



CONSTRUCTION
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建造業議會

Reference Material



MiC Installation and Disassembly

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Foreword

Procurement of a MiC building project (i.e. a building designed with MiC parts) is different from that of a conventional building project in some particular aspects, such as MiC design work, logistics and transport constraints and arrangements, noise impact, hoisting, off-site production, on-site assembly and construction, etc., will need to be considered in the planning and operation stages of the project. For a MiC building which is designed to be relocated and reused, there are the added aspects of the method and sequence of dismantling and removing the modules and disconnecting the inter-module and module-foundation connections to be considered.

This Reference Material gives guidance on the aspects of the MiC installation and disassembly works that need to be considered in the planning and operation stages of the project.

Many government departments and industry practitioners with MiC knowledge and experience have provided very useful comments and information on this Reference Material. These contributions are gratefully acknowledged.

Practitioners are encouraged to send comments and suggestions at any time to the Construction Industry Council on the contents of this Reference Material, so that improvements can be made to future editions.

Industry Development
Construction Industry Council

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Preface

The Construction Industry Council (CIC) is committed to seeking continuous improvement in all aspects of the construction industry in Hong Kong. To achieve this aim, the CIC forms Committees, Task Forces and other forums to review specific areas of work with the intention of producing Alerts, Reference Materials, Guidelines and Codes of Conduct to assist participants in the industry to strive for excellence.

The CIC appreciates that some improvements and practices can be implemented immediately whilst others may take more time for implementation. It is for this reason that four separate categories of publication have been adopted, the purposes of which are given as follows:

- | | |
|---------------------|---|
| Alerts | The Alerts are reminders in the form of brief leaflets produced quickly to draw the immediate attention of relevant stakeholders to the need to follow some good practices or to implement some preventive measures in relation to the construction industry. |
| Reference Materials | The Reference Materials provide standards or methodologies generally adopted and regarded by the industry as good practices. The CIC recommends the adoption of the standards or methodologies given in the Reference Materials by industry stakeholders where appropriate. |
| Guidelines | The Guidelines provide information and guidance on particular topics relevant to the construction industry. The CIC expects all industry stakeholders to adopt the recommendations set out in the Guidelines where applicable. |
| Codes of Conduct | The Codes of Conduct set out the principles that all relevant industry participants should follow. Under the Construction Industry Council (Cap 587), the CIC is tasked to formulate codes of conduct and enforce such codes. The CIC may take necessary actions to ensure compliance with the codes. |

To allow us to further enhance this publication, we encourage you to share your feedback with us after you have read this publication. Please take a moment to fill out the Feedback Form attached to this publication and send it back to us. With our joint efforts, we believe our construction industry will develop further and will continue to prosper in the years to come.

Abbreviations

AP	Authorized Person
BD	Buildings Department
BIM	Building Information Modelling
BIM CDCP	Common Data Collaboration Platform for BIM
CoG	Centre of Gravity
CoP	Code of Practice
D&B	Design and Build
DBB	Design-Bid-Build
DEVB	Development Bureau
DfD	Design for Disassembly
DfMA	Design for Manufacture and Assembly
DfS	Design for Safety
DWSS	Digital Works Supervision System
GIS	Geographic Information System
IoT	Internet of Things
ITP	Inspection and Test Plan
RPE	Registered Professional Engineer
RSC	Registered Specialist Contractor
RSE	Registered Structural Engineer
RSTC	Register of Specialist Trade Contractors
SSSS	Smart Safety Supervision System
TCP	Technically Competent Person

1. **Introduction**

There has been a strong demand for public and private housing, as well as other social infrastructure, such as community isolation facilities and hospitals in Hong Kong. Many of these buildings have been/are being built using the MiC approach. Some of the MiC buildings built/being built are expected to be relocated and reinstalled after a certain period of usage.

Currently, two types of MiC systems are commonly used: steel-based and concrete-based systems. For reusable and reinstallable purposes, the MiC steel-based system is primarily used. A recent example of using such system is the Hong Kong's first MiC transitional housing project, Nam Cheong 220, which was built in 2020 and then disassembled in early 2023 for reinstallation and reuse in Tai Po¹.

It becomes apparent that the life cycle of a MiC building needs to be considered at the early stage of the project, since many of the MiC buildings could be disassembled and reused. The important aspects of design for disassembly (DfD), design for safety (DfS)² and design for manufacture and assembly (DfMA), installation, maintenance and operation, disassembly and reuse of the building modules and components, including architectural, structural and building services elements, can then be adequately considered and addressed earlier. This holistic approach will not only enhance productivity, but also help reduce safety risks and waste, etc. However, it should be noted that disassembly may not be required for permanent MiC buildings.

Use of the enabling technology, such as a Common Data Collaboration Platform for BIM³ (BIM CDCP), IoT, BIM⁴, etc., for managing the life cycle of a MiC building, is highly encouraged, as the building information created can be utilised fully from design to construction, operations and maintenance, disassembly and reinstallation throughout the whole life cycle of the building.

This reference material provides a practical guidance of good practices for installation and disassembly of a MiC building at different stages of the project. Focus is placed on the enabling technology that the construction industry could make use of in the installation and disassembly works.

¹Relocation of Nam Cheong 220 starts today.

<https://www.info.gov.hk/gia/general/202302/18/P2023021800287.htm>

² The principle of DfS is to bring the consideration of the actual potential hazards and risks to the project to the forefront of a designer's work. Designers can quantify the risk and develop a framework within which design, specification, and planning of project and operation activities can either be used to prevent such hazards materializing or be employed to mitigate their effects. A safe design is the most effective risk control measure which is achieved by eliminating the hazards at source (after DEVB).

³ See the SDEV's memo dated 13.6.2023 of ref. DEVB(W) 430/80/01 on Updates of the DEVB TC (W) No. 2/2021 Adoption of Building Information Modelling for Capital Works Projects in Hong Kong.

⁴ Use of BIM is optional for public works projects with a value less than \$30M.

2. MiC Installation and Disassembly

2.1 General

The procedures for MiC installation and disassembly are very much similar except that the sequence is reversed.

2.2 Planning

For installation and disassembly, the Project Architect and Engineer⁵ shall obtain early contractor/MiC manufacturer/supplier involvement in the project.

[The Project Architect and Engineer shall:

A(a) establish an integrated BIM CDCP⁶ specified or accepted by the employer⁵ for the project's use throughout its life cycle, integrating and supporting a Digital Works Supervision System (DWSS)⁷, Smart Site Safety System (SSSS)⁸, construction quality management as a BIM use (CIC, 2021a) and progress tracking of the project in real-time using IoT.]#

For installation, the Project Architect and Engineer shall:

B(a) appraise the site conditions and logistics and transport constraints to establish that the use of MiC is feasible;

B(b) establish the building layout and usable space design, functional and maintenance access and space requirements of the building and its facilities, required building material quality, and size and type of MiC modules to be installed;

B(c) establish a **design** for Design-Bid-Build (DBB)⁹ contract *[using BIM where BIM is used]#*; and

B(d) establish a **reference design**¹⁰ for Design & Build (D&B)¹¹ contract for tendering *[using BIM where BIM is used]#*.,

[# Delete as appropriate]

⁵ The Project Architect and Engineer are the persons (e.g. Authorised Person (AP) and Registered Structural Engineer (RSE)) or the consultant engaged by the employer⁵ for the project. The employer refers to the project client, developer or owner who owns the land for development.

⁶ The BIM CDCP will be used for sharing, storage, retrieval and use of BIM data across multiple parties in the project to provide a single source of information for different parties, including the employer, consultant, contractor, subcontractor and suppliers at different project stages.

⁷ DEVB (2023a). DEVB TC(W) No. 2/2023. Digital Works Supervision System.

⁸ DEVB (2023b). DEVB TC(W) No. 3/2023. Smart Site Safety System.

⁹ In the DBB framework, the employer decides what to build, and he/she hires a design team (the Project Architect and Engineer) to prepare a design containing a set of drawings and a project description (a bid package), which will be sent out to contractors for bidding.

¹⁰ The employer should ask his/her in-house designer or project consultants to carry out a reference design for tendering, preferably a "MiC-ready" reference design. The aim of the "MiC-ready" reference design is to establish that the MiC project is feasible. The issues that should be considered in the "MiC-ready" reference design include logistics and transport constraints and arrangements, modular and building layout, usable space design, etc.

¹¹ In the D&B framework, the employer decides what to build, but rather than hiring a design team to create a bid package, he/she hires a contractor to produce the drawings and build the project.

For disassembly, the Project Architect and Engineer (or the Authorised Person (AP) and Registered Structural Engineer (RSE) of the Principal Contractor¹² in a D&B contract) shall:

- C(a) carry out a **building survey, structural survey** and **building services installation survey** taking into account of the as-built details, including the **as-built BIM model** and MiC user manual¹³ (if available) (Note: Reference should be made to the Code of Practice (CoP) for Demolition of Buildings 2004 (BD, 2004) for the type of assessments/submissions required for demolition of building); and
- C(b) highlight any significant findings from the above surveys for attention of the design team and dismantling operatives, e.g.
 - (i) changes in Centre of Gravity (CoG) of the module because of usage; and
 - (ii) deterioration of the structural components, especially the lifting load bearing components.

2.3 **Design**

For installation and disassembly, the Project Architect and Engineer (or the AP and RSE of the Principal Contractor in a D&B contract) shall carry out detailed design, and adopting the DfD and DfS approaches, design inter-module and module-foundation connections which enable the disassembly of the modules for relocation to another site and reassembly in a safe manner and provide safety access and platforms in the design to facilitate the works. The connections shall be designed such that:

- A(a) no destructive works on the module structural frame and minimum disturbance to the architectural finishes and building services system are required; and
- A(b) the method of disassembly, lifting, delivery, temporary storage and reassembly of the modules shall adopt market proven/mature technology and design scheme with market-ready and available equipment and machinery.

The design for facilitating operation and maintenance of the building services installations in the MiC modules shall also be included.

The Project Architect and Engineer (or the AP and RSE of the Principal Contractor in a D&B contract) shall:

- B(a) carry out a **logistics and transport study** to establish the proposed routes and conditions, hoisting and loading/unloading of MiC modules, contingency temporary parking space and/or storage locations for the modules;
- B(b) conduct a **construction noise impact assessment** to establish the mitigation measures needed and the conditions imposed on the works to be carried out at the site or outside the site boundary within the restricted hours; and
- B(c) provide a plan of the **safety measures** to be adopted, including details of covered walkways and catch platform, access for workers getting on and off the modules, temporary supports and bracing for any weakened structures, protection of vehicular and pedestrian traffic adjacent to the site and supports for adjacent retaining wall/slopes, as

¹² The Principal Contractor is the contracting firm who enters into a contract with the employer to manage the installation/disassembly works.

¹³ The MiC user manual shall contain essential information on DfD solutions (if any), material inventory, maintenance instructions and disassembly procedures.

needed, and for disassembly works catchfan (if needed), double layer scaffolding, screens and walking platforms and safety procedures for machine operation.

For installation, the Project Architect and Engineer (or the AP and RSE of the Principal Contractor in a D&B contract) shall *[using BIM where BIM is used]*#:

C(a) prepare the **building plan and superstructure plan (collectively called installation plan)** covering the following:

- (i) a location plan of the MiC building to be constructed, installation procedure and sequence of operation, precautionary measures, special safety considerations and traffic;
- (ii) an appraisal of the utilities connected to the MiC building and the temporary utilities for the project use; and
- (iii) a task-specific and dynamic risk assessment to identify the potential hazards associated with the works.

*[The Project Architect and Engineer (or the AP and RSE of the Principal Contractor in a D&B contract) could utilize **BIM uses**, such as phase planning, 4D modelling, etc., to analyse the installation/disassembly works cycle and identify possible areas of conflict.]#*

For disassembly, the Project Architect and Engineer (or the AP and RSE of the Principal Contractor in a D&B contract) shall, based on the as-built details, *[as-built BIM model,]*# MiC user manual¹¹ (if available) *[and BIM where BIM is used]*#,:

D(a) prepare the **disassembly plan** covering the following:

- (i) a site plan of the MiC building to be disassembled with respect to the adjacent buildings, streets, utilities, structures and significant street furniture, site topography, interface with conventional construction, if any, and a general description of the MiC building to be disassembled (e.g. including structural system, weight of modules, etc.);
- (ii) floor plans and elevations of the MiC building to be disassembled with a schedule of structural members of the modules and an identification number for each module to be disassembled and the interface with conventional construction, if any;
- (iii) sequence and extent of works to be disassembled with a step-by-step pictorial illustration, including protection measures, temporary supports for modules, equipment/machinery to be used, etc., and the treatment for the joints/connections/interfaces between the modules and conventional construction (Notes: If phased disassembly is required, clear demarcation should be shown on plan);
- (iv) a plan showing the sequence of disconnecting the inter-module and module-foundation connections;
- (v) a plan of the procedure and sequence of disassembling the building services installations; and
- (vi) a stability and structural check of the adequacy of the modules during temporary stages.

D(b) prepare the relocation plan and reassembly plan covering the following:

- (i) proposal for protection of modules against weathering and damage after disassembly and before reassembly;
- (ii) proposal for proper disposal of modules which are not suitable for reuse;

- (iii) sequence of reassembly with a step-by-step pictorial illustration, including protection measures, temporary supports for modules, equipment/machinery to be used, etc., and the treatment for the joints/connections/interfaces between the modules and the conventional construction; and
- (iv) method statement for installation of modules in position to meet the allowable tolerance.

[# Delete as appropriate]

2.4 Prior to the Works

For installation and disassembly, the Principal Contractor shall engage with a competent person to lead and form a team composing of engineer(s), frontline management, specialist contractors¹⁴, safety officer, etc., to work out the strategy for the works.

The team shall provide the following:

- A(a) **a supervision plan** giving the names and details of the competent and experienced site supervision personnel and operators to be engaged (Note: For the disassembly works in private development projects, a team of supervisors shall be provided by the AP/RSE and RSC (Demolition)¹⁵. Specifically, a full time Technically Competent Person (TCP) T5¹⁶ shall be appointed by the RSC (Demolition) to oversee the disassembly works);
- A(b) **a plan of safety measures and SSSS** preferably integrated with the designated BIM CDCP for safe access and safety measures for work from height, edge and opening protection (CIC, 2022a), and fatal zone management (Note: Sample SSSS components can be found in DEVB (2023b).) (*See Item 2.3B(c)*);
- A(c) **a temporary storage plan** (if applicable) (Notes: For modules to be transported to a site for temporary storage, the integrity of the modules during lifting and the stability of the modules during temporary storage shall be assessed (e.g. design calculations to support the height of stockpiling of modules). This is particularly so for modules disassembled and stored temporarily in an open area for an extended period of time.);
- A(d) **an inspection and test plan (ITP)** giving details of the inspection parties, witness/hold points, specifications code and standard requirements, etc., for the installation/disassembly works;
- A(e) **a method statement for protection of modules** before, during and after installation/disassembly, including inspection/monitoring/repair/replacement arrangements for critical structural members and inter-module connections upon delivery; and
- A(f) **a commissioning/decommissioning plan** for the installation/disassembly of building services installations/equipment in the MiC modules.

¹⁴ The specialist contractors are the subcontractors of the Principal Contractor who enter into a contract with the Principal Contractor to perform the lifting and installation/disassembly works. There is a Register of Specialist Trade Contractors (RSTC) (Designated Trade of S10 Tower Crane (Erection, Dismantling and Altering Height)) administered by the CIC for lifting, but there is no list of Specialist Contractors for MiC installation works. There is a Register of Specialist Contractors (Sub-register of Demolition Works Category) (RSC (Demolition) administered by the BD for demolition for private development projects, but there is no list of Specialist Contractors for demolition works for public works projects.

¹⁵ Technical Memorandum for Supervision Plans 2009 (BD, 2009) and the CoP for Site Supervision 2009 (BD, 2021).

¹⁶ The TCP T5 shall be a RPE in the structural, civil or building discipline and directly responsible to the RSC (Demolition).

The team shall, based upon the information provided (e.g. *[BIM model where BIM is used]*#, installation plan/disassembly plan, MiC user manual¹¹, etc.), conduct a task-specific risk assessment to identify the risks involved in the works. Based on the risk assessment, the team shall, adopting the DfS approach, develop a works plan/method statement.

The team shall *[using BIM where BIM is used]*# produce:

- B(a) **a logistics plan** for delivery of modules including delivery mode and routes and any special traffic arrangement, locations of the mobile crane/plant/equipment, haul road, pedestrian walkways and routes, roundabout or 3-points turn, path of movement of mobile crane/ plant/equipment, etc. (CIC, 2021b);
- B(b) **a lifting plan** giving details and weight of the modules to be lifted, and lifting methods, lifting frame, lifting chain, type of crane, etc., to be used (CIC, 2022b);
- B(c) **a master installation/disassembly sequence;**
- B(d) **a proposal of identifying and tracking the modules to be installed/disassembled** (e.g. by means of secured and durable QR code, RFID or other provisions/technologies);
- B(e) **a method statement for connecting/disconnecting** inter-module and module-foundation connections, including details of machine/equipment and special safety measures (Notes: The sequence and extent of works and a step-by-step pictorial illustration, including the protection measures, temporary supports, equipment/machinery, etc., to be used and the treatment of the connections/interfaces between modules and the conventional construction, if any, shall be given. If phased disassembly is required, a clear demarcation shall be shown); and
- B(f) **a contingency plan to overcome the difficulties in connecting/disconnecting the inter-module connections**, including types of special machine/equipment to be used.

[The team shall use BIM to:

- C(a) *create **BIM models** of the works for analysis;*
- C(b) *develop a **4D model and 3D Construction Coordination (and using Geographic Information System (GIS))** to coordinate the supply chains between the project site and other project related locations; and*
- C(c) *simulate the environment of the building and the life of the building operation using **digital twin BIM and IoT.**]*#

[# Delete as appropriate]

For disassembly, the Project Architect and Engineer (or the AP and RSE of the Principal Contractor in a D&B contract) shall:

- D(a) prepare a Preliminary Assessment Report confirming that the number of modules to be dismantled tallies with that shown on the latest approved GBP and/or minor works records without unauthorised A&A works, and that the conditions of the MiC modules are suitable for the proposed disassembling works with record photos showing both the interior and exterior of the MiC modules to be reused, including external walls, windows, fire resisting construction, finishes, fixtures & fittings, drainage works, etc.;

- D(b) submit an undertaking letter from the owners of the existing development, including the materials certificates / test or assessment reports of modules reused to be handed over to the next owner/ project team responsible for the new project reusing the modules; and
- D(c) prepare a repair proposal for potential structural damages or defects.

2.5 During the Works

For installation and disassembly, the team shall review the risk assessment dynamically to monitor the effectiveness of the works plan/method statement and check if amendments are needed in response to the changes in the actual site conditions, etc.

The team shall, among others, check that:

- A(a) adequate number of lifting crew and MiC installers are engaged in the works, and the personnel engaged follow those specified in the supervision plan (Notes: This is particularly so for workers engaged in the erection, dismantling and height alteration of tower crane, crane operator, lifting safety supervisor, rigger, signaller, MiC foreman, MiC installer, etc.) (*See Item 2.4A(a)*);
- A(b) proper safety measures, including covered walkways, access for workers getting on and off the modules, etc., are provided (*See Item 2.4A(b)*);
- A(c) appropriate lifting appliances, lifting gear and lifting frame are provided; and modules are lifted in accordance with the lifting method specified (Notes: Improper enlarging of pad eye for lifting by burning to account for use of inappropriate lifting gear is not allowed.) (*See Item 2.4B(b)*);
- A(d) a schedule of structural members of the modules to be installed/disassembled is provided; and an identification number for each module to be installed/disassembled has been placed properly on the modules (*See Item 2.4B(d)*);
- A(e) the inter-module and module-foundation connections are installed/ disconnected strictly in accordance with the approved procedure and sequence, and using the special machine/equipment if needed (*See Items 2.4B(e) and 2.4B(f)*); and
- A(f) **proposal for traceability of all modules** to be relocated (e.g. by means of secured and durable QR code, RFID or other provisions/technologies) throughout the reuse process.

The team should stop the works if the implementation deviates from that shown in the works plan/method statement.

*[The team should use the designated BIM CDCP with **DWSS** and **SSSS** for monitoring and managing the works and smart safety-related technologies in the works.]#*

[# Delete as appropriate]

2.6 Completion of the Works

For installation, the team shall prepare and submit **as-built details, inspection checklist, test results, undertaking letter** *[including the as-built BIM model including evidence of submission to the designated BIM CDCP where BIM is used]#* and a **MiC user manual**¹¹ to the Employer/Project Architect and Engineer.

For disassembly, the team shall, among others,

- A(a) inspect, record, and report the conditions of the modules after completion of the works;

A(b) prepare the ground condition for the laydown area; and

A(c) follow the designed laydown sequences and module stacking arrangement as those specified to avoid overloading any modules unintentionally (*see Item 2.4A(c)*).

[# Delete as appropriate]

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MiC Installation and Disassembly (August 2023)

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