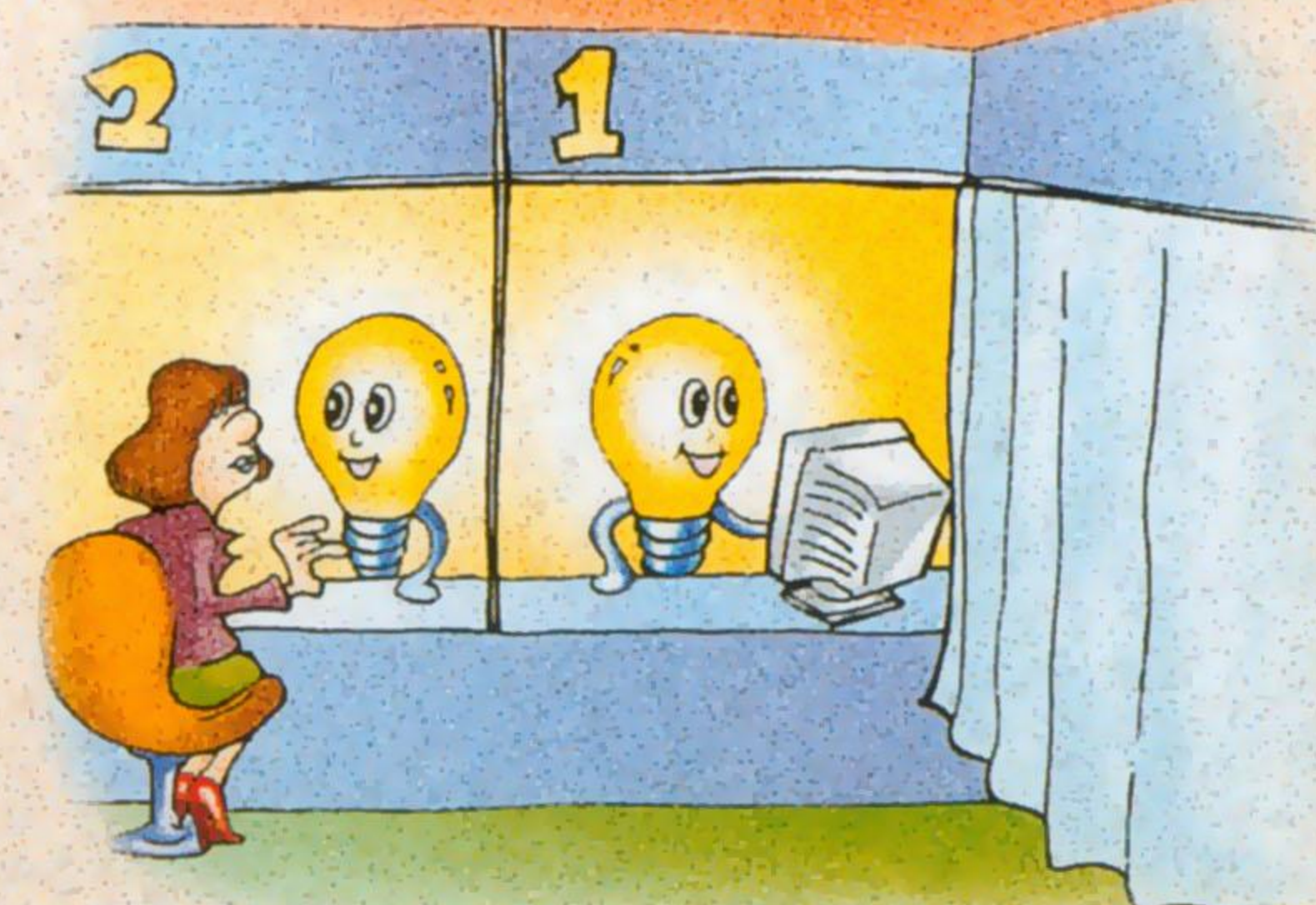
3.1 估計所需的電力，並需顧及日後增加的負荷。

Estimate the required demand with allowance for future load growth.



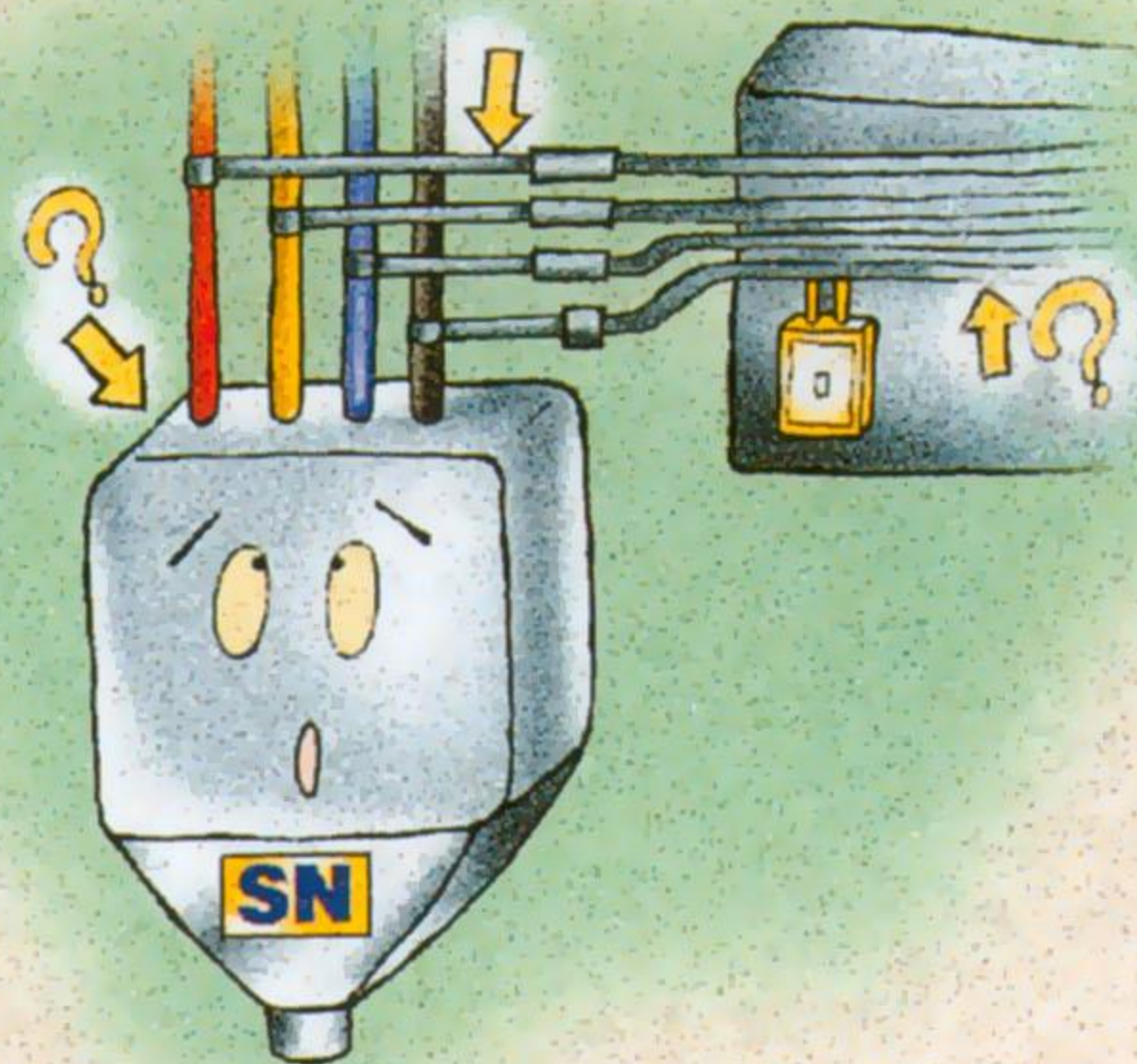
3.2 致電港燈或親身到客戶中心辦理手續。

Notify HEC by phone or in person.



3.3 查詢供電的安排，如需要時，請說出供電號碼。

Check with HEC the supply arrangement. Quote the supply number (SN) for enquiry.



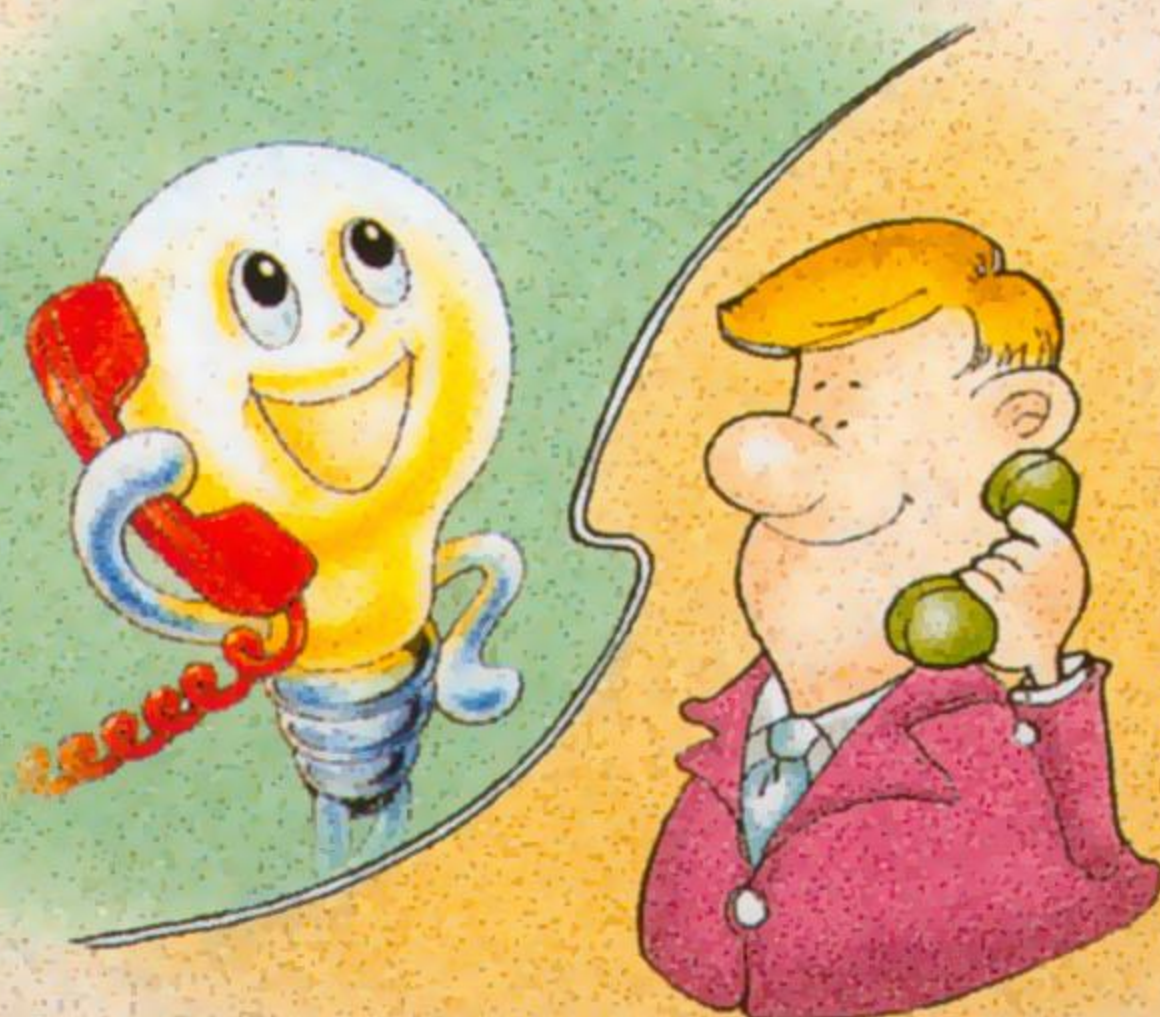
3.4 進行所需的工程，依據電力條例檢查、測試及確認電力裝置。

Carry out the necessary work and inspect, test and certify the installation in compliance with the Electricity Ordinance.



3.5 接駁電力供應前要求港燈為新裝置進行檢驗。

Request HEC to inspect the new installation before supply connection.

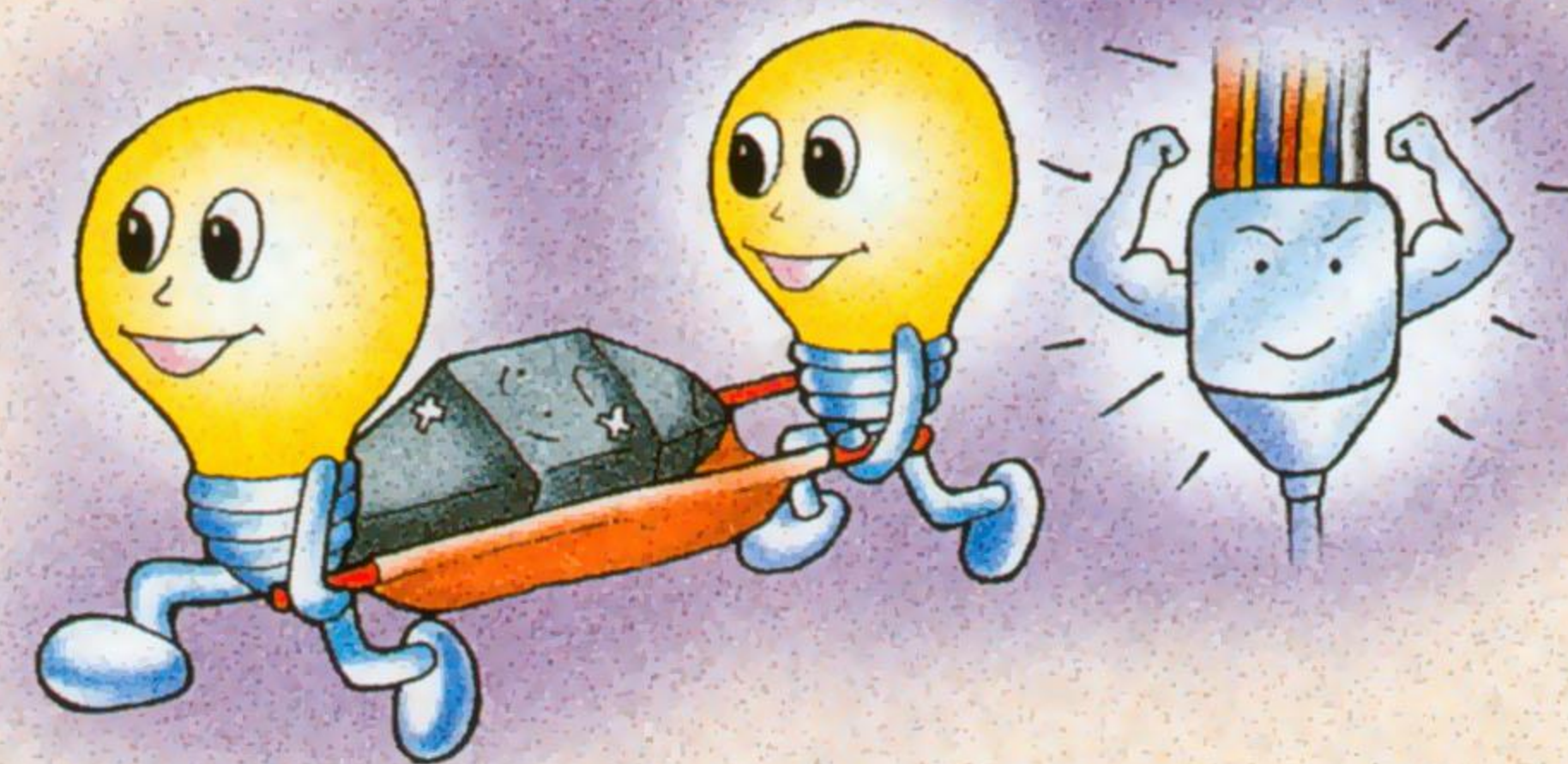


增強電力供應

Reinforcement of Power Supply

港燈接獲申請表格後，將考慮供電來源的安排，及決定是否須加大現有的或安裝新供電熔斷器，以增強電力供應。

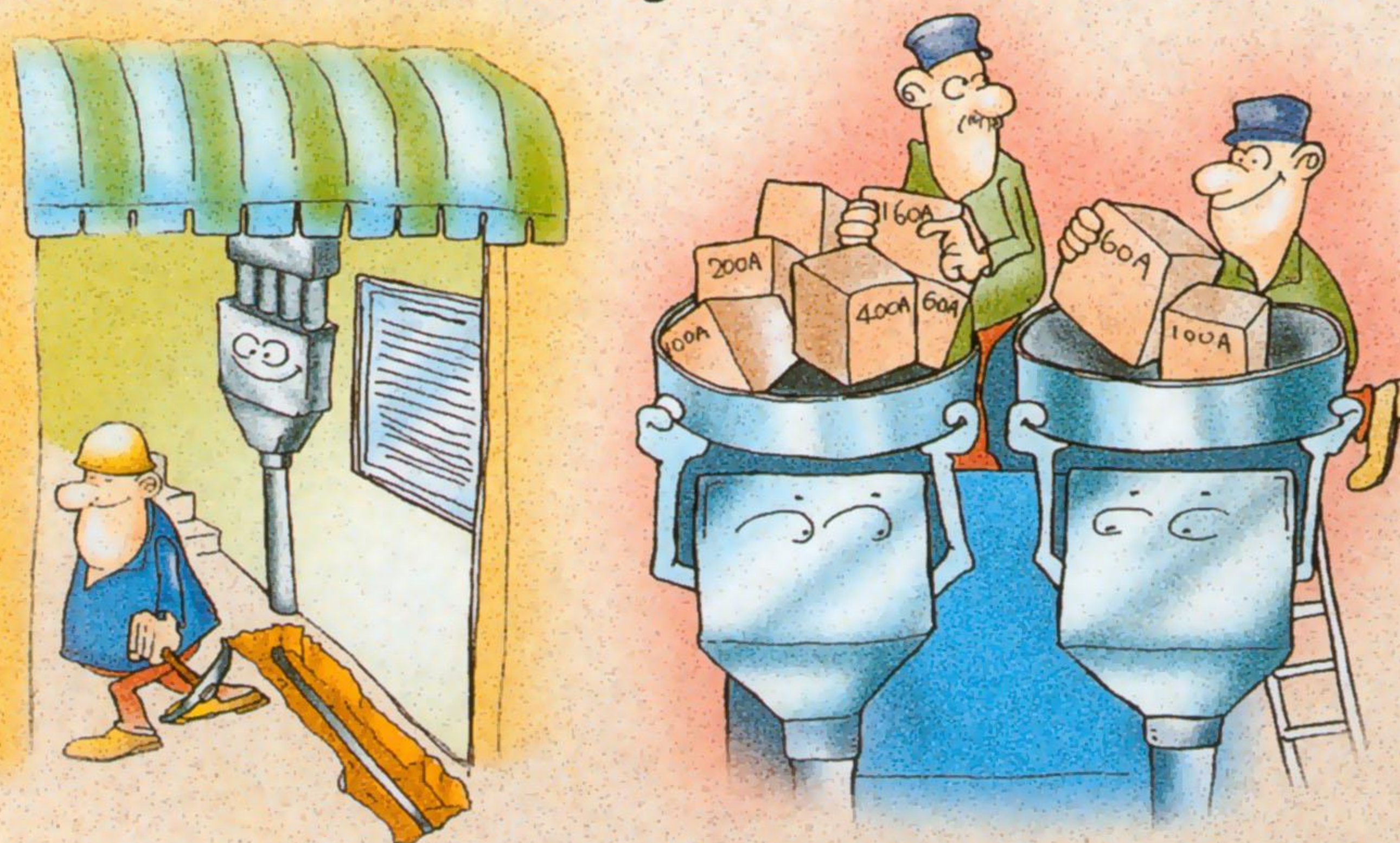
HEC will consider the supply source arrangement upon receipt of your application form, and may decide if it is necessary to uprate the existing cutout or install a new service cutout to reinforce the electricity supply.



港燈可能要求客戶聘請的註冊電業承辦商及其註冊電業工程人員進行下列的工程，以配合新供電安排：

Sometimes your REC & his REW may be required to carry out the following work in order to cope with our new supply arrangement:

- 1** 在樓宇內裝置電纜接戶管
Provide cable entry ducts within the building
- 2** 進行負荷轉移工程
Carry out load transfer



香港電燈有限公司查詢電話號碼

部門	查詢範圍	電話號碼
客戶服務部		
客戶中心	供電申請、賬戶轉名及電費單查詢	2887 3411
	「客戶通」自動系統電話服務	2887 3466
客戶裝置組	裝置檢驗查詢及一般技術性諮詢	2887 3455
	安排暫停供電	
	拆除電表器具鉛封	
	「易駁通」自動系統電話服務	2887 3838
工程建設及保養部		
客戶服務代表		2814 3443
配電策劃部		
東區		2843 3105
中區		2843 3164
西區		2843 3108
系統控制部		
客戶緊急服務中心	(粵語)	2555 4999
	(英語)	2555 4000



Useful Telephone Numbers

DEPARTMENT	AREA OF ENQUIRY	TELEPHONE NO.
Customer Services Department		
Customer Centre	Application for supply, transfer of account and bill enquiries	2887 3411
	Account-by-Phone service	2887 3466
Customer Installation	Installation test enquiries and general technical advice	2887 3455
	Shutdown of HEC supply	
	Removal of Security seal of metering equipment	
	Electricity-by-Phone service	2887 3838
Construction & Maintenance Department		
Customer Services Representative		2814 3443
Distribution Planning Department		
Eastern Area		2843 3105
Central Area		2843 3164
Western Area		2843 3108
System Control Department		
Customers Emergency Services Centre	(Chinese)	2555 4999
	(English)	2555 4000

Abbreviations

- HEC - The Hongkong Electric Co., Ltd.
香港電燈有限公司
- I/O - Incorporated Owners
- REC - Registered Electrical Contractor
- REW - Registered Electrical Worker

