



25 April 2025

Dear Sir / Madam,

Tender Reference No. (586) in P/AE/PUR/AGC
Invitation to Tender for the Provision of Design and Renovation Works of
New Office at 29/F, Enterprise Square Five
for the Construction Industry Council

You are invited to submit a tender for the Provision of Design and Renovation Works of New Office at 29/F, Enterprise Square Five as specified in the tender documents.

1. Your tender proposal, **in copies specified in the tender**, should be submitted in two separate sealed envelopes.
2. The tenderer shall deposit two separate sealed envelopes with labels as specified below into the tender box located at **G/F, Hong Kong Institute of Construction - Kowloon Bay Campus, 44 Tai Yip Street, Kowloon Bay, Kowloon, Hong Kong** **not later than 12:00 noon on 15 May 2025.** Late tenders will NOT be considered.
 - a) Label with "Technical Proposal for Provision of Design and Renovation Works of New Office at 29/F, Enterprise Square Five for the Construction Industry Council"
 - b) Label with "Fee Proposal for Provision of Design and Renovation Works of New Office at 29/F, Enterprise Square Five for the Construction Industry Council"

Please note that the envelope labelled with "Technical Proposal" shall **NOT** include any pricing details. Failure to do so will render the tender null and void. Tenders submitted after the above time or tenders deposited at places other than that stated above will **NOT** be considered.

3. The tenderer shall provide the completed 'Application Form for Inclusion in the CIC Vendor List' as provided in the tender invitation, containing basic information of the interested tenderer (For Non-CIC Registered Vendor only).
4. In the event of Typhoon Signal No. 8 or above, or Black Rainstorm Warning is hoisted or Extreme Condition as announced by the Hong Kong Government within the office hour (8:30 a.m. – 6:18 p.m.) on the tender closing date, the closing time will be postponed to 12:00 noon of the next working day.
5. Construction Industry Council is not bound to accept any proposal it may receive.

In addition, it will reject bids which are considered to have been priced unreasonably low.

6. It should be noted that the Council will not be responsible for the reimbursement of any cost incurred by you for the preparation of the submission.
7. The invited tenderer who has decided to decline the bid shall return the Reply Slip for Declining Bid provided in Appendix F of the Conditions of Tender.
8. There will be a briefing session and site visit session **at 10:30 a.m. on 7 May 2025, 29/F, Tower 2, Enterprise Square Five (Megabox), 38 Wang Chiu Road, Kowloon Bay, Kowloon, Hong Kong**. Interested tenderers shall complete and return the reply slip in **Appendix G** by fax 2100 9439 or e-mail: ronaldwong@cic.hk no later than 5:00 p.m. on 6 May 2025 confirming the attendance of the said tender briefing and site visit session and state clearly the number of attendees for CIC's arrangement. Interested tenderers **MUST attend** the tender briefing session and site visit. Otherwise, the tender return shall not be considered and shall be disqualified.
9. The tender documents can be downloaded from CIC's website: http://www.cic.hk/eng/main/aboutcic/procurement/tender_details/.
10. The tenderer may be requested to attend a tender interview to present his tender proposals. Details of the interview may be announced to the shortlisted tenderers 3 days prior to the interview. Upon receipt of a request from the CIC, the tenderer shall provide a tender presentation to demonstrate whether the proposal can fulfill the requirements specified in the Assignment Brief.
11. For queries regarding this tender invitation or/and tender process, please contact Mr Ronald WONG, Assistant Manager, on telephone 2100 9750 or via e-mail: ronaldwong@cic.hk.

Yours sincerely,



Eric LEE
Manager – Procurement

Encl.

Checklist for Submission of Tender

Please go through the following checklist to ensure that all necessary information and documents for the tender have been provided in your tender submission. Please note that the checklist is for guidance and reference purposes only and shall not be deemed to form part of the Tender Document. The address labels at the bottom of this checklist may be used on the envelopes for submitting the tender.

Tenderers should note that their tenders may be invalidated if the information in the tender submission is incorrect or the required documents are not provided together with the tender document.

Particulars	<u>Reference</u>
Technical Proposal	
1. Tenderer's Track Record & Project Reference including the team/ sub-consultant/ contractor.	Conditions of Tender, Appendix A Clause 1.1 to 1.5
2. Organization and Qualifications of Proposed Project Team including the team members/ sub-consultant/ contractor.	Conditions of Tender, Appendix A Clause 2.1.1, 2.1.2 and 2.1.3
3. Project Preliminary Design Concept and Achievement, the Design Intention.	Conditions of Tender, Appendix A Clause 3.1(iii) and 3.1(iv)
4. Project Approach and Requirements to (i) fulfill the technical requirements and (ii) deliver all deliverables outlined in the Assignment Brief a) Works Programme b) Method Statement c) Health & Safety Plan	Conditions of Tender, Appendix A Clause 3.1(i), 3.1(ii) and 3.1(v)
5. A duly completed Standard Letter for complying with Anti-Collusion Clause	Conditions of Tender, Appendix B
6. A verified Report and Financial Statement by CPA within 12 months before the tender issuance date or equivalent to justify the financial capability to undertake the Project	-
7. All document mentioned in the Technical Assessment Marking Scheme	Conditions of Tender, Appendix E
8. Documents to be submitted include: a) Statements of Convictions or No Convictions under Cap. 509, Cap. 115, Cap. 59 and Cap. 57 b) Copy of certificate of General Building Contractor Registration c) List of Domestic sub-contractors / sub- consultants	Special Conditions of Tender
Fee Proposal	
9. Form of Tender	Conditions of Tender, Appendix C
10. Fee Proposal	Conditions of Tender, Appendix D

Note: The tenderer is required to submit all information specified in Appendix A of the Conditions of Tender and the Special Conditions of Tender (if any) with his tender. In addition, the tenderer shall submit with his tender a duly signed and witnessed letter in the form set out in Appendix B of the Conditions of Tender. Should the tenderer fails to submit all information mentioned above with his tender, his tender may not be considered.

“Please be reminded that NO COMMERCIAL OR COST INFORMATION SHALL BE INCLUDED IN TECHNICAL SUBMISSION. You are reminded that should any commercial or cost information be included in this Technical Submission, you may be disqualified from this Tender.”

Construction Industry Council

**Provision of Design and Renovation Works of New Office at 29/F,
Enterprise Square Five
for the Construction Industry Council**

Please adhere the following labels on separate sealed envelope of your submitted tender.

"Confidential"	Construction Industry Council (CIC)	TENDER
Technical Proposal	The Tender Box	
	G/F, Hong Kong Institute of Construction – Kowloon Bay Campus, 44 Tai Yip Street, Kowloon Bay, Kowloon, Hong Kong	
	Ref. No.: [(586) in P/AE/PUR/AGC]	
	Provision of Design and Renovation Works of New Office at 29/F, Enterprise Square Five for the CIC	
	Name of Tenderer: _____	
	Closing Time and Date: <u>12:00 noon on 15 May 2025</u>	



"Confidential"	Construction Industry Council (CIC)	TENDER
Fee Proposal	The Tender Box	
	G/F, Hong Kong Institute of Construction – Kowloon Bay Campus, 44 Tai Yip Street, Kowloon Bay, Kowloon, Hong Kong	
	Ref. No.: [(586) in P/AE/PUR/AGC]	
	Provision of Design and Renovation Works of New Office at 29/F, Enterprise Square Five for the CIC	
	Name of Tenderer: _____	
	Closing Time and Date: <u>12:00 noon on 15 May 2025</u>	

Application Form for the Inclusion in the CIC General Vendor List

建造業議會一般供應商名單申請表

This form should be completed in FULL BLOCK LETTERS
and returned to :

請詳細填寫本申請表並交回：

Procurement Department
Construction Industry Council
38/F, COS Centre, 56 Tsun Yip Street
Kwun Tong, Kowloon, Hong Kong

香港九龍觀塘駿業街56號
中海日升中心38樓
建造業議會
採購部

Tel. No.: 2100 9000

電話號碼：

2100 9000

Fax. No.: 2100 9439

圖文傳真號碼：

2100 9439

E-mail: vendor@cic.hk

電子郵件：

vendor@cic.hk

Enquiries concerning the personal data collected by means of this form, including the making of access and corrections, should be addressed to the above Department.

如查詢此表格內的資料，包括查閱途徑及修訂資料，請與上述部門聯絡。

PART I - DETAILS OF THE COMPANY 第一部 - 公司資料

(i) Company Name : _____
(English) 【Company name should correspond with that registered under the Business Registration Ordinance (Cap 310)】

公司名稱 : _____
(中文) 【公司名稱須與商業登記條例(第310章)內所登記的名稱相同】

(ii) Company Address : _____
(English)

公司地址 : _____
(中文)

(iii) E-mail 電子郵件 : _____

(iv) Website 網址 : _____

(v) Tel. No. 電話號碼 : _____

(vi) Fax. No. 圖文傳真號碼 : _____

In order to reduce paper consumption, all future CIC notifications will be dispatched by means of email, unless specifically requested in writing to the CIC otherwise.

為減少紙張用量，除非另作書面要求，所有議會通訊將以電郵傳遞。

PART II - ORGANISATIONS AND STAFF 第二部 - 公司組織及職員資料

- (i) Company Type 公司類別：
- ☐ A body corporate registered under the Companies Ordinance (Cap 32) 根據《公司條例》(第32章)註冊的法人團體
- ☐ A partnership (unincorporated) 合夥(非屬法團)
- ☐ A sole proprietorship (unincorporated) 獨資(非屬法團)
- ☐ Others (Please specify) 其他(請註明) _____

(ii) Members of organisation 公司成員：

	English Name 英文姓名	Chinese Name 中文姓名
* Directors / Proprietors / Partners 董事 / 東主 / 合夥人	_____	_____
	_____	_____
	_____	_____

* Delete where inappropriate 將不適用者刪去

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(iii) Person(s) to contact on matters relating to tenders / contracts :
獲授權回答有關投標 / 合約等問題的負責人資料：

Name(s) 姓名

Official Capacity 職位

Tel. No. 電話號碼

Mobile No. 流動電話號碼

(1)

(2)

(3)

(iv) Please confirm whether your organisation is a registered subcontractor under the CIC's Registered Specialist Trade Contractors Scheme (RSTCS).
請貴公司確認是否在註冊專門行業承造商制度（RSTCS）下的註冊分包商。

☐ Yes , RSTCS Number :
是，註冊專門行業承造商制度註冊編號：

☐ No
不是

PART III - BUSINESS TYPE 第三部 - 業務性質

(i) Services and Goods which your company can provide/supply 貴公司所供應的服務及貨品
Please select your business type and corresponding coverage area (s) 請選擇 貴公司所屬的業務性質及相應的覆蓋範圍
Please tick ☒ as appropriate 請在適當空格加上 ☒
Business Type 業務性質

☐ Type 1 - Supplier
類別一 - 供應商

Trade of Services 服務行業

☐ 1 Construction Materials (建築材料)

☐ 1.1 Accelerator (催乾劑)

☐ 1.2 Acrylic Paint (亞加力漆)

☐ 1.3 Air-conditioning & Ventilation Accessory (空調及通風配件)

☐ 1.4 Adhesive / Sealant (膠漿 / 封邊膠)

☐ 1.5 Aggregates (石仔)

☐ 1.6 Air-conditioning & Ventilation (空調及通風)

☐ 1.7 Aluminium Bar / Hollow (鋁條 / 通)

☐ 1.8 Aluminium Foamwork Accessory (鋁模板配件)

☐ 1.9 Aluminium Foamwork (鋁模板)

☐ 1.10 Aluminium Pipe (鋁管)

☐ 1.11 Aluminium Sheet (鋁板)

☐ 1.12 Anti-ant Paint (抗蟻油漆)

☐ 1.13 Asphalt (瀝青)

☐ 1.14 Bamboo & Accessory (竹料及配件)

☐ 1.15 Bar-bending & Fixing (鋼筋屈扎)

☐ 1.16 Bronze / Copper / Brass Pipe (青銅 / 銅 / 黃銅管)

☐ 1.17 Bearing (啤令)

☐ 1.18 Belt (坑帶)

☐ 1.19 Bitumen Compounds (瀝青混合物)

☐ 1.20 Boring Drill Accessory (岩土鑽探配件)

☐ 1.21 Bronze / Copper Bar (青銅 / 銅條)

☐ 1.22 Bronze / Copper Sheet (青銅 / 銅板)

☐ 1.23 Bronze / Copper Wire (青銅 / 銅線)

☐ 1.24 Brushing Lacquer (手掃漆)

☐ 1.25 Bucket (桶 / 泥斗)

☐ 1.26 Cable Accessory & Trunking (電線配件及線槽)

☐ 1.27 Cable (電線)

☐ 1.28 Canvas Goods (帆布及布帳製品)

☐ 1.29 Ceiling (天花)

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建造業議會一般供應商名單申請表

- ☐ 1.30 Cement (水泥)
- ☐ 1.31 Cement Paint (雪花英泥)
- ☐ 1.32 Centre Punch (中心沖 / 賓子)
- ☐ 1.33 Clear Lacquer (透明漆)
- ☐ 1.34 Clay Sand (黃花沙)
- ☐ 1.35 Clear Varnish (透明清漆)
- ☐ 1.36 Concrete Blocks (混凝土磚)
- ☐ 1.37 Concrete (混凝土)
- ☐ 1.38 Concrete Pipe (混凝土管道)
- ☐ 1.39 Curtain Wall / External Cladding (幕牆/幕板)
- ☐ 1.40 Drill Bit & Cutter Bit (鑽咀及刀咀)
- ☐ 1.41 Door & Accessory (大門及配件)
- ☐ 1.42 Dry Wall (石膏板)
- ☐ 1.43 Electrode (電焊支)
- ☐ 1.44 Electrical Supplies (電器材料)
- ☐ 1.45 Emulsion Paint / Latex (乳膠漆)
- ☐ 1.46 Epoxy Coating (環氧塗料)
- ☐ 1.47 Epoxy (環氧樹脂漆)
- ☐ 1.48 Fencing / Mesh / Chain (圍欄 / 鐵絲網 / 鎖鏈)
- ☐ 1.49 Fibre Glass Products (玻璃纖維產品)
- ☐ 1.50 Filter (過濾器)
- ☐ 1.51 Fire Retardant Paint (防火漆)
- ☐ 1.52 Floor Board Coating (地台油)
- ☐ 1.53 Gaseous Fuels / Welding (氣體燃料 / 焊接)
- ☐ 1.54 Glazed Ceramic Wall Tiles (牆壁瓷磚)
- ☐ 1.55 Gloss Latex Paint (悅亮漆)
- ☐ 1.56 Gloves (手套)
- ☐ 1.57 Gold (金)
- ☐ 1.58 Granite (麻石)
- ☐ 1.59 Grinding / Polish (研磨 / 拋光)
- ☐ 1.60 Hammertone Paint (鎚紋漆)
- ☐ 1.61 Heat Insulating Materials (隔熱物料)
- ☐ 1.62 Hot-dip Galvanizer (熱浸鍍鋅)
- ☐ 1.63 Hose and Fittings (膠喉及配件)
- ☐ 1.64 Homogeneous Floor Tiles (過底地磚)
- ☐ 1.65 Hydrated Lime (熟石灰)
- ☐ 1.66 Insulation Materials (絕緣體)
- ☐ 1.67 Iron Work (訂製鐵器)
- ☐ 1.68 Jointing (接口)
- ☐ 1.69 Laminated Plywood (夾板)
- ☐ 1.70 Luminous Paint (螢光漆)
- ☐ 1.71 Marble & Accessory (雲石及配件)
- ☐ 1.72 Metal / Plastic Container (金屬 / 塑膠容器)
- ☐ 1.73 Metal Etching (金屬蝕刻)
- ☐ 1.74 Mosaic Tiles (紙皮石)
- ☐ 1.75 Multi-Colour Paint (多彩漆)
- ☐ 1.76 Nail / Staple & Accessory (釘及配件)
- ☐ 1.77 Non-slip Treatment (防滑處理)

Application Form for the Inclusion in the CIC General Vendor List

建造業議會一般供應商名單申請表

- ☐ 1.78 Nylon (尼龍)
- ☐ 1.79 Pipe Fittings (管道配件)
- ☐ 1.80 Pipe (喉管)
- ☐ 1.81 Pigment / Staining (色粉)
- ☐ 1.82 Plastering (抹灰)
- ☐ 1.83 Plastic Sheet / Board (膠片 / 膠板)
- ☐ 1.84 Plastic / Wood Flooring (膠 / 木地板)
- ☐ 1.85 Polyurethane Paint (聚脂漆)
- ☐ 1.86 Polishing / Sharpening (拋光 / 磨石)
- ☐ 1.87 Primer / Sealer (封底漆)
- ☐ 1.88 Rain Gear (雨具)
- ☐ 1.89 Red Bricks (紅磚)
- ☐ 1.90 River Sand (淡水沙)
- ☐ 1.91 Road Marking Paint (馬路劃線漆)
- ☐ 1.92 Sanitary (潔具)
- ☐ 1.93 Sanding Paper / Cloth (砂紙 / 布)
- ☐ 1.94 Saw Blade / Wheel & Accessory (鋸片 / 碟及配件)
- ☐ 1.95 Screw & Accessory (螺絲及配件)
- ☐ 1.96 Scantling & Planking (什木枋板)
- ☐ 1.97 Silk Screen (絲網)
- ☐ 1.98 Stone Like Coating Paint (石頭漆)
- ☐ 1.99 Solvent (溶劑)
- ☐ 1.100 Spraying Paint (噴漆)
- ☐ 1.101 Steel / Iron Bar (鋼 / 鐵條)
- ☐ 1.102 Steel / Iron Gate (鋼 / 鐵門)
- ☐ 1.103 Steel / Iron Pipe (鋼 / 鐵管)
- ☐ 1.104 Steel / Iron Sheet (鋼 / 鐵片)
- ☐ 1.105 Steel / Iron Wire (鋼 / 鐵線)
- ☐ 1.106 Stone (開山大石)
- ☐ 1.107 Stopping (填補料)
- ☐ 1.108 Steel Reinforcement (鋼筋)
- ☐ 1.109 Stainless Steel Bar (不銹鋼條)
- ☐ 1.110 Stainless Steel Pipe (不銹鋼管)
- ☐ 1.111 Stainless Steel Sheet (不銹鋼片)
- ☐ 1.112 Stainless Steel Wire (不銹鋼線)
- ☐ 1.113 Steel Wire Rope / Nylon Webbing Sling (鋼絲繩 / 尼龍帆布帶)
- ☐ 1.114 Surveying Supplies (測量材料)
- ☐ 1.115 Switch (掣)
- ☐ 1.116 Synthetic Paint (合成油漆)
- ☐ 1.117 Textured Latex (砂膠漆)
- ☐ 1.118 Undercoat Pattern (底漆)
- ☐ 1.119 Valve (閥門)
- ☐ 1.120 Washable Distemper (可洗膠灰水)
- ☐ 1.121 Wall Paper (牆紙)
- ☐ 1.122 Water Proofing Material (防水物料)
- ☐ 1.123 Water-boiled Proved Laminated Plywood (防水夾板)
- ☐ 1.124 Weldmesh (馬路網)
- ☐ 1.125 Window & Accessory (窗戶及配件)

Application Form for the Inclusion in the CIC General Vendor List

建造業議會一般供應商名單申請表

<input type="checkbox"/>	1.126	Wire Rope (鋼纜)
<input type="checkbox"/>	1.127	Wood Stripe (木線)
<input type="checkbox"/>	2	Tools (手工具)
<input type="checkbox"/>	2.1	Brush & Accessory (刷及配件)
<input type="checkbox"/>	2.2	Chisel (鑿)
<input type="checkbox"/>	2.3	Crowbar (鐵筆)
<input type="checkbox"/>	2.4	Drawing Instrument (繪圖工具)
<input type="checkbox"/>	2.5	Electric Drill / Hammer Drill & Accessory (電鑽及配件)
<input type="checkbox"/>	2.6	Edge Rule (壓尺)
<input type="checkbox"/>	2.7	File (銼)
<input type="checkbox"/>	2.8	Hammer (鎚仔)
<input type="checkbox"/>	2.9	Masonry Tools (泥水工具)
<input type="checkbox"/>	2.10	Meter / Tester (測試儀錶)
<input type="checkbox"/>	2.11	Portable Electrical Tools & Accessory (手提式電動工具及配件)
<input type="checkbox"/>	2.12	Pipe Bender & Expander (喉管屈曲器及掙大器)
<input type="checkbox"/>	2.13	Pick (泥耙)
<input type="checkbox"/>	2.14	Pipe Cutter (喉管剪鉗)
<input type="checkbox"/>	2.15	Pipe Dies and Head (牙模及扳頭)
<input type="checkbox"/>	2.16	Plane (刨)
<input type="checkbox"/>	2.17	Plier / Pincer / Nipper (鉗子)
<input type="checkbox"/>	2.18	Saw (鋸)
<input type="checkbox"/>	2.19	Screwdriver (螺絲批)
<input type="checkbox"/>	2.20	Spanner / Wrench (扳手)
<input type="checkbox"/>	2.21	Scraper / Shovel / Pottery Tool (刮 / 鏟 / 泥刮)
<input type="checkbox"/>	2.22	Steel Snip/ Cutter (剪鉗)
<input type="checkbox"/>	2.23	Surveying Level (測量平水儀)
<input type="checkbox"/>	2.24	Surveying Scale (測量磅)
<input type="checkbox"/>	2.25	Trowel (抹子 / 批匙)
<input type="checkbox"/>	2.26	Vise (虎鉗 / 夾)
<input type="checkbox"/>	2.27	Welding Tools (焊接工具)
<input type="checkbox"/>	3	Industrial Safety & Protective Products (安全及防護產品)
<input type="checkbox"/>	3.1	Anti-Surge Protection (防電保護)
<input type="checkbox"/>	3.2	Confined Space Equipment (密閉空間設備)
<input type="checkbox"/>	3.3	Eye Protection (眼部保護)
<input type="checkbox"/>	3.4	Fall Protection (高空防墮保護)
<input type="checkbox"/>	3.5	First Aid Supplies (急救用品)
<input type="checkbox"/>	3.6	Fire Extinguisher & Equipment (滅火筒及設備)
<input type="checkbox"/>	3.7	Foot Protection (腳部保護)
<input type="checkbox"/>	3.8	Gas & Radiation Detector (氣體及輻射探測器)
<input type="checkbox"/>	3.9	Hand Protection (手部保護)
<input type="checkbox"/>	3.10	Hearing Protection (聽覺保護)
<input type="checkbox"/>	3.11	Head Protection (頭部保護)
<input type="checkbox"/>	3.12	Noise Assessment Tools (噪音評估工具)
<input type="checkbox"/>	3.13	Respiratory Protection (呼吸保護)
<input type="checkbox"/>	3.14	Road Safety Equipment & Reflective Vest (交通安全用品及反光衣)
<input type="checkbox"/>	3.15	Safety Net & Tool Box (安全網及工具箱)
<input type="checkbox"/>	3.16	Safety Sign / Label (安全標貼/告示牌)
<input type="checkbox"/>	3.17	Self-Contained Breathing Apparatus & Air Compressor (自供式呼吸器及空氣壓縮機)
<input type="checkbox"/>	3.18	Welding Protection (燒焊保護)

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建造業議會一般供應商名單申請表

<input type="checkbox"/> 4	Petroleum & Fuel Products (石油及燃油產品)	<input type="checkbox"/> 4.1	Anti-Rust Spray (防銹噴霧)
		<input type="checkbox"/> 4.2	Brake Fluid (剎掣油)
		<input type="checkbox"/> 4.3	Cutting Oil (切割油)
		<input type="checkbox"/> 4.4	Hydraulic Oil (液壓油)
		<input type="checkbox"/> 4.5	Industrial Diesel Oil (工業柴油)
		<input type="checkbox"/> 4.6	Lubricant Oil / Grease Oil (潤滑油/潤滑脂油)
		<input type="checkbox"/> 4.7	Transmission Oil (傳動油)
		<input type="checkbox"/> 4.8	Ultra Low Sulphur Diesel Oil - Ex-petroleum Filling Stations (超低含硫柴油 - 油站加油)
		<input type="checkbox"/> 4.9	Unleaded Petrol - Ex-petroleum Filling Stations (無鉛汽油 - 油站加油)
<input type="checkbox"/> 5	Construction Equipment & Machinery (建築設備及機械)	<input type="checkbox"/> 5.1	Aluminium / Galvanized Iron Working Platform (高空工作台)
		<input type="checkbox"/> 5.2	Air Compressor & Blower (風機)
		<input type="checkbox"/> 5.3	Bolt & Pipe Threading Machine / Groove Machine (電動管紋機 / 壓坑機)
		<input type="checkbox"/> 5.4	Builder's Lift (建築工地升降機 - 工人籠)
		<input type="checkbox"/> 5.5	Cable Dectector (地下電纜探測器)
		<input type="checkbox"/> 5.6	Concrete Mixers (混凝土攪拌機)
		<input type="checkbox"/> 5.7	Concrete Vibrator (混凝土震機)
		<input type="checkbox"/> 5.8	Crawler Crane (履帶式吊機)
		<input type="checkbox"/> 5.9	Dozers (推土機)
		<input type="checkbox"/> 5.10	Dust Collectors (集塵器)
		<input type="checkbox"/> 5.11	Forklifts and Tow Tractors (叉車及拖引車)
		<input type="checkbox"/> 5.12	Gantry Crane (龍門式吊機)
		<input type="checkbox"/> 5.13	Generator Set (發電機組)
		<input type="checkbox"/> 5.14	Gondola Systems (吊船)
		<input type="checkbox"/> 5.15	Hydraulic Punching / Shearing / Swing Beam Machine (液壓沖 / 剪 / 擺式剪板機)
		<input type="checkbox"/> 5.16	Hydraulic Excavators (液壓挖土機)
		<input type="checkbox"/> 5.17	Loaders (裝載機)
		<input type="checkbox"/> 5.18	Mobile / Trucks / Lorry Crane (汽車吊機)
		<input type="checkbox"/> 5.19	Metal Work Machine & Equipment (金屬工作機)
		<input type="checkbox"/> 5.20	Pipe Welding Machine (喉管熱熔對接焊機)
		<input type="checkbox"/> 5.21	Plate Compactor (壓路板)
		<input type="checkbox"/> 5.22	Pump (泵)
		<input type="checkbox"/> 5.23	Roller Shutter (捲閘)
		<input type="checkbox"/> 5.24	Spray Booth (噴漆柜)
		<input type="checkbox"/> 5.25	Surveying Measuring Instrument (測量儀器)
		<input type="checkbox"/> 5.26	Thicknessing Planer (壓鉋機)
		<input type="checkbox"/> 5.27	Tower Crane (塔式吊機)
		<input type="checkbox"/> 5.28	Wood Turning Lathe (木車床)
<input type="checkbox"/> 6	Repair & Maintenance Equipment / Tools (維修及保養設備或工具)	<input type="checkbox"/> 6.1	Repair & Maintenance – Air-conditioning & Ventilation (空調及通風維修保養)
		<input type="checkbox"/> 6.2	Repair & Maintenance – Builders' Lift – Hoists (建築工地升降機維修保養)
		<input type="checkbox"/> 6.3	Repair & Maintenance – Carpark System (停車場系統維修保養)
		<input type="checkbox"/> 6.4	Repair & Maintenance – Cleaning Equipment (清潔設備維修保養)
		<input type="checkbox"/> 6.5	Repair & Maintenance – Construction Machine & Equipment (建築機械及設備維修保養)
		<input type="checkbox"/> 6.6	Repair & Maintenance – Crawler Crane (履帶式吊機維修保養)
		<input type="checkbox"/> 6.7	Repair & Maintenance – Diesel Generating Set (柴油發電機組維修保養)
		<input type="checkbox"/> 6.8	Repair & Maintenance – Drinking Facilities & Equipment (飲用水設施及設備維修保養)

Application Form for the Inclusion in the CIC General Vendor List

建造業議會一般供應商名單申請表

- | | | |
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| <input type="checkbox"/> | 6.9 | Repair & Maintenance – Electrical (電工工程維修保養) |
| <input type="checkbox"/> | 6.10 | Repair & Maintenance – Fire Service Facilities & Equipment (消防設施及設備維修保養) |
| <input type="checkbox"/> | 6.11 | Repair & Maintenance – Gantry Crane (龍門式吊機維修保養) |
| <input type="checkbox"/> | 6.12 | Repair & Maintenance – Glass (玻璃維修保養) |
| <input type="checkbox"/> | 6.13 | Repair & Maintenance – Gondola System (吊船系統維修保養) |
| <input type="checkbox"/> | 6.14 | Repair & Maintenance – Hydraulic Mobile Crane (液壓輪胎式吊機維修保養) |
| <input type="checkbox"/> | 6.15 | Repair & Maintenance – Kitchen Equipment & Facilities (廚房設備及設施維修保養) |
| <input type="checkbox"/> | 6.16 | Repair & Maintenance – Lift & Escalator (升降機及扶手電梯維修保養) |
| <input type="checkbox"/> | 6.17 | Repair & Maintenance – Lightning System (避雷系統維修保養) |
| <input type="checkbox"/> | 6.18 | Repair & Maintenance – Lorry Crane (起重機貨車維修保養) |
| <input type="checkbox"/> | 6.19 | Repair & Maintenance – Measurement Equipment (量度設備維修保養) |
| <input type="checkbox"/> | 6.20 | Repair & Maintenance – Metal Work Machine & Equipment (金屬工作機械及設備維修保養) |
| <input type="checkbox"/> | 6.21 | Repair & Maintenance – Non-Destructive Testing Equipment (非破壞性測設備維修保養) |
| <input type="checkbox"/> | 6.22 | Repair & Maintenance – Office Equipment (辦公室設備維修保養) |
| <input type="checkbox"/> | 6.23 | Repair & Maintenance – Photocopier Machine (影印機維修保養) |
| <input type="checkbox"/> | 6.24 | Repair & Maintenance – Plumbing & Drainage (水務工程維修保養) |
| <input type="checkbox"/> | 6.25 | Repair & Maintenance – Power Supply Facilities (電力裝置設備維修保養) |
| <input type="checkbox"/> | 6.26 | Repair & Maintenance – Power Tools (電動工具維修保養) |
| <input type="checkbox"/> | 6.27 | Repair & Maintenance – Private Car (私家車維修保養) |
| <input type="checkbox"/> | 6.28 | Repair & Maintenance – Safety Equipment (安全設備維修保養) |
| <input type="checkbox"/> | 6.29 | Repair & Maintenance – Security Facilitate (警衛設備維修保養) |
| <input type="checkbox"/> | 6.30 | Repair & Maintenance – Sports Equipment (體育設備維修保養) |
| <input type="checkbox"/> | 6.31 | Repair & Maintenance – Survey Equipment (測量設備維修保養) |
| <input type="checkbox"/> | 6.32 | Repair & Maintenance – Tower Crane (塔式起重機維修保養) |
| <input type="checkbox"/> | 6.33 | Repair & Maintenance – Water Pump (水泵維修保養) |
| <input type="checkbox"/> | 6.34 | Repair & Maintenance – Walkie Talkie (對講機維修保養) |
| <input type="checkbox"/> | 6.35 | Repair & Maintenance – Welding Tools & Equipment (焊接工具設備維修保養) |
| <input type="checkbox"/> | 6.36 | Repair & Maintenance – Windows (窗戶維修保養) |
| <input type="checkbox"/> | 7 | Testing & Survey (測試及檢驗) |
| <input type="checkbox"/> | 7.1 | Testing & Survey - Air Quality (室內空氣質素測試) |
| <input type="checkbox"/> | 7.2 | Testing & Survey - Acoustic Test / Noise Assessment (噪音評估測試) |
| <input type="checkbox"/> | 7.3 | Testing & Survey - Car & Lorry (車輛續牌驗查) |
| <input type="checkbox"/> | 7.4 | Testing & Survey - Compressor & Blower (空氣壓縮機測試) |
| <input type="checkbox"/> | 7.5 | Testing & Survey - Drinking Water (飲用水測試) |
| <input type="checkbox"/> | 7.6 | Testing & Survey - Fire Service Installation & Equipment (消防裝置及設備檢測) |
| <input type="checkbox"/> | 7.7 | Testing & Survey - Gas Cylinder & Tester (氣樽及試錶測試) |
| <input type="checkbox"/> | 7.8 | Testing & Survey - Gondola System (吊船系統測試及檢查) |
| <input type="checkbox"/> | 7.9 | Testing & Survey - Illumination Quality (照明質量測試) |
| <input type="checkbox"/> | 7.10 | Testing & Survey - Inspection, Testing & Certification for Fixed Electrical Installations (固定電力裝置定期測試及檢查) |
| <input type="checkbox"/> | 7.11 | Testing & Survey - Jack & Lifting (千斤頂安全測試) |
| <input type="checkbox"/> | 7.12 | Testing & Survey - Lift & Escalator (升降機安全負荷測試) |
| <input type="checkbox"/> | 7.13 | Testing & Survey - Loader & Crane (裝載及起重機械安全負荷測試) |
| <input type="checkbox"/> | 7.14 | Testing & Survey - Measurement Tool (儀器精確度測試及調較) |
| <input type="checkbox"/> | 7.15 | Testing & Survey - Non-Destructive (非破壞性檢測) |
| <input type="checkbox"/> | 7.16 | Testing & Survey - Power Supply Facilities (電力裝置設備測試及檢查) |

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<input type="checkbox"/>	7.17	Testing & Survey - Safety Equipment (安全設備測試及檢查)
<input type="checkbox"/>	7.18	Testing & Survey - Testing Materials / Laboratory Services (物料 / 化驗服務測試)
<input type="checkbox"/>	7.19	Testing & Survey - Tower Crane (塔式起重機測試及調查)
<input type="checkbox"/>	8	Environmental Engineering & Waste Disposal (環保工程及廢物處理)
<input type="checkbox"/>	8.1	Asbestos Removal (清理石棉)
<input type="checkbox"/>	8.2	Dumping - Construction Materials (建築物廢料處理)
<input type="checkbox"/>	8.3	Grease Trap Cleaning & Maintenance (隔油池清洗及保養)
<input type="checkbox"/>	8.4	Environment Planning (環保規劃)
<input type="checkbox"/>	8.5	Environment Recycling (環保再造)
<input type="checkbox"/>	8.6	Sewage Treatment (污水處理)
<input type="checkbox"/>	8.7	Tree Risk Assessment (樹木風險評估)
<input type="checkbox"/>	8.8	Waste & Scrap Disposal (廢置材料回收)
<input type="checkbox"/>	9	Office Furniture & Equipment (辦公室傢俱及設備)
<input type="checkbox"/>	9.1	Carpet / Floor Mat (地毯)
<input type="checkbox"/>	9.2	CCTV System (閉路電視監控系統)
<input type="checkbox"/>	9.3	Chair (椅子)
<input type="checkbox"/>	9.4	Cleaning Supplies (清潔用品)
<input type="checkbox"/>	9.5	Cleaning Tools (清潔工具)
<input type="checkbox"/>	9.6	Clock & Watch (鐘錶)
<input type="checkbox"/>	9.7	Communication System (通信系統)
<input type="checkbox"/>	9.8	Curtain & Blinds (窗簾及百葉簾)
<input type="checkbox"/>	9.9	Doorphone System (門禁系統)
<input type="checkbox"/>	9.10	Electric Household Appliance (家用電器)
<input type="checkbox"/>	9.11	Filing Cabinet / Locker (文件櫃/儲物櫃)
<input type="checkbox"/>	9.12	Glass & Accessory (玻璃及配件)
<input type="checkbox"/>	9.13	Ink Cartridges, Toner Cartridges & Ribbons (打印機油墨盒, 碳粉盒及色帶)
<input type="checkbox"/>	9.14	Information Display System and Service (資訊顯示系統和服務)
<input type="checkbox"/>	9.15	Kitchen Equipment (廚房設備)
<input type="checkbox"/>	9.16	Lighting / Bulb (照明/燈泡)
<input type="checkbox"/>	9.17	Medicine & Health Supplies (藥物及健康)
<input type="checkbox"/>	9.18	Office / Storage Container (辦公室/貯物貨櫃)
<input type="checkbox"/>	9.19	Partition Panel and Accessory (屏風及附件)
<input type="checkbox"/>	9.20	Paper (紙張)
<input type="checkbox"/>	9.21	Paper Shredder / Laminator (碎紙機 / 過膠機)
<input type="checkbox"/>	9.22	Pantry Supplies (茶水間用品)
<input type="checkbox"/>	9.23	Paper Towels & Tissues (紙巾及廁紙)
<input type="checkbox"/>	9.24	Sign (門牌)
<input type="checkbox"/>	9.25	Stage & Accessory (舞台用品)
<input type="checkbox"/>	9.26	Stationery (文具)
<input type="checkbox"/>	9.27	Steel Desk (鋼枱)
<input type="checkbox"/>	9.28	Wall Board Assembly (組合壁板)
<input type="checkbox"/>	9.29	Water Dispenser & Service (飲水機及服務)
<input type="checkbox"/>	9.30	Wooden Desk (木枱)
<input type="checkbox"/>	10	Printing & Photocopying Services (印刷及複印服務)
<input type="checkbox"/>	10.1	Printing of Annual Report (印刷年報)
<input type="checkbox"/>	10.2	Printing of Aluminium Roll-Up Screen (印製易拉架)
<input type="checkbox"/>	10.3	Printing of Booklet & Handouts (印刷小冊子及講義)
<input type="checkbox"/>	10.4	Printing of Certificate (印刷證書)
<input type="checkbox"/>	10.5	Printing of Company Letterhead Materials (印刷公司印刷品)
<input type="checkbox"/>	10.6	Printing of Flag / Banner (印製旗/旗幟)

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| <input type="checkbox"/> | 10.7 | Printing of Name Card (印刷卡片) |
| <input type="checkbox"/> | 10.8 | Photocopying Services (複印服務) |
| <input type="checkbox"/> | 10.9 | Printing of Promotional Items (印刷宣傳用品) |
| <input type="checkbox"/> | 10.10 | Printing / Production of Backdrop (印刷 / 製作背景幕) |
| <input type="checkbox"/> | 10.11 | Printing of P.V.C. Card (印製證明卡) |
| <input type="checkbox"/> | 11 | Information Technology and Computers (資訊科技及電腦) |
| <input type="checkbox"/> | 11.1 | Computer Hardware Accessory (電腦硬件配件) |
| <input type="checkbox"/> | 11.2 | Computer Hardware (電腦硬件) |
| <input type="checkbox"/> | 11.3 | Computer Hardware Leasing (電腦硬件租用) |
| <input type="checkbox"/> | 11.4 | Computer Hardware Peripheral (電腦硬件周邊) |
| <input type="checkbox"/> | 11.5 | Computer Network (電腦網絡) |
| <input type="checkbox"/> | 11.6 | Contract Out Works - Computer Service (外判工程 - 電腦服務) |
| <input type="checkbox"/> | 11.7 | Computer Software (電腦軟件) |
| <input type="checkbox"/> | 11.8 | Computer Software & Services Subscription (電腦軟件及服務租用) |
| <input type="checkbox"/> | 11.9 | Information Technology & Telecommunications (資訊科技及電信) |
| <input type="checkbox"/> | 11.10 | Repair & Maintenance – Audio / Visual (音頻 / 視頻維修保養) |
| <input type="checkbox"/> | 11.11 | Repair & Maintenance – Computer Equipment (電腦設備維修保養) |
| <input type="checkbox"/> | 11.12 | Repair & Maintenance – Card Printer (證明卡打印機維修保養) |
| <input type="checkbox"/> | 11.13 | Repair & Maintenance – Computer Room Facilities (電腦房設備維修保養) |
| <input type="checkbox"/> | 11.14 | Repair & Maintenance – Software and Application Support (軟件及應用系統支援維修保養) |
| <input type="checkbox"/> | 11.15 | Repair & Maintenance – Server and Network Services (伺服器及網絡服務維修保養) |
| <input type="checkbox"/> | 11.16 | Repair & Maintenance – Telecom System & Equipment (電訊系統及設備維修保養) |
| <input type="checkbox"/> | 11.17 | Contract Out Works - Software Development (外判工程 - 軟件開發) |
| <input type="checkbox"/> | 11.18 | Rental of Telecom System & Equipment (租用電訊系統及設備) |
| <input type="checkbox"/> | 11.19 | Telecom Services (電訊服務) |
| <input type="checkbox"/> | 12 | Rental Services (租用服務) |
| <input type="checkbox"/> | 12.1 | Rental of Crane (租用吊機) |
| <input type="checkbox"/> | 12.2 | Rental of Cylinder Service & Air Filling (租用氣樽及充氣) |
| <input type="checkbox"/> | 12.3 | Rental of Digital Photocopier (租用影印機) |
| <input type="checkbox"/> | 12.4 | Rental of Generator Set (租用發電機組) |
| <input type="checkbox"/> | 12.5 | Rental of Gown (租用禮服) |
| <input type="checkbox"/> | 12.6 | Rental of Horses and Carriage Service (租用馬車服務) |
| <input type="checkbox"/> | 12.7 | Rental of Machinery Equipment (租用機械設備) |
| <input type="checkbox"/> | 12.8 | Rental of Portable Mobile Toilets with Hygiene Service (租用流動式廁所及清理服務) |
| <input type="checkbox"/> | 12.9 | Transportation Service - Goods (貨運服務) |
| <input type="checkbox"/> | 12.10 | Transportation Service - Passenger (客運服務) |
| <input type="checkbox"/> | 13 | General Supplies (一般供應) |
| <input type="checkbox"/> | 13.1 | General Fixture (一般固定裝置) |
| <input type="checkbox"/> | 13.2 | Light Truck / Coaster (輕型貨車及小巴) |
| <input type="checkbox"/> | 13.3 | Private Car (私家車) |
| <input type="checkbox"/> | 13.4 | Promotional Items (宣傳物品) |
| <input type="checkbox"/> | 13.5 | Reference Book/ Reference Report & Publication (參考書/ 參考報告及刊物) |
| <input type="checkbox"/> | 13.6 | Seasonal Decoration (節慶裝飾) |
| <input type="checkbox"/> | 13.7 | Souvenir (紀念品) |
| <input type="checkbox"/> | 13.8 | Sports Equipment (適體健器材) |
| <input type="checkbox"/> | 13.9 | Stage Accessory (舞台用品) |
| <input type="checkbox"/> | 13.10 | Building Management Supplies (物業管理供應) |
| <input type="checkbox"/> | 13.11 | Trophy / Medals (獎杯 / 獎牌) |

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建造業議會一般供應商名單申請表

<input type="checkbox"/>	13.12	Uniform (制服)
<input type="checkbox"/>	13.13	Walkie Talkie (對講機)
<input type="checkbox"/>	14	General Services (一般服務)
<input type="checkbox"/>	14.1	Advertisement - Advertising Design & Production (廣告設計及製作)
<input type="checkbox"/>	14.2	Advertisement - Advertisement Production & Placement Services (廣告製作及報刊廣告代理服務)
<input type="checkbox"/>	14.3	Referee Services (裁判服務)
<input type="checkbox"/>	14.4	Catering Services (餐飲服務)
<input type="checkbox"/>	14.5	Clipping Services (剪報服務)
<input type="checkbox"/>	14.6	Catering / Kitchen Equipment and Services (餐飲/廚房設備及服務)
<input type="checkbox"/>	14.7	Cleaning Services (清潔服務)
<input type="checkbox"/>	14.8	Copywriting & Editorial Services (撰稿及編輯服務)
<input type="checkbox"/>	14.9	Drycleaning & Laundry Services (乾洗及洗衣服務)
<input type="checkbox"/>	14.10	Driver Services (司機服務)
<input type="checkbox"/>	14.11	Disposal Services (棄置服務)
<input type="checkbox"/>	14.12	Design Services - Graphics Design (平面設計)
<input type="checkbox"/>	14.13	Design Services - Illustration / Character Design (插畫 / 角色設計)
<input type="checkbox"/>	14.14	Design Services - Interior / Exterior Design (室內 / 室外設計)
<input type="checkbox"/>	14.15	Design Services - Product and Logo Design (產品及商標設計)
<input type="checkbox"/>	14.16	Design Services - Website / Apps Design & Development (設計網頁 / 應用程式及製作)
<input type="checkbox"/>	14.17	Event Management - Exhibition Booth Design, Production & Installation (展覽攤位設計、製作及佈置)
<input type="checkbox"/>	14.18	Event Management - Event Production & Management Services (活動籌辦及管理服務)
<input type="checkbox"/>	14.19	Event Management - Photography Services (照相服務)
<input type="checkbox"/>	14.20	Event Management - Video Broadcast Services (視頻廣播服務)
<input type="checkbox"/>	14.21	Event Management - Video Shooting and Editing Services (影片製作及剪接)
<input type="checkbox"/>	14.22	Football Referee Services (足球裁判服務)
<input type="checkbox"/>	14.23	Landscape & Gardening (園境及園藝)
<input type="checkbox"/>	14.24	Lettershop Services (入信服務)
<input type="checkbox"/>	14.25	Logistics & Transport Services (物流及運輸服務)
<input type="checkbox"/>	14.26	Mailing / Courier & Delivery Services (郵寄 / 速遞及運送服務)
<input type="checkbox"/>	14.27	Pest Control (蟲害防治)
<input type="checkbox"/>	14.28	Property / Facility Management (物業 / 設施管理)
<input type="checkbox"/>	14.29	Public Relations (公共關係)
<input type="checkbox"/>	14.30	Scanning Services (掃描服務)
<input type="checkbox"/>	14.31	Security Guarding Services (保安護衛服務)
<input type="checkbox"/>	14.32	Signage Production (指示牌製作)
<input type="checkbox"/>	14.33	Translation Services - Annual Report Translation (年報翻譯)
<input type="checkbox"/>	14.34	Translation Services - General Translation (一般翻譯)
<input type="checkbox"/>	14.35	Translation Services - Simultaneous Translation & Interpretation (即時翻譯及傳譯)
<input type="checkbox"/>	15	Professional Services (專業服務)
<input type="checkbox"/>	15.1	Agency Services (代理服務)
<input type="checkbox"/>	15.2	Consultancy Services (顧問服務)
<input type="checkbox"/>	15.3	Auditing Services (審計服務)
<input type="checkbox"/>	15.4	Building Information Modelling (BIM) (建築訊息模型)
<input type="checkbox"/>	15.5	Certificate Services (認證服務)
<input type="checkbox"/>	15.6	Counseling Services (輔導服務)
<input type="checkbox"/>	15.7	Human Resources Services (人力資源服務)
<input type="checkbox"/>	15.8	Insurance - General Insurance (一般保險)

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- ☐ 15.9 Insurance - Medical Insurance (醫療保險)
- ☐ 15.10 Legal Services (法律服務)
- ☐ 15.11 Market Research (市場調查)
- ☐ 15.12 Medical Services (醫療服務)
- ☐ 15.13 Quality Management Services (質量管理服務)
- ☐ 15.14 Risk Management and Data Privacy Assessment (風險管理及數據私隱評估)
- ☐ 15.15 Trade Testing (技能測試)
- ☐ 15.16 Training - Course (培訓課程)
- ☐ 15.17 Training - Management (培訓管理)
- ☐ 15.18 Training - Safety (培訓安全)

Type 2 - Construction Contractor

- ☐ 類別二 - 建築工程承辦商
- ☐ 1 Contractors – Air-conditioning & Ventilation (空調及通風)
- ☐ 2 Contractors – Building Information Modelling (建築訊息模型)
- ☐ 3 Contractors – Carpark System (停車場系統)
- ☐ 4 Contractors – Curtain / Blind / Carpet Tile/ Floor Finishes (窗簾/簾/方塊地毯/ 地板)
- ☐ 5 Contractors – Design & Construction (設計及施工工程)
- ☐ 6 Contractors – Demolishment Work (拆除工程)
- ☐ 7 Contractors – Electrical (電工工程)
- ☐ 8 Contractors – External Wall (外牆工程)
- ☐ 9 Contractors – Facility Security (設備保安)
- ☐ 10 Contractors – Civil, Foundation & Geotechnical (土木, 地基及土力工程)
- ☐ 11 Contractors – Fire Service Facilities & Equipment (消防設施及設備工程)
- ☐ 12 Contractors – Gas & Oil (煤油及石油氣工程)
- ☐ 13 Contractors – Glass (玻璃工程)
- ☐ 14 Contractors – Grass Cutting (剪草)
- ☐ 15 Contractors – Kitchen Equipment & Facilities (廚房設備及設施工程)
- ☐ 16 Contractors – Lift & Escalator (電梯及扶手電梯)
- ☐ 17 Contractors – Platform (平台)
- ☐ 18 Contractors – Plumbing & Drainage (水務工程)
- ☐ 19 Contractors – Playground Equipment (遊樂場設備)
- ☐ 20 Contractors – Scaffolding Work (建築棚架工程)
- ☐ 21 Contractors – Steel Door Work (鋼門工程)
- ☐ 22 Contractors – Structure Repair (結構修復工程)
- ☐ 23 Contractors – Steel Structural Work (鋼鐵結構工程)
- ☐ 24 Contractors – Waterproof (防水工程)
- ☐ 25 Contractors – Windows (窗戶工程)
- ☐ 26 Contractors – Wooden Door Work (木門工程)
- ☐ 27 Contractors – Workshop Equipment & Facilities (測試場設備及設施工程)

Type 3 - Others

- ☐ 類別三 - 其他

(please specify if the above is found inappropriate) 請細列明如上述沒有適用者

- 3.1
-
- 3.2
-

(Note : If found insufficient space, please use separate sheet)
(註：如空位不足，請另紙列出)

Application Form for the Inclusion in the CIC General Vendor List

建造業議會一般供應商名單申請表

(iii) Please provide names of your major clients / customers for our internal reference purposes.
請提供貴公司的主要客戶名稱，作內部參考之用。

(1) _____

(2) _____

(3) _____

(4) _____

PART IV - DOCUMENTS TO BE SUBMITTED 第四部 - 須提交證明文件清單

Type 1 - Supplier (類別一 - 供應商)

(i) Please attach a copy of the valid Business Registration Certificate for our reference and record.
請寄交有效的商業登記證文件副本以供參考和存照。

(ii) Please attach one set of relevant product / service catalogue(s) for our consideration.
請夾附最少一份有關產品 / 服務目錄以供參閱。

Type 2 - Construction Contractor (類別二 - 建築工程承辦商)

(i) Please attach a copy of the valid Business Registration Certificate for our reference and record.
請寄交有效的商業登記證文件副本以供參考和存照。

(ii) Please attach one set of relevant product / service catalogue(s) for our consideration.
請夾附最少一份有關產品 / 服務目錄以供參閱。

(iii) Please attach company profile
請夾附公司簡介

(iv) Please attach past 2 years financial report
請夾附最近兩年之財務報表

(v) Please attach the past 3 years relevant job reference with the contract amount for each selected category(s)
請夾附最近三年每個選定類別之相關工作參考及合同金額

(vi) Please attach relevant construction works licence(s)
請夾附有關工程牌照

(vii) Please attach Quality Assurance policy
請夾附質量保證政策

(viii) Please attach Health and Safety policy
請夾附健康及安全政策

(ix) Please attached Quality Management System certification(s) (if any)
請夾附品質管理系統認證 (如有)

(x) Reference/ Appreciation Letter(s) (if any)
請夾附參考 / 感謝信 (如有)

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Application Form for the Inclusion in the CIC General Vendor List

建造業議會一般供應商名單申請表

PART V - CERTIFICATION 第五部 - 證明

(i) Personal Information Collection Statement 收集個人資料聲明

- (1) CIC will use the provided information for the purpose of processing this registration form and dealing with our procurement-related matters.
提供的資料會用作本議會處理有關申請登記成為本議會之一般供應商及與採購相關的事宜。
- (2) Under the provisions of the Personal Data (Privacy) Ordinance (Cap.486), you have the right to request access to or correction of personal data. Written requests should be addressed to CIC.
根據個人資料（私隱）條例(第486章)，你有權要求查閱和更改個人資料，有關申請須以書面向本議會提出。
- (3) CIC will not be able to process and consider incomplete forms.
如果資料有任何遺漏，本議會將不能處理本表格事宜。

(ii) Declaration 聲明

- (1) I declare that all information given in this registration form is, to the best of my knowledge, accurate and complete. If any false information is given, the application is deemed to be invalid and I shall forfeit my right to submit quotations and tender.
本人聲明本表格內所提供的一切資料，依本人所知均屬真確，並知道倘若虛報資料，申請即屬無效，且喪失其後落標資格。
- (2) I agree that if registered, I will conform to the regulations, terms and conditions set by the CIC.
本人同意如本人註冊成為建造業議會之一般供應商，當遵守建造業議會之工作守則。
- (3) I declare that our company as stated in this form shall uphold the highest ethical principles in relation to our procedures as well as having a corrupt free environment in rendering of goods and services to the CIC operations including compliance with all applicable laws and regulations, maintaining confidentiality where appropriate, adopt an open and fair competition, anti-bribery and corruption.
本人聲明本申請書上的公司會在運作過程中堅守道德原則，並在廉潔的環境下向建造業議會提供貨品及服務，包括遵守所有適用法例及規則、保密原則、防賄法例、反貪法例，以及維護公開公平的競爭。

I apply on behalf of the aforementioned company for inclusion in the CIC General Vendor List.

本人謹代表上述公司，申請登記成為建造業議會一般供應商。



(Space for company chop)
(公司印鑑)

Signature:

簽署：_____

Name in block letters:

姓名(正楷)：_____

Designation:

職銜：_____

Date:

日期：_____

Application Form for the Inclusion in the CIC General Vendor List

建造業議會一般供應商名單申請表

DOCUMENT CHECKLIST 文件核對表

Please enclosed the following items (請夾附以下文件) :

Type 1 - Supplier (類別一 - 供應商)

- ☐ Completed application form for inclusion in the CIC General Vendor List (Form PRO-01)
已填妥建造業議會一般供應商登記申請書
- ☐ Copy of valid Business Registration Certificate
有效的商業登記證文件副本
- ☐ Relevant product / service catalogue(s)
有關產品 / 服務目錄

Type 2 - Construction Contractor (類別二 - 建築工程承辦商)

- ☐ Completed application form for inclusion in the CIC General Vendor List (Form PRO-01)
已填妥建造業議會一般供應商登記申請書
- ☐ Copy of valid Business Registration Certificate
有效的商業登記證文件副本
- ☐ Relevant product / service catalogue(s)
有關產品 / 服務目錄
- ☐ Company profile
公司簡介
- ☐ Past 2 years financial report
最近兩年之財務報表
- ☐ Past 3 years relevant job reference with the contract amount under each selected item category(s)
最近三年每個選定類別之相關工作參考及合同金額
- ☐ Relevant construction works licence(s)
有關工程牌照
- ☐ Quality Assurance policy
質量保證政策
- ☐ Health and Safety policy
健康及安全政策
- ☐ Quality Management System certification(s) (if any)
品質管理系統認證 (如有)
- ☐ Reference/ appreciate letter(s) (if any)
參考/感謝信 (如有)

Note : Please put a “✓” in the box under each column to indicate that the document has been enclosed.

注意事項：請在欄內方格加上「✓」號以示已附上該文件。

Tender Documents
for
Provision of Design and Renovation Works of
New Office at 29/F, Enterprise Square Five
for
the Construction Industry Council

Employer

**Construction Industry Council (CIC)
38/F, COS Centre,
56 Tsun Yip Street,
Kwun Tong, Kowloon,
Hong Kong**

April 2025

Provision of Design and Renovation Works of
New Office at 29/F, Enterprise Square Five
for
the Construction Industry Council

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Appendix E – Tender Evaluation Procedures and Criteria	CT-25
Appendix F – Reply Slip for Declining Bid	CT-28
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Conditions of Tender
for
Provision of Design and Renovation Works of
New Office at 29/F, Enterprise Square Five
for the
Construction Industry Council

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1 Notes to Tenderers

- 1.1 All tenderers shall read the instructions contained in this Conditions of Tender carefully prior to preparing their tender submissions. Any tender submission, which does not follow these instructions is deemed to be incomplete and may be disqualified.
- 1.2 The tender documents consist of:
 - a) Conditions of Tender;
 - b) Appendices to Conditions of Tender;
 - c) Special Conditions of Tender (if any);
 - d) Assignment Brief and its Annexes (if any);
 - e) Memorandum of Agreement;
 - f) General Conditions of Contract;
 - g) Not Used;
 - h) Contractor's Safety Requirements;
 - i) Guidelines On Work-Above-Ground Safety.

2 Invitation

- 2.1 Tenderers are invited by the Construction Industry Council (hereinafter referred to as the "CIC") to submit proposal and bid for Design and Renovation at 1/F, Kwai Chung Campus. Further details are given in the **Assignment Brief and its Annexes** (if any).
- 2.2 The tender shall be submitted in accordance with the **Conditions of Tender**.
- 2.3 If the tender is accepted and the contract is awarded, the tender documents specified in Clause 1.2 above, the tender proposal submitted by the tenderer and other relevant contract correspondence as agreed by the tenderer and CIC will form part of the contract.

3 Tenderers' Response to CIC Enquiries

- 3.1 In the event that the CIC determines that clarification of any tender is necessary, it will advise the tenderer to supplement its tender. Unless otherwise specified in the request for clarification, the tenderer shall thereafter have SEVEN (7) working days to submit such requested information. Any clarification made shall be at the tenderer's own cost and expense.

4 Completion of Tender

- 4.1 The tenderer is required to submit all information specified in **Appendix A** of the Conditions of Tender and the **Special Conditions of Tender (if any)** with his tender. In addition, the tenderer shall submit with his tender a duly signed and witnessed letter in the form set out in **Appendix B** of the Conditions of Tender. Should the tenderer fails to submit all information mentioned above with his tender, his tender may not be considered.
- 4.2 If CIC's participation is required, the tenderer should clearly state the details and the expected resources, skills, level of participation, responsibilities, and duration.
- 4.3 The tenderer shall state in his proposals the implementation plan of delivering the deliverables as described in the **Assignment Brief and its Annexes** (if any).
- 4.4 The tenderer must submit his offer in Hong Kong Dollars. **OFFERS SUBMITTED IN OTHER CURRENCIES SHALL NOT BE CONSIDERED.**
- a) The tenderer is required to submit the completed **Form of Tender as per Appendix C** of the Conditions of Tender.
 - b) In addition, the tenderer is required to submit **the Fee Proposal** using the prescribed form provided in **Appendix D** of the Conditions of Tender. There shall be no adjustment for any price fluctuations; and
 - c) The tenderer should ensure that the fee quoted is sufficient before submitting the tender. Under no circumstances will the CIC accept any change of quoted lump sum fee on the ground that a mistake has been made in the tender price.
- 4.5 A two-envelope approach is adopted for tender submission, i.e. the tenderers should submit all information specified in **Appendix A** of the Condition of Tender and the **Special Conditions of Tender (if any)**, and the letter annexed in **Appendix B** and mentioned in Clause 4.28 of the Conditions of Tender (collectively known as "technical proposal") in one envelope and the completed Form of Tender using the prescribed form provided in **Appendix C** of the Conditions of Tender and the Fee Proposal using the prescribed form provided in **Appendix D** of the Conditions of Tender (collectively known as "fee proposal") in a separate envelope. Failure to do so will render the tender void.
- 4.6 The tenderer shall submit **ONE (1)** hard copy and corresponding files in electronic form (e.g. in MS Word / MS Excel / PDF format) stored in an electronic medium (eg: USB / CD-ROM / DVD-ROM) of the technical proposal in a sealed envelope marked "Technical Proposal" and **ONE (1)** hard copy of the fee proposal in a separate sealed envelope marked "Fee Proposal" clearly indicating the tenderer's name and tender title. In the event of discrepancies between original and electronic versions of the Tender

Submission, the former shall prevail.

- 4.7 Tender should be submitted to the Tender Box of CIC at **G/F, Hong Kong Institute of Construction - Kowloon Bay Campus, 44 Tai Yip Street, Kowloon Bay, Kowloon, Hong Kong** **by 12:00 noon on 15 May 2025.** Late submission will NOT be considered. Failure to do so shall render the tender void.
- 4.8 In the event that a Typhoon Signal No. 8 or above or Black Rainstorm Warning is hoisted or Extreme Condition as announced by the Hong Kong Government within the office hour (8:30 am – 6:18 pm) on the tender closing date, the tender closing time will be postponed to 12:00 noon on the following working day.
- 4.9 The CIC will not reimburse any cost incurred by tenderers for the preparation and submission of the tender.
- 4.10 The CIC may reject a tender which in CIC's opinion is unreasonably low in terms of price and may therefore affect the tenderer's capability in carrying out and complete the services and delivering the deliverables in accordance with the Assignment Brief and its Annexes (if any)
- 4.11 Any amendments to the rates offered must be signed by the person who signs the tender. Failure to do so will render the tender null and void.
- 4.12 Unless otherwise stated, tenders shall be valid for 120 days from the specified closing date. If no letter of acceptance or order is placed within the validity period of the offer, the tenderer may assume that the offer has not been accepted.
- 4.13 This is an invitation to offer. The CIC is not bound to accept the lowest tender or the highest combined scores under the technical and fee proposal or any tender.
- 4.14 The CIC reserves the right to negotiate with any or all tenderer(s) on the terms of the tender.
- 4.15 Tenderer should ascertain the prices quoted are sufficient before submitting his tender. Under no circumstances will the Employer accept any request for price adjustment due to any mistake made in the tender prices.
- 4.16 The CIC shall have the right, in its absolute discretion, to disclose to any person and for any purpose, any information submitted to the CIC as part of the tender or otherwise in connection with the awarded contract, without further notification to the successful tenderer. In submitting the tender, the tenderer irrevocably consents to such disclosure.
- 4.17 In the event that a tenderer discovering a genuine error in his tender after it has been deposited, he may in writing draw attention to the error and submit amendment which may be accepted, provided that the amendment has been deposited on or before the closing time fixed for the receipt of tenders.
- 4.18 The CIC will not consider prices missing in Unit Rate, Total Value and Total Amount. The Unit Rate will be used should the Total Value and / or Total Amount have any discrepancy with the Unit Rate. No adjustment will be made

for fluctuations in salaries, material prices and exchange rates of currencies, freight charges, insurance premium or for any other reason whatsoever.

- 4.19 Should examination of a tender reveal errors of such magnitude as in the opinion of the CIC would involve the tenderer in serious loss then the nature and amount of such errors will be communicated to the tenderer and he will be asked to confirm in writing that he is prepared to abide by his tender or withdraw his tender.
- 4.20 The tenderer shall be required to check the numbers of the pages of the tender documents against the page numbers given in the contents. If the tenderer finds any missing, in duplicate or indistinct, he must inform the CIC at once and have the same rectified.
- 4.21 Should the tenderer for any reason whatsoever be in doubt as to the precise meaning of any item or description, he must inform the CIC in order that correct meaning may be decided before the date for submission of tender.
- 4.22 Tenderer shall inspect the Site and make themselves thoroughly acquainted with the existing condition of the premises, location, the existing structure / accessibility, restrictions for loading and unloading materials, and all the materials, and all other aspects which may affect the delivery of the deliverables. Tenderer shall make due and proper allowance when estimating their rates and prices for the information obtained or which ought to have been obtained during the site inspection. (for Tenders that involve field work only)
- 4.23 No liability will be admitted, nor claim allowed in respect of errors in the tenderer's tender due to mistakes in the tender documents which should have been rectified in the manner described above.
- 4.24 Tenderer shall be deemed to be in possession of a valid business registration certificate and, if necessary, be registered with the relevant authority authorizing him to carry out the works described in the tender documents.
- 4.25 Tenderer shall comply with the CIC's General Conditions of Contract. The tender price shall deem to be included all cost incurred.
- 4.26 Any qualification of tender or of the tender documents may cause the tender to be disqualified.
- 4.27 No unauthorized alteration or erasure to the text of the tender documents will be permitted. Any tender containing such alteration or erasure may not be considered.
- 4.28 The tenderer shall strictly comply with the following anti-collusion clause:
 - (1) (a) Subject to sub-clause (2) of this Clause, the tenderer shall not communicate to any person other than the CIC the amount of the tender price or any part thereof until the tenderer is notified by the CIC of the outcome of the tender exercise.
 - (b) Further to paragraph (a) of this sub-clause, the tenderer shall not fix

the amount of the tender price or any part thereof by arrangement with any other person, make any arrangement with any person about whether or not he or that other person will or will not submit a tender or otherwise collude with any person in any manner whatsoever in the tendering process.

(c) Any breach of or non-compliance with this sub-clause by the tenderer shall, without affecting the tenderer's liability for such breach or non-compliance, invalidate his tender.

(2) Sub-clause (1)(a) of this Clause shall have no application to the tenderer's communications in strict confidence with:

(a) his own insurers or brokers to obtain an insurance quotation for computation of tender price;

(b) his consultants or sub-contractors to solicit their assistance in preparation of tender submission; and

(c) his bankers in relation to financial resources for the Contract

(3) The tenderer shall submit with his tender a duly signed and witnessed letter in the form set out in Appendix B of the Conditions of Tender. The signatory to the letter shall be a person authorized to sign CIC contracts on the tenderers's behalf.

(4) The tenderer shall indemnify and keep indemnified the CIC against all losses, damages, costs or expenses arising out of or in relation to any breach of or non-compliance with sub-clause (1) of this Clause by the tenderer, including but not limited to additional costs due to price escalation, costs and expenses of re-tendering and other costs incurred.

4.29 The tenderer shall not and shall ensure that his agents and employees shall not give or offer any advantages as defined under the Prevention of Bribery Ordinance to any agent or employee of CIC. Any breach of the clause by the tenderer shall, without affecting the tenderer's liability for such breach, invalidate his tender.

4.30 The invited tenderer who has decided to decline the bid shall return the Reply Slip for Declining Bid provided in Appendix F of the Conditions of Tender.

5 Tender Briefing and Site Visit Session

- 5.1 Tenderer **MUST** attend a tender briefing session and site visit at the time and place as stated in the tender invitation. Otherwise, the tender return shall not be considered and shall be disqualified.
- 5.2 Interested tenderers should complete and return the reply slip in Appendix G by fax or e-mail to the Procurement Officer at least ONE (1) working day before the stated time confirming the attendance of the said briefing session and site visit and state clearly the number of attendees for the CIC's arrangement.
- 5.3 The CIC may record the queries raised by the tenderers attending the tender briefing and may issue a Replies to Tender Queries to all tenderers for information.

6 Tender Interview

- 6.1 During the tender evaluation stage, the tenderer is requested to attend a tender interview to present his tender proposals. Details of the interview may be announced to the shortlisted tenderers 3 days prior to the interview. Upon receipt of a request from the CIC, the tenderer shall provide a tender presentation to demonstrate whether the proposal can fulfill the requirements specified in the Assignment Brief and its Annexes (if any).
- 6.2 The presentation shall be set up with the tenderer's own resources and expense. The CIC shall not bear any costs associated with the presentation.
- 6.3 The presentation should at least include the project team profile, the approach to fulfill the objectives described in the Assignment Brief and its Annexes (if any) and an outline programme for completing the assignment. The presentation shall be conducted, where possible, by the leader of the proposed project team for performing the project management.
- 6.4 In view that tender interview forms part of the technical assessment, tenderers should NOT disclose any fee related information during the interview including PowerPoint presentation and handouts. Failure to do so may result in disqualification of tender.
- 6.5 Each interview presentation should be no longer than 20 minutes, including a 10 minute questions and answers session.

7 Tender Evaluation

- 7.1 Tenderers shall note that their tender proposals, presentations and responses to

CIC's queries in connection with the tender will be assessed in accordance with **the tender evaluation procedures and criteria** specified in **Appendix E** of the Conditions of Tender.

8 Tenderer's Commitment

- 8.1 All information and responses from the tenderer must be submitted in writing. The relevant provisions of this invitation to tender and such documents so submitted shall be the representation of the tenderer and may be incorporated into and made part of the Contract between the CIC and the successful tenderer.
- 8.2 The CIC reserves the right to disqualify any tender that directly or indirectly attempts to preclude or limit the effect of the requirements as mentioned on the Assignment Brief and its Annexes (if any).
- 8.3 Tender shall remain valid and open for acceptance for **120 days** after the tender closing date.

9 Amendments

- 9.1 The CIC reserves the right to amend or withdraw the Assignment Brief and its Annexes (if any) before acceptance of a tender.
- 9.2 The CIC may issue Tender Addendum and / or Replies to Tender Queries no later than SEVEN (7) days before tender closing if CIC found it necessary.

10 Award of Contract

- 10.1 The successful tenderer will receive a letter of acceptance as an official notification of acceptance. Unless and until a formal contract agreement is prepared and executed, this letter of acceptance together with the tender submission shall constitute a binding contract between the successful tenderer and the CIC. Tenderers who do not receive any notification within the validity period of their offer shall assume that their tenders have not been accepted.
- 10.2 The CIC reserves the right of not awarding the contract after receipt of submissions by the tenderer.
- 10.3 In order to ensure the fairness of the tender process, all answers to tender queries / tender clarifications and tender addendums will be uploaded to CIC's website. All tenderers have to take note of this arrangement. Any claim for extension of time or additional payment due to ignorance of this clause shall not

be entertained by the CIC.

11 Rights to Exercise

- 11.1 The CIC may, at any time during the contract period by notice of writing, direct the Contractor to alter, amend, omit, add to, or otherwise vary any of the work items stated in the Contract and/or works required as specified by the CIC, and the Contractor shall carry out such variations. The contract sum will be adjusted all in accordance with the relevant provisions specified else in the tender documents and/or works required as specified by the CIC.

12 Submitted Documents

- 12.1 All submitted documents will not be returned.

13 Enquiries

- 13.1 In case the tenderer has any tender enquiries or/ and tender clarification queries, he should submit in writing to the procurement department with details as below:-

Mr. Ronald Wong
Assistant Manager - Procurement
Construction Industry Council
38/F, COS Centre,
56 Tsun Yip Street, Kwun Tong,
Kowloon, Hong Kong

Tel : (852) 2100-9750
Fax: (852) 2100-9439
Email: ronaldwong@cic.hk

APPENDIX A – Details for Technical Submission

**To be included
in
Technical Proposal**

The Tenderer is required to provide all details as described in the technical submission therein.

1. Tenderer's Track Record & Project Reference

- 1.1 The tenderer is required to provide company's profile, background and expertise;
- 1.2 The tenderer is required to provide a full list of project references undertaken in the **past 3 years** (as of the tender closing date) for projects similar to this Assignment, giving the details by adhering to the submission format as specified in Section 1.3 below.
- 1.3 The tenderer shall submit a list of **relevant project references** in the following format with support of photographs and/or videos and copies of job references or recommendation letters from previous clients.

	Name of your Client / Organization		
Scope of work			
Address of the Project			
Project Type (Scale and complexities and including the original works and any additional works included)			
Organisation Type		Involved Stakeholders Type	
Project Cost		Project Duration	
Commencement Date			
Target Completion Date			
Actual Completion Date			

- 1.4 The tenderer is required to list out **specific project experience in fitting-out works for New office or similar experience.**
- 1.5 In case the tenderer is unable to disclose of track record and project reference due to the signing of confidentiality agreement with its previous clients, please specify in the tender submission accordingly. In this circumstance, the tenderer shall describe this information in the tender submission at best endeavours and will be asked to describe where appropriate this information to the Assessment Panel during the tender interview.

2. Tenderer's Staff Resources

2.1 Organization and Qualification of Proposed Project Team

- 2.1.1 The tenderer shall submit:
 - (a) An **Organization chart** indicating the proposed project team structure and strength of the proposed project team. The project team shall include members who have experience in supplying the Deliverables as outlined in the Assignment Brief and its Annexes, in particular the Project Manager, Project Engineer(s), Project Supervisor(s), Registered Safety Officer and other Technical / Field Staff / Safety Staff as stated in Section 8 of the Assignment Brief.
- 2.1.2 The project team members shall possess the required **Qualifications, Professional Knowledge and Relevant Experience** to supply the Deliverables as outlined in the Assignment Brief and its Annexes.
- 2.1.3 The project team proposed in the tender submission shall form part of the Agreement. The tenderer shall provide the details included but not limited to the following information of proposed project team members in the tender submission:
 - a) Name
 - b) Post / Title in this Project
 - c) Core Team or Supporting Team Members (Yes/No)
 - d) Language (Chinese/English/Both)
 - e) Qualifications
 - f) Duties and Responsibilities in the Assignment
 - g) Years of Relevant Experience
 - h) Relevant experience in projects of similar nature mentioned in the Assignment Brief

Project Team Structure and Qualifications
(using the following format to list the team information)

	Proposed Roles / Title / Post in this project		
Name of Proposed Team Member		Core Team or Supporting Team	
Language		Degree holder	
List of relevant certificates and/or qualifications			
Duties and responsibilities in the assignment			
Years of services in your company		Years of relevant experiences	
Relevant experience in projects of similar nature			

3. Project Approach and Requirements

3.1 The tenderer is required to submit the following to demonstrate his capabilities in fulfilling the project approach and technical requirements and to present all the deliverables outlined in the Assignment Brief and its Annexes (if any):-

(i) **Works Programme** shall be provided (in the form of a linked bar chart preferred) identifying the critical path and included but not limited to the following activities:

- (a) Design Development - design development periods for the main areas of work, Employer design presentation and Employer approvals.
- (b) Procurement Activities - purchase order, long lead items, manufacturing period, testing and delivery.
- (c) Construction Activities - key elements of the construction including site formation / preparation, builders work, building services work, relocation and reinstatement works, testing and commissioning and handover procedure.
- (d) Production and Installation Activities – the booths/ backdrops/ stickers/ panels’ production and installation works on site, including the exhibit installation, if required, facilitated by the exhibit providers.
- (e) Maintenance Activities - maintenance activities, which will be carried out under the Contract during the Defects Liability Period (DLP).

(ii) A completed **Method Statement** must be submitted to demonstrate a full understanding of the Assignment, the method statement should included but not limited to the followings:-

- (a) Overall approach in undertaking the Assignment;
- (b) Detailed method statements in undertaking the Works in particular:
 - The existing condition of the site.
 - AV System installation and technical set-up
 - Lighting installation

- MVAC installation
 - Power/ELV/LV/CCTV system
 - Fire system installation
 - PD installation
 - IT and wifi installation
 - Access control system installation
 - T&C procedure for E&M system
 - Relocation Plan
 - Works at Pantry
- (c) Detail access to the Site for materials delivery;
- (d) Maintaining access and existing fire escape routes clear during the Works;
- (e) Noise, vibration and dust control during the Works to minimise disruption;
- (f) Site Waste Management Plan.
- (iii) **Two (2) options of Preliminary Design Concept** of office area, reception area, wet pantry in the reception area and the MBO Board Room with layout drawings, 3D sketches and proposed material schedule.
- (iv) **Design Achievement** to user requirement and key preliminary design elements shall include:
- Layouts and schematics, including MVAC, Electrical installation, Lighting, ELV/LV, P&D, fire services, access control system, CCTV & AV System, PA system, IT and wifi and etc. (Office Area, Pantries, Reception and lobby, MBO boardroom)
 - Material schedule for the finishes and the loose furniture.
 - Entrance & Front Lobby
 - Upper & Lower Cabinet at Printing room
 - Tender Box
 - Conference room
 - Cabinets & Sofa at Pantry
 - All Cabinet Fixture at office area\
 - Sound absorbing panels
 - S.S. cover for enclosure of power, ELV & LV wires & conduits

- (v) **Health and Safety.** The Tenderer shall include the following:-
- (a) **Detailed CV's** of personnel to be responsible for implementing the Health and Safety Policy and whether they are site-resident or on a visiting basis, in particular the full-time Resident Registered Safety Officer (RSO) as stated in Section 8.1(d) of the Assignment Brief;
 - (b) An **Outline Health & Safety Plan** contain sufficient information to demonstrate the tenderer's proposals for achieving effective and efficient health & safety procedures, on a formal statement of policy in relation to health & safety which should include:
 - i. An assessment of risks associated with the works activities when carrying out the Works,
 - ii. An outline of the health & safety procedures and protective controls to be developed,
 - iii. Manner by which they would be implemented and monitored to ensure health & safety on the Site;
 - (c) **Accident statistics** covering a period of two years to date, inclusive of subcontracted labour with the method of calculation and definitions clearly shown.
- 3.2 The tenderer shall refer to the other requirements laid down in the Assignment Brief and its Annexes of the tender document.

4. Documents and Information to be submitted for the Technical Proposal

- 4.1 The Tenderer is required to provide the following documents and information in the technical submission as described in the tender documents:

<u>Particulars</u>	<u>Reference</u>
Technical Proposal	
1. Tenderer's Track Record & Project Reference including the team/ sub-consultant/ contractor.	Conditions of Tender, Appendix A Clause 1.1 to 1.5
2. Organization and Qualifications of Proposed Project Team including the team members/ sub-consultant/ contractor.	Conditions of Tender, Appendix A Clause 2.1.1, 2.1.2 and 2.1.3
3. Project Preliminary Design Concept and Achievement, the Design Intention	Conditions of Tender, Appendix A Clause 3.1(iii) and 3.1(iv)
4. Project Approach and Requirements to (i) fulfill the technical requirements and (ii) deliver all deliverables outlined in the Assignment Brief a) Works Programme b) Method Statement c) Health & Safety Plan	Conditions of Tender, Appendix A Clause 3.1(i), 3.1(ii) and 3.1(v)
5. A duly completed Standard Letter for complying with Anti-Collusion Clause	Conditions of Tender, Appendix B
6. A verified Report and Financial Statement by CPA within 12 months before the tender issuance date or equivalent to justify the financial capability to undertake the Project	-
7. All document mentioned in the Technical Assessment Marking Scheme	Conditions of Tender, Appendix E
8. Documents to be submitted include: a) Statements of Convictions or No Convictions under Cap. 509, Cap. 115, Cap. 59 and Cap. 57 b) Copy of certificate of General Building Contractor Registration c) List of Domestic sub-contractors / sub- consultants	Special Conditions of Tender

Note: The tenderer is required to submit all information specified in Appendix A of the Conditions of Tender and the Special Conditions of Tender with his tender. In addition, the tenderer shall submit with his tender a duly signed and witnessed letter in the form set out in Appendix B of the Conditions of Tender. Should the tenderer fails to submit all information mentioned above with his tender, his tender may not be considered.

“Please be reminded that NO COMMERCIAL OR COST INFORMATION SHALL BE INCLUDED IN TECHNICAL SUBMISSION. You are reminded that should any commercial or cost information be included in this Technical Submission, you may be disqualified from this Tender.”

APPENDIX B – Standard Letter for complying with Anti-Collusion Clause

To: Construction Industry Council (CIC)

Date:

**To be included
in
Technical Proposal**

Dear Sir/Madam,

Tender Ref: (586) in P/AE/PUR/AGC

Tender Title: Provision of Design and Renovation Works of New Office at 29/F,
Enterprise Square Five for the Construction Industry Council

*[I/We], [()] of
name of the tenderer
()¹,
address of the tenderer

refer to *[my/our] tender for the above Contract.

*[I/We] confirm that, before *[I/We] sign this letter, *[I/We] have read and fully understand this letter and the anti-collusion clause in Conditions of Tender Clause 4.28.

*[I/We] represent and warrant that in relation to the tender for the above Contract:

- (i) *[I/We], other than the Expected Communications referred to in the last paragraph of this letter, have not communicated and will not communicate to any person other than the CIC the amount of the tender price or any part thereof until *[I/We] have been notified by the CIC of the outcome of the tender exercise;
- (ii) *[I/We] have not fixed and will not fix the amount of the tender price or any part thereof by arrangement with any person;
- (iii) *[I/We] have not made and will not make any arrangement with any person as to whether *[I/We] or that other person will or will not submit a tender; and

- (iv) *[I/We] have not otherwise colluded and will not otherwise collude with any person in any manner whatsoever in the tendering process.

*[I/We] shall indemnify and keep indemnified the CIC against all losses, damages, costs or expenses arising out of or in relation to any breach of any of the representations and/or warranties above, including but not limited to damages for delay, costs and expenses of re-tendering and other costs incurred.

In this letter, the expression “Expected Communications” means *[my/our] communications in strict confidence with:

- (i) *[my/our] own insurers or brokers to obtain an insurance quotation for computation of tender price;
- (ii) *[my/our] consultants or sub-contractors to solicit their assistance in preparation of tender submission; and
- (iii) *[my/our] bankers in relation to financial resources for the Contract.

Signed for and on behalf of []
name of the tenderer

by []²:
name and position of the signatory

Name of Witness: _____

Signature of Witness: _____

Occupation: _____

Note:

* Delete as appropriate

1. Where the tenderer comprises two or more persons or companies acting in partnership, joint venture or otherwise, this part in square brackets should be expanded to include the respective names and addresses of such persons or as the case may be companies.
2. Where the tenderer comprises two or more persons or companies acting in partnership, joint venture or otherwise, all such persons or as the case may be companies must sign. The signatory for each of such persons or companies shall be a person authorised to sign CIC contracts on behalf of that person or as the case may be company.

APPENDIX C – Form of Tender

**To be included
in
Fee Proposal**

FORM OF TENDER
FOR
PROVISION OF DESIGN AND RENOVATION WORKS OF
NEW OFFICE AT 29/F, ENTERPRISE SQUARE FIVE
FOR
THE CONSTRUCTION INDUSTRY COUNCIL

**To: Construction Industry Council
38/F, COS Centre,
56 Tsun Yip Street,
Kwun Tong, Kowloon,
Hong Kong**

Dear Sirs,

1. Having examined the Conditions of Tender, Appendices to Conditions of Tender, Special Conditions of Tender, Assignment Brief and its Annexes, Memorandum of Agreement, General Conditions of Contract, Contractor's Safety Requirements and Guidelines On Work-Above-Ground Safety thereto for the execution of the above named Services, we offer to execute and complete the whole of the said Services in conformity with the said Conditions of Tender, Appendices to Conditions of Tender, Special Conditions of Tender, Assignment Brief and its Annexes, Memorandum of Agreement, General Conditions of Contract, Special, Contractor's Safety Requirements and Guidelines On Work-Above-Ground Safety and the tender proposals submitted herewith within 70 Calendar Days including Sundays and Public Holidays from the date of contract awarded and for the sum of Hong Kong Dollars.....
.....(HK\$.....)
(not being subject to fluctuations in labour and material costs) or such sums as may be ascertained in accordance with the Conditions of Employment.
2. We agree to abide by this tender and not to withdraw it for a period of 120 days from the date fixed for receiving it and including that date and it shall remain binding upon us and may be accepted at any time before the expiration of that period.
3. Unless and until a formal agreement is prepared and executed, this tender together with your written acceptance thereof subject to the provisions of Clause

2 hereof shall constitute a binding Contract between us.

4. We understand that you are not bound to accept the lowest or any tender you may receive.

Signature _____

In the capacity of _____

Duly authorized to sign tenders for and on behalf of * _____

Registered Address of the Firm

Date _____

Witness _____

Address

Occupation

Date _____

Business Registration Certification No. _____

Name of Partner(s)

Residential Address of Partner(s)

- * In the cases of a (a) Limited Company or (b) Partnership or unincorporated body, (a) the name of the Company or (b) the name(s) of the partner(s) must be inserted in the space provided above.

APPENDIX D – Fee Proposal

**To be included
in
Fee Proposal**

FEE PROPOSAL
FOR THE
PROVISION OF DESIGN AND RENOVATION WORKS OF
NEW OFFICE AT 29/F, ENTERPRISE SQUARE FIVE
FOR THE
CONSTRUCTION INDUSTRY COUNCIL

The Contractor shall be paid a Lump Sum fee of HK\$_____ for the provision of all services and all expenses incurred in connection with the carrying out and satisfactory completion of the Assignment as detailed in the Assignment Brief and its Annexes (if any) .

The tenderer shall enclose with his tender the completed Schedule of Rates as below:

- (1) The Schedule of Rates shall be in sufficient details to indicate the breakdown of the works. Failure to submit the Schedule of Rates may cause his tender not to be considered by the Employer.
- (2) Any items which are not included in the Schedule of Rates but shown on the drawings or described in the specifications under the tender document shall be deemed to have been included in the tender figures.
- (3) Upon award of the Contract, the Schedule of Rates shall be deemed to be the Contractor's Schedules and will be regarded as firm and will not be subject to remeasurement or adjustment whatsoever otherwise than in accordance with the expressed provisions of the terms of the Contract.
- (4) The total of the Schedule of Rates must agree with the amounts carried to the Summary of Tender. Any items which are not included in the Schedule of Rates but shown on the drawings or described in the specifications under the tender documents shall be deemed to have been included in the tender figures. Where the Employer considers appropriate, the rates in the Schedule may be used for the valuation of variations ordered by the Employer, but the quantities referred to in the Schedule of Rates shall not form part of the Contract Documents.
- (5) The tenderer should note that the quantities as inserted in the Schedule of Rates for all measured work should be consistent with those shown on the tender drawings and

the drawings to be prepared and provided by the tenderer. Where large discrepancy or apparent inconsistency in the quantity of any item is identified, the item total will remain intact and the tenderer will be requested to adjust the unit rate and the quantity to tally with the item total.

(6) The tenderer is required to enter quantities, rate and the total against all items in the Schedule of Rates. The submitted quantities are at the sole risks of the tenderer. The tenderer shall be deemed to have allowed for all other miscellaneous works which are not mentioned in the Specification nor or on the Drawings but which are indispensably necessary for the satisfactory completion of the Works.

(7) Dimensions provided in the Schedule of Rates shall be for reference only.

(8) The tenderer's rates for the items contained in the Schedule of Rates shall be deemed to include cost of all incidentals of labour, material, plant (working or idle), supervision, general attendance, profit and all other things and matters necessary for the carrying out of the Works and all provisions of the Conditions of Contract and Specification and for the timely and satisfactory completion of the entire Works contained in the Contract.

(9) If so required by the CIC and/or its representative, the Main Contractor shall submit further breakdown of the Schedule of Rates showing the build-up of any 'lump sums' included in the Schedule of Rates.

Schedule of Rates (Mandatory Items)

Detailed breakdown of tender price under this Section shall refer to Schedule Nos. 1 to 4 (Pages S1/1 to S4/28) and Summary of Tender (Page ST/1) of this Conditions of Tender.

Payment Schedule

Upon receipt and acceptance of the Deliverables for each Payment Stage/ Date by the CIC with satisfaction and upon the submission of invoices to the CIC by the Contractor, the Contractor shall be paid in accordance with the following payment schedule within 30 days of the receipt of the invoices subject to verification of the invoice.

The percentages of payment do not imply or indicate the relative or absolute amount of resources and expenses to be spent by the Contractor to produce the concerned deliverables and to complete the tasks and services. The payment schedule is as

follows:-

Task	Description of Deliverables	Payment Stage	Payment (%)
(1)	Upon submission of organization chart, EC, material schedule and drawing schedule for CIC's confirmation and approval.	<u>Stage 1</u> (Within 7 calendar days after Contract Commencement Date as per Cl. 58 of the General Conditions of Contract)	5%
(2)	Upon submission of project contact list, emergency contact list, master working programme, safety plan, detail BW & BS designs / proposal submission including material, details drawing, method statement, samples, project schedule, calculation, 3D rendering and all references of proceeding purchase orders with CIC's confirmation and approval	<u>Stage 2</u> (Within 7 calendar days after Contract Commencement Date as per Cl. 58 of the General Conditions of Contract)	10%
(3)	Upon acceptance of demolition works, provide on-site setting outline for the fitting-out works and references of proceeding delivery orders and materials for CIC's confirmation and approval. (subject to the CIC and/or its Quantity Surveyor's satisfaction)	<u>Stage 3</u> Upon acceptance of completion of demolition works & Setting-out after possession of site (Reception Area 5%; demolition of the existing meeting rooms and exiting pantry for new Office Area 5%; MBO Board room 5%; Other 5%)	20%
(4)	Upon Practical Completion of the Works, satisfactory completion of all relocation logistic works from MBO 30/F, and all necessary T&C, obtain all relevant statutory approvals for usage of the Site (subject to the CIC and/or its Quantity Surveyor's satisfaction)	<u>Stage 4</u> (Upon issuance of the certificate of completion)	45%
(5)	Upon submission of As-built Drawings, User Manual, Operation Manual, Parts Book, Repair & Maintenance Manual, agreement of final account and all necessary certificates and reports – subject to the CIC and/or its Quantity Surveyor's satisfaction (including electronic and hardcopy in pdf and AutoCAD format)	<u>Stage 5</u> Within two weeks after satisfactory completion of Task (4) above	10% and subject to valuation and agreement of final account
(6)	Defects Liability Period (DLP) Upon expiry of 12 months DLP after making good of all the defects – subject to the CIC's satisfaction	<u>Stage 6</u> (12 Months after issuance of the certificate of completion)	10%

Defects Liability Period	12 months after Practical Completion
Date for Commencement	Within 7 calendar days from the CIC's written notice to commence project
Date for Completion	70 calendar days after works commencement
Liquidated and Ascertained Damages	At the rate of HK\$ 10,000 per day
Period of As-built Drawings and T&C records, Statutory records, Operation & Maintenance Manual	Two weeks after Date for the issuance of the certificate of completion

Name of Company : _____

Signature of Person Authorized
to Sign for the Proposal* : _____
(with company chop)

Address _____

Tel No.: _____ Fax No. _____

Email: _____ Date: _____

* If the tender is submitted by a Joint Venture, all participants in the Joint Venture must sign the Fee Proposal.

**DESIGN AND RENOVATION WORKS OF NEW OFFICE
AT 29/F, ENTERPRISE SQUARE FIVE, KOWLOON BAY
HONG KONG CONSTRUCTION INDUSTRY COUNCIL**

**SCHEDULE NO. 1
PRELIMINARIES**

Clause	Description	Amount (HK\$)
	Allow for any financial obligations imposed by Preliminaries hereunder listed:-	
10.01.01	Scope of Contract	
10.01.02	Site of Works	
10.01.03	Preliminary Items	
10.01.04	Contractor to Visit the Site	
10.01.05	Programming and Completion of the Works	
10.01.06	Work Included in the Contract	
10.01.07	Lump Sum Tender	
10.01.08	Specifications	
10.01.09	Material General	
10.01.10	Compliance with Specifications	
10.01.11	Schedule of Material and Equipment	
10.01.12	Drawings and Specifications Generally	
10.01.13	Dimensions, etc.	
10.01.14	Removal of Rubbish and Debris During the Progress of Fitting out	
10.01.15	Existing Defects	
10.01.16	Workmanship	
10.01.17	Safe Custody of Materials	
10.01.18	Safety Precautions	
10.01.19	Defects after Completion	
10.01.20	Lighting, Power and Water for the Work	
To Collection		

**DESIGN AND RENOVATION WORKS OF NEW OFFICE
AT 29/F, ENTERPRISE SQUARE FIVE, KOWLOON BAY
HONG KONG CONSTRUCTION INDUSTRY COUNCIL**

**SCHEDULE NO. 1
PRELIMINARIES**

Clause	Description	Amount (HK\$)
	Allow for any financial obligations imposed by Preliminaries hereunder listed:-	
10.01.21	Samples/Mock Up	
10.01.22	House Rules	
10.01.23	Night Time Work	
10.01.24	Daily Reports, Photographs and Programme	
10.01.25	Protect and Repair Damage to Property, Utilities etc.	
10.01.26	Protection of Public	
10.01.27	Visitors	
10.01.28	Completion	
10.01.29	Renovation Works	
10.01.30	Setting-Out	
10.01.31	Approval of Chief Inspectorate of Fire Services	
10.01.32	Sign Board	
10.01.33	Organization Chart and Foreman	
10.01.34	Making Good Damages	
10.01.35	Working Hours, Rates of Wages etc.	
10.01.36	Plant Tools, Scaffolding, etc.	
10.01.37	Statutory Obligations, Notices, Fees and Charges	
10.01.38	Shop Drawings	
10.01.39	Record Drawings	
10.01.40	Labour	
To Collection		

**DESIGN AND RENOVATION WORKS OF NEW OFFICE
AT 29/F, ENTERPRISE SQUARE FIVE, KOWLOON BAY
HONG KONG CONSTRUCTION INDUSTRY COUNCIL**

**SCHEDULE NO. 1
PRELIMINARIES**

Clause	Description	Amount (HK\$)
	Allow for any financial obligations imposed by Preliminaries hereunder listed:-	
10.01.41	Sub-letting	
10.01.42	Protection of Materials etc.	
10.01.43	Testing of Materials	
10.01.44	Contractor to Give Notice of Injury	
10.01.45	Workmen Living on Site	
10.01.46	Prevention of Mosquito Breeding	
10.01.47	Site Clearance	
10.01.48	Accept Site as Found	
10.01.49	Compensation for Delay	
10.01.50	Restrict Nuisance of Dust and Noise	
10.01.51	General Compliance to Buildings Ordinance	
10.01.52	Submissions of MWCS/MWIS	
10.01.53	Design Fee	
To Collection		

**DESIGN AND RENOVATION WORKS OF NEW OFFICE
AT 29/F, ENTERPRISE SQUARE FIVE, KOWLOON BAY
HONG KONG CONSTRUCTION INDUSTRY COUNCIL**

**SCHEDULE NO. 1
PRELIMINARIES**

Clause	Description	Amount (HK\$)
	<p>Allow for any financial obligations imposed by Preliminaries hereunder listed:-</p> <p style="text-align: center;">COLLECTION</p> <p style="text-align: center;">S1/1</p> <p style="text-align: center;">S1/2</p> <p style="text-align: center;">S1/3</p>	
TOTAL CARRIED TO SUMMARY OF TENDER HK\$		

Item	Description	Qty	Unit	Rate	\$
	<p><u>SCHEDULE NO.2</u></p> <p><u>DEMOLITION AND ALTERATION</u></p> <p><u>NOTES</u></p> <p>(1) The following works shall be read in conjunction with the relevant notes and special preambles in other schedules where appropriate.</p> <p>(2) The Contractor is to refer to the specifications and drawings for full description of materials and workmanship wherever applicable to the works included thereunder.</p> <p>(3) The Contractor is advised to carry out thorough inspection on site to acquaint himself with the existing site conditions and study the Specification and Tender Drawings carefully to ascertain the exact scope, nature and quality of the Works for each Section to be carried out and the requirements or restrictions to be complied therewith.</p> <p>(4) The Contractor is deemed to have understood the full requirements of all works with reference to the drawings, specification and existing site conditions. The Contractor shall fully understand the detail to include all necessary finishes, plywood backing, finish joints, expansion joints, grouting joints, dividing strips, groove lines, fittings, fixture and accessories to complete the works.</p> <p>(5) No adjustment shall be made to the Contract Rates used for pricing the re-measured items nor extension allowed to the completion of the Works and/or allowed to the completion of the Works in Sections should the final quantities differ from the original provisional quantities.</p> <p>No compensation shall be payable should any item which is the subject of a provisional quantity be wholly deleted from the scope of the Works.</p>				
To Collection					

Item	Description	Qty	Unit	Rate	\$
	<p><u>NOTES (CONT'D)</u></p> <p>(6) The Contractor is required to enter prices against all items in this Schedule. The Tenderer shall be deemed to have allowed in his prices, in addition to the requirements stated in other sections of the tender documents for all necessary labour, materials, painting and making good all works affected and all other miscellaneous works which are not mentioned in the Specifications nor on the Drawings but are indispensably necessary for the satisfactory completion of the Works.</p> <p>(7) Unless otherwise detailed on the drawings and specifications, the Contractor is required to submit shop drawings to the Employer/ Project Manager for approval prior to execution of the Works.</p> <p>(8) The size / dimension of all items in the schedule of rates is for reference only. The Contractor shall refer to the drawings, specification, material schedule and conduct on-site measurement for actual size of all items.</p> <p>(9) The rates for all finishes are to include for all appropriate thickness of plastering, bedding, grouting, screeding, plywood backing, etc.</p> <p>(10) The rates for all finishes including marble, granite, tiles, suspended ceiling etc shall be deemed to include all cost for forming all necessary holes, openings, etc. for fittings and around E&M services, access panel, all necessary support, trimming, sealing up, sealant pointing etc.</p> <p>(11) Notwithstanding the description of the items, all rates for finishes including tiles, stone, panels, mirror, glass etc shall include all plywood backing, all frame, support and fixing accessories, adhesive, bedding, grouting, jointings, forming all kinds of joints etc, sealer to stone/tile surfaces and other surface treatments.</p>				
To Collection					

Item	Description	Qty	Unit	Rate	\$
	Site Preparation				
A	Site survey	1	Item		
B	Protective plastic sheets	1	Item		
C	Hoarding	1	Item		
D	Temporary lighting and Fire Services protection for site work	1	Item		
E	Allow for warning notices, signages, labels	1	Item		
F	Allow for Fire Services suspension cost for AFA, drain and refilling of wet system	1	Item		
G	Full time on site Register Safety Officer during construction period		Item		
I	Provide cleaning services according to the Assignment Brief and it's Annex		Item		
	Demolition and Alteration Works				
H	Allow for demolish and cart away the floor tiles, roller blind, wall partition and door from site to suit the works	1	Item		
J	Allow for dismantle and removal of existing false	1	Item		
K	Allow for dismantle and removal of existing furniture, equipment and asset	1	Item		
L	Allow for dismantle and removal of existing green wall system	1	Item		
M	Allow for relocation work, storage and disposal for the existing equipments and tools as required by the CIC and refer to the Annex XI of the Assignment Brief	1	Item		
N	Allow for take down and reconstruct new design of false ceiling system	1	Item		
P	Allow for demolition for all necessary E&M works, including FS, EL, ELV, MVAC and etc.	1	Item		
To Collection					

Item	Description	Qty	Unit	Rate	\$
Demolition and Alteration Works (Cont'd)					
A	Allow for diversion works for all necessary and associated E&M works	1	Item		
B	Allow for modification works for all existing E&M works in accordance with interior design	1	Item		
To Collection					

Item	Description	Qty	Unit	Rate	\$
	<p><u>OTHERS</u></p> <p><u>Allow below any items and herein above mentioned but necessary for the satisfactory completion of the Works and Specification (please specify in detail)</u></p>				
To Collection					

Item	Description	Qty	Unit	Rate	\$
	<u>COLLECTION</u>				
	S2/1				
	S2/2				
	S2/3				
	S2/4				
	S2/5				
Carried to Summary \$					

Item	Description	Qty	Unit	Rate	\$
	<u>SCHEDULE NO.3</u>				
	<u>FITTING OUT WORKS</u>				
	Floor				
	Supply and installation of carpet tiles (Assume 10% for patch replacement)				
A	To Reception Area (General/ Waiting area/ Reception Counter)		m2		
B	To Reception Area (Storeroom)		m2		
C	To Office Area (Provisional Quantity)		m2		
D	To Office Area (Assistant Director's/ Director's Room (Facing South-West or South-East)) (Provisional Quantity)		m2		
E	To Office Area (Senior Manager Workspace)		m2		
F	To Office Area (Storeroom) (Provisional Quantity)		m2		
G	To Office Area (Mother care Room) (Provisional Quantity)		m2		
H	To Office Area (Printing Room) (Provisional Quantity)		m2		
J	To Office Area (General Manager Room) (Provisional Quantity)		m2		
N	To Office Area (Broadcasting Room) (Provisional		m2		
To Collection					

Item	Description	Qty	Unit	Rate	\$
	<u>FITTING OUT WORKS (CONT'D)</u>				
	Floor (Cont'd)				
	Supply and installation of 2mm thick homogeneous vinyl sheet; laid on existing screed				
A	To MBO Board Room (Wet Pantry) (Provisional Quantity)		m2		
B	To Reception Area (General/ Waiting area/ Reception Counter) (Provisional Quantity)		m2		
C	To Reception Area (Storeroom) (Provisional Quantity)		m2		
D	To Reception Area (Pantry) (Provisional Quantity)		m2		
	Supply and installation of waterproofing layer				
E	To MBO Board Room (Wet Pantry) (Provisional		m2		
F	To Reception Area (Pantry) (Provisional Quantity)		m2		
	Modification of flooring system				
G	To MBO Board Room		m2		
To Collection					

Item	Description	Qty	Unit	Rate	\$
	<u>FITTING OUT WORKS (CONT'D)</u>				
	Ceiling				
	Touch up for defective ceiling finishes				
A	To MBO Board Room (Provisional Quantity)		m2		
B	To MBO Board Room (Wet Pantry) (Provisional Quantity)		m2		
C	To Reception Area (General/ Waiting area/ Reception Counter) (Provisional Quantity)		m2		
D	To Reception Area (Storeroom) (Provisional Quantity)		m2		
E	To Reception Area (Pantry) (Provisional Quantity)		m2		
F	To Office Area (Provisional Quantity)		m2		
G	To Office Area (Assistant Director's/ Director's Room (Facing South-West or South-East)) (Provisional Quantity)		m2		
H	To Office Area (Senior Manager Workspace) (Provisional Quantity)		m2		
J	To Office Area (Storeroom) (Provisional Quantity)		m2		
K	To Office Area (Mother care Room) (Provisional Quantity)		m2		
L	To Office Area (Printing Room) (Provisional Quantity)		m2		
M	To Office Area (General Manager Room) (Provisional Quantity)		m2		
N	To Office Area (Broadcasting Room) (Provisional Quantity)		m2		
To Collection					

Item	Description	Qty	Unit	Rate	\$
	<u>FITTING OUT WORKS (CONT'D)</u>				
	Ceiling (Cont'd)				
	Touch up with skim coat, P/A approved emulsion paint				
A	To MBO Board Room (Provisional Quantity)		m2		
B	To MBO Board Room (Wet Pantry) (Provisional Quantity)		m2		
C	To Reception Area (General/ Waiting area/ Reception Counter) (Provisional Quantity)		m2		
D	To Reception Area (Storeroom) (Provisional Quantity)		m2		
E	To Reception Area (Pantry) (Provisional Quantity)		m2		
F	To Office Area (Provisional Quantity)		m2		
G	To Office Area (Assistant Director's/ Director's Room (Facing South-West or South-East)) (Provisional Quantity)		m2		
H	To Office Area (Senior Manager Workspace) (Provisional Quantity)		m2		
J	To Office Area (Storeroom) (Provisional Quantity)		m2		
K	To Office Area (Mother care Room) (Provisional Quantity)		m2		
L	To Office Area (Printing Room) (Provisional Quantity)		m2		
M	To Office Area (General Manager Room) (Provisional Quantity)		m2		
N	To Office Area (Broadcasting Room) (Provisional Quantity)		m2		
To Collection					

Item	Description	Qty	Unit	Rate	\$
	<u>FITTING OUT WORKS (CONT'D)</u>				
	Ceiling (Cont'd)				
	Dismantling the existing false ceiling system and; Design, supply and installation of mineral fiber false ceiling system (OPTIONAL)				
A	To Reception Area (General/ Waiting area/ Reception Counter) (Provisional Quantity)		m2		Rate Only
B	To Reception Area (Pantry) (Provisional Quantity)		m2		Rate Only
C	To MBO Board Room (Pantry) (Provisional Quantity)		m2		Rate Only
	Design, supply and installation of aluminium metal strip ceiling (OPTIONAL)				
D	To Reception Area (General/ Waiting area/ Reception Counter) (Provisional Quantity)		m2		Rate Only
	Design, supply and installation of double gypsum board suspended false ceiling system; completed with rockwool insulation (OPTIONAL)				
E	To Office Area (General/ Assistant Director's/ Director's Room/ Senior Manager Workspace/ General Manager's Room/ Mothercare room/ printing room/ Storeroom/ Pantry/ Broadcasting Room) (Provisional Quantity)		m2		Rate Only
	Dismantling the existing false ceiling system and; Supply, deliver and apply emulsion paint to the existing structural ceiling and synthetic paint to the MEP pipe ducts and cables, including but not limited to AV ducts and lighting cables, etc. (OPTIONAL)				
F	To All Reception Area and Office Area (Provisional Quantity)		m2		Rate Only
To Collection					

Item	Description	Qty	Unit	Rate	\$
	<u>FITTING OUT WORKS (CONT'D)</u>				
	Wall				
	Single glazed partition (W1); full height single glazed partition with frost glass film sticker up to false ceiling level (2600mm high)				
A	To Office Area (Assistant Director's/ Director's Room (Facing South-West or South-East))(Provisional Quantity)		m2		
B	To Office Area (Printing Room)(Provisional Quantity)		m2		
C	To Office Area (General Manager Room) (Provisional Quantity)		m2		
	Acoustic Panel (W2); full height acoustic panel with adhesive from raised floor up to false ceiling level (2600mm high)				
D	To MBO Board Room (Provisional Quantity)		m2		
E	To Reception Area (General/ Waiting area/ Reception Counter) (Provisional Quantity)		m2		
	Gypsum Board Partition with Rockwool infill (W3)/ FRR wall from structural slab up to true ceiling level				
	<u>100 mm Thick</u>				
F	To Office Area (Printing Room) (Provisional Quantity)		m2		
G	To Office Area (Assistant Director's/ Director's Room (Facing South-West or South-East)) (Provisional Quantity)		m2		
H	To MBO Board Room (Provisional Quantity)		m2		
J	To Office Area (General Manager Room)(Provisional Quantity)		m2		
K	To reception area (wall separating reception area and the MOB board room; & wall separating reception area and the office area)		m2		
To Collection					

Item	Description	Qty	Unit	Rate	\$
	<u>FITTING OUT WORKS (CONT'D)</u>				
	Wall (Cont'd)				
	Gypsum Board Partition from structural slab up to true ceiling level (W4)				
	<u>100 mm Thick</u>				
A	To Reception Area (Storeroom)		m2		
B	To Office Area (Mothercare room)(Provisional		m2		
C	To Office Area (Storeroom)(Provisional Quantity)		m2		
	Dry wall				
E	To MBO Board Room (Wet Pantry)(Provisional Quantity)		m2		
F	To Reception Area (Pantry)(Provisional Quantity)		m2		
	Double Glass Wall				
G	To MBO Board Room (Provisional Quantity)		m2		
H	To Reception Area (Pantry) (Provisional Quantity)		m2		
	Operable Wall				
J	To Reception Area (pantry) (Provisional Quantity)		m2		
	Block Wall				
K	To MBO Board Room (Provisional Quantity)		m2		
L	To Reception Area (Pantry)(Provisional Quantity)		m2		
	Automatic sliding laminated glass doors; completed with ironmongeries				
M	To Reception Area (to the door separating reception area and the MBO board room only)	1	No.		
N	To Reception Area (to the door separating reception area the office area only)	2	No.		
To Collection					

Item	Description	Qty	Unit	Rate	\$
<u>FITTING OUT WORKS (CONT'D)</u>					
Wall (Cont'd)					
Access doors; completed with ironmongeries					
A	To Office Area (Assistant Director's/ Director's Room (Facing South-West or South-East)) (Provisional Quantity)	3	No.		
B	To Office Area (General Manager) (Provisional Quantity)	1	No.		
C	To Office Area (Printing Room) (Provisional Quantity)	1	No.		
D	To Office Area (Storeroom1/ Storeroom 2) (Provisional Quantity)	1	No.		
Re-decoration, skim coat touch up to smooth, P/A approved emulsion paint					
E	To MBO Board Room (Wet Pantry)(Provisional Quantity)		m2		
F	To Reception Area (General/ Waiting area/ Reception Counter) (Provisional Quantity)		m2		
G	To Reception Area (Storeroom) (Provisional Quantity)		m2		
H	To Reception Area (Pantry) (Provisional Quantity)		m2		
J	To Office Area (Provisional Quantity)		m2		
K	To Office Area (Senior Manager		m2		
L	To Office Area (Storeroom)(Provisional Quantity)		m2		
M	To Office Area (Printing Room)(Provisional Quantity)		m2		
N	To Office Area (General Manager Room)(Provisional Quantity)		m2		
O	To Office Area (Mothercare room)(Provisional Quantity)		m2		
P	To Office Area (Brocasting Room)(Provisional Quantity)		m2		
To Collection					

Item	Description	Qty	Unit	Rate	\$
	<u>FITTING OUT WORKS (CONT'D)</u>				
	Wall (Cont'd)				
	Painting (Emulsion Paint)				
A	To MBO Board Room (Wet Pantry) (Provisional Quantity)		m2		
B	To Reception Area (General/ Waiting area/ Reception Counter) (Provisional Quantity)		m2		
C	To Reception Area (Storeroom) (Provisional Quantity)		m2		
D	To Reception Area (Pantry) (Provisional Quantity)		m2		
E	To Office Area (Provisional Quantity)		m2		
F	To Office Area (Senior Manager Workspace)		m2		
G	To Office Area (Storeroom)(Provisional Quantity)		m2		
H	To Office Area (Printing Room)(Provisional Quantity)		m2		
J	To Office Area (General Manager Room)(Provisional Quantity)		m2		
K	To Office Area (Mothercare room)(Provisional Quantity)		m2		
L	To Office Area (Brocasting Room)(Provisional Quantity)		m2		
To Collection					

Item	Description	Qty	Unit	Rate	\$
	<u>FITTING OUT WORKS (CONT'D)</u>				
	Furniture/ Equipment				
	<u>Design, supply and installation of furniture and equipment; all in accordance with Specifications and Drawings. (refer to Assignment Brief)</u>				
	<u>MBO Board Room</u>				
A	55-inch 4K OLED TV	11	Set		
B	4K short focal length 110" projector	2	Set		
C	4K projector screen	2	Set		
D	13A power bar for new table set up	1	Set		
	<u>MBO Board Room (Wet pantry) items</u>				
E	Wine Cellar (for storage of minimum 20 bottle of wine)	1	Set		
F	Mini fridge	1	Set		
G	Meeting table (Optional)	1	Set		Rate Only
H	Full High Cabinets (Provisional Quantity)	1	Set		
J	Countertop for sink	1	Set		
K	Water Basin	1	Set		
L	Water Tap	1	Set		
M	Water Dispensor	1	Set		
	<u>Reception Area</u>				
N	Table; overall size 1000L x 1000W x 750H; "Haword" or equivalent	8	Set		
O	Table; overall size 6000L x 500W x 1100H 1000mm (L) x 1000mm (W) x 750mm (H)	2	Set		
P	Table; overall size 6000L x 500W x 1100H 5000m (L) x 600mm (W) x 750mm (H)	1	Set		
Q	Table; overall size 700 x 1050H	1	Set		
To Collection					

Item	Description	Qty	Unit	Rate	\$
	<u>FITTING OUT WORKS (CONT'D)</u>				
	Furniture/ Equipment (Cont'd)				
	<u>Design, supply and installation of furniture and equipment; all in accordance with Specifications and Drawings. (refer to Assignment Brief) (Cont'd)</u>				
	<u>Reception Area (Cont'd)</u>				
A	L-shaped Counter; overall size 2500L x 600W x 1500L 1100H	1	Set		
B	Side Chair; "Haword" or equivalent)	18	Set		
C	Side Chair	6	Set		
D	Arm Chair	2	Set		
E	Office Chair	2	Set		
F	Cabinet to house the 55-inch 4K OLED TVs	1	Set		
G	Corian Countertop	1	Set		
H	Wash basin	2	Set		
J	Water tap	2	Set		
K	Microwave oven	2	Set		
L	Dishwasher	2	Set		
M	Full Hight Cabinets (pantry) (Provisional Quantity)	2	Set		
N	Water Dispensor (OPTIONAL)	2	Set		Rate Only
O	100-inch 4K OLED TV; with decorated mounting and all necessary system programme to broadcast videos, photo and the information for the guests include the connection of the associated AV system and VC	2	Set		
P	55-inch 4K OLED TV	1	Set		
Q	110" projector screen	1	Set		
R	projector	1	Set		
To Collection					

Item	Description	Qty	Unit	Rate	\$
	<u>FITTING OUT WORKS (CONT'D)</u>				
	Furniture/ Equipment (Cont'd)				
	<u>Design, supply and installation of furniture and equipment; all in accordance with Specifications and Drawings. (refer to Assignment Brief) (Cont'd)</u>				
	<u>Office Area</u>				
A	Two Desks installed in L-shape 2000(L) x 900(W) and 1000(L) x 400(W) (Assistant Director/Director room, General Manager room)	4	Set		
B	L-shaped desk; overall size 1600L x 800W x 1500L x 750H (Senior Manager Area)	5	Set		
C	Table; overall size 1600L x 800W x 750H (General Office Area)	24	Set		
D	Desk partition; size: 800W x 500H (General Office Area)	24	Set		
E	Cabinet; size: 1500L x 400W x 750H (General Office Area)	24	Set		
F	Pedestal; overall size 500L x 400W x 600H (General Office Area, Assistant Director's/ Director's Room, Senior Manager, General Manager's Room)	33	Set		
G	Office Chair (Assistant Director's/ Director's, General Manager's Rooms)	8	Set		
H	Office Chair "Haworth" Zody Model No.: SESZTM7 or equivalent (Assistant Director's/ Director's room, General Manager's room)	4	Set		
J	Office Chair (Senior Manager Area)	15	Set		
K	Office Chair (General Office Area)	24	Set		
L	Full height Cabinets (pantry) (Provisional Quantity)	1	Set		
M	Table; overall size 2000L x 800W x 750H (General Manager's Room)	1	Set		
N	Cabinet; size: 1000L x 400W x 750H (Assistant Director's/ Director's room, General Manager's room)	8	Set		
O	42U server racks for IT & AV system (OPTIONAL)	1	Set		Rate Only
To Collection					

Item	Description	Qty	Unit	Rate	\$
A	<u>FITTING OUT WORKS (CONT'D)</u>	1	Item		
	Furniture/ Equipment (Cont'd) <u>Relocating the equipment including but not limited to water dispenser, refrigerator, microwave oven, etc. in the existing pantry to the new wet pantry; all in accordance with Specifications and Drawings. (refer to Assignment Brief)</u>				
	Generally				
To Collection					-

Item	Description	Qty	Unit	Rate	\$
<u>FITTING OUT WORKS (CONT'D)</u>					
Signage					
<u>Design, supply and installation of laminated plastic signage; all in accordance with Specifications and Drawings. (refer to Assignment Brief) (Cont'd)</u>					
<u>Laminated Plastic</u>					
A	To MBO Board Room (Provisional Quantity)	1	No.		
B	To Reception Area (Interview Room) (Provisional	1	No.		
C	To Reception Area (Pantry) (Provisional Quantity)	1	No.		
D	To Office Area (Assistant Director's/ Director's Room (Facing South-West or South-East)) (Provisional Quantity)	3	No.		
E	To Office Area (Senior Manager Workspace)	1	No.		
F	To Office Area (Storeroom 1)(Provisional Quantity)	2	No.		
G	To Office Area (Mother care Room)(Provisional Quantity)	1	No.		
H	To Office Area (Printing Room)(Provisional Quantity)	1	No.		
J	To Office Area (General Manager Room)(Provisional Quantity)	2	No.		
K	To Office Area (Brocasting Room)(Provisional Quantity)		m2		
<u>Design, supply and installation of "CIC" logo; all in accordance with Specifications and Drawings. (Assignment Brief refers)</u>					
L	To Reception Area (General/ Waiting area/ Reception Counter)	1	No.		
To Collection					-

Item	Description	Qty	Unit	Rate	\$
A	<u>WINDOW</u>		m		
	<u>Roller Window Blind</u>				
	To Office (Provisional Quantity)				
B	<u>Automatic sliding window curtain</u>		m		
	To MBO Board Room (Provisional Quantity)				
C	<u>Electrical window curtain</u>		m		
	To Reception Area (General/ Waiting area/ Reception Counter) (Provisional Quantity)				
To Collection					

Item	Description	Qty	Unit	Rate	\$
	<p><u>OTHERS</u></p> <p><u>Allow below any items and herein above mentioned but necessary for the satisfactory completion of the Works and Specification (please specify in detail)</u></p>				
To Collection					

Item	Description	Qty	Unit	Rate	\$
	<u>COLLECTION</u>				
	S3/1				
	S3/2				
	S3/3				
	S3/4				
	S3/5				
	S3/6				
	S3/7				
	S3/8				
	S3/9				
	S3/10				
	S3/11				
	S3/12				
	S3/13				
	S3/14				
	S3/15				
	S3/16				
Carried to Summary \$					

Item	Description	Qty	Unit	Rate	\$
	<u>SCHEDULE NO.4</u> <u>BUILDING SERVICES</u> MVAC Installation <u>Chilled Water System</u> <u>Chilled water pipe complete with insulation including all necessary associated support, fittings, brackets, running joints and fixings; all as described in the Specification and Drawings</u> Pipes and fittings; fixings to walls, columns and soffits				
A	25mm diameter		m		
B	32mm diameter		m		
C	40mm diameter		m		
D	50mm diameter		m		
E	65mm diameter		m		
F	80mm diameter		m		
G	100mm diameter		m		
	<u>Protective coverings and finishings; aluminium cladding to insulation</u> Approved thickness; fixings to insulation for pipes and fittings				
H	50mm diameter		m		
J	65mm diameter		m		
K	80mm diameter		m		
L	100mm diameter		m		
To Collection					

Item	Description	Qty	Unit	Rate	\$
	<u>BUILDING SERVICES (CONT'D)</u>				
	<u>Valves and ancillaries; complete with insulation and protective finishing; cables and conduits if necessary</u>				
	Gate valves				
A	25mm diameter		No.		
B	32mm diameter		No.		
C	40mm diameter		No.		
D	50mm diameter		No.		
E	65mm diameter		No.		
	Globe valves				
F	25mm diameter		No.		
G	32mm diameter		No.		
H	40mm diameter		No.		
J	50mm diameter		No.		
K	65mm diameter		No.		
	Motorized on/off valves with cables and conduit				
L	25mm diameter		No.		
M	32mm diameter		No.		
N	40mm diameter		No.		
P	50mm diameter		No.		
Q	65mm diameter		No.		
To Collection					

Item	Description	Qty	Unit	Rate	\$
	<u>BUILDING SERVICES (CONT'D)</u>				
	<u>Condensate Drain System</u>				
	<u>Condensate drain pipe complete with insulation including all necessary associated support, fittings, brackets, running joints and fixings; all as described in the Specification and Drawings</u>				
	Pipes and fittings; fixings to walls, columns and soffits				
A	25mm diameter		m		
B	32mm diameter		m		
C	40mm diameter		m		
To Collection					

Item	Description	Qty	Unit	Rate	\$
	<u>BUILDING SERVICES (CONT'D)</u>				
	<u>Supply and install ductwork ancillaries (Cont'd)</u>				
	<u>Air Conditioning System</u>				
	<u>Hot-dipped galvanized steel sheet ductwork and fittings; (insulation measured separately) complete with split damper; access panels; test points; cleaning points; brackets and supports and all necessary ductwork accessories; grade and thickness as in the Specification and Drawings</u>				
	Rectangular ducts; fixing to walls, columns or soffits				
A	0.6mm thick		m2		
B	0.8mm thick		m2		
C	1.0mm thick		m2		
	<u>Thermal insulation; as described in Drawings and Specifications</u>				
D	to rectangular duct		m2		
	<u>Supply and install ductwork ancillaries</u>				
	Fire damper				
E	up to 0.1 m ²		No.		
F	0.1 - 0.3 m ²		No.		
G	0.3 - 0.5 m ²		No.		
	Volume control damper				
H	up to 0.1 m ²		No.		
J	0.1 - 0.3 m ²		No.		
To Collection					

Item	Description	Qty	Unit	Rate	\$
	<u>BUILDING SERVICES (CONT'D)</u>				
	<u>Supply and install ductwork ancillaries (Cont'd)</u>				
	Air grilles/diffusers with air boot and insulation; blanked off the dummy diffuser if necessary				
A	_____ x _____ mm supply air grille		No.		
B	_____ x _____ mm supply air grille		No.		
C	_____ x _____ mm return air grille with aluminium filter		No.		
	<u>Fan coil units (FCU); complete with cooling coils, fan motors, filters, drain pans, necessary insulation, connection to ductwork and pipework</u>				
D	ref. FCU-8		No.		
E	ref. FCU-10		No.		
F	ref. FCU-12		No.		
To Collection					

Item	Description	Qty	Unit	Rate	\$
	<u>BUILDING SERVICES (CONT'D)</u>				
	<u>Mechanical Ventilation System</u>				
	<u>Hot-dipped galvanized steel sheet ductwork and fittings:</u> <u>(insulation measured separately) complete with split</u> <u>damper; access panels; test points; cleaning points;</u> <u>brackets and supports and all necessary ductwork</u> <u>accessories; grade and thickness as in the Specification</u> <u>and Drawings</u>				
	Rectangular ducts; fixing to walls, columns or soffits				
A	0.6mm thick		m2		
B	0.8mm thick		m2		
C	1.0mm thick		m2		
	<u>Thermal insulation; as described in Drawings and</u> <u>Specifications</u>				
D	to rectangular duct		m2		
	<u>Supply and install ductwork ancillaries</u>				
	Fire damper				
E	up to 0.1 m ²		No.		
F	0.1 - 0.3 m ²		No.		
G	0.3 - 0.5 m ²		No.		
	Volume control damper				
H	up to 0.1 m ²		No.		
J	0.1 - 0.3 m ²		No.		
K	0.3 - 0.5 m ²		No.		
To Collection					

Item	Description	Qty	Unit	Rate	\$
	<u>BUILDING SERVICES (CONT'D)</u>				
	<u>Supply and install ductwork ancillaries (Cont'd)</u>				
	Ductwork silencers				
A	0.1 - 0.3 m²		No.		
B	0.3 - 0.5 m²		No.		
	Air grilles/diffusers with air boot and insulation; blanked off the dummy diffuser if necessary				
C	_____ x _____ mm exhaust air grille		No.		
D	_____ x _____ mm exhaust air grille		No.		
E	_____ x _____ mm exhaust air grille		No.		
	<u>Ventilation fans; complete with motor, mounting framework, supports, anti-vibration isolators, acoustic enclosure and accessories</u>				
F	air volume flow rate _____ L/s; static pressure _____ Pa		No.		
G	air volume flow rate _____ L/s; static pressure _____ Pa		No.		
To Collection					

Item	Description	Qty	Unit	Rate	\$
A	<u>BUILDING SERVICES (CONT'D)</u>				
	<u>Electrical and Control System</u>				
	<u>Local Motor Control Panel, including metal casing and all busbars, air circuit breakers, relays, switches, fuses, MCB units, specified starters, contactors, meters, push buttons, emergency push buttons, indicating lamps, internal interconnecting wirings interlocks, instruments and accessories as required, including glanding, termination cables, earthing, bonding, fixings, and as specified</u>				
	for ventilation fan		No.		
	<u>Electrical power and control circuits to equipment, including connection to control panels, interconnecting wiring, cables, cable containment, relays, contactors, sensors, controller with thermostats, duct type temperature sensor and control devices, all necessary instruments and accessories as appropriate, fixing, earthing continuity, etc. to form a complete operational system and as specified</u>				
B	Electrical power and control circuits for ventilation fan		No.		
C	fan coil unit		No.		
D	fire damper		No.		
To Collection					

Item	Description	Qty	Unit	Rate	\$
	<u>Electrical Installation</u>				
	<u>Main and Sub-main Power Distribution System</u>				
	<u>1/C PVC copper cable; termination glands; copper conductors; earth continuity conductor</u>				
A	_____ mm2		m		
B	_____ mm2		m		
	<u>1/C F.R. XLPE/LSZH copper cable; termination glands; copper conductors; earth continuity conductor</u>				
C	_____ mm2		m		
D	_____ mm2		m		
	<u>4/C XLPE/SWA/PVC copper cable; termination glands; copper conductors; earth continuity conductor</u>				
E	_____ mm2		m		
F	_____ mm2		m		
	<u>Moulded case circuit breaker (MCCB) distribution board complete with A.I. switch metal enclosure, busbars, insulated protective shields, earthing terminal, tinned copper earth bar, gasketed door, all interconnecting wiring and all necessary accessories as described in Specification and/or Drawings (MCCB Units measured completely)</u>				
G	18 way; 63A TPN		No.		
H	18 way; 100A TPN		No.		
	<u>Miniature circuit breaker (MCB) distribution board complete with A.I. switch metal enclosure, busbars, insulated protective shields, earthing terminal, tinned copper earth bar, gasketed door, all interconnecting wiring and all necessary accessories as described in Specification and/or Drawings (MCB Units measured completely)</u>				
J	18 way; 63A SPN		No.		
K	_____ way; _____ A SPN		No.		
L	_____ way; _____ A TPN		No.		
To Collection					

Item	Description	Qty	Unit	Rate	\$
	<u>BUILDING SERVICES (CONT'D)</u>				
	<u>Main and Sub-main Power Distribution System (Cont'd)</u>				
	<u>Moulded case circuit breakers (MCCBs) units; fixing in MCCB Boards</u>				
A	_____ A TP		No.		
B	_____ A TP		No.		
	<u>Miniature circuit breakers (MCBs) units; fixing in MCB Boards</u>				
C	_____ A SP		No.		
D	_____ A SP		No.		
E	_____ A TP		No.		
F	_____ A TP		No.		
	<u>Residual current circuit breaker c/w built in overload protection (RCBO); fixing in MCB Boards</u>				
G	_____ A SP		No.		
	<u>Residual current device (RCD)</u>				
H	_____ A SP		No.		
To Collection					

Item	Description	Qty	Unit	Rate	\$
	<u>BUILDING SERVICES (CONT'D)</u>				
	<u>General Lighting and Small Power</u>				
	<u>Final circuits; approved cables; copper conductors; drawn into approved conduits and fittings and/or flexible conduits and fittings; junction boxes and the like; earth continuity conductors; and all necessary accessories; as described in Specifications and/or Drawings</u>				
	From MCB distribution board to				
A	normal lighting points		No.		
B	essential lighting points		No.		
C	motion sensor points		No.		
D	daylight sensor points		No.		
E	5A fuse spur unit points		No.		
F	13A fuse spur unit points		No.		
G	20A fuse spur unit points		No.		
H	32A fuse spur unit points		No.		
J	floor box unit points		No.		
K	single socket outlet points		No.		
L	twin socket outlet points		No.		
M	power bar with S/O points		No.		
To Collection					

Item	Description	Qty	Unit	Rate	\$
	<u>BUILDING SERVICES (CONT'D)</u>				
	<u>General Lighting and Small Power (Cont'd)</u>				
	<u>Lighting fittings; complete with associated lamps or tubes; including all connections to cables and conduit systems, earthing, bonding and provision of all necessary hangers and fixings; as described in Specifications and/or Drawings</u>				
A	300x1200 lighting panel with 2x15W LED T5; all necessary accessories		No.		
B	downlight; all necessary accessories		No.		
	<u>Accessories of approved type; as described in Specifications and/or Drawings</u>				
C	daylight sensor		No.		
D	occupancy sensor		No.		
E	5A fuse spur unit		No.		
F	13A fuse spur unit		No.		
G	20A fuse spur unit		No.		
H	32A fuse spur unit		No.		
J	floor box unit		No.		
K	single socket outlet		No.		
L	twin socket outlet		No.		
M	power bar with S/O		No.		
N	lighting control panel		No.		
To Collection					

Item	Description	Qty	Unit	Rate	\$
	<u>BUILDING SERVICES (CONT'D)</u>				
	<u>ELV System</u>				
	<u>Final circuits; approved cables; drawing into and including conduits and fittings and/or flexible conduits and fittings or any cable installing facilities, adaptable boxes; connection to system</u>				
	From main system to				
A	telephone point		No.		
B	data outlet point		No.		
	<u>Equipment; components, etc.; approved type; connection to power source and/or signal source; including all necessary accessories as described in Specification and Drawings</u>				
	Equipment and accessories				
C	dual S/O for data and telephone		No.		
D	data outlet		No.		
E	Wi-Fi access point		No.		
F	42U server rack		No.		
G	network switch; 24 ports		No.		
H	PoE		No.		
J	main distribution unit		No.		
To Collection					

Item	Description	Qty	Unit	Rate	\$
	<u>BUILDING SERVICES (CONT'D)</u>				
	<u>Audio & Visual / Public Address System</u>				
	<u>Final circuits; approved cables; drawing into and including conduits and fittings and/or flexible conduits and fittings or any cable installing facilities, adaptable boxes; connection to system</u>				
	Allow for				
A	all necessary conduit, power and control cable for the AV system		Item		
	From existing PA system to				
B	speaker point		No.		
	<u>Equipment; components, etc.; approved type; connection to power source and/or signal source; including all necessary accessories as described in Specification and Drawings</u>				
	Equipment and accessories				
C	55 inch 4K OLED TV		No.		
D	100 inch 4K OLED TV		No.		
E	4K short focal length 110" projector		No.		
F	4K projector screen		No.		
G	speaker		No.		
To Collection					

Item	Description	Qty	Unit	Rate	\$
	<u>BUILDING SERVICES (CONT'D)</u>				
	<u>Antenna System</u>				
	<u>Final circuits; approved cables; drawing into and including conduits and fittings and/or flexible conduits and fittings or any cable installing facilities, adaptable boxes; connection to system</u>				
	From existing system to				
A	TV outlet point		No.		
	<u>Equipment; components, etc.; approved type; connection to power source and/or signal source; including all necessary accessories as described in Specification and Drawings</u>				
	Equipment and accessories				
B	TV outlet		No.		
To Collection					

Item	Description	Qty	Unit	Rate	\$
	<u>BUILDING SERVICES (CONT'D)</u>				
	<u>CCTV System</u>				
	<u>Final circuits; approved cables; drawing into and including conduits and fittings and/or flexible conduits and fittings or any cable installing facilities, adaptable boxes; connection to system; PoE cable, connection to power point</u>				
	From existing CCTV system to				
A	CCTV camera point		No.		
	<u>Equipment; components, etc.; approved type; connection to power source and/or signal source; including all necessary accessories as described in Specification and Drawings</u>				
	Equipment and accessories				
B	dome type colour CCTV camera		No.		
C	network video recorder		No.		
D	PoE / network switch		No.		
To Collection					

Item	Description	Qty	Unit	Rate	\$
	<u>BUILDING SERVICES (CONT'D)</u>				
	<u>Access Control System</u>				
	<u>Final circuits; approved cables; drawing into and including conduits and fittings and/or flexible conduits and fittings or any cable installing facilities, adaptable boxes; connection to system</u>				
	From main system to				
A	card reader point		No.		
B	door release button point		No.		
C	break glass unit / emergency release button point		No.		
D	electric door lock point		No.		
E	door controller/ control panel point		No.		
	<u>Equipment; components, etc.; approved type; connection to power source and/or signal source; including all necessary accessories as described in Specification and Drawings</u>				
	Equipment and accessories				
F	card reader		No.		
G	door release button		No.		
H	break glass unit / emergency release button		No.		
J	electric door lock		No.		
K	door controller/ control panel		No.		
To Collection					

Item	Description	Qty	Unit	Rate	\$
	<u>BUILDING SERVICES (CONT'D)</u>				
	<u>Building Management System (BMS)</u>				
	<u>Final circuits; approved cables; drawing into and including conduits and fittings and/or flexible conduits and fittings or any cable installing facilities, adaptable boxes; connection to system (OPTIONAL)</u>				
	From main system to field equipment				
A	analogue input point		No.		Rate Only
B	analogue output point		No.		Rate Only
C	digital input point		No.		Rate Only
D	digital output point		No.		Rate Only
	<u>Equipment; components, etc.; approved type; connection to power source and/or signal source; including all necessary accessories as described in Specification and Drawings</u>				
	Equipment and accessories				
E	DDC unit		No.		
To Collection					

Item	Description	Qty	Unit	Rate	\$
	<u>BUILDING SERVICES (CONT'D)</u>				
	<u>Trunking and Tray</u>				
	<u>Hot-dipped galvanized mild steel sheet cable trunking with fittings including running joints, support hangers, as described in Specification and/or Drawings</u>				
	Trunkings and fittings; fixed to walls, columns and soffits				
A	50 x 50 mm		m		
B	75 x 75 mm		m		
C	100 x 100 mm		m		
D	150 x 100 mm		m		
E	_____ x _____ mm		m		
	<u>Earthing and Bonding</u>				
	<u>Equipotential bonding to all exposed and extraneous conductive parts of non electric services; complete with all component clamps and accessories; complying with the current edition of the IEE wiring regulations; all as specified in the Specification and Drawings</u>				
	Allow for				
F	main equipotential bonding		Item		
G	supplementary equipotential bonding		Item		
To Collection					

Item	Description	Qty	Unit	Rate	\$
<u>BUILDING SERVICES (CONT'D)</u>					
<u>Fire Services Installation</u>					
A	Supporting works that allow to cooperate with TMC for modification of existing Fire Services installation to suit new layout		Item		
<u>Automatic Sprinkler System</u>					
<u>Galvanized steel pipe to BSEN 1387, medium grade including all extra over for fittings (bends, tees, etc.), brackets, fixings, jointings, supports and accessories as required</u>					
Pipes and fittings; fixings to walls, columns and soffits					
B	32mm diameter		m		
C	40mm diameter		m		
D	50mm diameter		m		
E	65mm diameter		m		
F	80mm diameter		m		
<u>Sprinkler heads</u>					
Heat sensitive quartzoid bulb; temperature rating 68 degrees Celsius					
G	concealed type		No.		
H	conventional type		No.		
To Collection					

Item	Description	Qty	Unit	Rate	\$
	<u>BUILDING SERVICES (CONT'D)</u>				
	<u>Manual and Automatic Fire Alarm System</u>				
	<u>Final circuits in cables and conduits; including fault isolator modules, control modules, monitor modules, monitor devices, dry contacts, control devices, fixing, earthing & bonding and all necessary accessories</u>				
	Circuits from fire alarm and control panel to				
A	visual and fire alarm point		No.		
B	manual call point		No.		
	<u>Equipment and ancillaries</u>				
C	visual and fire alarm		No.		
D	manual call point		No.		
E	battery charger for fire system		No.		
	<u>Audio/Visual Advisory System</u>				
	<u>Visual system; coloured and flashing lights; illuminated exit/directional signs; FSDCoP, FSD Requirements and Circular Letters; battery, battery chargers, testing facilities; changeover switches; cable and conduit; connection to power and all accessories</u>				
F	emergency lighting with 2 hours battery charger		No.		
G	exit sign with 2 hours battery charger		No.		
H	directional sign		No.		
To Collection					

Item	Description	Qty	Unit	Rate	\$
<u>BUILDING SERVICES (CONT'D)</u>					
Plumbing and Drainage Installation					
<u>Supply and installation of sanitary fitting, plumbing and drainage system as specified (refer to Assignment Brief)</u>					
<u>MBO Board Room (Wet Pantry)</u>					
A	Wash basin		Set		
B	Soap Dispenser		Set		
C	Allow for all necessary uPVC drainage & fittings, copper pipe and fittings with 2 no of faucets, connection of drainage system to existing sump pump system and associated works		Item		
D	Sump pump (duty and standby), completed with drainage pipe and copper water pipe for pantry equipment and potable water system		No.		
<u>Reception Area (Pantry)</u>					
<u>Copper water supply pipe including all extra over for fittings (bends, tees, etc.), brackets, fixings, jointings, supports and accessories as specified (refer to Assignment Brief)</u>					
E	22mm diameter		m		
F	28mm diameter		m		
G	32mm diameter		m		
<u>uPVC waste water drain pipe including all extra over for fittings (bends, tees, etc.), brackets, fixings, jointings, supports and accessories as specified (refer to Assignment Brief)</u>					
H	50mm diameter		m		
J	75mm diameter		m		
K	100mm diameter		m		
To Collection					

Item	Description	Qty	Unit	Rate	\$
	<u>BUILDING SERVICES (CONT'D)</u>				
	Plumbing and Drainage Installation (Cont'd)				
	<u>Valves and ancillaries of approved type and working pressure complete with joints to pipework's, complete with insulation; all as specified (refer to Assignment Brief)</u>				
	Potable valve				
A	22mm diameter		no.		
B	28mm diameter		no.		
C	32mm diameter		no.		
D	Grease trap		Set		
E	Corian sink		Set		
F	Soap Dispenser		Set		
G	Allow for all necessary uPVC drainage & fittings, copper pipe and fittings with 2 no of faucets, connection of drainage system to existing sump pump system and associated works		Item		
H	Sump pump (duty and standby), completed with drainage pipe and copper water pipe for pantry equipment and potable water system		No.		
To Collection					

Item	Description	Qty	Unit	Rate	\$
	<u>BUILDING SERVICES (CONT'D)</u>				
	Sundries				
A	Preparation and submission of working drawings, builder's work drawings shop drawings, as-fitted drawings and operation & maintenance manual		Item		
B	Provision of samples		Item		
C	Provision of spares and special tools		Item		
D	Painting and labelling of materials and equipment		Item		
E	Testing and Commissioning		Item		
F	Liaison with relevant government departments and statutory authorities and provision of any statutory submission to obtain all necessary certificates and approvals including payment of any fee		Item		
G	Draining and refilling of the chilled water system		Item		
H	Draining and refilling of the fire services system		Item		
J	Coordinate with existing maintenance contractor for any migration works, system integration, suspension works of existing system		Item		
K	Interfacing and connecting to existing AFA system including program and graphic update		Item		
L	Demolition, diversion, relocation and modification of existing building services installation to suit the new		Item		
M	Provide the Meeting room booking system and the smart facilities management control solution in the project. (OPTIONAL)		Item		
N	Builder's Work in connection		Item		
P	BEE0 & FOC submission		Item		
Q	Provide the smart site safety system (4S)		Item		
To Collection					

Item	Description	Qty	Unit	Rate	\$
	<u>BUILDING SERVICES (CONT'D)</u>				
	Sundries (Cont'd)				
A	FS 314A & 251 and vent cert submission		Item		
B	WR1 submission		Item		
C	Water test for potable water		Item		
D	Interfacing and connecting to existing BMS system including program and graphic update		Item		
To Collection					

Item	Description	Qty	Unit	Rate	\$
	<p><u>OTHERS</u></p> <p>Allow below any items and herein above mentioned but necessary for the satisfactory completion of the Works and Specification (please specify in detail)</p>				
To Collection					

Item	Description	Qty	Unit	Rate	\$
	<u>COLLECTION</u>				
	S4/1				
	S4/2				
	S4/3				
	S4/4				
	S4/5				
	S4/6				
	S4/7				
	S4/8				
	S4/9				
	S4/10				
	S4/11				
	S4/12				
	S4/13				
	S4/14				
	S4/15				
	S4/16				
	S4/17				
	S4/18				
	S4/19				
	S4/20				
	S4/21				
	S4/22				
Carried to Summary \$					

Item	Description	Qty	Unit	Rate	\$
	<u>COLLECTION (Cont'd)</u>				
	S4/23				
	S4/24				
	S4/25				
	S4/26				
Carried to Summary \$					

**DESIGN AND RENOVATION WORKS OF NEW OFFICE
AT 29/F, ENTERPRISE SQUARE FIVE, KOWLOON BAY
HONG KONG CONSTRUCTION INDUSTRY COUNCIL**

SUMMARY OF TENDER

Schedule No.	Description	Amount (HK\$)
	SUMMARY OF TENDER	
Schedule No. 1	Preliminaries	
Schedule No. 2	Demolition and Alteration	
Schedule No. 3	Fitting Out Works	
	Floor	
	Ceiling	
	Wall	
	Furniture/ Equipment	
	Signage	
	Window	
	Others	
Schedule No. 4	Building Services	
	MVAC Installation	
	Electrical Installation	
	Audio & Visual / Public Address System	
	CCTV System	
	Fire Services Installation	
	Plumbing and Drainage Installation	
	Others	
	TOTAL CARRIED TO FORM OF TENDER HK\$	

APPENDIX E – Tender Evaluation Procedures and Criteria

1. INTRODUCTION

- 1.1 A two-envelope approach is adopted for tender submission, i.e. Tenderer should submit the technical proposal including all information specified in **Appendix A of the Conditions of Tender** and **Special Conditions of Tender**, and the letter annexed in **Appendix B** and mentioned in Clause 4.28 of the Conditions of Tender in one envelope and the fee proposal comprising the completed Form of Tender using the prescribed form provided in **Appendix C of the Conditions of Tender** and the Fee Proposal using the prescribed form provided in **Appendix D of the Conditions of Tender** in a separate envelope. Fee proposal would only be opened after the technical assessment is completed subject to Clause 1.4 below.
- 1.2 A marking scheme as described below will be used for evaluating the tenders. Tender proposals shall be evaluated based on two separate aspects, namely the technical assessment and the fee assessment.
- 1.3 The pre-determined weights for technical and fee assessments are 30% and 70% respectively.
- 1.4 If the technical assessment mark in Table 1 below is less than 50% of the maximum marks, the tender proposal will be rejected and will NOT be further assessed and its fee proposal envelope will NOT be opened.
- 1.5 The rejected tender proposal will NOT be included in the weighted technical assessment score formula in Clause 2.2 and the weighted fee assessment score formula in Clause 3.2 below. The CIC reserves its right to cancel this tender exercise and re-tender thereof without further notice to the tenderer.
- 1.6 An assessment panel will be established for tender evaluation. The proposal received will be evaluated in accordance with the requirements in this Appendix.

2. TECHNICAL EVALUATON

- 2.1 Detailed evaluation of the technical proposal including all information specified in Appendix A of the Conditions of Tender shall be made in accordance with the assessment criteria described in Table 1.

Table 1 – Technical assessment marking scheme

Assessment Criteria	Maximum Marks (%)
1. Tenderer's Track Record & Project Reference (a) Company's practical experience in fitting-out works (5%) (b) Design and renovation works experience, Expertise (5%) (i) Company/Team's practical experience in design and renovation works (ii) Expertise in construction as an RGBC/RMWC (Mandatory)	10%
2. Project Approach and Methodology to fulfill the objectives and complete all the tasks described in the Assignment Brief (a) Approach to the assignment (method statements to fulfill requirements) (5%) (b) Detailed programme (Advanced completion would be an advantage)(10%) (c) Arrangements for subcontractor management (5%) (d) Logistic arrangement of site work (5%) (e) Proposal of Relocation Plan of MBO 30/F to KBC 1/F, (customized planning, which include information & work flow of pre-move consultation, staff briefing, floor plan preparation, packing, transport, delivery and removal of packing materials & protection, etc.) (10%)	35%
3. Concept Design of the Interior Fitting Out (a) Pantry design (5%) (b) AV design (5%) (c) Layouts and schematics design (20%) <ul style="list-style-type: none"> • Electrical installation • Lighting system • MVAC system • Fire Services installation • PD system • ELV/CCTV/Access control system • IT/Wifi system 	30%
4. Experience and Qualifications of Proposed Project Leader and Team Members (a) Staff organisation chart with clear indication of line of communication and staff hierarchy among the project leader and team members. Responsibilities and degree of involvement of project leader and team members (5%) (b) Adequacy of professional and technical manpower input and Project team's experience in site formation / General Building construction/ service counter design and construction. (5%) (c) The team members are encouraged to fulfill the pillars that are stated in "Construction 2.0".(5%)	15%
5. Tenderer's Performance in CIC's Past Projects	10%
Total	100%

- 2.2 The weighted technical assessment score of a tender shall be determined in accordance with the following formula:

$$30 \times \frac{\text{Technical assessment mark of the subject tender}}{\text{Highest technical assessment mark of all tenders}}$$

3. FEE EVALUATION

- 3.1 Tender fee for evaluation shall be the lump sum quoted in Appendix D – Fee Proposal of the Conditions of Tender.
- 3.2 The weighted fee assessment score of the tender proposal shall be worked out in accordance with the following formula:

$$70 \times \frac{\text{Lowest total lump sum fee of all tenders}}{\text{Total lump sum fee of the subject tenders}}$$

4. CALCULATION OF COMBINED SCORES

- 4.1 The combined assessment score of a tender proposal shall be the sum of the weighted technical assessment score (Cl.2.2) and the weighted fee assessment score (Cl.3.2).

APPENDIX F – Reply Slip for Declining Bid

With reference to your tender invitation (Tender Reference: (586) in P/AE/PUR/AGC, Closing Date: 15 May 2025), I/we regret that I am/we are unable to bid due to the following reason(s):

(Please tick against the box(es) where applicable)

- ☐ Inadequate time to prepare tender proposal. Suggested timeframe for proposal preparation: _____ days
- ☐ Invitation document contains insufficient details.
Suggested supplementary details: _____

- ☐ Work scope too broad. Would you consider bidding if the work scope is reduced?
☐ Yes
☐ No
Or which part(s) of the work scope shall be reduced to facilitate your consideration in bidding (please specify)? _____

- ☐ Work scope too narrow. Would you consider bidding if the work scope is broadened?
☐ Yes
☐ No
Or what supplementary details shall be added to facilitate your consideration in bidding (please specify)? _____

- ☐ Not interested in this type of service.
- ☐ Working at full capacity at the moment.

- ☐ Work scope beyond firm's / organisation's expectation.
- ☐ Cannot meet project time schedule. Suggested timeframe for the project:
_____ months
- ☐ Requirements / Specifications too restrictive.
- ☐ Others (please specify): _____

Signature: _____

Full Name of Contact Person: _____

Position: _____

Name of Company: _____

Telephone No.: _____

Fax No.: _____

E-mail: _____

Date: _____

Note:

- 1) Please return the completed reply slip to E-mail: ronaldwong@cic.hk or fax no: 2100 9439 no later than 12:00 p.m. on 15 May 2025.
- 2) Please contact Ronald Wong at Tele: 2100 9750 or E-mail: ronaldwong@cic.hk for any enquiry.

APPENDIX G – Reply Slip for Tender Briefing and Site Visit Session

I/We would like to attend the tender briefing and site visit session for the Design, Installation of the Design and Renovation Works of New Office at 29/F, Enterprise Square Five for the Construction Industry Council at **10:30 a.m. on 7 May 2025** at 29/F, Tower 2, Enterprise Square Five (Megabox), 38 Wang Chiu Road, Kowloon Bay, Kowloon.

<u>Full Name of Attendee(s)</u>		<u>Post/Title</u>	
Company Name:			
Contact Person:		<u>Post/Title</u>	
Address:			
Telephone No : :		Fax No:	
Mobile Phone No:		E-mail :	

Note:

1. Each Tenderer shall register three attendees at most.
2. Please return the completed reply slip to E-mail: ronaldwong@cic.hk or fax no: 2100 9439 no later than 5:00 p.m. on **6 May 2025**.
3. Please contact Ronald Wong at Tele: 2100 9750 or E-Mail: ronaldwong@cic.hk for any enquiry.

Special Conditions of Tender

for

Provision of Design and Renovation Works of

New Office at 29/F, Enterprise Square Five

for

the Construction Industry Council

April 2025

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**To be included
in
Technical Proposal**

Special Conditions of Tender

1. Statement of Convictions or No Convictions

- 1.1 For the 12-months period prior to the closing date set for receipt of tenders, we *do not have any / have the following conviction with respect to the offences under the following Ordinances: Cap 57, Cap 59, Cap 115 and Cap. 509 in relation to our performance in any Government or private contract.

Please provide details of offence, if any, in the below table:

Date of Offence	Particulars of Offence	Date of Conviction	Offence/ Regulation Breached	Conviction and Date when Appeal / Review is expected to be heard

(Use separate sheets if required.)

- 1.2 We hereby declare that all information given above and additional sheets, if any, attached hereto are true and correct.
- 1.3 We hereby authorize the CIC to obtain information from all Government departments and give consent to the Government departments concerned to release and provide the documents or information in relation to any of our conviction of offences under the Ordinances stated above for the purposes of assessment of our tender in this tender evaluation and subsequent management of the Contract.

Authorised Signature & Company Chop: _____

Name of Person Authorized to Sign:
(in Block Letters) _____

Name of Tenderer in English _____

Tel No.: _____ Fax No.: _____ Date: _____

(* Please delete as appropriate)

2. General Building Contractor Registration / Minor Works Contractor Registration

- 2.1 The tenderer must **submit a copy of valid Registered General Building Contractor (RGBC) / Registered Minor Works Contractor (RMWC) certificate** showing the registered number and the date of expiry of registration.

3. Selected Domestic Sub-Contractor / Sub-Consultants

- 3.1 The tenderer shall **submit with his tender a list of sub-contractors / sub-consultants** to whom the tenderer proposes to sublet section(s) of works / services stating its willingness to enter into a domestic sub-contract with the tenderer to carry out the works mentioned in this tender.

Memorandum of Agreement

of

Provision of Design and Renovation Works of

New Office at 29/F, Enterprise Square Five

for

the Construction Industry Council

April 2025

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To be Signed by a Contractor

MEMORANDUM OF AGREEMENT

MEMORANDUM OF AGREEMENT made on the _____ day of _____
2025 BETWEEN THE CONSTRUCTION INDUSTRY COUNCIL of ¹ _____
_____ (hereinafter called “the Employer”)
of the one part and ² _____
_____ of ³ _____

(hereinafter called “the Contractor”) of the other part WHEREAS the Employer requires the Contractor to execute, complete and maintain the whole of the said works in respect of Provision of Design and Renovation Works of New Office at 29/F, Enterprise Square Five for the Construction Industry Council for the Employer (hereinafter called “the Assignment”) and details of which are set out in the Assignment Brief annexed hereto AND WHEREAS the Contractor has agreed to complete the works in accordance with the Assignment Brief, Conditions of Contract annexed hereto (hereinafter referred to as “the Conditions”), and subject to the payment to him by the Employer of the fees and other payments set out in the Fee Proposal and the Conditions annexed hereto.

NOW THEREFORE IT IS AGREED AS FOLLOWS :-

1. This Agreement shall comprise :-
 - (a) Conditions of Tender and Appendices
 - (b) Special Conditions of Tender
 - (c) Form of Tender
 - (d) Assignment Brief and its Annexes (if any)
 - (e) Technical Proposal and Fee Proposal
 - (f) General Conditions of Contract
 - (g) Contractor's Safety Requirements
 - (h) Guidelines On Work-Above-Ground Safety
 - (i) Any relevant correspondenceall of which are annexed hereto.
2. The Director for the purposes of this Agreement shall be ⁴ _____

3. In consideration of the payments made at the times and in the manner set forth in the Agreement by the Employer, the Contractor hereby jointly and severally⁵ undertakes to perform and complete the said works subject to and in accordance with the Agreement.

IN WITNESS this Agreement has been executed as a deed on the date first above
written

SIGNED for and on behalf of)
the Employer by ⁶)
)
)

in the presence of
Signature, name and address

(a) SIGNED for and on behalf of)
the Contractor by ⁷)
)
)

in the presence of
Signature, name and address

OR

(b) SIGNED for and on behalf of and as)
lawful attorney for ²)
under power of)
attorney dated)
By)

in the presence of
Signature, name and address

OR

(c) SIGNED on behalf of the Contractor by ⁸)
)
)
)
)

in the presence of
Signature, name and address

NOTES: (for preparation of but not inclusion in the engrossment of the Memorandum of Agreement)

Case (a) is for use where the Contractor executes the Assignment.

Case (b) is for use where the Contractor executes through an attorney.

Case (c) is for use where the Contractor comprises a partnership or consortium. As regards the attestation clause, each member forming the partnership or consortium just executes.

- 1 Insert the address for service of documents.
- 2 Insert the name of the Contractor.
- 3 Insert the address of the Contractor.
- 4 Insert the post title.
- 5 Delete “jointly and severally” where cases (a) or (b) apply. Initial the deletion by the signatories of the Memorandum of Agreement.
- 6 Insert the name and appointment of the officer.
- 7 Insert the name(s) and capacity of the person(s) (usually the Directors of the Contractor) executing the Agreement for the Contractor. The person’s authority to execute the Agreement for the Contractor is prescribed in the Memorandum of Association of the Contractor.
- 8 Insert the names of the partners.

General Conditions of Contract

for

Provision of Design and Renovation Works of

New Office at 29/F, Enterprise Square Five

for

the Construction Industry Council

April 2024

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General Conditions of Contract for
Provision of Design and Renovation Works of
New Office at 29/F, Enterprise Square Five
for the Construction Industry Council

1 Definitions

In the Contract as hereinafter defined the following words and expressions shall have the meaning hereby assigned to them except when the context otherwise requires:

“Agreement” means and includes the Memorandum of Agreement, General Conditions of Contract, any Special Conditions of Contract, the Assignment Brief and its annexes (if any), the Fee Proposal and such other documents as may be referred to in the Memorandum of Agreement.

“Assignment” means that part of the Project undertaken by the Contractor as detailed in the Assignment Brief and its annexes (if any) or the Purchase Order.

“Assignment Brief” means the document attached to the Memorandum of Agreement which describes the Project and sets out the details of the Assignment or the part of the Purchase Order which describes the Project and sets out the details of the Assignment. All other amendments/variations made due to the Project shall also be regarded as part of the works included under the Assignment.

“Contract” means the Agreement or the Purchase Order (as the case may be).

“Contractor” means the person, consultant, firm or company who enters into a Contract with the Employer, including the Contractor’s permitted assignees.

“Constructional Plant” means all appliances or things of whatsoever nature required for the execution of the Works but does not include materials or other things intended to form or forming part of the permanent work or vehicles engaged in transporting any personnel, Constructional Plant, materials or other things to or from the Site.

“Defects Liability Period” means the defects liability period named in the Contract commencing on the day following the date of completion of the Works or any Section or part thereof certified by the Employer’s Representative in accordance with Clause 59.

“Deliverables” means all the reports, drawings, documents, software, certificates and other items described in the Assignment Brief or the Purchase Order which are to be produced by the Contractor under this Contract.

“Employer” means the Construction Industry Council.

“Employer’s Representative” means the Project Director or the Project Manager.

“Goods”, “Services” and “Works” means goods, works, services, surveys and investigations and/or other duties and obligations as may be prescribed by the specifications/requirements to be supplied or done by the Contractor under the Contract.

“Government” means the Government of the Hong Kong Special Administrative Region.

“HKSAR” means the Hong Kong Special Administrative Region.

“Intellectual Property Rights” means trademarks, service marks, patents, design rights, trade names, copyright, domain names, database rights, new inventions, rights in know-how, designs, processes, and other intellectual property rights whether now known or created in future (of whatever nature and wherever arising) and in each case whether registered or unregistered and including applications for the grant of any such rights;

“Project” means the scheme described in the Contract.

“Project Director” means the person as may be appointed from time to time by the Employer and notified in writing to the Contractor to act as the project director for the purposes of the Project.

“Project Manager” means the person as may be appointed from time to time by the Employer and notified in writing to the Contractor to act as the project manager for the purposes of the Project.

“Project Materials” means the goods, services, works and/or deliverables manufactured, created, generated, supplied, performed or done by the Contractor in discharging its duties in relation to the Goods, Services, Works and/or the Deliverables under the Contract, including but not limited to the Goods, Services, Works and Deliverables.

“Purchase Order” means a purchase order issued by the Employer to the Contractor requesting the supply of Goods, Services and/or Works herein including the contents of the quotation and the terms and conditions hereof. The Purchase Order is limited to the terms and conditions:-

- (i) specified herein;
- (ii) specified on the contents of the purchase order so issued to the Contractor; and
- (iii) if applicable, specified in the Employer’s written agreement with the Contractor.

2 Singular and Plural

Words and expressions in the singular include the plural and words and expressions

in the plural include the singular where the context so implies.

3 Headings

The index, marginal notes or headings in any documents forming part of the Contract shall not in any way vary, limit or extend the interpretation of the Contract.

4 Laws

- (A) The Contract shall be governed by and construed according to the laws for the time being in force in the HKSAR.
- (B) The Contractor shall comply with all laws of HKSAR. The Contractor shall not employ illegal workers or any person who are forbidden by the laws of HKSAR or not entitled for whatever reasons to undertake any employment in HKSAR for the purpose of performing its obligations under the Contract. The Contractor and those engaged by the Contractor shall hold valid licences when performing the Contractor's obligations under the Contract whenever so required by the law.

5 Interpretation

The Interpretation and General Clauses Ordinance (Cap. 1) shall apply to the Contract. Words importing one gender (whether masculine, feminine or neuter) shall be taken to include any other gender where the context requires.

6 Memorandum of Agreement

Where the Contract is an Agreement, the Contractor when called upon to do so shall enter into and execute a Memorandum of Agreement which shall be prepared at the cost of the Employer in the form annexed with such modifications as may be necessary.

7 Documents Mutually Explanatory

- (A) Save to the extent that any Special Conditions of Contract provides to the contrary, the provisions of the Special Conditions of Contract shall prevail over those of any other document forming part of the Contract.
- (B) Subject to sub-clause (A) of this Clause the several documents forming the Contract are to be taken as mutually explanatory of one another but in the case of ambiguities and discrepancies the same shall be subject to the Employer's interpretation and adjustment.

8 Use of English Language and Metric Units

All the correspondence in connection with the Contract shall be in English. All Deliverables shall be in English and metric units shall be used throughout, unless otherwise stated in the Contract or approved by the Employer or the Employer's Representative in writing.

9 Confidentiality

- (A) Except otherwise explicitly declared by the Employer as non-confidential, all information and documents provided by the Employer to the Contractor or created by the Contractor in the course of or as a result of the Project shall be regarded as confidential information (“**Confidential Information**”). The Contractor shall take all practical measures to protect the Confidential Information from unauthorized access, disclosure, erasure or use for purposes other than this Project.
- (B) Save for the purposes of performing the Contract, the Contractor shall not disclose any and all Confidential Information, the terms and conditions of the Contract or any information, specifications, documents, drawing, plan, software, data or particulars furnished by or on behalf of the Employer or the Employer's Representative in connection therewith, to any person other than a person employed or engaged by the Contractor in performing the Contract or any approved sub-consultants / sub-contractors or the Contractor's legal and insurance advisers, except where required by law or regulation, order of the Court, arbitral authority of competent jurisdiction, requested by a professional body of which the Contractor is a member or disclosure of Confidential Information is with prior written consent from the Employer.
- (C) Any disclosure to any person, sub-consultants / sub-contractors or advisers permitted under sub-clause (B) of this Clause shall be in strict confidence and shall extend only so far as may be necessary for the purpose of the Contract and the Contractor shall take all necessary measures to ensure the confidentiality of any such disclosure.
- (D) The Contractor shall ensure that all receiving parties of the Confidential Information are informed of its confidential nature and procure the receiving parties to treat such information in strict confidence. The Contractor shall be responsible for the consequences of any breach of the confidential obligation, whether on the part of the Contractor itself or the receiving parties to whom the Contractor discloses the Confidential Information.
- (E) The Contractor shall not without the prior written consent of the Employer,

which consent shall not be unreasonably withheld, to make any public announcement, press release or other otherwise publish, either alone or in conjunction with any other person, in any newspaper, magazine, or periodical, any article, photograph or illustration relating to the Contract.

- (F) If the Contractor has provided the Employer or the Employer's Representative with documents and information which the Contractor has declared in writing to be confidential and stamped accordingly whether in relation to his practice or special circumstances or for other good causes, unless the Employer or the Employer's Representative within TWO (2) months of receipt of such information by notice in writing disagrees, such information will be treated as confidential. The Employer and the Employer's Representative shall not permit the disclosure of such confidential information to third parties without the prior written consent of the Contractor.
- (G) All personal data submitted by the Contractor will be used by the Employer for the purpose of this Contract only. By entering into the Contract, the Contractor is regarded to have agreed to and to have obtained from each individual whose personal data is provided by the Contractor to the Employer for the purpose of the Contract, his consent for the disclosure, use and further disclosure by the Employer for the purposes of the Contract and all other purposes arising from or incidental to it. Under the provisions of the Personal Data (Privacy) Ordinance (Cap. 486) ("**PDPO**"), an individual to whom personal data belongs and a person authorized by him in writing has the right to request access to or correction of personal data as provided for in sections 18 and 22 and Principle 6 of Schedule 1 to the PDPO. The right of access includes the right to obtain a copy of the personal data provided. Written enquiries or requests should be addressed to the Project Manager with sufficient details, failing which the Project Manager may be unable to process and consider the incomplete information submitted.
- (H) Should the Project be terminated prematurely due to any reasons or completed satisfactorily as certified by the Employer or the Employer's Representative, the Contractor shall return all related findings, statistics, documents, materials belonging to the Employer and related to the Contractor, and/or destroy any information collected from the Employer or the Employer's Representative including both hard copies and electronic copies within SEVEN (7) working days of the termination or completion.
- (I) The sub-clauses of this Clause shall survive the termination of this Contract (however occasioned) and shall continue in full force and effect

notwithstanding such termination.

10 Data Privacy

- (A) If for the purposes of the Contract the Contractor collects personal data on the Employer's behalf or the Employer will entrust personal data with the Contractor, the Contractor shall comply in all aspects with the Personal Data (Privacy) Ordinance (Cap. 486) and any other applicable data protection laws and regulations in relation to the personal data that it collects or processes on behalf of the Employer.
- (B) The Contractor shall procure that its sub-contractors be subject to the same data protection obligations the Contractor owes to the Employer and remain fully liable to the Employer for the fulfillment of the obligations of itself and its sub-contractor(s).
- (C) The Contractor shall have personal data protection policies and procedures in place and implemented and provide adequate training to its relevant staff. The Contractor shall take all reasonable precautions and exercise all due diligence to protect the entrusted personal data from leakage, unauthorized or accidental access, processing, erasure, loss or use.
- (D) Save for those personal data with the purpose for which has not been fulfilled, timely return, destruction or deletion of the personal data shall be strictly abided by the Contractor. The use or disclosure of the personal data for any purpose other than the purpose for which the personal data is entrusted to the Contractor by the Employer under the Contract is strictly prohibited.
- (E) The Contractor shall notify the Employer promptly and without undue delay of any potential data breach involving the entrusted personal data. The Contractor and its applicable sub-contractors shall cooperate with the Employer to investigate and mitigate the relevant impact and prevent any recurrence. The Contractor shall also comply with any requests or directions from the Employer and the related authorities and/or regulators in relation to the personal data.
- (F) The Contractor shall give all reasonable assistance to the Employer for the purpose of audit inspection by the Employer on such records, personal data and other information held by the Contractor in relation to the handling and storage of the entrusted personal data. The Contractor shall also answer queries or supply information reasonably requested by such personnel in pursuance of such audit inspection.

- (G) The sub-clauses of this Clause shall survive the termination of this Contract (however occasioned) and shall continue in full force and effect notwithstanding such termination.

11 Cybersecurity

- (A) The Contractor shall take and procure that its sub-contractors to take all reasonable cybersecurity measures to protect any and all information and data (including personal data mentioned in this Clause) relating to the Assignment stored or processed electrically from leakage or divulgence and ensure that no such information and/or data would be accessed or obtained or viewed or otherwise known to third parties that are not meant to be involved in the Contractor's discharge of its obligations under the Project.
- (B) The Contractor shall be and procure that its sub-contractors to be keenly aware of cybersecurity risks such as phishing attacks, Internet of Things attacks, identity theft, ransomware, password attacks, web attacks, malware attacks, etc., ensure that its electronic devices used to store / process / transfer such information / data are immune from such risks, and avoid all such risks.
- (C) If any information and/ or data (including personal data mentioned in this Clause) is leaked or divulged or accessed or obtained or viewed or otherwise known to third parties that are not meant to be involved in the Contractor's discharge of its obligations under the Project as a result of the Contractor's breach of its duties under sub-clauses (A) and (B) above, the Contractor shall indemnify the Employer from all loss and/of damage suffered by the Employer so caused by the Contractor's breach.
- (D) The sub-clauses of this Clause shall survive the termination of this Contract (however occasioned) and shall continue in full force and effect notwithstanding such termination.

12 Information to be supplied by the Employer

The Employer shall keep the Contractor informed of such matters as may appear to him to affect the performance of his duties under the Contract and shall give such assistance, approvals, and decisions in writing as and when they shall reasonably be required for the Contractor's performance of his duties under the Contract.

13 Information to be supplied by the Contractor

The Contractor shall keep the Employer and the Employer's Representative informed of all matters related to the Contract within the knowledge of the Contractor including details of all staff employed by the Contractor and all other people directly or indirectly engaged by the Contractor and shall, when requested to do so, answer all reasonable enquiries received from the Employer and the Employer's Representative, render reports at reasonable intervals when asked to do so and make viable recommendations to the Employer and the Employer's Representative as to the manner in which the Assignment should be proceeded with.

14 Retention of Documents and Audit Inspection

- (A) For a period of TWO (2) years commencing from the completion of the Works or provision of the Services or supply of the Goods under the Contract, the Contractor shall retain and provide space at its own costs to retain all softcopies and hardcopies of all his records, data, accounts and other information in respect of or in relation to its discharge of its obligations under the Contract.
- (B) The Contractor shall give all necessary assistance to Employer for the purpose of audit inspection to inspect such records, data, accounts and other information whatsoever in relation to the Project and shall answer queries and/or supply information reasonably requested by such personnel in pursuance of such audit inspection.

15 Attendance at Meetings

The Contractor shall, if reasonably possible, attend or be represented at all meetings convened by the Employer to which he may be summoned and shall advise and assist the Employer and the Employer's Representative in all matters relating to the Deliverables.

16 Inspection

- (A) The Contractor shall permit the Employer and the Employer's Representative to enter its premises at any reasonable time in order to inspect the Goods, Services and/or Works in the course of manufacture, provision or storage. If, as a result of such inspection, the Employer or the Employer's Representative is not satisfied that the Goods, Services and/or Works will comply with the Contract requirements, it shall notify the Contractor in writing and the Contractor shall, as soon as possible, take all necessary steps to ensure compliance. An inspection or notification by the Employer or the Employer's Representative (with or without comments or approval) shall not relieve the

Contractor of its obligations under the Contract. It remains the Contractor's duty to ensure full compliance with its obligations under the Contract.

- (B) The Contractor shall at all times provide the Employer and the Employer's Representative with reasonable facilities to inspect or view the Goods, Services and/or Works, documents, records and correspondence in the Contractor's possession relevant to the Contract.

17 Approval of Documents

- (A) The Contractor shall, when so requested by the Employer or the Employer's Representative, submit to him for his approval such record, data, account or other documents, matters or things prepared by them as a direct requirement of the Assignment as the Employer's Representative may specify or require.
- (B) No such approval shall affect or relieve the Contractor of its obligations under the Contract.

18 Delegation of Employer's Power

The Contractor shall take instructions and directions and, where appropriate, receive the Employer's decisions and views only through the Employer or the Employer's Representative and, subject to any limitations imposed by the Employer or the Employer's Representative in any letter of authority granted by the Employer or the Employer's Representative, the Employer or the Employer's Representative may delegate his powers to such other person.

Where the Contractor for whatever reason does not manage to reach the Employer's Representative for the purposes set out in the Contract, the Contractor shall liaise with the Employer direct for those purposes. For the avoidance of doubt, the Employer has the power to exercise any right conferred upon the Employer's Representative and may exercise the same as it sees fit.

19 Amendments to the Assignment Brief

- (A) The Employer shall make any changes to the Assignment Brief which he considers necessary or desirable for the successful completion of the Assignment or the Project.
- (B) Any queries on, or suggestions for amendments to the Assignment Brief shall be referred to the Employer for his clarification or instructions regarding further action.

20 Written Approval

The Contractor shall obtain the written approval of the Employer prior to entering into any commitment to expenditure for which there is provision for reimbursement under the Contract.

21 Consultation

The Contractor shall, as may be necessary for the successful completion of the Assignment, consult all authorities, including public utility companies, those who may be specified by the Employer in connection with the Assignment and bodies or persons affected by the Assignment.

22 Response to Queries

- (A) The Contractor shall promptly respond to queries on the findings and conclusions of this Assignment raised during the period defined in the Assignment Brief by the Employer, the Employer's Representative or by any person who may be appointed or nominated by the Employer or the Employer's Representative for the Project.
- (B) The Contractor shall use his best endeavours to promptly respond to queries on the findings and conclusions of this Assignment raised after the period defined in the Assignment Brief by the Employer or any person who may be appointed or nominated by the Employer.

23 Exclusive Ownership and Intellectual Property Right Indemnities

- (A) The Contractor guarantees that neither the sale nor use of goods nor the performance or provision of the Project Materials will infringe any local or foreign copyright, patent or trade mark or any kind of Intellectual Property Rights.
- (B) The Contractor shall indemnify and keep the Employer, its authorized users, assignees and successors-in-title (hereinafter "**indemnified parties**") indemnified from and against:
 - (i) all and any demands, claims, actions, arbitrations, proceedings, threatened, brought or instituted against the indemnified parties arising from the Contractor's infringement of any kind of Intellectual Property Rights ("**IP Claims**") in performing its duties under the Contract; and
 - (ii) all liabilities and indebtedness (including without limitation liabilities

to pay damages or compensation), loss, damage, costs and expenses incurred or suffered by indemnified parties (including all legal and other costs, charges, and expenses) on a full indemnity basis, which indemnified parties may pay or incur in initiating, defending, counter-claiming, settling or compromising any action or proceeding by or against indemnified parties

which arise directly or indirectly from or relate to the Contract. The indemnity herein shall survive termination of this Contract (howsoever occasioned).

- (C) In event of such IP Claims, the Contractor shall do all things and take such action (including procuring any required licenses, consents of authorizations or modifying or replacing any infringing item) without charge to the Employer as shall be necessary to prevent or remedy (without detracting from the overall functions or performance) any infringement, provided that the Employer will use reasonable endeavors to mitigate its loss; the Contractor shall at all times act in such a way as to minimize interruption and disruption to the operation of the Employer.
- (D) The Employer shall become the exclusive owner of all Project Materials, save those Project Materials under licence or those Project Materials in respect of which there is a pre-existing copyright or patent, supplied or produced by, for or on behalf of the Contractor under the Contract. Notwithstanding the above, the Contractor hereby grants the Employer and its affiliates an irrevocable royalty free license to use, copy or modify such pre-existing materials for its internal business purposes.
- (E) The Intellectual Property Rights in the Project Materials shall upon creation be vested in the Employer. In the event that the Contractor requests and the Employer grants written consent such that the Intellectual Property Rights for specific Project Materials are not assigned to the Employer, the Contractor hereby grants to the Employer and its affiliates an irrevocable royalty free license to use, copy or modify the Project Materials with a right to sublicense those Project Materials to third parties for any purposes intended by the Employer. For the avoidance of doubt, any such license granted shall not be determined if the Contract is suspended or terminated pursuant to Clause 43 or otherwise.

24 Care, Diligence and Indemnity

- (A) The Contractor shall exercise and shall ensure that its sub-contractors

exercise all reasonable professional skill, care and diligence in the performance of all and singular of the Services or carrying out the Works and, insofar as his duties are discretionary, shall act fairly between the Employer and any third party.

- (B) The Contractor acknowledges that time and quality are of the essence in the performance of the Contract, and the Contractor shall deliver the Goods to the designated place, provide the Services and/or carry out the Works in strict adherence to the delivery date(s) or schedule(s) or completion date set forth in the Contract or extended pursuant to the terms of the Contract or otherwise agreed by the Contractor and the Employer's Representative. If the Contractor shall fail or refuse to make delivery of the Goods in the Project Materials as aforesaid, the Employer shall have the right to cancel / terminate the Contract and to procure the Goods from any other sources and the Contractor shall be liable for any sum so incurred in excess of the Contract price.
- (C) All Project Materials are subject to inspection and rejection by the Employer notwithstanding any prior payment, which, in itself and without more, does not mean or imply the Employer's acceptance of the Project Materials. The Project Materials would be accepted by the Employer if the Project Materials have been provided / performed in accordance with the terms and conditions of the Contract and to the satisfaction of the Employer.
- (D) The Project Materials must conform in all respects with the Contract requirements. All Goods/Works in the Project Materials must be of sound materials, workmanship (and design, where the Contractor is responsible for this), and shall be equal in all respects to relevant samples or patterns provided by or accepted by the Employer. All Services in the Project Materials shall be performed in a sound manner and shall be free from any defects (major or minor) including (to the extent that the Contractor is responsible for design) defects in design or installation.
- (E) The Project Materials shall be in accordance with any applicable local or international standards. The Project Materials shall at the time of delivery or performance comply with all relevant requirements of any applicable statute, statutory rule or order or other instrument having the force of law.
- (F) The Employer's signature given on any delivery note or other documentation presented for signature in connection with delivery of the Project Materials only suggests the receipt of the Project Materials, and is not evidence of actual quantity, quality or condition of the Project Materials or the

Employer's acceptance of the Project Materials.

- (G) Acceptance of all or part of the Project Materials shall not:-
- (i) waive the Employer's right to cancel or return all or any portion of the Project Materials that do not conform to the Contract requirements;
 - (ii) oblige the Employer to accept future delivery of the Project Materials; or
 - (iii) preclude the Employer from making any claim for damages or breach of warranty; or
 - (iv) prejudice the Employer's right to reject any and all of the Project Materials that do not meet the provisions of sub-clause (D) of this Clause.
- (H) All Project Materials must pass the Employer's acceptance tests. The Employer shall be entitled to reject any and all Project Materials that do not meet the provisions of sub-clause (D) of this Clause. If by the nature of the Project Materials any defects or any failure to conform to sub-clause (D) of this Clause does not or would not become apparent (despite the carrying out of any examination or acceptance tests) until after use, the Employer may reject the same even after a reasonable period of use. No Project Materials returned as defective by the Employer shall be replaced by the Contractor without a prior written notice by the Employer of the rejection.
- (I) Any Project Materials rejected under sub-clause (H) must at the request of the Employer be replaced or re-performed as the case may be by the Contractor at the Contractor's own expense. Alternatively, the Employer may elect (at the Employer's option) to terminate the Contract pursuant to the terms and conditions of Contract in respect of the rejected Project Materials in question and the whole of the remainder of the Project Materials (if any) covered by the Contract. All rejected Goods of the Project Materials will be removed from the site and returned to the Contractor at the Contractor's expense. If the Contractor fails to remove the rejected Goods from the site, the Employer may continue to store such Goods and the Contractor shall fully reimburse the Employer for all storage costs and delivery costs incurred or to be incurred immediately upon the Employer's demand in writing.
- (J) Without prejudice to the Employer's rights under sub-clause (I) under this

Clause, the Employer shall be entitled to return any Goods to the Contractor for a full refund in respect of such returned Goods within THIRTY (30) days of the Employer's demand for return. All rejected Goods of the Project Materials will be returned to the Contractor at the Contractor's expense. If the Contractor fails to so refund within THIRTY (30) days of the Employer's demand for return, the Contractor shall be liable to pay interest on such amount(s) to be refunded at an interest rate of 1% above the rate of prime.

- (K) The Contractor shall, in respect of any work done or information supplied by or on behalf of the Employer, report to the Employer any errors, omissions and shortcomings of whatsoever nature of which the Contractor becomes aware in carrying out the Assignment.
- (L) The Contractor shall advise the Employer, as soon as practicable, of any actual or foreseeable delay in meeting the delivery schedules or date for completion and the reason therefor.
- (M) The Contractor shall indemnify and keep indemnified the Employer against all claims, damages, losses or expenses arising out of or resulting from any negligence in or about the conduct of and performance by the Contractor, his servants or agents or sub-consultants/sub-contractors of all tiers, in carrying out the Assignment.
- (N) The Contractor shall be liable for, and shall indemnify the Employer against, any expense, liability, loss, claim or proceedings whatsoever arising under any statute or at common law in respect of personal injury to or the death of any person whomsoever arising out of or in the course of the Contract, save to the extent that the same may be due to any deliberate default, negligence or willful misconduct of the Employer or of any person for whom the Employer is responsible.
- (O) The Contractor shall be liable for, and shall indemnify the Employer against, any expense, liability, loss, claim or proceedings in respect of any injury or damage whatsoever to any property real or personal in so far as such injury or damage arises out of or in the course of the Contract, save to the extent that the same may be due to any deliberate default, negligence or willful misconduct of the Employer or of any person for whom the Employer is responsible.
- (P) The Contractor has to keep all the Contractor's property in safe custody or that of his sub-contractors and/or sub-consultants and employees on site. The Contractor shall indemnify the Employer in respect of any loss, damages,

injury or death of the Contractor, his sub-contractors/sub-consultants and employees in consequence of the malfunction of, loss of or damage to the said property, save to the extent that the same may be due to any deliberate default, negligence or willful misconduct of the Employer or of any person for whom the Employer is responsible.

- (Q) Unless it is specifically allowed in other part of the Contract, if the Contractor or the Employer shall default on carrying out its obligations under the Contract, the Contractor or the Employer may by notice in writing to request the defaulting party to perform the obligations promptly in order to avoid and minimize any loss and damage that such failure may cause. In addition, the defaulting party shall indemnify any direct loss or damages so caused to the Contractor or the Employer (as the case may be) as a result of the default of this Contract.
- (R) If either the Contractor or the Employer has breached any terms and conditions under this Contract, the defaulting party shall indemnify against all related actual financial losses and expenses necessarily incurred by the Contractor or the Employer (as the case may be) arising from the breach.
- (S) The Employer has the rights to recover any expense, loss or claim from payment payable to the Contractor by notice in writing, the same may be deducted or offset from any sum then due or which at any time thereafter may become due to the Contractor under the Contract or any other contracts the Contractor has entered into with the Employer.
- (T) The Contractor's liability for loss or damages arising from or in relation to this Project, as a result of breach of contract, tort (including negligence,) or otherwise in relation to the Contractor's performance of its obligations under the Contract, is limited to a liability cap as THREE (3) times of the Contract sum. This sub-clause does not apply when the Court or an arbitral tribunal finds that the Contractor has engaged in willful misconduct or fraudulent behavior or gross negligence or a fundamental breach of the Contract.
- (U) The sub-clauses of this Clause in respect of the Contractor's obligations to indemnify the Employer shall survive the termination of this Contract (however occasioned) and shall continue in full force and effect notwithstanding such termination.
- (V) Subject always to the Employer's right of rejection (in which case all title to and risks in any rejected Goods in the possession of the Employer shall remain with or pass back to the Contractor upon the Employer's request for

rejection), all title to and risks in the Goods shall pass from the Contractor to the Employer upon delivery and written acceptance of the Goods by the Employer.

- (W) The Contractor shall provide and employ and shall ensure that any of his sub-contractors shall provide and employ in connection with the execution of the Works or the Services sufficiently skilled, competent, qualified, experienced personnel as is necessary for the proper and timely execution of the Works or the Services.

25 Instruction and Procedure

The Contractor shall comply with all reasonable instructions of the Employer and the Employer's Representative. The Employer and/or the Employer's Representative may issue to the Contractor general instructions on procedure and shall supply such additional information as may be required. The Contractor shall follow such procedures as far as possible and shall obtain prior written approval from the Employer or the Employer's Representative for any intended major departure from such procedures. Nothing in this Clause shall relieve the Contractor's obligations under the Contract.

26 Not used

27 Not used

28 Programme to be Submitted and Agreed

- (A) The Contractor may propose changes to some or all of the key dates specified in the Assignment Brief for incorporation into the draft programme prepared under sub-clause (B) of this Clause for the Employer or the Employer's Representative to agree. If any of such proposed changes are agreed by the Employer or the Employer's Representative, who may impose conditions on his agreement, the corresponding key dates shall be changed and the changed dates incorporated into the draft programme.
- (B) The Contractor shall submit a draft programme which shall be in accordance with the requirements of the Assignment Brief and shall incorporate the key dates specified in the Assignment Brief, including any changes agreed under sub-clause (A) of this Clause. The Employer or the Employer's Representative shall either agree the draft programme or instruct the Contractor to submit a revised draft programme which the Contractor shall prepare.

- (C) If the Employer or the Employer's Representative do not agree the revised draft programme submitted under sub-clause (B) of this Clause, he shall issue an instruction under Clause 25 to the Contractor.
- (D) When the Employer or the Employer's Representative has agreed the draft programme or the revised draft programme submitted under sub-clause (B) of this Clause or such other draft programme as may result from sub-clause (C) of this Clause, the agreed draft programme or revised draft programme shall become the Agreed Programme for carrying out the Assignment and shall be amended only with the prior written approval of the Employer or the Employer's Representative.

29 Payment

Subject to the other provisions of this Agreement and to the Contractor duly and promptly delivered the Project Materials to the satisfaction of the Employer, the Employer shall pay the Contractor in accordance with the Fee Proposal or the Purchase Order (as the case may be).

30 Fees to be Inclusive

- (A) Prices and the currency shall be as specified in the Contract. Unless provided otherwise, the fees set out in the Fee Proposal or the Purchase Order (as the case may be) shall be inclusive of all taxes, labour, materials and expenses incurred in the course of provision of the Project Materials.
- (B) If required by the Employer, the detailed price list should also be provided, covering all items affecting the price such as the taxes, service charges, etc.

31 Payment in Hong Kong Dollars

Unless provided otherwise, payments shall be made in Hong Kong dollars.

32 Expenses incurred in currencies other than Hong Kong dollars

The Contractor shall specify in its claims for other reimbursement expenses incurred in currencies other than Hong Kong dollars the date on which the expenses were paid. Payment shall be arranged by conversion to Hong Kong dollars at the Selling (T.T.) rate in use by the Hong Kong and Shanghai Banking Corporation at the commencement of business on the date the expense was paid.

33 Payment of Accounts

- (A) Subject to clause 29, the Contractor shall submit the Employer an invoice

and accompanied by such documents, information and explanations as the Employer may require in respect of the Project Materials. The Employer may request such further documentation as it deems necessary or desirable to verify the invoice. Original invoices shall be submitted by mail to Employer's headquarters (of which the address may be changed upon the Employer's written notice to the Contractor) unless otherwise required by the Employer.

- (B) Except as provided for in sub-clause (C) of this Clause accounts of all money due from the Employer to the Contractor in accordance with the Contract shall be paid within THIRTY (30) days of the invoice and supporting documentation requested by the Employer and receipt and verification of the Contractor's invoice and supporting documentation by the Employer.
- (C) If any item or part of an item of an account rendered by the Contractor is reasonably disputed or subject to reasonable requisitions by the Employer or the Employer's Representative, the Employer shall within THIRTY (30) days after receipt of the invoice by the Employer inform the Contractor in writing of all items under dispute or subject to requisitions. The Contractor shall cancel the original invoice and reissue an invoice for the undisputed amount within TEN (10) days.
- (D) The Contractor and the Employer shall promptly investigate any disputed invoice and shall act reasonably to resolve the dispute. Any disputed invoice or part of an invoice agreed by the Employer to be payable following resolution shall be re-invoiced as appropriate. Notwithstanding the foregoing, the Contractor shall continue to provide the Project Materials in full as if the dispute and/or requisitions did not exist.
- (E) The Contractor shall be responsible for ensuring that all information on invoices is complete and accurate, and that specific reference is made to the Contract reference number assigned by the Employer.

34 Rendering of Accounts

The Contractor shall render his accounts for interim payments in accordance with the Fee Proposal or the Purchase Order (as the case may be).

35 Not used

36 Reduction of Lump Sum Fees

If there shall be a reduction in the Services or Works resulting from:

- (i) explanations or adjustment made under sub-clause (B) of Clause 7;
- (ii) changes to the Assignment Brief made under sub-clause (A) of Clause 19;
- (iii) clarifications or instructions given under sub-clause (B) of Clause 19;
and
- (iv) instructions given under Clause 25;

then the Employer shall be entitled to a reduction in the lump sum fees in respect of such a reduction in the Services.

37 Not used

38 Employer's Assignment and Novation

- (A) The Employer may assign or transfer the whole or any part of its rights and/or benefits under the Agreement at any point in time to any third party without the Contractor's consent. Any such assignment or transfer shall be notified to the Contractor as soon as practicable.
- (B) The Employer shall have the right to novate to a third party ("**Novatee**") all of the Employer's rights, interests and benefits, obligations, liabilities and duties, without limitation, known and unknown, existing and contingent, actual and otherwise, in connection with the Agreement at any point in time. The Contractor shall enter into a novation agreement with the Employer and the Novatee to the effect that:
 - (1) the Novatee shall assume all rights, interests and benefits, obligations, liabilities and duties of, and all claims for and against, the Employer in connection with the Agreement in place of the Employer as if the Novatee were the original party to the Agreement;
 - (2) the Novatee shall have power to exercise all rights expressed to be those of the Employer under the Agreement;

- (3) the Novatee shall perform and comply with, and be bound by, each and every duty and obligation of the Employer under the Agreement as if the Novatee were named in the Agreement in place of the Employer; and
- (4) the Contractor shall release and discharge the Employer from any and all obligations, liabilities and duties in relation to the Contractor of any kind, known and unknown, existing and contingent, actual and otherwise in connection with the Agreement.

A specimen of the novation agreement is annexed as Appendix 1 hereto.

39 Contractor's Non-Assignment

The Contractor shall not, without the prior written consent of the Employer, assign or otherwise transfer the benefit and/or obligations of the Contract or any part thereof to any third party, and the performance of the Contract by the Contractor shall be deemed to be personal to the Contractor.

40 Employment and Replacement of sub-consultants / sub-contractors

The Contractor shall obtain the prior written approval of the Employer for:

- (i) the appointment of sub-consultants / sub-contractors to undertake any part of the Assignment; and
- (ii) the replacement of any sub-consultants / sub-contractors appointed under sub-clause (i) of this Clause.

41 Liability of Contractor for acts and default of sub-consultants / sub-contractors

The appointment of sub-consultants / sub-contractors to undertake any part of the Assignment shall not relieve the Contractor from any liability or obligation under the Contract and the Contractor shall be responsible for the acts, default and neglects of any sub-consultants / sub-contractors, their agents, servants or workmen fully as if they were the acts, default and neglects of the Contractor, the Contractor's agents, servants or workmen.

42 Publicity relating to the Contract

The Contractor shall submit to the Employer all advertising or other publicity materials relating to the Contract or the Project Materials in connection with the Contract wherein the Employer's name is mentioned or language used from which a

connection with the Employer can reasonably be inferred or implied. The Contractor shall not publish or use any advertising or other publicity materials without the prior written consent of the Employer.

43 Suspension, resumption or termination

- (A) If the Contractor is delayed or prevented from performing its obligations under the Contract by circumstances beyond its reasonable control (including acts of God, war, riot etc.), such performance shall be suspended and if it cannot be completed within a reasonable time after the due date as specified in the Contract, the Contract may be terminated by the Employer.
- (B) Unless sub-clause (A) of this Clause apply, the Employer reserves the right to terminate the whole or any part of the Contract or any consignment on account thereof if the same is not completed in all respects in accordance with the instructions and requirements specified in the Contract and with the foregoing conditions, in particular with Clause 24, compliance with which by the Contractor is of the essence and a fundamental condition of this Contract.
- (C) The Contract may be suspended or terminated by the Employer for convenience without giving any reason by giving the Contractor ONE (1) month's prior notice in writing.
- (D) Upon suspension or termination and unless the provisions in this Contract otherwise provide, the Contractor shall be paid all fees and expenses commensurate with the Services performed by them and accepted by the Employer up to the date of suspension or termination less all fees and expenses previously paid to the Contractor. The Contractor has the obligations to stop work immediately but in an orderly manner and deliver to the Employer documents in its possession, custody and/or control relating to the Project. The Employer shall not be liable for any loss of profits and other losses incurred by the Contractor as a result of the termination or suspension caused by the Contractor or arising from a fault on the part of the Contractor.
- (E) In the event of suspension or termination and unless the provisions in this Contract otherwise provide, the Contractor shall be entitled to reimbursement of the actual cost of or an amount in fair compensation for the related actual financial commitment or obligation outstanding after the giving of the notice of suspension or termination which he has properly incurred in accordance with the Contract prior to the giving of the notice of suspension or termination.

- (F) The payments referred to in sub-clauses (D) and (E) of this Clause shall be deemed in full and final payment for the Project Materials up to the date of suspension or termination. The Contractor shall be entitled to such payments only if the suspension or termination is not attributable to default on the part of the Contractor.
- (G) For service resumption after suspension, the Employer shall give a written notice to the Contractor in no less than SEVEN (7) working days before the planned resumption date of the Project. The Contractor shall thereafter continue with the Services with the same terms and conditions set forth in the Contract. The Project period shall be extended for a period corresponding to the period of suspension or otherwise mutually agreed between the Employer and the Contractor.
- (H) In the event of suspension and subsequent resumption of the Project the Contractor shall be reimbursed any expenses necessarily incurred as a result of such resumption.
- (I) If the Project is resumed any payment of fees under this Clause except in respect of abortive work that has to be re-done shall rank as payment on account towards the payable payment under the Contract.
- (J) Should the Contract continue to be suspended for a period of more than two years then either:
- (i) it may be terminated upon the written notice of either party; or
 - (ii) it may be renegotiated with the agreement of both parties.
- (K) Upon expiry or early termination of the Contract (howsoever occasioned):
- (i) the Contract shall be of no further force and effect, but without prejudice to:
 - (1) the Employer's rights and claims under the Contract or otherwise at law against the Contractor arising from antecedent breaches of the Contract by the Contractor (including any breach(es) which entitle the Employer to terminate the Contract);
 - (2) the rights and claims which have accrued to a Party prior to the Termination; and

- (3) the continued existence and validity of those provisions which are expressed to or which in their context by implication survive the termination of the Contract.
- (L) If there is any breach of GCC Clause 4, the Employer may terminate the Contract and the Contractor is not entitled to claim any compensation (except for the Project Materials that was accepted by the Employer before the termination of the Contract but was not paid for at the time of termination). The Contractor shall be liable for the related actual financial loss or expenses necessarily incurred by the Employer as a result of the termination of the Contract.
- (M) Without affecting the generality of the foregoing sub-clauses and notwithstanding any provision in this Contract, upon the occurrence of any of the following events, the Contractor is not entitled to claim any compensation (except for the Project Materials that was accepted at the Employer before the termination of the Contract but was not paid for by the time of termination) and the Employer may (a) immediately terminate the Contract without prior notice, (b) engage a replacement contractor to carry out and complete the remaining items that have yet to be completed under the Contract, (c) claim for loss, damage and/or expense incurred by the Employer against the Contractor as a result of the termination of the Contract under this sub-clause (including engaging a replacement contractor to carry out and complete the remaining items that have yet to be completed under the Contract), (d) carry out, deliver and complete such Goods / Works / Services by its own resources or by other contractors:
 - (i) the Contractor, his sub-contractors of any tiers or employees or agents or the subcontractors' employees have engaged or are engaging or are reasonably believed to have engaged or be engaging in acts or activities that are likely to constitute or cause the occurrence of offences endangering national security or which would otherwise be contrary or prejudicial to the interest of national security; or
 - (ii) the continued engagement of the Contractor his sub-contractors of any tiers or employees or agents or the subcontractors' employees or the continued performance of the Contract is contrary or prejudicial to the interest of national security;
 - (iii) the Contractor shall at any time become bankrupt, insolvent, or shall be placed in receivership or go into liquidation or receivership, or a petition

for liquidation, bankruptcy or receivership (whether voluntary or involuntary, save for the purpose of reconstruction or amalgamation) is filed against the Contractor, but without any prejudice to any right or action or remedy which shall have accrued or shall accrue thereafter to the Employer;

- (iv) the Contractor is found to be or is reasonably suspected to have been involved in collusion in the quotation process, and breach or non-compliance with any requirements of the Anti-collusion Clause of the Terms of Quotation / Conditions of Tender (in which case the Employer also has the right to report all suspected instances of bid-rigging to the Competition Commission ("**Commission**") established under the Competition Ordinance (Cap. 619) and provide the Commission with any relevant information, including but not limited to information on the bid and the Contractor's personal data; the Contractor may also lose his right for submitting quotations or tenders to the Employer in the future);
- (v) the Contractor or the Contractor's sub-contractors of any tiers or employees or agents or the subcontractors' employees do not comply or are reasonably suspected to fail to have complied with the relevant laws of HKSAR (including but not limited to Prevention of Bribery Ordinance (Cap. 201) as set out in Clause 47 below) and the terms and conditions of the Contract;
- (vi) any serious accident (personal injury/ death/ damage to property) occurs arising from or is reasonably suspected to have arisen from the Contractor's failure to comply with any sub-clauses of Clause 50.

The Employer shall be entitled to deduct from monies otherwise payable to the Contractor to cover the actual loss being suffered by the Employer; if the monies otherwise payable to the Contractor are not sufficient to cover the Employer's actual loss, the Contractor shall be liable to fully reimburse the Employer for the same accordingly.

44 Probity

The Contractor shall at all times be a business entity of integrity. Its tendering, contracting and/or sub-contracting practices shall be transparent and the Contractor must be accountable for the same. The Contractor shall secure due and timely payment to its suppliers, sub-contractors and employees.

45 Appeal to Employer

The Contractor shall have the right to appeal to the Employer against any instruction or decision of the Employer's Representative which the Contractor considers to be unreasonable.

46 Settlement of Disputes

- (A) If any dispute or difference of any kind whatsoever shall arise between the Employer and the Contractor in connection with or arising out of the Contract, either party shall be entitled to refer the dispute or difference to the Employer and the partner or director of the Contractor, who shall meet within TWENTY ONE (21) days of such matter being referred to them.
- (B) If the dispute or difference cannot be resolved within TWO (2) months of a meeting under sub-clause (A) of this Clause or upon written agreement of the Employer and the Contractor that the dispute or difference cannot be resolved in such meeting, either the Employer or the Contractor may at any time thereafter request that the matter be referred to mediation in accordance with and subject to the Hong Kong International Arbitration Centre Mediation Rules or any modification thereof for the time being in force.
- (C) If the matter cannot be resolved by mediation, or if either the Employer or the Contractor do not wish the matter to be referred to mediation then either the Employer or the Contractor may within the time specified herein require that the matter shall be referred to arbitration in accordance with and subject to the provisions of the Arbitration Ordinance (Chapter 609, Laws of Hong Kong) or any statutory modification thereof for the time being in force and any such reference shall be deemed to be a submission to arbitration within the meaning of such Ordinance. Any such reference to arbitration shall be made within NINETY (90) days of either the refusal to mediate, or the failure of the mediation. The parties agree that all provisions of Schedule 2 to the Arbitration Ordinance are applicable to the arbitration.
- (D) The Hong Kong International Arbitration Centre 2014 Domestic Arbitration Rules shall apply to any arbitration instituted in accordance with this Clause unless the parties agree to the contrary.

47 Prevention of Bribery

- (A) The Contractor shall duly inform his employees who are engaged either directly or indirectly in the formulation and implementation of any project of the Employer that the soliciting or accepting of an advantage as defined in the

Prevention of Bribery Ordinance (Cap. 201) (“**POBO**”) is not permitted. The Contractor shall also caution his employees against soliciting or accepting any excessive hospitality, entertainment or inducements which would impair his impartiality in relation to the projects of the Employer.

- (B) The Contractor shall prohibit and prevent his employees, agents and sub-consultants / sub-contractors or any others directly or indirectly engaged by the Contractor who are involved in this Contract from offering, soliciting or accepting any advantage as defined in the POBO when conducting business in connection with this Contract. Without the approval of the Employer, it is an offense under the Prevention of Bribery Ordinance to offer or give any gift, loan, fee, reward, commission, office, employment, contract, other services in favour of, or discount to any staff of the Employer. Any such offence committed by the Contractor or his employees, agents and sub-consultants / sub-contractors or any others directly or indirectly engaged by the Contractor will render the tender null and void. The Employer may also terminate the Contract granted without prior notice and hold the Contractor liable for any loss or damage so caused to the Employer.

48 Declaration of Interest

- (A) On appointment and during the currency of the Contract, the Contractor must declare any interest that the Contractor and any of his associated companies may have in any projects or contracts with the Employer if such interest is considered to be in real or apparent conflict with the duties of the Contractor under this Contract or the duties of his associated companies under any contracts with the Employer. The Contractor shall not undertake any services, which could give rise to conflict of interest, except with the prior written approval of the Employer which approval shall not be unreasonably withheld.
- (B) In any case, the Contractor shall not undertake and shall procure that any of his associated companies does not undertake any services for any entity in respect of a contract between that entity and the Employer for which the Contractor is providing a service to the Employer.

49 Insurance

(A) Employees’ Compensation Insurance Policy

- (i) Without prejudice to the Contractor’s obligations, liabilities and responsibilities under the Contract and his obligation to insure by law, and unless the Assignment Brief otherwise specifies, the Contractor shall at his own expenses warrant to take out and maintain an Employees’ Compensation Insurance Policy (“**EC policy**”) covering

all liabilities arising from any death of, accident or injury to any workmen or other persons in the employment of the Contractor and any sub-contractor of all tiers and the Employer and/or any related subsidiaries of the Employer shall not be liable for any damages or compensation in respect thereof. Such EC policy shall be maintained during the Contract period and for the whole of the time that such workmen or other persons are employed on the delivery of Goods / Works / Services including the Maintenance Period or Defects Liability Period (if applicable). In this EC policy, the Employer and/or any related subsidiaries of the Employer should be named as joint insured and “Waiver of Subrogation Clause against Construction Industry Council and/or any related subsidiaries of Construction Industry Council (if any)” should be included. Considering the Employer and/or any related subsidiaries are named as joint insured in this insurance cover, W338 Indemnity to Principal Clause is optional to be included. However, the wording of “the Company shall not be liable under this Endorsement (except under the Ordinance) in respect of any injury by Accident or Disease due to or resulting from any act default or neglect of the Principal (Employer) his servants or agents” should be removed from clause wording of W338 Indemnity to Principal Clause. If the Contractor shall fail to effect and maintain the EC policy or if the Contractor shall fail to provide any evidence thereof which he is required to under item (i), the Employer may at its own discretion terminate the Contract.

- (ii) Before the commencement of delivering Goods and/or Works and/or Services under the Contract, subject to the terms of the Assignment Brief, effect and maintain an EC policy, in joint name with the Employer and/or any related subsidiaries (including Endorsements revised W348 and W204) which he is required to effect pursuant to item (i) above together in case of sub-contractor(s) involved with satisfactory proof of payment of the current premiums thereof, and produce a copy of the EC policy to the Employer unless otherwise mentioned in the assignment brief. If the Contractor shall fail to effect and maintain the EC policy or if the Contractor shall fail to provide any evidence thereof which he is required to under item (ii), the Employer may at its own discretion terminate the Contract. The Contractor shall effect and keep in force during the Contract period at his own expense a policy of insurance against all claims, demands or liability aforesaid in the Contract with an insurance company of the Employer’s choice and shall continue such insurance during the continuance of the Contract.

- (iii) In the event of any of the Contractor's sub-contractors of all tiers or employees or agents or the subcontractors' employees suffering any injury or death in the course of the Contract and whether there be a claim for compensation or not, the Contractor shall within SEVEN (7) working days give notice in writing of such injury or death to the Employer.

(B) Public Liability Insurance Policy ("PLI policy")

Without limiting the Contractor's obligations under the Contract, and if the Assignment Brief so specifies, the Contractor shall take out and maintain until the end of the term of the contract, a PLI policy of Insurance cover in the joint names of the Employer and/or any related subsidiaries, the Contractor and subcontractors of any tier in a sum of not less than HK\$30,000,000 for any one accident and unlimited during the period of insurance, against any liability, loss, claim, expense or proceedings whatsoever incurred, sustained or made by any person arising under any Enactment or at common law, in respect of the personal injury or death of any person or the damage to any real and/or personal property arising out of the execution of the Services or any act or omission by the Contractor in connection with the Contract, with established insurers of repute, subject to the Employer's approval unless otherwise mentioned in the assignment brief. If the said PLI policy provides that the insurers will not be responsible for payment of any certain amount of compensation (including, without limitations, the amount of any excesses and deductibles), the Contractor shall be solely responsible for such payment and shall reimburse the Employer forthwith if the Employer shall be required to make such payment. For the avoidance of doubt, if the Assignment Brief specifies other requirements for the PLI policy, the requirements specified in the Assignment Brief shall prevail over the requirements under this Clause 49(B).

(C) Contractors' All Risks including Third Party Liability Insurance Policy ("CAR policy")

- (i) Without limiting the obligations, liabilities and responsibilities of the Contractor under the Contract, unless otherwise specified in the Assignment Brief, the Employer has effected, with insurers of the Employer's choice, for the benefit *inter alia* of the Employer, the Contractor and his sub-contractors of any tier and other direct specialist contractors a CAR policy in respect of *inter alia*:

- (a) Loss and damage to the Works under the Contract;
- (b) Third party liability

Refer to **Appendix 2** for an **insurance synopsis** ("Insurance

Synopsis”) and reference should be made thereto for its full terms and effect.

- (ii) CAR policy only covers contracts falling within the Contract Details as stated in the said Insurance Synopsis. Should any contract be not covered within the Contract Details, or if it is specified in the Assignment Brief that the Employer has not effected a CAR policy, the Contractor must arrange another CAR policy in the joint name with the Employer and/or any related subsidiaries, at the Contractor’s own cost, subject to the Employer’s approval. Minimum coverage for third party liability under Section II of CAR policy (Liability to Third Parties) is HK\$30,000,000 for any one accident and unlimited in aggregate within the period of insurance during the period of insurance. Whilst the insurance cover for Section I of CAR policy (Own Damage to Contract Work), will be up to contract value of the Work, and including its Professional Fees, Removal of Debris at the % of contract value to be agreed with the Employer. For the avoidance of doubt, if the Assignment Brief specifies other requirements for the CAR Policy, the requirements specified in the Assignment Brief shall prevail over the requirements under this Clause.
- (iii) The Contractor shall for himself and on behalf of all sub-contractors of any tier accept the CAR policy as if it has been effected by himself and shall with all due diligence observe and fulfil, and procure that all sub-contractors of any tier observe and fulfil, the terms, provisions and conditions contained therein.
- (iv) The Contractor shall be deemed to have read and understood the terms, provisions, conditions, exclusions and excesses of the CAR policy. If, in the Contractor’s opinion, the amounts and / or risks insured are insufficient to cover the Contractor’s risks, duties, obligations and liabilities under the Contract, at common law or otherwise, the Contractor may effect such further insurance at his own expense as he considers necessary.
- (v) It is acknowledged and understood that the CAR policy is subject to excesses and exclusions. In the event of a claim under the CAR policy in respect of a matter for which the Contractor is responsible or liable under the Contract, the full amount of such excesses and exclusions shall be borne by the Contractor. In the event of any default by the Contractor in making good any damage to the works

where required by the terms and conditions of the Contract, the Employer may deduct the applicable policy excess from any sums due or to become due to the Contractor under this Contract or recover the same as a debt due from the Contractor.

- (vi) Save for any case in which the relevant loss or injury arises from any act or neglect of the Employer or any person for whom the Employer is responsible, all costs and incidental expenses incurred in relation to claims including the preparation and submission of all formal claims under the CAR policy shall be borne by the Contractor.
- (vii) The Contractor shall forward to Employer's Representative a copy of all notices and claims submitted by him or all sub-contractors of any tier pursuant to the terms of the CAR policy within 24 hours of dispatch of such notice or claim. Upon a written request from the Employer, the Employer shall be entitled to take over the conduct of any claim submitted by the Contractor or all sub-contractors of any tier under the CAR policy, and in any such event the Contractor hereby appoints, and shall procure that all sub-contractors of any tier appoint, Employer as his or their agent for that purpose.
- (viii) All monies to be received under the CAR policy shall be paid to the Employer as loss payee. The Contractor and all sub-contractors of any tier hereby irrevocably authorize the Employer to give good discharge to the insurers for such monies.
- (ix) Upon the occurrence of any loss or damage to the works under the Contract, the Contractor with due diligence shall restore the works damaged, replace or repair any unfixed materials or goods which have been destroyed or injured, remove and dispose any of debris and proceed with the carrying out and completion of the works. All monies received under the CAR policy (less any amounts to cover professional fees) shall be paid to the Contractor by instalments under the Interim Payment Certificates or Final Payment Certificates issued by the Employer's Representative. The Contractor shall not be entitled to any payment in respect of the restoration of work damaged, the replacement and repair of any unfixed materials or goods, and the removal and disposal of debris other than the monies received under the said CAR policy.

(D) Professional Indemnity Insurance Policy ("PII policy")

- (i) Without limiting his obligations and responsibilities nor his liability to indemnify the Employer under Clause 24, the Contractor shall, if the Assignment Brief specifies, as from the date of commencement of the Contract, and thereafter, maintain an insurance cover up to 6 years from contract completion to meet any claims that may be made by the Employer in respect of any negligence in or about the conduct of and performance by the Contractor, his sub-consultants of all tiers, his servants and agents of all and singular the Services.
- (ii) In the event that through no fault of the Contractor it becomes impractical or unreasonable to maintain the said cover for the full period required by sub-clause (i) of this Clause, the Contractor may propose alternative arrangements for the Employer's approval.
- (iii) The foregoing insurance policy or policies shall be affected with an insurer (or insurers) and in terms acceptable to the Employer. Throughout the period of insurance, the Contractor shall each year lodge with the Employer a certificate signed by and on behalf of the Contractor's insurers stating that the said policy or policies of insurance remain in full force.
- (iv) Unless otherwise specified in the Assignment Brief, the amount of insurance cover as mentioned in sub-clause (i) of this Clause shall be a minimum of THREE (3) times of the Contract sum or HK\$10,000,000 in the aggregate, whichever is higher.

50 Safety Precaution

- (A) The Contractor shall be responsible for taking all necessary steps in ensuring the safety of all persons and properties affected by the work stipulated under the Assignment in the vicinity of the works at all stages, whether or not they are engaged in the execution of the works. The Contractor shall throughout the progress of the Works take full responsibility for the adequate stability and safety of all operations on the Site.
- (B) Pursuant to the Employer's Contractor's Safety Requirements, Factories and Industrial Undertakings Ordinance (Cap. 59), Occupational Safety and Health Ordinance (Cap.509) and all sub-legislations thereunder, whilst executing the Contract, it shall be the duty of the Contractor to ensure the health and safety at work of all persons employed by him, and it shall be the duty of every person employed to take care for the safety of himself and of other persons who may be affected by his acts or omissions at work. The Contractor shall ensure full compliance of all such requirements.

- (C) The Contractor, his subcontractors of all tiers and employees employed by the Contractor for construction work or container handling under the Contract shall hold valid Construction Industry Safety Training Certificates (commonly known as “**Green Cards**”) and any other relevant mandatory certificates required for safe operation of equipment/machines for the works.
- (D) In addition, the Contractor, his subcontractors of all tiers and employees employed by the Contractor for construction trade(s) of high risk under the Contract shall also hold valid Specified Trade Safety Training Certificates (commonly known as “**Silver Cards**”).
- (E) The Contractor must supervise and ensure all his sub-contractors and employees wear appropriate personal protective equipment, e.g. protective clothing, safety helmet, safety shoes, harness, fall arresting system, eye-protector, ear protector, and mask, etc., as the Employer may consider necessary or appropriate or as legally required. Any such personal protective equipment must be provided, maintained and replaced as necessary by the Contractor at his own expenses.
- (F) Smoking is not permitted in the workplace. If the Works involve the use of naked flame, the Contractor must implement sufficient fire prevention measures.
- (G) The Contractor shall take adequate steps (e.g. provide a suitable working platform) and provide all necessary equipment at its own expenses to prevent any person from falling from a height of 2 metres or more. The Employer’s Guidelines on Work-above-ground Safety shall be strictly followed.
- (H) Without prejudice to the foregoing sub-clauses, the Contractor shall adopt all reasonable measures to ensure the health, safety and wellbeing of its employees, and those of third parties on the site. The Contractor shall also ensure that the Contractor and his sub-contractors of all tiers comply at all times with all relevant legislations, statutory rules and regulations, and all guidelines, best practices and industrial standards published and/or updated by the Employer from time to time (including but not limited to those annexed hereto (if any)). The Contractor is encouraged to achieve higher standards where possible.

51 Avoidance of Nuisance and Making Good Working Areas

- (A) The Contractor shall take all necessary measures to ensure that the

Contractor's operations be carried out in such manner as to cause as little inconvenience as possible to residents, the public or the operation of construction sites in the vicinity of the premises where the Contractor carries out the Works. The Contractor shall be held responsible for any claim, which arises from non-compliance with this clause.

- (B) The Contractor shall take all reasonable care so as not to cause any damage to property or not to cause any nuisance. The Contractor shall indemnify the Employer from any claim against the Employer arising from default of the Contractor in this respect.
- (C) The Contractor must maintain the workplace in a safe condition and ensure that every access to and egress from the workplace is safe. The Contractor shall also ensure that all means of escape from the workplaces are kept free from obstruction.
- (D) The Contractor shall confine his operations to the minimum areas required for the works and shall at all times work in a clean, tidy and considerate manner having proper regard to other contractors/consultants working in the same site. As soon as work has been completed for any location, the Contractor shall remove all debris resulting from his activities and make good any damage.
- (E) All refuse shall be delivered properly to the refuse collection warehouse specified by the Employer at the end of each working day or on any dates specified by the Employer.

52 Disclosure of Information

The Employer shall have the right to disclose to any person, whenever it considers appropriate or upon request by any third party (written or otherwise), and in such form and manner as it deems fit:

- (i) the fees, costs and expenses payable by the Employer for engaging the Contractor; and
- (ii) the quotation or fee proposal submitted by the Contractor.

53 Code of Conduct for Staff

- (A) The Contractor shall explicitly prohibit his employees from soliciting or accepting any advantages as defined in the Prevention of Bribery Ordinance (Cap. 201) in discharging its duties under the Contract.

- (B) The Contractor shall implement a system requiring his employees to declare to him any interest they or their immediate families have or may have any conflict between their personal interest and their official positions in relation to this Assignment.
- (C) The Contractor shall prohibit his employees from taking up any outside work or employment, which could create or potentially give rise to a conflict of interest situation in connection with this Assignment.
- (D) The Contractor shall take adequate measures to protect any confidential / privileged information entrusted or obtained in relation to the Contract; and procure that his employees must not disclose to a third party any of such information without prior written consent from the Employer.
- (E) The Contractor shall prohibit his employees from introducing or recommending, directly or indirectly, service providers (including contractors) to owners, tenants or occupiers of premises in buildings covered by this Contract.
- (F) When carrying out the Works delivered under the Contract, all workers have to wear the temporary work permit issued by Employer. If the temporary work permit is lost, the Contractor, his sub-contractors of all tiers or employees or agents or the subcontractors' employees have to report to the Employer and request a re-issue of the temporary work permit at HK\$30 each.
- (G) If the Contractor finds it necessary to park their motor vehicles within the premises of the Employer, an application has to be lodged with the Employer in advance. If the application is approved by the Employer, the parking permit issued by the Employer and the contact telephone number of the driver using the parking permit has to be displayed on the motor vehicles.

54 Rights of Third Parties

Notwithstanding the Contracts (Rights of Third Parties) Ordinance (Chapter 623 of the Laws of Hong Kong), no one other than a party to this Contract will have any right to enforce any of the terms in this Contract.

55 Non-Waiver

No forbearance, delay or indulgence by either party in enforcing the provisions of this Contract shall prejudice or restrict the rights of that party or be regarded as a

waiver of that party, nor shall any waiver of a party's rights operate as a waiver of any subsequent breach and no right, power or remedy herein conferred upon or reserved for either party is exclusive of any other right, power or remedy available to that party and each such right, power or remedy shall be cumulative. No waiver shall be effective unless it is in writing and signed by an authorized representative of the waiving party.

56 Severability

In case any provision in this Contract shall be invalid, illegal or unenforceable, the validity, legality and enforceability of the remaining provisions shall not in any way be affected or impaired thereby and such provision shall be ineffective only to the extent of such invalidity, illegality or unenforceability, and each term and provision of this Contract shall be valid and enforced to the fullest extent permitted by law.

57 Contractor's Claims for Extras

- (A) The Contractor shall send to the Employer's Representative once in every month an account giving particulars (as full and detailed as possible) of all claims for any extension of time for completion of the Works and for additional expense (if any) to which the Contractor may consider himself entitled and of all extra or additional work carried out by the Contractor during the preceding month.
- (B) No claim for extension of time for completion of the Works and / or payment for additional expense or extra or additional work which has not been made within a reasonable time to enable the circumstances and reasons for extensions or the additional expense to be ascertained and evaluated shall be considered.
- (C) If the Employer's Representative is of the opinion that the delay is caused by:
 - (i) inclement weather and/or its consequences hampering the progress of the Works, or
 - (ii) the hoisting of tropical cyclone warning signal No. 8 or above or the issue of a Black Rainstorm Warning or the Government's announcement of extreme conditions, or
 - (iii) an instruction issued under Clause 25, or
 - (iv) a variation ordered under Clause 62, or
 - (v) a substantial increase in the work required to be done not resulting from a variation ordered under Clause 62, provided that the increase was not apparent from the Contract documents, or
 - (vi) the Contractor not being given possession of any part of the Site

- pursuant to the Contract or is subsequently unduly deprived of it by the Employer, or
- (vii) a disturbance to the progress of the Works for which the Employer is responsible, or
 - (viii) the Employer suspending the Works in accordance with Clause 43 insofar as the suspension is not occasioned by the circumstances described in Clause 57 (D)(i) to (v), or
 - (ix) any utility undertaking or other duly constituted authority failing to commence or carry out timely any work thereby hampering or preventing the execution of the Works, provided that the Contractor has taken all practical measures to cause it to commence or to proceed with such work timely, or
 - (x) any Nominated Sub-contractor for any reason specified in sub-clause (C)(i) to (ix) of this Clause, provided that the Contractor has taken all reasonable measures to prevent, or
 - (xi) change in law, or
 - (xii) unforeseen site conditions, or
 - (xiii) any special circumstance hampering the progress of the Works,

then the Employer's Representative shall within a reasonable time consider whether the Contractor is fairly entitled to an extension of time for the completion of the Works or any Section thereof as claimed by the Contractor or at all.

- (D) Notwithstanding the general powers of the Employer's Representative under the provisions of this Clause to determine whether the Contractor is fairly entitled to an extension of time, the Contractor shall not be entitled to an extension of time for the completion of the Works or any Section thereof if the cause of the delay is:

- (i) a suspension not provided for in the Contract, or
- (ii) a suspension necessary by reason of inclement weather conditions affecting the safety or quality of the Works or any part thereof, or
- (iii) a suspension necessary by reason of some default on the part of the Contractor or any person carrying out the Works except person for whom the Employer is responsible, or
- (iv) a suspension necessary for the proper execution of the Works or for the safety of the Works or any part thereof or for the safety and health of any person or the safety of any property on or adjacent to the Site in as much as such necessity does not arise from any act or default of the Employer or
- (v) a shortage of Constructional Plant or labour.

- (E) If in accordance with sub-clause (A) of this Clause the Employer's Representative considers that the Contractor is fairly entitled to an extension of time for the completion of the Works or any Section thereof, the Employer's Representative shall within a reasonable time determine, grant and notify in writing to the Contractor such extension. If the Employer's Representative determines that the Contractor is not entitled to an extension, the Employer's Representative shall notify the Contractor in writing accordingly.

Provided that the Employer's Representative in determining any such extension shall take into account all the circumstances known to him at that time, including the effect of any omission of work or substantial decrease in the quantity of any item of work.

Provided further that the Employer's Representative shall, if the Contractor shall so request in writing, make a subsequent review of the circumstances causing delay and determine whether any further extension of time for completion should be granted.

For the avoidance of doubt if the Employer's Representative grants an extension of time in respect of a cause of delay occurring after the Employer is entitled to recover liquidated damages in respect of the Works or any Section, the period of extension of time granted shall be added to the prescribed time or previously extended time for the completion of the Works or, as the case may be, the relevant Section.

- (F) For the purposes of determining whether or to what extent the Contractor may be entitled to an extension of time under sub-clause (C) of this Clause the Employer may require the Contractor to submit full and detailed particulars of the cause and extent of the delay to the progress of the Works. If the Contractor fails to comply with the provisions of this sub-clause, the Employer shall consider such extension only to the extent that the Employer's Representative is able on the information available.
- (G) Whenever the Employer's Representative grants an extension of time for completion in accordance with this Clause, the Contractor shall revise the programme referred to in Clause 28 accordingly.
- (H) Except as provided elsewhere in the Contract, any extension of time granted by the Employer's Representative to the Contractor shall be deemed to be in full compensation and satisfaction for any loss or injury sustained or

sustainable by the Contractor in respect of any matter or thing in connection with which such extension shall have been granted and every extension shall exonerate the Contractor from any claim or demand on the part of the Employer's Representative for the delay during the period of such extension but not for any delay continued beyond such period.

- (I) For the purpose of this Clause, "Black Rainstorm Warning" means a warning issued by the Director of the Hong Kong Observatory of a heavy rainstorm in, or in the vicinity of, Hong Kong by the use of the heavy rainstorm signal commonly referred to as Black.

58 Commencement of the Works

The Contractor shall commence the Works on the date for commencement of the Works as notified in writing by the Employer or the Employer's Representative and shall proceed with the same with due diligence. The Contractor shall not commence the Works before the notified date for commencement.

59 Time for Completion

- (A) The Works and any Section thereof shall be completed within the time or times stated in the Assignment Brief calculated from and including the date for commencement notified by the Employer in accordance with Clause 58 or such extended time as may be determined in accordance with Clause 57.
- (B) General Holidays shall be included in the time for completion unless otherwise stated in the Contract.

60 Liquidated Damages

- (A) If the Contractor fails to complete the Works or where the Works are divided into Sections any Section within the time for completion prescribed by Clause 59 or such extended time as may be granted in accordance with Clause 57, then the Employer shall be entitled to recover from the Contractor liquidated damages. The payment of such damages shall not relieve the Contractor from his obligations to complete the Works or from any other of his obligations under the Contract.
- (B) The liquidated damages shall be calculated using the rate per day prescribed in the Contract, either for the Works or for the relevant Section, whichever is applicable. Provided that, if the Employer's Representative certifies completion under Clause 61 of any part of the Works before completion of the Works or any part of any Section before the completion of the whole

thereof, then the rate per day of liquidated damages for the Works or the relevant Section shall from the date of such certification be reduced in the proportion which the value of the part so certified bears to the value of the Works or the relevant Section, as applicable, both values as of the date of such certification shall be determined by the Employer's Representative.

- (C) The period for which liquidated damages shall be calculated shall be the number of days from the prescribed date for completion or any extension or revision thereof of the Works or the relevant Section until and including the certified date of completion.
- (D) All monies payable by the Contractor to the Employer pursuant to this Clause shall be paid as liquidated damages for delay and not as a penalty.
- (E) If the Contractor fails to complete the Works by the time stated in the Contract pursuant to Clause 59, or such extended time as may be determined in accordance with Clause 57, then the Contractor shall pay or allow to the Employer a sum calculated at the rate as specified at the Assignment Brief as liquidated and ascertained damages for the period during which the Works shall so remain or have remained incomplete, and the Employer may deduct such sum from any monies due or to become due to the Contractor under the Contract.

61 Completion of the Works

- (A) When the Works have been substantially completed and have satisfactorily passed any final test that may be prescribed by the Contract, the Contractor may serve notice in writing to that effect to the Employer's Representative, accompanied by an undertaking to carry out any outstanding work during the Defects Liability Period, requesting the Employer's Representative to issue a certificate of completion in respect of the Works. The Employer's Representative shall, within TWENTY ONE (21) days of the date of receipt of such notice either:
 - (i) issue a certificate of completion stating the date on which, in the Employer's Representative's opinion, the Works were substantially completed in accordance with the Contract and the Defects Liability Period shall commence on the day following the date of completion stated in such certificate, or
 - (ii) give instructions in writing to the Contractor specifying all the work which, in the Employer's Representative's opinion, is required to be

done by the Contractor before such certificate can be issued, in which case the Contractor shall not be permitted to make any further request for a certificate of completion and the provisions of sub-clause (B) of this Clause shall apply.

- (B) Notwithstanding the provisions of sub-clause (A) of this Clause, as soon as in the opinion of the Employer's Representative the Works have been substantially completed and satisfactorily passed any final test which may be prescribed by the Contract, the Employer's Representative shall issue a certificate of completion in respect of the Works and the Defects Liability Period shall commence on the day following the date of completion stated in such certificate.
- (C) The Contractor shall carry out any outstanding work as soon as practicable after the issue of the certificate of completion or as reasonably directed by the Employer's Representative and in any event before the expiry of the Defects Liability Period. The Contractor's obligation to provide, service and maintain site offices, latrines and the like, shall continue for as long as may be required by the Employer and the Employer's Representative before the expiry of the Defects Liability Period.
- (D) The provisions of sub-clauses (A), (B) and (C) of this Clause shall apply equally to any Section.
- (E)
 - (i) The Employer's Representative shall give a certificate of completion in respect of any part of the Works which has been completed to the satisfaction of the Employer's Representative and is required by the Employer for permanent occupation or use before the completion of the Works or any Section.
 - (ii) The Employer's Representative, following a written request from the Contractor, may give a certificate of completion in respect of any substantial part of the Works which has been completed to the satisfaction of the Employer's Representative before the completion of the Works or any Section and is capable of permanent occupation and/or permanent use by the Employer.
 - (iii) When a certificate of completion is given in respect of a part of the Works such part shall be considered as completed and the Defects Liability Period for such part shall commence on the day following the date of completion stated in such certificate.
- (F) Any certificate of completion given in accordance with this Clause in respect

of any Section or part of the Works shall not be deemed to certify completion of any ground or surface requiring reinstatement unless the certificate shall expressly so state.

62 Variations

- (A) The Employer's Representative may order in writing any variation to any part of the Works that is necessary for the completion of the Works or is in his opinion desirable for or to achieve the satisfactory completion and functioning of the Works. The Contractor shall forthwith carry out such variation in accordance with the Employer's Representative's instruction.
- (B) No variation ordered by the Employer's Representative shall in any way vitiate or invalidate the Contract but all such variations shall be valued in accordance with Clause 63.
- (C) Any variation ordered by the Employer's Representative may include a requirement for the Contractor to prepare and submit within FOURTEEN (14) days of the Contractor receiving the variation order, a lump sum quotation in writing for complying with the order.
- (D)
 - (i) Notwithstanding sub-clause (C) of this Clause, prior to ordering a variation, the Employer's Representative may request the Contractor to submit a lump sum quotation in writing within FOURTEEN (14) days of receipt of such request, or within such other time as may be agreed between the Employer or the Employer's Representative and the Contractor.
 - (ii) In the event that the Contractor is not subsequently instructed by the Employer's Representative to execute the variation referred to in Clause 61(D)(i) above, the Contractor shall be entitled to any cost incurred in the preparation of the lump sum quotation which cost shall be ascertained and certified by the Employer's Representative.
- (E)
 - (i) The Contractor may propose a variation by submitting in writing to the Employer's Representative a proposal together with sufficient details and justification to show that:
 - (1) the time for construction of the Works can be reduced, and/or
 - (2) the future maintenance cost can be reduced, and/or
 - (3) the quality of design and/or the construction of the Works can be enhanced, and/or
 - (4) the Contract sum can be reduced by the amount of the lump sum

reduction that the Contractor can offer to the Employer, and

(5) in any event:

- (1) the quality of the design or construction of the Works is not prejudiced, or
 - (2) the proposed variation is in the interests of the Employer.
- (ii) The Employer's Representative shall within TWENTY EIGHT (28) days of receipt of the Contractor's proposed variation and supporting detailed information under sub-clause (E)(i) of this Clause, or within such time as may be agreed between the Contractor and the Employer's Representative, but solely at the discretion of the Employer, confirm whether or not he agrees to the proposed variation and, if so, order the Contractor in writing to carry out the proposed variation under this sub-clause.
- (iii) No adjustment shall be made to the Contract sum by virtue of this sub-clause except the reduction pursuant to sub-clause (E)(i)(4) of this Clause.

63 Valuation of Variations

- (A) The Employer shall determine the sum (if any) which in his opinion shall be added to or deducted from the Contract sum as a result of a variation order given by the Employer's Representative under Clause 62 (other than a variation ordered under sub-clause (E) of Clause 62) in accordance with the following principles:
- (1) by valuation in accordance with sub-clause (D) of this Clause, or
 - (2) by acceptance of a lump sum quotation prepared and submitted by the Contractor to the Employer's Representative in accordance with sub-clauses (E) and (F) of this Clause.
- (B) The valuation of any variation ordered by the Employer's Representative in accordance with sub-clause (A) of Clause 62 shall include the cost (if any) of any disturbance to, or prolongation of both varied and unvaried work.
- (C) In the event of the Employer's Representative and the Contractor failing to reach agreement on any rate or price under the provisions of sub-clause (D) of this Clause, the Employer's Representative shall fix such rate or price as shall in his opinion be reasonable and notify the Contractor accordingly.
- (D) The Employer's Representative shall determine the value of a variation as follows:
- (1) Any item of work omitted shall be valued at the rate or price set out in the Contract for such work or, in the absence of such a rate or price, at a rate or price agreed between the Employer and the Contractor.

- (2) Any work carried out which is the same as or similar in character to and executed under the same or similar conditions and circumstances to any item of work priced in the Contract shall be valued at the rate or price set out in the Contract for such item of work.
- (3) Any work carried out which is not the same as or similar in character to or is not executed under the same or similar conditions or circumstances to any item of work priced in the Contract shall be valued at a rate or price based on the rates or prices in the Contract so far as may be reasonable, failing which, at a rate or price agreed between the Employer and the Contractor.

Provided that if the nature or extent of any variation ordered in accordance with sub-clause (A) of Clause 62 relative to the nature or extent of the Works or any part thereof shall be such that in the opinion of the Employer's Representative any rate or price contained in the Contract for any item of work is by reason of such variation rendered unreasonable or inapplicable then a new rate or price shall be agreed between the Employer's Representative and the Contractor for that item, using the Contract rates or prices as the basis for determination and taking into account the provisions of sub-clause (B) of this Clause.

- (E) Any lump sum quotation submitted by the Contractor to the Employer's Representative in accordance with sub-clause (C) or (D) of Clause 62 shall indicate how the lump sum was calculated by showing separately full details of:
 - (1) the cost of complying with the order,
 - (2) the cost of preparing the lump sum quotation,
 - (3) the cost (if any) of any disturbance to or prolongation of varied and unvaried work as a consequence of complying with the order, and
 - (4) such other information as will enable the Employer and its representative to evaluate the lump sum quotation.
- (F) The Employer's Representative shall notify the Contractor not later than FOURTEEN (14) days from the receipt of any such lump sum quotation (or such other time as may be agreed between the Employer's Representative and the Contractor) whether or not it has been accepted. If accepted, the amount specified in the lump sum quotation, or otherwise agreed between the Employer's Representative and the Contractor, shall be the full sum to which the Contractor is entitled for complying with that order.

- (G) In the event that a lump sum quotation is submitted in accordance with sub-clause (C) or (D) of Clause 62 and the lump sum quotation is not accepted by the Employer's Representative, then the work ordered under sub-clause (A) of Clause 62 shall be valued in accordance with sub-clause (E) of this Clause.
- (H) The Contractor shall supply the Employer's Representative with any further information reasonably requested by the Employer's Representative within FOURTEEN (14) days of the request to enable him to value any variation ordered under sub-clause (A) of Clause 62.
- (I) The Employer's Representative shall within TWENTY EIGHT (28) days of the receipt of the information requested under sub-clause (H) of this Clause notify the Contractor of his valuation.

64 Valid Certificates of Intermediate Trade Testing or higher qualifications

Except for carrying out general cleaning, delivering or sweeping tasks or having special approval of the Employer's Representative, all workers employed by the Contractor or sub-consultants of all tiers to work under this Contract shall hold valid certificates of intermediate trade testing (or higher qualifications) relevant to the trades under which they are working. A list of such workers with their valid and relevant qualifications shall be submitted to the Employer's Representative before the commencement of works.

65 Loss & Expense

If upon written application by the Contractor to the Employer's Representative, the Employer's Representative is of the opinion that the Contractor has been or is likely to be involved in expenditure for which the Contractor would not be reimbursed by a payment made under any other provision in the Contract by reason of the progress of the Works or any part thereof having been materially affected by:

- (A) any variation ordered in accordance with Clause 62 (other than a variation where the relevant lump sum quotation submitted in accordance with sub-clause (C) or (D) of Clause 60 has been accepted by the Employer's Representative or a variation ordered under sub-clause (E) of Clause 62), or
- (B) the testing of plant, materials or workmanship not required by the Contract but directed by the Employer's Representative unless the inspection or test showed that the plant, work, materials or workmanship were not in

accordance with the Contract, or

- (C) delay caused by any person or any company, not being a utility undertaking, engaged by the Employer in supplying materials or in executing work directly connected with but not forming part of the work, or
- (D) late delivery of materials, plant or equipment by the Employer,

then the Employer's Representative shall ascertain the cost incurred and shall certify accordingly.

66 Registered Specialist Trade Contractors Scheme (RSTCS)

- (A) Where the Contractor is to sub-contract part of the Works, execution of which involves trades available under the Registered Specialist Trade Contractors Scheme (RSTCS) of the Employer, the Contractor shall engage, for the purposes of execution of such part of the Works, sub-contractors who have completed their registration under the relevant trades available under the RSTCS before the commencement of the works under the relevant sub-contracts. The Contractor shall not engage a sub-contractor who is suspended or in the process of an appeal against his suspension from registration under the RSTCS unless the suspension is lifted before the commencement of the works under the relevant sub-contracts.
- (B) The Contractor shall ensure that where any part of the Works is sub-contracted to a sub-contractor engaged under Clause 66(A) above, execution of which involves trades available under the RSTCS is further sub-contracted (irrespective of any tier), only sub-contractors (irrespective of any tier) who have completed their registration under the relevant trades available under the RSTCS before the commencement of the Works under the relevant further sub-contracts are engaged for the purposes of execution of such part of the Works. The Contractor shall also ensure that a sub-contractor (irrespective of any tier) who is suspended or in the process of an appeal against his suspension from registration under the RSTCS shall not be engaged for the aforesaid further sub-contracting (irrespective of any tier) unless the suspension is lifted before the commencement of the works under the relevant further sub-contracts.

67 Temporary Work Permit

When carrying out the Works, all workers have to wear the temporary work permit issued by the Employer. If the temporary work permit is lost, the Contractor or worker shall report to the Employer and request a re-issue at \$30.

68 Maintenance Certificate

(1) Upon the expiry of the Defect Liability Period, or where there is more than one such Period, certificate upon the expiry of the latest Period and when all outstanding work referred to under Clause 61 and all work of repair, reconstruction, rectification and making good any defect, imperfection, shrinkage and other fault identified shall have been completed, the Employer's Representative shall issue a maintenance certificate stating the date on which the Contractor shall have completed his obligation to execute the Works.

(2) No certificate, other than the maintenance certificate, shall be deemed to constitute approval of any work or other matter in respect of which it is issued or shall be taken as an admission of the due performance of the Contract or any part thereof.

Provided that the maintenance certificate shall not be deemed to constitute approval of any work or other matter in respect of which it is issued which has not been carried out in accordance with the Contract and which the Employer's Representative could not with reasonable diligence have discovered before the issue of the maintenance certificate

(3) The issue of any certificate including the maintenance certificate shall not be taken as relieving either the Contractor or the Employer from any liability the one towards the other arising out of or in any way connected with the performance of their respective obligations under the Contract. Provided that the Employer shall not be liable to the Contractor for any matter or thing arising out of or in connection with the Contract or the execution of the Works unless the Contractor shall have made a claim in relation thereto in accordance with the time limits specified in Clause 57.

Appendix 1

NOVATION AGREEMENT

THIS NOVATION AGREEMENT is made the day of 20 .

BETWEEN:

Construction Industry Council, duly incorporated under the Construction Industry Council Ordinance (Cap. 587 of the Laws of Hong Kong) with its registered office address at 38/F, COS Centre, 56 Tsun Yip Street, Kwun Tong, Kowloon, Hong Kong (the “**Employer**”);

[Contractor], a company incorporated under the laws of [country] with company number [*] having its registered office at [address] (the “**Contractor**”); and

[Novatee], a company incorporated under the laws of [country] with company number [*] having its registered office at [address] (the “**Novatee**”).

WHEREAS:

- A. The Employer and the Contractor have entered into a Contract for [Tender Title] (the “**Contract**”) for [description of works] at [address]. Pursuant to the Contract, the Employer shall have the right to novate to a third party all of the Employer’s rights, interests and benefits, obligations, liabilities and duties, without limitation, known and unknown, existing and contingent, actual and otherwise, in connection with the Contract at any point in time.
- B. The Employer desires to novate the aforesaid rights, interests and benefits, obligations, liabilities and duties to the Novatee pursuant to the Contract and be released and discharged from the Contract in accordance with this Novation Agreement.

- C. The Novatee agrees to take over the Employer's full benefits, obligations and remedies under the Contract from the Employer in accordance with this Novation Agreement.
- D. The Contractor agrees that the Novatee takes over the Employer's full benefits, obligations and remedies under the Contract from the Employer in accordance with this Novation Agreement.
- E. The date of execution of this Novation Agreement is taken as the Novation Date.

THE PARTIES AGREE that:

Novation

1. With effect from the Novation Date, the Novatee:
 - (a) assumes, in place of the Employer, all rights, interests and benefits, obligations, liabilities and duties of, and all claims for and against, the Employer, known and unknown, existing and contingent, actual and otherwise, in connection with the Contract at any point in time;
 - (b) assumes the power to exercise all rights expressed to be those of the Employer under the Contract; and
 - (c) shall perform and comply with, and be bound by, each and every duty and obligation of the Employer under the Contract

in every way as if the Novatee were named in the Contract in place of the Employer.
2. By its execution of this Novation Agreement, the Novatee hereby represents to the Contractor and the Employer that it is duly incorporated, validly existing,

has full power, authority and legal right to enter into the transactions contemplated by, and perform the obligations assumed pursuant to, this Novation Agreement and the Contract, and has taken all necessary action to authorise execution of this Novation Agreement.

Release

3. With effect from the Novation Date, the Contractor (a) releases and discharges the Employer from all obligations, liabilities, duties, actions, claims, proceedings and demands of any kind, known and unknown, existing and contingent, actual and otherwise in connection with the Contract without any recourse against the Employer, and (b) accepts the obligations and liabilities of the Novatee under the Contract in lieu of the obligations and liabilities of the Employer otherwise under the contract, and (c) agrees to be bound by the terms of the Contract in every way as if the Novatee were named in the Contract in place of the Employer.

Acknowledgement and acceptance

4. The parties hereto hereby acknowledge that this Novation Agreement constitutes novation of all the rights and obligations of the Employer under the Contract to the Novatee and the Contractor hereby agrees and accepts that this Novation Agreement constitutes a sufficient undertaking by the Novatee to perform the obligations of the Employer under the Contract.
5. This Novation Agreement and the rights and obligations of the parties hereunder shall be governed by and construed in accordance with the laws of Hong Kong Special Administrative Region. For any dispute over the validity of this Novation Agreement (if any), the parties irrevocably submit to the non-exclusive jurisdiction of the courts of Hong Kong. For the avoidance of doubt, this clause shall not affect the dispute resolution mechanism under the Contract.

This Novation Agreement had been executed as on the day and year first before written.

For and on behalf of
the CONSTRUCTION INDUSTRY COUNCIL
by

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Appendix 2

Insurance Synopsis of Contractors' All Risks including Third Party Liability Insurance

Summary

Type	:	Contractors' All Risks – Open Cover
Terms	:	To follow the terms, limits and conditions of Asia Insurance Company Limited's Contractors' All Risks policy wording including all amendments / endorsements as detailed and agreed hereon.
Insured	:	Construction Industry Council as principal and/or all Main Contractors and its sub-contractors of every tier.
Period of Insurance	:	From Commencement Date to Expected Completion Date Local Hong Kong Time (both days inclusive) Defect Liability Period if any should be included
Contract Details	:	<p><u>Scope and Nature</u></p> <p>Renovation / Restoration / Maintenance / Alteration / Repair Work and/or Installation Work of Building Services including building maintenance work and/or builder's work but excluding construction/ erection/ demolition of building structure (i.e. structural walls, columns, beams and slabs of a building) and/or Installation/ Maintenance/ Repair Work of Building Services equipment; office equipment; training equipment; and trade test equipment carried out at the premises of the Insured which are covered under the Property Policy but definitely excluding any construction sites.</p> <p><u>Contract Value of Each Contract</u></p> <p>Contract Value at inception (i.e. at the time when the Contract was granted)</p> <p><u>Period of Insurance for Each Contract</u></p> <p>(1) Insured Contract other than Maintenance Contract Work</p> <p>(a) Contract Period Follow the original Contract Period of each contract work provided that:-</p> <ul style="list-style-type: none"> - the duration of the Contract Period shall not exceed 120 days; - the Insured Contract must commence within the Period of Insurance specified in the Schedule <p>(b) Maintenance Period Follow the original Maintenance Period of each contract work provided that the duration of the Maintenance Period shall not exceed 12 months immediately after the Original Contract Period.</p> <p>(2) Maintenance Contract Work only The Period of Insurance in respect of the Maintenance Work shall follow the original Contract Period of each Maintenance Work provided that:-</p> <ul style="list-style-type: none"> - the duration of the Maintenance Work shall not exceed 12 months; - the Insured Contract must commence within the Period of Insurance specified in the Schedule.

Coverage	<p>: <u>Section I – Material Damage</u></p> <p>To indemnify the Insured in respect of loss of or damage to the Insured Property whilst at the site during the Period of Insurance arising from any cause whatsoever not excluded by the original policy.</p> <p><u>Insured Property – Item 1</u></p> <p>The permanent and temporary works constructed erected or in the course of construction or erection in performance of the contract and all other property for which the insured contractors are responsible under the contract whilst on the site and subject to its value being included in the sum insured however excluding constructional plant and temporary buildings.</p> <p><u>Insured Property – Item 2</u></p> <p>Removal of debris: costs and expenses necessarily incurred by the Insured with the consent of the Insurers in dismantling and removing debris of the portion or portions of the property insured under item (1) destroyed or damaged by any peril hereby insured against.</p> <p><u>Sum Insured: 4% of Individual Contract Value</u></p> <p><u>Insured Property – Item 3</u></p> <p><u>Professional Fees: costs and expenses in respect of architects’ surveyors and consulting engineers’ fee incurred in the reinstatement of the insured property consequent upon its loss or damage but not for preparing any claim it being understood that the amount payable hereunder shall not exceed the scale charges of the appropriate professional body.</u></p> <p><u>Section II – Liability to Third Parties</u></p> <p>To indemnify the Insured in respect of all sums which the Insured shall become legally liable for:</p> <ul style="list-style-type: none"> (i) accidental death bodily injury illness or disease suffered by any person (ii) accidental loss or damage to physical property arising out of the performance of the contract <p>and in addition the insurers shall be liable for</p> <ul style="list-style-type: none"> (iii) all costs and expenses of litigation recovered by any claimant against the insured (iv) all costs and expenses of litigation incurred by the Insured with written consent of the insurers in resisting any claim <p>Limit of Indemnity: HK\$30,000,000 for any one accident and unlimited for the period of insurance (costs and expenses inclusive)</p>
Geographical Area and Jurisdiction	<p>: Hong Kong SAR</p>

Excess	:	Section I – Material Damage			
			<u>For contract with value of HK\$500,000 or below</u>	<u>For contract with value exceeding HK\$500,000 up to HK\$1,500,000</u>	<u>For contract with value exceeding HK\$1,500,000 up to HK\$3,000,000</u>
			HK\$	HK\$	HK\$
		Act of God/Fire/Theft:	15,000	20,000	30,000
		Others:	15,000	20,000	30,000
		Temporary Works:	15,000 min or 50% of loss(*)	20,000 min or 50% of loss(*)	30,000 min or 50% of loss(*)
		Water Damage to Work:	15,000 min or 20% of loss(*)	20,000 min or 20% of loss(*)	30,000 min or 20% of loss(*)
		Designer/Testing:	15,000	20,000	30,000
		Strike, Riot and Civil Commotion /Malicious Damage	15,000 min or 20% of loss(*)	20,000 min or 20% of loss(*)	30,000 min or 20% of loss(*)
		Typhoon / Storm / Tempest	15,000 min or 20% of loss(*)	20,000 min or 20% of loss(*)	30,000 min or 20% of loss(*)
		(*) – whichever is the greater			
		Section II – Liability to Third Party			
				<u>HK\$</u>	
		Third Party Property Damage	:	40,000 min or 10% of loss (*)	
		Vibration / Removal / Weakening of Support	:	40,000 min or 20% of loss (*)	
Underground Services	:	40,000 min or 20% of loss (*)			
Oil-Filled/Fibre-Optic Cable	:	40,000 min or 40% of loss (*)			
Principal Property	:	40,000 min or 20% of loss (*)			
Water Damage to Third Party Property	:	40,000 min or 20% of loss (*)			
Third Party Bodily Injury	:	40,000 min or 10% of loss (*)			
Strike, Riot and Civil Commotion /Malicious Damage		20,000 min or 20% of loss(*)			
(*) – whichever is the greater		40,000 min or 10% of loss (*)			
Conditions (inter alia)	:	1. Revised Cross Liability Clause/ As per Asia’s standard Contractors’ All Risk Policy Jacket			
		2. B1 – Safety Precaution Clause amended to delete the 24 hours watchman requirement.			
		3. B2 – Special Conditions for Underground Services Clause			
		4. S001 Strike, Riot and Civil Commotion and Malicious Damage Endorsement. (Applicable to Section I only) The maximum liability under this extension is restricted to the sub-limit of HK\$1,500,000 in			

		<p>aggregate for all losses for the whole period of insurance.</p> <ol style="list-style-type: none"> 5. A6 – Extra charges for overtime, night work, work on public holiday and ex-press fright (15% of adjusted loss) 6. A1 – Extended to cover liability to third party property damage caused by vibration, removal or weakening of support (Limit: HK\$30,000,000 any one accident and in aggregate during any one period of insurance) 7. A7 – Extended to cover employer’s property under the care, custody or control of the insured contractors under Section II (Limit: HKD30,000,000 any one accident and in aggregate during any one period of insurance) 8. Burning and Welding Clause 9. 90 Days’ Cancellation Notice Clause (Subject to Pro-rata Refund Cancellation) 10. Extended Maintenance Period Cover 11. 90 Days Non-Renewal Notice by Insurer 12. Claim Control Clause 13. 72 hours Clause 14. Hong Kong Claim Jurisdiction Clause 15. Revised Arbitration Clause 16. A3 – Extension of Cover for Designer’s Risks 17. A4 – Extension of Cover for Inland Transit (Limit: HK\$100,000 any one loss) 18. A5 – Extension of Cover for Off-Site Storage anywhere in HKSAR (Limit: HK\$100,000 any one loss) 19. A2 – Extension of Cover for Testing and Commissioning (4 weeks) 20. Escalation Clause (Limit: 15% of Contract Value) <p>Other terms and conditions as per policy wording</p>
Principal Policy Exclusions (inter alia)	:	Other exclusions as per original policy.
Applicable Jurisdiction and/or Law Practice	:	Hong Kong SAR
Contractors’ Own Insurance Responsibilities	:	<p>(a) The Contractor’s All Risks including Third Party Liability Insurance does not cover the liability arising out of or in connection with the following:</p> <p>(i) motor vehicles and other Statutory Insurances.</p>

	<p>(ii) employees of the Insured Parties, sole proprietors and self-employed persons acting as sub-contractors, including labour masters and persons supplied by them, persons employed by labour only sub-contractors, self-employed persons, drivers and / or operators of plant hired to the Insured, student gaining work experience, and any other persons hired or borrowed by contractors. “Contractors allow such persons to enter site at their own risk”.</p> <p>(iii) deductibles of the Policy.</p> <p>(b) The Contractor’s All Risks including Third Party Liability Insurance does not cover the physical loss of or damage to construction plant tools and equipment owned or leased by the contractors or for which the contractors may be responsible.</p> <p>(c) Contractors and Subcontractors are required to arrange Employees’ Compensation Insurance complying with the Employees’ Compensation Ordinance (Cap 282) in respect of their employees. Such insurance is to be endorsed to cover the Construction Industry Council as an Insured Party.</p> <p>(d) The Third Party Liability Insurance cover is HK\$30,000,000. Construction Industry Council advises contractors to review its adequacy in relation to their risks and liability under the contract with the Construction Industry Council and to purchase additional limit, if required, at their own costs.</p> <p>(e) The Contractor’s All Risks including Third Party Liability Insurance only covers contract within the contract details as stated in the Insurance Synopsis of Contractors’ All Risks including Third Party Liability Insurance. Should the contract not within the contract details, contractor must arrange another Contractor’s All Risks including Third Party Liability Insurance, joint name with Construction Industry Council, at contractor’s own cost. Minimum coverage for third party liability is HK\$30,000,000.</p> <p>(f) The Contractor should provide both insurance document and premium receipt of insurance covers arranged for CIC keeping record. Besides, other than policy excess, Contractor should also bear all the costs and expenses in case of claim</p>
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Assignment Brief

of

Design and Renovation Works of New Office

at

29/F, Enterprise Square Five

for

the Construction Industry Council

April 2025

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Assignment Brief

Design and Renovation Works of New Office at 29/F, Enterprise Square Five for the Construction Industry Council

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Annex XVI – Method Statements	26 Pages

Provision of Design and Renovation Works of the Office at 29/F, Enterprise Square Five for the Construction Industry Council situated at Level 29 of Tower 2, Enterprise Square Five, 38 Wang Chiu Road, Kowloon Bay

1. Background

- 1.1 The Construction Industry Council (CIC) is seeking for a Contractor (the Contractor) to carry out the Design and Renovation Works of New Office at 29/F, Enterprise Square Five for the Construction Industry Council (“the Works”) situated at Level 29 of Tower 2, Enterprise Square Five, 38 Wang Chiu Road, Kowloon Bay (the Site).
- 1.2 The Contractor shall provide all professional services including but not limited to Authorized Person (AP), Architectural Designer, Interior Designer, Registered Structural Engineer (RSE), E&M Engineer, Quantity Surveyor (QS), Registered Energy Assessor (REA), Acoustic Consultant and Prescribed Registered Contractors (PRC), either Registered General Building Contractor (RGBC) or Registered Minor Works Contractor (RMWC), to conduct comprehensive inspection / survey of the Site, examination of relevant drawings / plans, structural design & calculation, relevant statutory submission to government authorities, necessary coordination with end-user and overall project management. building information modelling.

Project Scope

- 1.3 The scope of this design and renovation project shall consist of area around 600 square meters (GFA) at the Site including MBO Board Room, Reception Area, Office Area and Storeroom. Please refer to the drawings in **Annex I**. The Contractor shall supply and install of all necessary fittings, materials, fixtures as well as equipment to cope with the new design as approved by the CIC.
- 1.3.1 General requirement for this contractor:
- i) Migrate all existing AV, IT, E&M, FS, MVAC, all T&C works and etc
 - ii) Submit all necessary statutory submission and achieve approval for handover, including FS 314A, FS251, FOC, WR1, vent cert and etc.
 - iii) Submit and get approval for all necessary handover documents, including T&C, O&M, certification and etc
 - iv) Cleaning before handover, including filters of MVAC, drainage, builder’s works and etc.

- v) Conduct training for the CIC staff and users for all installation works, such as AV, ELV, MVAC, furniture and etc.
- vi) This contractor shall submit all shop drawings, method statements, details, calculations simulation, rendering of architectural design for comment and seek for approval and etc before any installation. The contractor shall also address this necessary submission into the works programme without any influence of contract completion date.
- vii) This contractor shall be responsible for submission of CSD, RCP, CLD, structure works and builder's works for approval and coordination with varies services without crash issue for site works.
- viii) This contractor shall be responsible for all necessary site survey and submit site survey report for the Works.
- ix) This contractor shall be responsible to relocate or re-configure any existing server room and any system as instructed.
- x) This contractor shall be responsible to relocate works for existing equipment room including packing storage and disposal as described in the Annex XI and as described in this assignment brief.
- xi) The reference photos were provided in Annex VII.
- xii) Make good and modify the raised floor system to facilitate the pipe routing and wiring works if necessary.
- xiii) This contractor shall refer to the Annex X for choosing environmentally friendly products.
- xiv) This Contractor shall be responsible for all coordination works last but less to existing maintenance work, sub-contractor, suppliers, direct contractor, property officer as role of main contractor.
- xv) This contractor shall suspend work with immediate effect upon notification from the CIC and resume work within one day after receiving further notification from the CIC.

1.4 Renovation of existing MBO Board Room

The existing Board Room is located next to the Reception Lobby, covering a total area of approximately 145 square meters (subject to remeasurement). The contractor shall design and carry out the renovation and associated repair work, which includes:-

- 1.4.1 Dismantling the existing storeroom with all necessary association including but not limited to finishes, E&M, furniture, equipment as requested by the CIC.
- 1.4.2 Supply, deliver and install new acoustic panels to the wall after removal of Green Wall system.
- 1.4.3 If 1.4.4 is not applicable, touch up the defective ceiling with skim coat and painting modify the existing ceiling system to facilitate the rerouting works in MBO Board Room and wet pantry, if any.
- 1.4.4 Dismantling the existing false ceiling and supply, deliver and install mineral fiber false ceiling to the wet pantry. (Optional item)
- 1.4.5 Modification of the flooring system to facilitate the rerouting works to MBO Board Room, if any.
- 1.4.6 Supply, deliver and install an automatic sliding window curtain wall.
- 1.4.7 Dismantling the existing Green Wall system.
- 1.4.8 Installation of laminated plastic signage to the MBO Board Room.
- 1.4.9 Supply and install 11 numbers of 55-inch 4K OLED TVs with angle adjustable mounting and all necessary system programme to broadcast videos, photo and display the presentation material, along the meeting table, include the connection with associated AV and existing conference systems (TV sizes is subject to the dimensions of the existing table and subject to the confirmation with CIC).
- 1.4.10 Supply, deliver and install 3 new HD short-throw 110" projector systems.
- 1.4.11 Supply, deliver and install new meeting tables (Optional Items)
- 1.4.12 Supply, design and install all necessary E&M works in relate to needs of new equipment's installation, including power point, data point and etc.
- 1.4.13 Supply and install Wet pantry with all necessary plumbing and drainage system, equipment, sump pump (DUTY AND STANDBY), grease trap and etc.
- 1.4.14 Building a wet pantry with the associated furniture and equipment, including wine cellar, water dispenser, mini fridge, cabinet and stainless steel sink. Supply , deliver and install pantry cabinet comprising artificial solid surfacing countertop and stainless steel sink, stainless steel kitchen faucet and water dispenser with all necessary opening for sink, door panel in plastic laminated finish including all necessary fixing and accessories
- 1.4.15 Supply, deliver and apply waterproofing layer to wet pantry to the satisfaction of the CIC and coordination with the MegaBox Management Services Limited for the information of the required standard.

- 1.4.16 Supply, deliver and install homogeneous vinyl floor sheet (“static coefficient of friction” value below 0.8 but at or above 0.5) to the wet pantry area.
- 1.4.17 This Contractor shall be responsible for all coordination works last but less to existing maintenance work, sub-contractor, suppliers, direct contractor, property officer as the role of main contractor.
- 1.4.18 Relocation works for the existing equipment and furniture in the existing store room as required by the CIC including packing storage and disposal.

1.5 Renovation of Existing Reception Area

The Reception Area is situated next to the main entrance, covering a total area of approximately 170 square meters (subject to remeasurement). Provision of 2 design schemes adopting the leisure workspace with natural and sustainable concept are required for the reception area. The contractor shall design and carry out the renovation and associated repair work, which includes:-

- 1.5.1 Dismantling the existing meeting rooms, and the existing reception counter with all necessary association in the reception area.
- 1.5.2 If 1.5.3 and 1.5.4 is not applicable, touch up the defective ceiling with skim coat and painting and modify the existing ceiling system to facilitate the rerouting works in Reception Area and wet pantry.
- 1.5.3 Dismantling the existing false ceiling and; supply, deliver and install new gypsum board ceiling system to match the existing and the associate MEP provision, including but not limited to light systems and AV system, MVAC and etc. to the Reception Area and wet pantry. (Optional item)
- 1.5.4 Dismantling the existing false ceiling system and; Supply, deliver and apply emulsion paint to the existing structural ceiling and synthetic paint to the MEP pipe ducts and cables, including but not limited to AV ducts and lighting cables, etc. (Optional Item)
- 1.5.5 Supply, deliver and install acoustic panel to the wall stalled with the TV as mentioned in 1.5.12.

- 1.5.6 Building a new wet pantry with the associated furniture and equipment, including but not limited to dishwasher, cabinet and stainless-steel sink.
- 1.5.7 Relocating the equipment including but not limited to water dispenser, refrigerator, microwave oven, etc. in the existing pantry to the new wet pantry.
- 1.5.8 Supply, deliver and install an operable wall to separate the wet pantry and the reception area.
- 1.5.9 Building a reception counter with laminated plastic “CIC” logo designed in natural tone and to accommodate two receptionists.
- 1.5.10 Building an interview room (10m²) with a desk and Chairs.
- 1.5.11 Supply, deliver and install the associate MEP provision, including but not limited to light systems and AV system.
- 1.5.12 Relocating the MEP services above ceiling including but not limited to AC duct, power socket, net work.
- 1.5.13 Supply, deliver and install 2 numbers of 100-inch 4K OLED TV with decorated mounting and all necessary system programme to broadcast videos, photo, holding seminars and the information for the guests include the connection of the associated AV system and VC system. The functions of TV set will be included screen sharing (ISO&andriod), video/camera conference, wifi connection, APP applicatio and smart function
- 1.5.14 Supply, deliver and install 2 numbers of laminated glass sliding doors with gypsum board partition (Rockwool infill) to separate the MBO board room and reception area and; to separate the office area and reception area, including but not limited to fail safe function, FS signal interfacing and etc.
- 1.5.15 Supply and install Wet pantry with all necessary plumbing and drainage system, equipment, sump pump and etc. Supply, deliver and install pantry cabinet comprising artificial solid surfacing countertop and stainless steel sink, stainless steel kitchen faucet and water dispenser with all necessary opening for sink, door panel in plastic laminated finish including all necessary fixing and accessories.
- 1.5.16 Supply, design and install one 55’’ 4K OLED TV, one 110’’projector screen and projector at wet pantry area, together with audio sound bar system.
- 1.5.17 Supply, deliver and apply waterproofing layer for wet pantry to the satisfaction of the CIC and coordination with the MegaBox Management Services Limited for the information of the required standard.
- 1.5.18 Supply, deliver and install homogeneous vinyl floor sheet to the wet pantry area.
- 1.5.19 Redecoration of the existing internal wall surface.

1.5.20 Relocation works for the existing equipment and furniture in the proposed Reception Area as required by the CIC including packing storage and disposal.

1.5.21 Supply and deliver the loose furniture as required by the CIC:

Schedule of loose furniture in Reception Area (Subject to confirmation with CIC)			
Items	Size/ Type	Location	Number
Table	1000mm (L) x 1000mm (W) x 750mm (H) (Brand: Haword or equivalent)	Waiting area	8
	1000mm (L) x 1000mm (W) x 750mm (H)	Wet Pantry	2
	5000m (L) x 600mm (W) x 750mm (H)	Waiting area	1
	700mm x 1050mm (H)	Wet Pantry	1
	1300mm (L) x 800mm (W) x 750mm (H)	Interview Room	1
Reception Counter	L-shaped Counter: 2500mm (L) x 600mm (W) x 1500mm (L) 1100mm (H)	Reception Counter	1
Chair	Side Chair (Brand: Haword or equivalent)	Waiting area	18
	Side Chair	Wet Pantry	6
	Arm Chair	Wet Pantry	2
	Office Chair	Reception counter	2
	Office Chair	Interview Room	3

1.6 Conversion of Existing Lecture Rooms to Office Area

The Office has a total area of about 270 square metres. The contractor shall design and carry out the renovation and associated repair work, which includes:-

- 1.6.1 Building a mothercare room (not less than 2m²) with the associate furniture, including but not limited to a desk and an armchair.
- 1.6.2 Building a printing room (not less than 3m²) with the associate furnitures, including but not limited to a cabinet.
- 1.6.3 Building 3 numbers of Assistant Director's/ Director's Room with associate furniture, window facing either South-West or South-East.
- 1.6.4 If 1.6.5 and 1.6.6 is not applicable, touch up the defective ceiling with skim coat and painting and modify the existing ceiling system to facilitate the rerouting works in Reception Area and wet pantry.
- 1.6.5 Dismantling the existing false ceiling system and; Supply, deliver and install new gypsum ceiling tiles to match the existing and the associate MEP provision, including but not limited to light systems and AV system, MVAC and etc. (Optional Item)
- 1.6.6 Dismantling the existing false ceiling system and; Supply, deliver and apply emulsion paint to the existing structural ceiling and synthetic paint to the MEP pipe ducts and cables, including but not limited to AV ducts and lighting cables, etc. (Optional Item)

- 1.6.7 Relocating the MEP services above ceiling including but not limited to AC duct, power socket, net work.
- 1.6.8 Supply, design and install all necessary cable containment for associated E&M, IT, ELV and etc.
- 1.6.9 Demolish and tap-off all plumbing water pipe and drainage pipework at wet pantry area.
- 1.6.10 Relocation works for the existing equipment and furniture in the proposed Office Area as required by the CIC including packing storage and disposal.
- 1.6.11 Supply, design and install 42U server racks (Optional, subject to confirmation by the CIC) for IT & AV system, including design and build server rack room.
- 1.6.12 Supply, design and install 24hr AC FCU for server rack room with separated power circuit, including all necessary cable, cable containment, pipeworks and etc.
- 1.6.13 Redecoration of the existing internal wall surface.
- 1.6.14 Installation of laminated plastic signage to the office area.
- 1.6.15 Supply, deliver and install partition and furniture for the senior manager workspace.
- 1.6.16 Supply, deliver and install new carpet tiles to match the existing.
- 1.6.17 Supply, deliver and install electrical window curtain upon required by the CIC. (Optional, subject to the confirmation with the CIC)
- 1.6.18 Supply and deliver the loose furniture as required by the CIC:

Schedule of loose furniture in Office Area (Subject to confirmation with CIC size for reference only subject to the measurement of the existing furniture)			
Items	Size/ Type	Location	Number
Table	Two desks installed in L-shape: Desk 1:2000(L) x 900(W) Desk 2: 1000(L) x 400(W)	Assistant Director's/ Director's Room, General Manager's room	4 (1 set for each room)
	L-shaped desk: 1600mm (L) x 800mm (W) x 1500mm (L) x 750mm (H)	Senior Manager Area	5
	1600mm (L) x 800mm (W) x 750mm (H) Desk partition: 800mm (W) x 500mm (H)	General Office Area	30
	ø480mm x 480mm (H)	Mothercare Room	1
Pedestal	500mm (L) x 400mm(W) x 600mm (H)	General Office Area, Assistant Director's/ Director's Room, General Manager's room Senior Manager Area	39
Chair	Office Chair "Haworth" Zody Model No: SESZTM7 or equivalent	Assistant Director's/ Director's Rooms, General Manager's room	4

	Office Chair “Haworth” Zody Model No: SESZTM7 or equivalent	Assistant Director’s/ Director’s Rooms, General Manager’s room	8 (2 for each room)
	Office Chair	Senior Manager Area	15 (3 for each bay)
	Office Chair	General Office Area	30
	Armchair	Mothercare Room	1

1.7 Building a New General Manager Room in the Existing Office Area

The new General Manager Room has a total area of about 13m². The contractor shall design and carry out the dismantling work and associated reinstatement work to build a new general manager room with associate furniture.

1.7.1 Supply and deliver the loose furniture as required by the CIC:

<u>Schedule of loose furniture in Office Area (Subject to confirmation with CIC)</u>			
Items	Size/ Type	Location	Number
Table	2000mm (L) x 800mm (W) x 750mm (H)	General Manager’s Room	1
Chair	Office Chair	General Manager’s Room	3

1.7.2 Supply, design and install all E&M works, including power points, data point, IT, associated builder’s works and etc

1.8 Building a New General Manager Room in the Existing Office Area

The new General Manager Room has a total area of about 13m². The contractor shall design and carry out the dismantling work and associated reinstatement work to build a new general manager room with associate furniture.

1.8.1 Supply and deliver the loose furniture as required by the CIC:

<u>Schedule of loose furniture in Office Area (Subject to confirmation with CIC)</u>			
Items	Size/ Type	Location	Number
Table	2000mm (L) x 800mm (W) x 750mm (H)	General Manager's Room	1
Chair	Office Chair	General Manager's Room	3

1.8.2 Supply, design and install all E&M works, including power points, data point, IT, associated builder's works and etc

1.9 Conversion of Existing Printing Room/ an allocated area in office area (Subject to the design proposal and confirmation by the CIC) to Broadcasting Room

The existing printing room has a total area of about 5m². The contractor shall design and carry out the relocation work and associated reinstatement work to convert the existing printing room or an allocated area (Subject to the design proposal and confirmation by the CIC) to a Broadcasting Room. E&M provision, including exhaust fan, air duct, lighting, power point, data point, FS and cable containment and etc shall be provided.

1.10 Upon request by the CIC, the contractor shall provide the Meeting room booking system and the smart facilities management control solution in the project. (Optional Item)

1.11 Summary of Design Requirements

<u>Location</u>		<u>Requirements</u> (All final design, materials and requirements shall be subject to the contractor design proposal accepted and approved by the users and the CIC)
MBO Board Room	General	<ul style="list-style-type: none"> - Lecture equipment - Acoustic Panel to replace the existing green wall system - Automatic sliding window curtain - Automatic sliding laminated glass doors with ironmongeries to separate the MBO Board Room and the reception area - 11 numbers of 55-inch 4K OLED TVs - 2 numbers of 4K short focal length 110" projector and 4K projector screen - 13A power bar for new table set up - Modification of flooring system
	Wet Pantry	<ul style="list-style-type: none"> - Dry wall /Block Wall - Paint finishes

		<ul style="list-style-type: none"> - Furniture/ Cabinet - Wine Cellar (for storage of minimum 20 bottle of wine) - Mini fridge - Stainless steel sink - False ceiling (mineral fiber) (Optional Item) - Floor finishes (vinyl floor sheet) (“static coefficient of friction” value below 0.8 but at or above 0.5)/ subject to final design - New sump pump (duty and standby), completed with drainage pipe and copper water pipe for pantry equipment and potable water system. - Exhaust system for wet pantry - Touch-up/ modification of the ceiling
Reception Area	General/ Waiting area/ Reception Counter	<ul style="list-style-type: none"> - L-Shape Reception Counter - Acoustic Panel and cabinet to house the 55-inch 4K OLED TVs (Subject to the design and confirmation by the CIC) - Paint finishes - Touch-up/ modification of the ceiling - False ceiling (mineral fiber) (Optional Item) - Apply emulsion paint to the existing structural ceiling and synthetic paint to the MEP pipe ducts and cables (Optional Item) - Electrical window curtain - Floor finishes (carpet tile) - Automatic sliding laminated glass doors with ironmongeries to separate the Reception Area and the Office Area
	Interview Room	<ul style="list-style-type: none"> - Paint finishes - Furniture/ Cabinet - Floor finishes (carpet tile) - Double gypsum board with rockwool insulation partition wall/ FRR wall to the STC 35 soundproofing or better standard with access door.
	Pantry	<ul style="list-style-type: none"> - False ceiling (mineral fiber) (Optional Item) - Dry wall / Double Glazed Wall/ FRR wall/ Block Wall - Paint finishes - Touch-up/ modification of the ceiling - False ceiling (mineral fiber) (Optional Item) - Apply emulsion paint to the existing structural ceiling and synthetic paint to the MEP pipe ducts and cables (Optional Item) - Floor finishes (vinyl floor sheet)(“static coefficient of friction” value below 0.8 but at or above 0.5) - Corian Countertop - Sanitary fitments - Furniture/ Cabinet - Microwave oven - Dishwasher - Operable wall - New sump pump (duty and standby), completed with drainage pipe and copper water pipe for pantry equipment and potable water system. - Exhaust system for wet pantry - Supply, design and install one 55’’ 4K OLED TV and one 110’’projector screen and projector at wet pantry area, together with audio sound bar system.
Office Area	General	<ul style="list-style-type: none"> - Double gypsum board with rockwool insulation partition wall/ FRR wall to the STC 35 soundproofing or better standard

		<ul style="list-style-type: none"> - Paint finishes - Furniture/ Cabinet/ Pedestal - Touch-up/ modification of the ceiling - False ceiling (gypsum ceiling tiles) New workstation with desk partition and partition bracket (Optional Item) - Apply emulsion paint to the existing structural ceiling and synthetic paint to the MEP pipe ducts and cables (Optional Item) - Floor finishes (carpet tile) - at least two twin s/o for staff's table - at least one dual data & telephone S/O for staff's table - Supply, design and install 42U server racks for IT & AV system, including design and build server rack room - Supply, design and install 24hr AC FCU for server rack room with separated power circuit, including all associated cable, containment, pipeworks and etc. - Supply, design and install at least 10 (actual no. shall be subject to final measurement) AP and wifi system with all necessary cabling, conduit, containment and etc.
	Assistant Director's/ Director's Room (Facing South-West or South-East)	<ul style="list-style-type: none"> - Single Glazed Partition and door; and Gypsum Board Partition Wall with rockwool insulation to the ceiling level and door to the STC 35 soundproofing or better standard - Floor finishes (carpet tile) - Touch-up/ modification of the ceiling - Apply emulsion paint to the existing structural ceiling and synthetic paint to the MEP pipe ducts and cables (Optional Item) - False ceiling (gypsum ceiling tiles) (Optional Item) - Furniture/ Cabinet/ Pedestal - Desk/ Chair - Access doors with ironmongeries
	Senior Manager Workspace	<ul style="list-style-type: none"> - Double gypsum board with rockwool insulation at false ceiling - New workstation (L-shape) with desk partition and partition bracket - Touch-up/ modification of the ceiling - False ceiling (gypsum ceiling tiles) (Optional Item) - Apply emulsion paint to the existing structural ceiling and synthetic paint to the MEP pipe ducts and cables (Optional Item) - Paint finishes - Floor finishes (carpet tile) - Furniture/ Cabinet/ / Pedestal - Desk/ Chair
	Storeroom /	<ul style="list-style-type: none"> - Paint finishes - Floor finishes (carpet tile) - Touch-up/ modification of the ceiling - False ceiling (gypsum ceiling tiles) (Optional Item) - Apply emulsion paint to the existing structural ceiling and synthetic paint to the MEP pipe ducts and cables (Optional Item) - Furniture/ Cabine - Gypsum board without rockwool insulation partition wall standard with access door.
	Broadcasting Room	<ul style="list-style-type: none"> - Paint finishes - Floor finishes (carpet tile) - Touch-up/ modification of the ceiling - False ceiling (gypsum ceiling tiles) (Optional Item) - Apply emulsion paint to the existing structural ceiling and

		synthetic paint to the MEP pipe ducts and cables (Optional Item) - Furniture/ Cabinet - Double gypsum board with rockwool insulation partition wall/ FRR wall to the STC 35 soundproofing or better standard with access door.
	Mothercare Room	- Floor finishes (carpet tile) - Furniture/ Cabinet - Touch-up/ modification of the ceiling - False ceiling (gypsum ceiling tiles) (Optional Item) - Apply emulsion paint to the existing structural ceiling and synthetic paint to the MEP pipe ducts and cables (Optional Item) - Desk/ Chair - Gypsum board without rockwool insulation partition wall standard with access door.
	Printing Room	- Gypsum Board Partition Wall - Touch-up/ modification of the ceiling - False ceiling (gypsum ceiling tiles) (Optional Item) - Apply emulsion paint to the existing structural ceiling and synthetic paint to the MEP pipe ducts and cables (Optional Item) - Paint finishes - Floor finishes (carpet tile) - Access doors with ironmongeries - Double gypsum board insulation partition wall/ FRR wall to the STC 35 soundproofing or better standard with access door.
	General Manager Room	- Single Glazed Partition and sliding door; and Gypsum Board Partition Wall with rockwool insulation at the ceiling level to the STC 35 soundproofing or better standard - Paint finishes - Floor finishes (carpet tile) - Touch-up/ modification of the ceiling - False ceiling (gypsum ceiling tiles) (Optional Item) - Apply emulsion paint to the existing structural ceiling and synthetic paint to the MEP pipe ducts and cables (Optional Item) - Furniture/ Cabinet

2. Objective

- 2.1 The Contractor shall provide adequate manpower and resources in the planning, developing and preparing of detailed interior designs, 3D rendering, material sample submission to fulfil CIC's and end user standards / requirements. Also, the Contractor shall provide project administration and management, on-site safety management to manage the quality of construction work and engineering service till the testing and commissioning stage with completion reports.
- 2.2 The Contractor must provide high quality of works to complete the Assignment within schedule.
- 2.3 The Contractor must organise and coordinate with different parties including users, sub-contractors and other parties engaged by the CIC.

3. Assignment Scope

3.1 The scope of works under the Assignment (the Works) shall include but not limited to the following:

(i) During Survey and Design Stage

(a) All the tasks required in this stage including the comprehensive survey, study and the relevant report/designs shall be completed and submitted to the CIC. The contractor should conduct the comprehensive survey and submit the report within 10 days after commencement of work.

(b) The design shall comply with the latest trade / legislation / statutory requirement of the relevant government authorities including but not limited to the following whenever is/are applicable:

- Green elements;
- Barrier Free Access (BFA);
- Minor Works Control System;
- Means of Escape (MOE) in building;
- Gross floor area, plot ratio, compartment and structural calculation;
- Architectural Services Department (ArchSD);
- Electrical and Mechanical Services Department (EMSD);
- Water Supplies Department (WSD);
- Drainage Services Department (DSD);
- Building Department - Building Regulations;
- Labour Department;
- Environmental Protection Department (EPD);
- British Standards Institution;
- Chartered Institution of Building Services Engineers; and
- Fire Services Department (FSD).
- The American Society of Heating, Refrigerating and Air-conditioning Engineers (ASHRAE)
- Building Energy Efficiency Ordinance (BEEO)

(c) The Contractor shall provide on-site measurement, detail design with drawings and profession / specialist calculation (including Authorized Person, Registered Structural Engineer, Registered Quantity Surveyor, Registered Safety Officer,

Registered Energy Assessors, and all other professional / specialist / registered person of relative works) to the CIC for comments and/or approval.

- (d) The Contractor shall ascertain the design and the proposed works in full compliance with, and shall not in breach of the terms and conditions as laid down in the latest relevant land grant / land lease documents officially retrieved from the Lands Department.
- (e) The contractor shall provide the MOE assessment report prepared by an AP.
- (f) The Contractor shall make sure that all the proposed design shall meet with the CIC's requirements and fulfill the statutory requirements of relevant government bodies/ departments, where applicable.
- (g) Prepare detailed design and layout plans showing ceiling arrangement, furniture layout and details, lighting & general power plans, AV, IT, ELV provisions, MVAC layouts & equipment, fire services installation, plumbing and drainage installations, furniture installations and space capabilities;
- (h) Prepare colour boards, material samples and recommended furniture & fittings and 3D rendering, photomontage, sketches with presentation material (**at least 2 options**) for the CIC's selection and approval;
- (i) Provide perspectives, details drawing, elevations and sections of drawings to indicate the design and finishes;
- (j) Submission of drawings or any other documents / information to the CIC for comments and approval;
- (k) Coordinate with project management team of the CIC and / or user departments based on comments of drawing submission;
- (l) Prepare final interior design presentation to the representatives of the CIC for approval;
- (m) The contractor's project manager and key personnels should attend planned and ad-hoc meetings as and when required by the CIC;

- (n) Design floor plans to determine space requirements with respect to the CIC's needs;
- (o) Prepare project programme with breakdown details, indication of the critical path, worker-list, project contact list, hot work permit, before the commence the fire or explosion (if necessary) and project related document;
- (p) All fitting out works have to comply with the CIC's requirements and the Contractor shall be responsible for all required charges, deposit or application / permit fee in relation to the fitting out works;
- (q) The Contractor shall prepare and monitor the work schedule in order to meet the CIC targeted schedule; and
- (r) The Contractor shall work according to the CIC's instructions to comply with all works required prior to the CIC's inspections.
- (s) The Contractor is deemed to have allowed in his tender for all the costs of design and re-design and also for any further re-designs that may be necessary through the Contract.
- (t) The Contractor shall be responsible for all amendments to the submissions to the Building Department and relevant authorities for the execution of the Works if necessary.
- (u) Notwithstanding anything stated in the Contract, the CIC shall not obliged to issue further detail drawings during the Contract Period and the Contractor shall be responsible for designing and developing their own design proposal based on the Assignment Brief provided to fit for the purpose at the time of tender and develop the same into working drawings. All working drawings shall be of professional standard acceptable to the CIC.
- (v) The Contractor shall note that the Assignment Brief and its annex in the Tender Documents only define the performance requirements of the Works. The Contractor shall be responsible for developing their own design proposal to the final design which shall comply with performance requirements including but not limited to technical performance, physical appearance, selection of materials and finishes, etc; all to the satisfaction and approval of the CIC for the Works.

(ii) During Construction Stage

- (a) Insurance of Employee Compensation (EC) shall be arranged by the Contractor / its insurance contractor (such policy shall be endorsed to cover the CIC as an insured party and shall include endorsements W338, W348 and W204 and shall be endorsed joint name with the CIC);
- (b) Provision of personal safety equipment and safety working platform and scaffolding with valid certificate, smart site safety system (4S) for the whole project, and all activities that fully comply with the requirements of Labour Department, HKSAR and the CIC;
- (c) Temporary water connection and waterproof IP65 rating temporary electricity supply and lighting arrangement are included. It shall comply with the CIC's requirements;
- (d) All relevant fee, document and work with necessary professional calculations and submission due to the statutory requirements including but not limited to Minor Work Control System, BEEO, and/or relative work issued by HKSAR, if it is necessary;
- (e) Regular and final cleaning and removal of debris to meet the CIC's requirements and satisfaction and to maintain high standard site tidiness and safe environment. (Annex XIII - Housekeeping Guidelines for Construction/ Maintenance Work, Annex XIV – Safe Working Cycle Handbook; and Annex XV – Construction Site Welfare Health and Safety Measures);
- (f) To execute proper contract management & administration services for the renovation works, and carry out required inspection work till satisfactory completion of the Works and Defect Liability Period (DLP);
- (g) Arrange full time site supervisor to control, supervise and manage overall site activities and coordinate with CIC's representatives to maintain a high-quality workmanship;
- (h) Prepare construction drawings, detailed working programme and design, supply and install full height white plywood wooden hoarding in accordance with Landlord and CIC's standard and requirements;
- (i) Attendance and Coordination fee for all other trades contractors, the CIC's vendors,

the CIC's engaged sub-contractors, Landlord's Tenant Coordinators, Landlord's approved contractors, sub-contractors, suppliers, etc shall be included in the submitted Fee;

- (j) To provide fire extinguisher, fire-fighting equipment, etc;
- (k) Levies for the Construction Industry Council and Pneumoconiosis Compensation Fund Board shall be included in the submitted Fee;
- (l) To Submit a refundable Fitting Out Deposit to the Landlord;
- (m) To provide corresponding overall supervision and periodic site inspection of the renovation works and all identified defects for the entire construction period till satisfaction completion of the Works and DLP;
- (n) The Contractor shall carry out the renovation work accordance with Landlord Tenant Fit-out Guideline in Annex II of Assignment Brief.
- (o) The Contractor shall hack off / take down / demolish / remove / make good / cart away existing objects (if any) to good condition to facilitate the construction of receive new design and renovation work and according to the Annex VIII - Housing Keeping Requirement And Quality Standard, the working area are including but not limited to ceiling, wall, wall tiles, floor, floor tiles, finishes, doors and frames, fixtures and furniture, building services installation (including lighting fixture, power / data point outlet, electrical switches, conduit, MVAC, ventilation fan...etc)
- (p) Demolition, drilling and other excessively noisy operations, if required, are to be carried out at times to be agreed with the Landlord and the CIC. All noise work shall carry out on non-office hour. All time and cost for the working during the non-office hour should be allowed in the contract sum.
- (q) The Contractor shall design, supply, install and modify the builder's works such as the existing false ceiling system and partition walls, MVAC system, Fire Service installation, electrical installation, lighting system, P&D system, IT, AV and other ELV systems and provide all necessary fittings and fixtures. Shop drawings and details shall be submitted for CIC's approval
- (r) The Contractor shall carry out the E&M works by Approved Contractors by Landlord,

please refer to Annex III of Assignment Brief.

- (s) The Contractor shall coordinate and liaise with the CIC and its engaged contractors including Telephone System, IT System and CCTV system and Access Control system to ensure all E&M services are promptly and correctly installed/modified according to specifications and drawings.
- (t) The CCTV & Access Control System works shall be carried out by engaged contractor. The Contractor shall supply & install all necessary cable containment, concealed conduits, builder work and associated works for CCTV & access control system from Server / Server Room to final points, including all programming, software set up, migration and allowance of time and cost for the coordination works in the Contract Sum.
- (u) The Contractor shall design, supply & install server rack in 42U, 1100mm(deep) x 600mm(w) with accessories work and electrical power distribution units for network switch to facility this renovation area equipment. The supply and install of network switch shall be carried out by engaged contractor at CIC's own cost. The Contract shall coordinate with the CIC for works with programme agreed with the CIC.
- (v) The Contractor shall design, supply and install all necessary cable containment, concealed conduits, cabling, CAT 6 cable and associated works for Data and Voice Point from Server to final point for all related devices including computers, IP telephones and etc. The supply and install of computer and IP telephone shall be carried out by engaged contractor at CIC's own cost. The Contract shall coordinate with the CIC for works with programme agreed with the CIC.
- (w) The contractor submit all necessary statutory submission and achieve approval for handover, including FS 314A, FS251, FOC, WR1, vent cert and etc. All time and cost for amendment and re-submission shall be covered by the Contractor.
- (x) The contractor shall be responsible for all necessary site survey and submit survey report for approval before their commencement of works.
- (y) The contractor shall be responsible for all coordination works with subcontractors, users, stakeholders, clients, government officers and etc, as a role of main contractor properly.

- (z) Coordination drawings, such as CSD, CLD, RCP and etc shall be submitted for approval and coordination.
 - (aa) For this design and build contract, the contractor shall be responsible for submitting all calculations & simulations, such as loading calculations, cooling load calculation lux simulations, 3D renderings, architecture mood photography and etc for approval.
 - (bb) The Contractor shall review on site and propose a solution for the zoning of MVAC distribution. Any energy meter or zone valve needed, the Contractor shall take their own cost to complete the installation.
 - (cc) All E&M works shall be supported to architecture design and builder's works. The Contractor shall be responsible to revise the design of E&M, IT, ELV , AV drawings and design proposal to suit for updated layout and users' requirements.
 - (dd) For all E&M equipment, IT equipment and ELV equipment and etc shall be prepared equipment list & schedule & specifications for CIC's approval and vetting, before their purchasing.
 - (ee) Carry out testing and commissioning, operation training workshop before handover.
 - (ff) Assist the coordinate works on office relocation including but not limited to working with users and the CIC for the relocation of equipment, tools, and furniture, as well as handling packaging, storage, and disposal.
- (iii) During Defect Liability Period
- (a) Carry out defects inspection and prepare defects list;
 - (b) Supervise the making good works and defects rectification;
 - (c) Making good any defects to the satisfaction of the CIC;
 - (d) Supervise and ensure that all rectification works to be completed within the defect liability period of 12 months from the date of practical completion of the whole renovation works.
 - (e) O&M manual with all related certificates e.g. FS251, FS314A, WR1, minor work

submission, etc. (include submissions of hardcopy and softcopy for the CIC's record purpose).

- (f) As-built Drawings in AutoCAD and PDF format (include submissions of hardcopy and softcopy for CIC's record purpose).
- (g) Allow professional fee to issue the certificate to check the Code of Practice for the Provision of Means of Escape in Case of Fire.

3.2 Other items of work directly or indirectly related to the Works may be added by the CIC with the agreement of the Contractor and shall form part of the Works and be covered by the terms of the Agreement with additional fees that are mutually agreed by the CIC and the Contractor.

4. Presentation

4.1 To present Contractor's Reports to the CIC at the weekly coordination meetings.

4.2 To conduct site safety walk with relevant parties and the CIC;

5. Deliverables

- 5.1 The works project and all deliverables shall comply with the Contract requirements to the satisfaction of the CIC. Should there be different interpretations between the CIC and the Contractor against any requirements in the Contract, the CIC shall have the final jurisdiction on the explanation and approach of the implementation for the requirements. The Contractor shall follow the explanation of the requirements and the instructions given by the CIC to implement the solution to the satisfaction of the CIC.
- 5.2 To submit organization chart, project contact list, emergency contact list, master works programme with the detail breakdown and critical path, insurance policy of Employee Compensation (EC) and etc. for the CIC's approval;
- 5.3 To prepare and submit daily reports including number of workers, trades, site photo records, etc. to the CIC;
- 5.4 To prepare and submit Contractor's reports which contain updated working programmes, shop drawings and material submission schedules, site safety reports, progress photos and other necessary documents to the CIC during weekly meetings;

- 5.5 To prepare minutes for weekly meetings;
- 5.6 To prepare and submit materials sample, catalogue, Material Safety Data Sheet (MSDS), etc. for the CIC's approval;
- 5.7 To prepare and submit shop drawings for the CIC's approval prior to the commencement of the Works. The Contractor shall submit hard copy and electronic copy of As-built Drawing, User Manual, Operation Manual, Parts Book, Repair & Maintenance Manual and all necessary reports for CIC approval within 1 month after satisfactory completion;
- 5.8 All submissions made by the Contractor shall be subject to the acceptance by the CIC. The CIC will endeavour to respond to and comment on the submissions submitted by the Contractor within 2 Calendar Days. The Contractor shall rectify and supplement the submissions within 2 Calendar Days upon receiving comments from the CIC.
- 5.9 All documents shall be submitted electronically in MS Word format, MS Excel format (for data) and in pdf file format or any other formats as applicable which are readily printable.
- 5.10 All submissions must be submitted in English and Chinese (when necessary) to the satisfaction of the CIC.
- 5.11 The copyright of all reports, documents, data and any other information prepared or collected by the Contractor, its Specialist(s) and the Sub-contractor(s) and their employees and agents in the course of this works project shall be borne with the CIC.

6. Brief Programme

- 6.1 The Works shall be completed within **70 Calendar Days** from the project commencement date under the supervision of the CIC.
- 6.2 The Contractor undertakes to carry out the Works in different phases as indicated in the Annex I- LP-05 hoarding plan and submit all Deliverables as stipulated in the Assignment Brief and its Annexes to the CIC in accordance with the tentative programme specified in Paragraph 6.4 below or as directed / agreed by the CIC from time to time.
- 6.3 Supplementary information other than the Deliverables stated below shall be prepared and delivered at such time upon request by the CIC.
- 6.4 The following activities shall be taken into consideration in the preparation of the programme:

Task	Description of Deliverables	Deadline
(1)	To provide organization charts, project contact list, insurance policy of EC, emergency contact list, master works programme	Within 3 calendar days upon Project Commencement
(2)	To submit site survey report, 3D rendering, photomontage, preliminary design shop drawings, long-lead items, material submission, material samples, references, design proposal submission (at least 2 nos. of proposal with presentation material).	Within 7 calendar days upon Project Commencement
(3)	To submit details drawing, CSD, CLD, RCP, method statement, lux simulation report, project schedule, calculation and references of proceeding purchase orders. And provide on-site setting outline for CIC's confirmation and approval.	Within 14 calendar days upon Project Commencement
(4)	50% completion of the Works (subject to the CIC's satisfaction)	Within 37 calendar days upon Project Commencement.
(5)	To complete the Works and all necessary Testing and Commissioning, and obtain all relevant statutory approvals and permits to use and the satisfaction of the CIC.	Within 70 calendar days upon Project Commencement.
(6)	To submit As-built Drawings, User Manual, Operation Manual, Parts Book, Repair & Maintenance Manual and all necessary reports.	Within 14 calendar days after the satisfactory completion of Task 5 above
(7)	Final measurement and valuation	Within 1 month after the satisfactory completion of Task 5 above

7. Management of Contractor

7.1 The Contractor shall be directed and supervised by the CIC.

7.2 The CIC Secretariat will facilitate the CIC in supervising the Contractor.

- 7.3 The Contractor shall attend all meetings held by the CIC formed for this works project and the internal meetings of the CIC as required and necessary.
- 7.4 The Contractor shall obtain the approval of the CIC (where appropriate) before commencement of each stage of the Assignment.
- 7.5 The Contractor shall attend all meetings held by the CIC formed for this works project and the internal meetings of the CIC as required and necessary.

8. Contractor's Office and Staffing

- 8.1 The Contractor shall maintain an office in Hong Kong during the project period under the control of a Project Manager with at least 10 years of management experience in similar project nature.
- 8.2 The composition of the Contractor's works project team shall also include at least the following team members: (For details, please refer to Section 9.6)
- (a) Project Manager - Degree holder of project management / facilities management with at least 10 years practical experience in sizable companies project;
 - (b) Designer - at least 10 years relevant experience of interior design for the sizable companies project;
 - (c) Project Coordinator (**full time on-site**) – at least 5 years relevant experience in engineering;
 - (d) Registered Safety Officer (**full time on-site**) – registered under the Factories and Industrial Undertakings (Safety Officers and Safety Supervisors) Regulation (SOSSR) and possess the scheduled qualifications as specified in the Third Schedule of SOSSR scheduled qualification A, B, C and D.
- 8.3 The works project team as a whole, and each individual (except administrative support staff) within the team shall have the experience of conducting projects of similar nature and scope of those required in this works project.
- 8.4 The Contractor shall provide the CIC with full details of staff to be employed on the works project together with their curriculum vitae and proof of qualifications for prior approval from the CIC. Separate approval from the CIC should be obtained for any subsequent changes of staff.

- 8.5 The works project team shall provide all specialist and sub-contractor services (not limited to those specified in Paragraph 8.1 and 8.2 above) required for the satisfactory completion of the works project. No additional fees or expenses for the provision of such services rendered locally or overseas shall be payable by the CIC.
- 8.6 The Project Manager shall attend all the meetings as may be called upon by the CIC.
- 8.7 The Contractor shall provide staff and manpower input in accordance with the technical proposal made and the CIC shall have the right to check the time-log record of the Contractor's staff deployed for the works project.
- 8.8 In the event of any deviation or change of team members with respect to the submitted tender, prior approval from the CIC must be sought.
- 8.9 In the event, for reasons beyond his control, the Contractor is unlikely to provide or maintain any key staff as specified in the proposal, he should report to the CIC as soon as practicable and propose a substitute staff having qualification and experience comparable with the staff who is leaving the works project team for the CIC's approval.
- 8.10 The Contractor shall be responsible for preparing the meeting minutes and submitting them to the CIC within 2 calendar days after the meeting. Meeting papers and documents shall be prepared and submitted by the Contractor within 2 calendar days before the meeting.

9. General Specifications

GENERAL SPECIFICATIONS

9.1 General

- 9.1.1 The scope of work should include Design and Renovation Works for Office at 29/F, Enterprise Square Five at Level 29 of Tower 2, Enterprise Square Five, 38 Wang Chiu Road, Kowloon Bay (the Site) **completed within 70 calendar days upon project commencement including materials order and delivery on site.**
- 9.1.2 The Contractor shall maintain insurance for the Employees' Compensation and such policy shall include endorsements W338, W348 and W204. Contractor's All Risks and Third Party Insurance for the Works will be provided by CIC. For EC, such policy shall be endorsed to cover the CIC as an insured party and shall include endorsements W338, W348 and W204; for CAR, a minimum coverage for third party liability is

HK\$30,000,000.00 and shall be endorsed joint name with the CIC.

- 9.1.3 Protective plastic sheets **MUST** be provided at the Contractor's own cost to fully cover the roof / podium / balcony in order to avoid water damage when the Works are carried out at the Site.
- 9.1.4 The information provided in the tender documents only indicates the design intent and minimum performance requirements. The quantities, capacities and sizing contained should not be assumed to be the exact extent of the works. The Contractor should be responsible for the full design and developing a complete system fit for the intended purpose and in accordance with the design intent.
- 9.1.5 The Contractor shall work in accordance with the CIC's instructions to comply with all requirements of the Works prior to the CIC's inspections/checking. The CIC shall inspect the Site regularly and to monitor whether the Contractor has breached any regulation and will issue verbal or written warnings in case of breaches, or failure to follow outstanding matters or recommendations. The Contractor shall also abide by the Contractor's Safety Requirements and Work Above Ground Safety Guideline as shown in **Annex IV** and **Annex V**. If the Contractor fails to complete the safety measures within the prescribed time after receiving such warning, the CIC could stop the Contractor works and order their workers to leave the Site immediately.
- 9.1.6 Relevant standards, codes, guidelines, regulations and other documents issued by international / local statutory authorities shall be followed.
- 9.1.7 The Works shall include, but not limited to, the following:-
- a) Submission of the proposed materials, sample boards, detail sketches etc. to the CIC for comment and approval before commencement of the Works.
 - b) Relevant submissions to Building Department of the HKSAR for the Works in compliance with the statutory requirements.
 - c) Resume of any other trade works / fire sealant / insulation etc. before / after the Works.

- d) Liaise with any contractor(s) employed by the CIC to achieve timely completion of the Works if required.
- e) The Contractor shall liaise closely with the CIC and its representative(s) for detail planning / execution of the Works.
- f) Provide all necessary warning notices, signages, labels, protection and temporary lighting facilities to pedestrian when needed in order to cope with all relevant statutory requirements.
- g) Provide any temporary works, supporting works, steel works, plates, fixing brackets and / or other necessary components in order to complete the whole installation / works.
- h) Submit method statement / testing procedures to the CIC for approval and carry out all necessary testings for the Works according to the latest version of procedures approved by the CIC or its representative(s).
- i) Provide THREE (3) sets of as-fitted record documents / drawings / sections / sketches for the alternated and addition system as installed in both hard copy and electronic files stored CD-ROM / DVD-ROM.
- j) Provide quotation for subsequent operation & maintenance work (if applicable) and unit rate for major components that may incur for additional / alternation works with validity for at least one years' time after DLP.

9.1.8 All materials and workmanship shall comply with all relevant sections of the latest edition of the following and all current amendments thereto issued, unless otherwise instructed by the CIC:

- a) B(C)R 90 & FS Code subsection C5 & clause C11.1 – Requirements of fire resisting construction
- b) Codes of Practice for Minimum Fire Service Installations and Equipment and Inspection, Testing and Maintenance of Installations and Equipment issued by Fire Services Department;
- c) Relevant circular letters issued by Fire Services Department;

- d) General Specification for Building issued by Architectural Services Department (Version 2017).

9.1.9 All inspection, checking, adjusting, servicing, modifying, testing, maintenance and repairing services for those installations not exempted from such Regulations shall be carried out by competent persons provided by the Contractor in a safe, prompt and workmanlike manner to the satisfaction of the CIC.

9.1.10 The specified size and/or dimensions is for reference only. The Contractor shall be responsible for checking and verifying the actual Site condition and all relevant measurements on Site. The submitted cost shall include material wastage and allow variables.

9.1.11 In case of any disputes or discrepancies on the standard of Specifications, workmanship and materials and any interpretation of any clauses and contents of this Assignment Brief, the decision of the CIC shall be final and binding.

Normal working procedures within areas that fence-off by temporary soundproof hoarding can be carried out between 09:00 – 18:00 from Monday to Saturday. Where works need to carry out on Sunday and public holiday need to prior seek CIC's approval, night work may be needed if required by CIC with no extra cost implication, the Contractor must ensure the surrounding facilities (e.g., Canteen, workshops, classrooms etc.) can be resumed normally for CIC operation during the course of works. Any suspension of facilities for the works must seek CIC's approval at least SEVEN (7) calendar days in advance.

9.2 Site Visits before Submitting Tender

9.2.1 Before completing and submitting tenders, the tenderers **MUST** visit the Site to be familiarize with the extent of the Works. Failure to visit the Site prior to tendering will not be entertained as an excuse for deviations once the tender is submitted. The technical details given in the Particular Specifications are for indication of the approximate information only and the tenderer shall have no time and cost claim against the CIC should the actual details vary considerably from the list.

9.3 Safety Requirement

- 9.3.1 The Contractor shall fully comply with all safety requirements as required by the “Contractor’s Safety Requirements”. Any cost arises from the compliance of the safety requirements shall be fully borne by the Contractor and shall be deemed to be allowed in the tender.

The following Safety Requirements and Safety Supervision shall be provided by the Contractor:

- a) The Contractor and workers must hold a valid green card and the industry-related license.
- b) The Contractor is required to attend a half-day safety briefing organized by the CIC (free of charge) in order to understand the safety requirements before the commencement of work.
- c) Statutory forms for the equipment, as requested by Regulations, should be provided by the Contractor. For example, the contractor shall include the erection of a working platform, including the issuance of Statutory Form 5 for the Works.
- d) The Contractor shall also take all necessary safety measures in a reasonable and practical manner, e.g. use of barriers, warning signs, fencing etc. to the satisfaction of the CIC, to prevent general public or others contractual entrant from getting access into the working / construction area accidentally during the execution of the Works.
- e) The Contractor shall provide their staff with suitable and sufficient safety equipment and shall supervise and direct their staff to be in proper dressing in the construction site areas. All workers must equip with (1) Safety Helmet, (2) Safety Shoes and (3) Safety Reflective Vest (Standard Highways Style) when entering and working in the Site. Should the situation of the job require using personal protective equipment (PPE) such as safety belts together with fall arrestor and independent lifelines, goggles, gloves, masks, breathing apparatus or ear plugs, the Contractor shall be so equipped as to furnish their staff with such equipment and shall compel them to use the same effectively.

f) The Contractor shall submit safety implementation plan, method statements, dynamic risk assessments (please refer to Annex VIII) and other safety related documents as requested by the CIC within the prescribed period. It is compulsory for the Contractor to apply APPs with e-form by their own devices or written form for their daily maintenance services/operation, including works space entry notification (WSEN), Dynamic Risk Assessment report/template and etc.

g) The Contractor shall follow the CIC's Daily Safety Operation and Mechanism during the course of the site works, including Workspace Entry Permit, Smart Site Safety System (4S), Digital Works Supervision System (DWSS) and other monitoring systems launched by the CIC from time to time.(please refer to <https://www.cic.hk/chi/main/aboutcic/leadership/EDBlog/blog-169.html>)

h) The Safety supervisor MUST carry on-site Safety Briefing with all workers everyday before work commences which must include but not limited Mandatory safety requirements, Known hazards, Equipment for individual tasks.

9.4 Confidentiality and Data Security

9.4.1 The Contractor, and its sub-contractor(s), shall follow the Data Security and Data Privacy as stated in Annex IX to secure data.

9.5 Environmental Requirement

9.5.1 The Contractor shall be required to observe all Environmental Protection Department's requirements including the disposal of construction waste materials and generation of construction noise. The Contractor shall be required to submit necessary documents and substantiate to the CIC that all such requirements are fully complied with in every three-month intervals, and whenever upon request by the CIC.

9.6 Working Hours, Rates of Wages, etc.

9.6.1 The Contractor shall comply with any current legislation or regulations regarding working conditions, working hours including house rules set by the Training Centres, or rates of payment to employees and accept the risk of any impending legislation or other conditions which alters any obligations or imposes new obligations.

9.7 Contractor's Management Organization

9.7.1 The Contractor shall provide an adequately qualified and experienced working team(s) for the purpose of this Contract. The team members shall be required to attend regular meetings with the CIC and its representative(s) to review the progress, work performance, complaints etc. The team shall comprise of, at least, the following team members:

- (a) Project Manager – Degree holder of project management / facilities management with at least 10 years practical experience in sizable companies project;
- (b) Designer – at least 10 years relevant experience of interior design for the sizable companies project;
- (c) Project Coordinator (**full time on-site**) – at least 5 years relevant experience in engineering;
- (d) Registered Safety Officer (**full time on-site**) – registered under the Factories and Industrial Undertakings (Safety Officers and Safety Supervisors) Regulation (SOSSR) and possess the scheduled qualifications as specified in the Third Schedule of SOSSR scheduled qualification A, B, C and D.

9.7.2 The **Project Manager** shall be fully responsible for overall contractual, managerial, technical and co-ordination matters. The Project Manager shall:-

- (i) have a minimum of 10 years' in buildings works / civil engineering / building services engineering / construction management or related experience in the construction industry, at least 5 years on projects of similar nature to this Contract.
- (ii) be proficient in spoken English and Cantonese; and written English and Chinese;
- (iii) have the responsibility and absolute authority for the overall administration and control of all his staff, including the deployment and redeployment of personnel and their removal from the Contract; and be given the overall responsibility for procurement of materials required for the works.

- 9.7.3 The **Designer** shall be fully responsible for preparing and modifying the design. The designer must take into account the General Principles of Prevention and any pre-construction information to eliminate any foreseeable risks to the health or safety of any person and take all reasonable steps to provide sufficient information about the design, construction, maintenance of the work and :
- (i) have a minimum of 10 years' in design and build project / design and management project or related experience in the construction industry, at least 5 years on projects of similar nature to this Contract.
 - (ii) be proficient in spoken English and Cantonese; and written English and Chinese;
- 9.7.4 The Contractor shall provide an adequate number of Project Coordinator, Competent Supervisor(s) and Registered Safety Officer, serving for installation and emergency service, under close direct supervision of the Project Manager.
- 9.7.5 The **Project Coordinator** shall:
- (i) have a minimum of 5 years' engineering experience, the last 3 years of which shall be associated with projects of similar nature to this Contract in the capacity of site management / site supervision;
 - (ii) higher diploma or above in interior design/ buildings works / civil engineering / building services engineering / construction management or related discipline; and
 - (iii) be provided with a mobile telephone at the Contractor's expense to allow immediate contact on as and when necessary basis, by the CIC.

9.7.6 The **Registered Safety Officer** shall fully comply with Cap 59Z Factories and Industrial Undertakings (Safety Officer and Safety Supervisors) Regulation 15 – Duties of Safety Officer

(i) have a minimum of 3 years' in site experience in the construction industry, at least 5 years on projects of similar nature to this Contract.

(ii) Registered Safety Officer from Labour Department

(III) be proficient in spoken English and Cantonese; and written English and Chinese;

(IV) possess the scheduled qualifications as specified in the Third Schedule of SOSSR scheduled qualification A, B, C and D.

9.7.7 The Contractor shall provide adequate number of qualified technical staff, field staff and safety personnel to ensure that the Works be satisfactorily carried out in a safe manner and meeting the performance targets and programmes.

9.8 Provision of Mobile Telephone

9.8.1 In order to provide prompt service and to eliminate adverse effect to the users / staff, the Contractor shall submit details of the duty engineers before the commencement of the Contract. The Contractor shall equip the emergency contact list with mobile telephones at the Contractor's expenses, for the efficient and effective operation of the Contract. All mobile phones shall be at 'Standby' mode at any time. The Contractor shall also provide his staff with adequate means of transportation for emergency attendance to the Site upon request.

9.9 Equipment and Appliances Offered

9.9.1 The equipment and appliances offered shall be rated at 380 volts, 3 phase 4-wire/220 volts single phase two wire $\pm 6\%$ at 50Hz.

9.10 Provision of Tools, Ladders and Trestles

9.10.1 The Contractor shall provide all tools, helmets, trestles and Personal Protective Equipment (PPE) such as protective goggles etc as required at their own cost for the execution of duties as required by this Contract and associated statutory requirements.

9.11 Inspection, Measurement and Test Equipment

- 9.11.1 The contractor shall use calibrated equipment for the Supply of Calibrated Inspection, Measurement and Test Equipment. All equipment and ancillaries shall be checked, calibrated and maintained in good working order and available for use at all times.

9.12 Scaffolding / Working platform

Internal of Building

- 9.12.1 Working platform must be erected by the contractor at the interior of the building.
- 9.12.2 The platforms should comprise of all necessary items such as the stepping board, keys, etc to form a complete installation to suit safety and Labour Department's requirements. All platforms and scaffolding must be safe, secured and closely monitored/ checked/ reviewed by a competent person / registered safety officer / licensee according to Labour Department's requirements and / or statutory requirements. The contractor is required to make good of all building penetration caused by the erection and / or demolition of the scaffolding / platform at their own cost.
- 9.12.3 Where the Works can be safely carried out with the use of ladders or trestles as directed by guidelines issued by Labour Department at whatever height, the Contractor has to provide these facilities at no extra cost.

9.13 Removal of Contractor's Debris

- 9.13.1 During the execution of the Contract, the Contractor shall remove, to an appropriate disposal point, all old parts or debris arising out of the Works periodically at the Contractor's own expenses. The Contractor shall keep the equipment and its surrounding area clean and tidy to the satisfaction of the CIC.

9.14 Spare Parts

- 9.14.1 The contractor shall include in his tender all required spare parts and the contractor shall also offer warranty that all the spare parts can be available on the market for THREE (3) consecutive years after the expiry of the Defect Liability Period (DLP).

9.15 Advice of Orders Placed

9.15.1 The contractor is required to forward copies of all orders placed for major items and equipment which are necessary to be imported from overseas to CIC for reference within two weeks after approval of the corresponding equipment by the CIC. Copies of all orders placed shall be forwarded to the CIC for information & record.

9.16 Addition and Deletion of Works

9.16.1 The CIC reserves the right to order additional Works under this Assignment Brief based on the mutual agreement with the Contractor upon request by the CIC and the Contractor shall execute such additional works in accordance with the Assignment Brief.

9.16.2 The CIC reserves the right to delete any Works items from the Assignment Brief.

9.16.3 Within SEVEN (7) calendar days of written notification by the CIC of any addition or deletion of the Works, the Contractor shall review his staffing level to ensure the proper execution of the works and if necessary, seek approval from the CIC for any change to the staffing level required.

9.17 Contractor's Labour Force and Workshop Facilities

9.17.1 The Contractor shall directly employ sufficient, suitably skilled and experienced workmen for carrying out the Works as described in this Specification. The Contractor shall ensure adequate staff is provided in carrying out the periodic inspections and arrange separate team to attend **24 hours** emergency calls. The staff organization chart shall be submitted at the commencement of the Contract for the CIC's approval.

9.17.2 All workmen shall wear clean uniform or the Contractor's badge and carry the Company identity card bearing the employee's photograph whilst on duty.

9.17.3 The staff/workers of the Contractor who shall be entering and/or working in the CIC premises MUST comply with the latest requirements and measures against the anti-epidemic situation required by the CIC.

- 9.17.4 Contractor should have arrangement to their working schedule to be proposed for this project in the manner of phases dividing, in the view of the principle to minimize the nuisance to the CIC staff during normal working hours (i.e. 08:30-18:20, Monday – Friday).
- 9.17.5 The Contractor shall take measures to ensure that his employees shall not commit any of the following acts at the Site : -
- a) Enter any area other than those necessary for the performance of the Works,
 - b) Cause damage to any property,
 - c) Gambling,
 - d) Commit any criminal offence,
 - e) Consume alcoholic beverage,
 - f) Fight and/or quarrel
 - g) Use foul languages,
 - h) Behave in a manner likely to endanger himself or any other person or cause damage to any property,
 - i) Fail to wear uniform and Company ID card whilst on duty.
- 9.17.6 The Contractor shall provide the staff organization chart and contact list which shall be regularly updated for re-submission as and when necessary due to subsequent change of details previously.
- 9.18 Security
- 9.18.1 The Contractor shall ensure that the Works included in this Contract are properly and adequately executed in good working order, safe operating condition and for its efficient performance. Before leaving the Site and upon completion of execution of work each time, the Contractor shall be responsible for keeping all tools, materials in safe custody, and relevant access doors and panels locked.
- 9.19 Clearance of Debris and Unwanted Materials, etc.
- 9.19.1 The Contractor shall be responsible for keeping each installation on Site in a clean, tidy and orderly condition to the satisfaction of the CIC or its representative(s) at no extra cost.

9.19.2 In particular, each time after the execution or completion of Works, the Contractor shall clean the floor and carry away from the Site all debris and rubbish. Should the Contractor fail to comply with this requirement, the CIC will instruct cleaning work to be carried out by others and subsequently reimburse the full cost of the work from the Contractor.

9.20 Information to be Submitted to the CIC

9.20.1 In addition to the requirements of staff organization, Contractor's facilities, working programme, company's brochures, etc. that stipulated in this specifications, the Contractor shall also submit the followings :

- a) Method Statement;
- b) Warranty;
- c) Support, Maintenance and Spares;
- d) Proposed System Design Description, Schematics and Drawings;
- e) Project Implementation Plan and Schedule;
- f) Project Methodology and Deliverables;
- g) Technical Expertise;
- h) Risk Management Expertise;
- i) Project Experience
- j) Information on Relevant Projects
- k) Schedule of Current Projects

9.21 Remedy on Contractor's failure to Perform

9.21.1 If the Contractor fails to carry out any work required under the Assignment Brief or refuses to comply with any instruction or order given by the CIC in accordance with the Assignment Brief within a reasonable time, the CIC may give the Contractor THREE (3) calendar days' notice in writing to carry out such work or comply with such instruction.

9.21.2 If the Contractor fails to comply with such notice, the CIC shall be entitled to carry out such work by itself or by his own workmen or by other contractors. Without prejudice to any other remedy, all additional expenditure properly incurred by the CIC in having such work or instruction carried out shall be recoverable by the CIC from the Contractor by deduction from money due to the Contractor under this Contract or under any other contract between the CIC and the Contractor.

9.22 Industrial Training and Pneumoconiosis Levies

9.22.1 The Contractor's attention is drawn to his obligations under the Industrial Training (Construction Industry) Ordinance (Cap. 317) and the Pneumoconiosis (Compensation) Ordinance (Cap. 360) and the Contract Sum shall include the amounts payable in respect of these levies with regard to all works included in this Contract.

9.23 Electricity and water supply

9.23.1 The Contractor shall be responsible for the electricity and water supply for the Works. In addition, the Contractor shall also be responsible for all necessary connection and disconnection of temporary water and power supply at its own expense. Before commencing these temporary connection works, the Contractor should notify in advance to the CIC and seek his approval. Upon the completion of the Works, the Contractor shall be required to reinstate the original facilities to the satisfaction of the CIC at his own costs.

9.23.2 Checking of meter and/or tariff meter is required to record the consumption of electricity and water if necessary.

9.23.3 The whole temporary installation is to comply with the relevant regulations and statutory requirements approved by the government authorities.

10 Technical Specifications

- 10.01 Preliminaries
- 10.02 Preambles
- 10.03 Carpentry and Joinery
- 10.04 Metalwork
- 10.05 Plaster
- 10.06 Glazing
- 10.07 Vinyl Floor
- 10.08 Desk Partition
- 10.09 Paint
- 10.10 Wall Covering
- 10.11 Suspended False Ceiling Works
- 10.12 Brickwork and Block Works
- 10.13 Stone, Ceramic Tile
- 10.14 Electrical Installation
- 10.15 Demolition and Associated Works
- 10.16 Fire Services Installation and Equipment
- 10.17 Plumbing and Drainage Works
- 10.18 Heating Ventilation and Air Conditioning Works
- 10.19 Main Power Cable / Antenna System
- 10.20 ELV, CCTV and Access Control System
- 10.21 Audio Visual / Public Address System & Antenna System
- 10.22 System and Loose Furniture
- 10.23 Finishes by Specialists
- 10.24 Miscellaneous Items

Remarks: The Contractor shall aware that the above contents are standard specifications. The Contractor shall apply these specifications where applicable.

10.01 PRELIMINARIES

10.01.01 Scope of Contract

- i) This Contract comprises the provision of all necessary materials and labour to carry out the renovation works at the Site for the Construction Industry Council, all as detailed on the Drawings, General Specifications, this Specifications, Annex XII - Requirement and Technical Specification, Annex XVI – Method Statements and other parts of the tender documents.

10.01.02 Site of Works

- i) 29/F, Enterprise Square Five at Level 29 of Tower 2, Enterprise Square Five, 38 Wang Chiu Road, Kowloon Bay

10.01.03 Preliminary Items

- i) The Preliminary Items included hereunder apply to the whole of the Works contained in this Specifications and the amount inserted by the Contractor in the Summary of Tender shall be deemed to apply to the whole of the Works carried out under this Contract.
- ii) In the event of no amount being inserted by the Contractor in respect of preliminaries, in the Summary of Tender, the value thereof will be deemed to have included in the cost of the work specified hereinafter and no separate amount whatsoever will be certified for payment.

10.01.04 Contractor to Visit the Site

- i) Before tendering, the Contractor shall visit the Site and satisfy himself as to the accessibility of the Site and the extent and character of the operations as no claim due to any neglect in this respect will be entertained.

10.01.05 Programming and Completion of the Works

- i) The Contractor's particular attention is drawn to the fact that the works to the premises under this Contract must be carried out in co-operation with and agreement of the supervisor of the premises to allow reasonable operation of the premises and

completed within the period stated on the Form of Tender.

10.01.06 Work Included in the Contract

- i) The Contractor's prices for the items contained in the Contract shall be deemed to include the cost of all incidentals of labour, materials, all cutting and waste, packings, cartage, risk, moving, hoisting and fixing in the required position, scaffolding, plant, ladders, platforms, supervision, profit and all things and matters necessary for the carrying out of and for the timely and satisfactory completion of the entire works contained in the Contract and Specifications, such be expressed or not.
- ii) All the materials to be used in permanent works described in these Specifications shall be taken as new.

10.01.07 Lump Sum Tender

- i) The tender shall be a Lump Sum fixed price Contract for carrying out the whole of the Works in conformity with the Specifications and Requirements.
- ii) The Contractor must include an itemized breakdown in their tenders and a detailed and comprehensive Schedule of Works required and included in the tender.
- iii) The CIC will not be liable for any expense incurred by the Contractor in connection with the measurement of variations or the adjustment and settlement of accounts.
- iv) The Contractor shall be required to execute all incidental works which may not be shown on the tender drawings or described in Assignment Brief but nevertheless are indispensably or contingently necessary for the proper functioning and satisfactory completion of the Works and which may be ordered by CIC or their designated representative's / Consultant's during the Contract period at no extra time or costs to the CIC.

10.01.08 Specifications

- i) The Contractor shall be deemed to have examined the following Specifications including all current Corrigenda applicable to this Contract:

Similar codes or standards used in the home country of the manufacturer may, however, be used if applicable, subject to the acceptance of the appropriate Hong Kong Government Departments or other authorities. In such case it shall be the responsibility of the manufacturer to prove to the satisfaction of the CIC that such codes are essentially equal to the one specified.

The Works shall be carried out in compliance with the relevant statutory requirements and / or regulations and Practice established by the relevant Authorities and Utilities.

Unless otherwise specified, the whole of the Works shall comply with the latest editions from time to time of the following documents:

- (a) British Standards Specification (BS or B.S.S.)
- (b) The Hong Kong Building (Construction) Regulations, current edition, and fire services requirements
- (c) Building Ordinance (Chapter 123) and Building (Planning) Regulations
- (d) Electricity Ordinance (Chapter 406)
- (e) Water Work Ordinance (Chapter 102)
- (f) Building Energy Efficiency Ordinance (Chapter 610)
- (g) Hong Kong Waterworks Standard Requirements for Plumbing Installation in Buildings and all Circular Letters
- (h) The Supply Rules and the Installation Guide of the power supply company of latest edition, issued by The Hong Kong Electric Co. Ltd.
- (i) The latest edition of the Wiring Regulations and the subsequent amendments published by the Institution of Electrical Engineers (IEE), United Kingdom. (BS7671) The IEE Wiring Regulations hereinafter in this Specification being referred to shall mean the latest edition and all subsequent amendments.
- (j) The latest edition of standards from CIBSE and ASHRAE particularly on safety codes
- (k) Regulations of the Telecommunication Authority, Hong Kong
- (l) Codes of Practice for the Electricity (Wiring) Regulations (Latest Edition) published by Electrical & Mechanical Department, Hong Kong Government.

- (m) Code of Practice for Energy Efficiency of Building Services Installation latest edition published by Electrical & Mechanical Department.
- (n) Hong Kong Fire Services Department Code of Practice for Minimum Fire Service Installations and Equipment), latest edition; and F.S.D. Circular Letters.
- (o) Rules for Automatic Sprinkler Installations by the Loss Prevention Council (BS 5306 Part 2) and Technical Bulletins.
- (p) Hong Kong Water Authority Regulations.
- (q) LPC. Rules for Automatic Fire Detection and Alarm Installations for the Protection of Property.
- (r) BS 5839: Part 1: 1988 – for the Installation of Automatic Fire Detection and Alarm Systems for Buildings.
- (s) National Fire Protection Association (NFPA) Codes & Standards, USA.
- (t) Design Manual: Barrier Free Access latest edition issued by the Buildings Department
- (u) The Chartered Institution of Building Services Engineers (CIBSE) Lighting Guides, Latest Edition, and subsequent amendments.
- (v) All other Authorities having jurisdiction.

Unless otherwise specified, the complete installation shall comply with the specification of latest editions from time to time of the following documents:

- (a) General Specification for Air-Conditioning, Refrigeration, Ventilation and Central Monitoring & Control System Installation in Government Buildings of latest edition and subsequent amendment issued by Architectural Services Department, HKSAR
- (b) General Specification for Electrical Installation in Government Buildings of latest edition and subsequent amendment issued by Architectural Services Department, HKSAR
- (c) General Specification for Fire Services Installation in Government Buildings of latest edition and subsequent amendment issued by Architectural Services Department, HKSAR
- (d) General Specification for Plumbing and Drainage Installation in Government Buildings of latest edition and subsequent amendment issued by Architectural Services Department, HKSAR

SPECIALIST CONTRACTORS

a) LICENSED PLUMBER

All plumbing works of fire services installation and HVAC installation shall be executed by a Licensed Plumber - Grade 1, registered at Water Authority. Copy of the license of the plumber and the job reference of the plumber shall be submitted with the tender for consideration.

Water sample shall be collected and tested by Recognized Laboratory in HKSAR and submit report showing compliance with Water Authority requirements upon work completion.

b) REGISTERED ELECTRICAL CONTRACTOR/WORKERS

All electrical works shall be executed by registered electrical contractor and workers from EMSD of appropriate grade. Copy of the certificate of registered electrical contractor and worker and their job reference shall be submitted with the tender for consideration.

c) REGISTERED FIRE SERVICES CONTRACTOR

The whole fire services installation shall be executed by registered fire contractor of appropriate grade. Copy of the registered certificate and job reference shall be submitted for consideration. The fire services contractor shall within the approved list of FS contractor from Housing Department.

d) REGISTERED SECURITY CONTRACTOR

All security systems of this project shall be executed by registered security contractor. Copy of the registered certificate and job reference shall be submitted for consideration.

e) FIRE SERVICES MAINTENANCE CONTRACTOR

The fire services installation interfacing work, drain-off and refilling of wet system, isolation of AFA system, etc. that related to the building communal system shall be executed by Fire Services Maintenance Contractor. The Contractor shall appoint the Fire Services Maintenance Contractor to execute the prescribed works.

f) REGISTERED VENTILATION CONTRACTOR

Complete air-conditioning installation and mechanical ventilation installation shall be executed by registered ventilation contractor.

Copy of the registered certificate and job reference shall be submitted for consideration.

g) REGISTERED MINOR WORK CONTRACTOR

Complete building services installation with works fall within the Minor Works Control by Buildings Department that shall be executed by Registered Minor Work Contractor including appointment of Authorized Person and/or Registered Structural Engineer if necessary.

COORDINATION WITH AUTHORITIES

a) Buildings Department

The Contractor shall attend all inspections by Buildings Department. The Contractor shall provide all information including drawings for application and final submission of premises.

b) Water Authority

The Contractor shall submit all application, drawings, Forms to Water Authority as required for the Work. The Contractor shall also co-ordinate with WA regarding the inspections by Water Authority during the Work, on completion, water mains connection and water meter installation.

The Contractor shall carry out a water sample test to the requirement of Water Authority. The Contractor shall provide all information including drawings for final submission of plumbing drawings.

The Contractor shall arrange to pick up all water meters from Water Authority and to install at positions as shown on the approved drawings.

c) Electricity Supply Company

The Contractor shall submit drawings, forms, etc. to Electricity Supply Company as required for the Work. The Contractor shall attend all inspections by Electricity Supply Company - wiring test, meter installation, etc.

d) Fire Services Department

The Contractor shall submit Form 314 including preparation of associated drawings for submission, submit Form 501 and attend all inspections by Fire Services Department for the issuance of Fire Certificate.

The Contractor shall submit drawings of HVAC installation to Fire Services Department, if required for the Work.

e) Telecommunication Companies

The Contractor shall co-ordinate with all telecommunication companies on the provision of required facilities for telephone equipment and incoming cables. And arrange to handover the facilities to Telecommunication Companies.

f) Electrical and Mechanical Services Department

The Contractor shall attend all inspections by Electrical and Mechanical Services Department as required for the Work.

ii) Allow for any financial obligations imposed by the Preliminaries of the General Specification.

iii) The General Specification can be downloaded from Architectural Services Department website below:

<http://www.archsd.gov.hk/en/publications-publicity/publications.aspx>

- i) All materials shall be of an approved brand and type fixed and applied strictly, in accordance with the manufacturer's instructions and to the CIC's satisfaction. Materials shall be submitted to the CIC for approval whenever required.
- ii) The Contractor shall submit colour and tint cards and all colour schemes shall be approved by the CIC before the work is commenced.
- iii) The Contractor shall also submit a sample board of electrical accessories proposed to be used in the electrical work for the approval of the CIC prior to the commencement of the work.
- iv) The Contractor is deemed to have allowed in his tender all materials required for the completion of the works, including possible shortfall in spare materials already provided in the premises by the CIC. No claims for extra cost to the Contract in this respect will be entertained without reasonable substantiation.

10.01.10 Compliance with Specifications

- i) Unless otherwise overridden by this Particular Specification or Drawings, all materials and workmanship shall comply with all the relevant sections of the Specifications as stated in Clause 10.01.08 above and all the subsequent amendments issued prior to the date of tendering.

10.01.11 Schedule of Material and Equipment

- i) The Contractor is required to state the type, model and make of all materials / equipment proposed to be used in this Contract. The tender may be considered invalid without submission of such information from the Contractor.

10.01.12 Drawings and Specifications Generally

- i) The drawings and Specifications shall be understood to indicate the form, dimensions, class and description of materials and standard of workmanship to be used but shall not be taken to embody each and every detail or process or refinement of form or construction proper to the standard of product required under this Contract.

10.01.13 Dimensions, etc.

- i) All disparities, incompatibilities or conflict between dimensions or between dimensions and scale shall be referred by the Contractor to the CIC for clear instruction before proceeding with the relevant work and the CIC's decision and the instruction shall be binding on both parties to the Contract. The CIC will not be responsible for the cost of any unapproved work constructed in error by the Contractor or his staff not having observed this condition.
- ii) Figured dimensions are to be taken in preference to scaled in all cases. Before commencing any work or ordering any materials the Contractor must verify all measurements. If any discrepancies are found, they must be brought to the notice of the CIC immediately.

10.01.14 Removal of Rubbish and Debris During the Progress of Fitting out Work

- i) All accumulations of rubbish and debris during the progress of fitting out work shall be cleared and carted away daily, notwithstanding that this debris may be left over by nominated supplier and sub-contractors associated with the project, during the progress of the contract to the satisfaction of the CIC.

10.01.15 Existing Defects

- i) The Contractor shall draw the CIC's attention to any existing defects found in connection with the works required to be carried out in this contract, and work shall not be commenced until the CIC has issued his instruction.

10.01.16 Workmanship

- i) Workmanship shall be of the best quality, and shall be carried out by tradesman skilled in their particular trades and following the best of sound trade practice.
- ii) The Contractor shall employ competent workers to carry out the Works.

10.01.17 Safe Custody of Materials

- i) The Contractor will be responsible for the safe custody of any materials delivered on to the site. The Contractor shall endorse receipt upon delivery to site and provide suitable and adequate space and lock-up rooms for storage as required by other suppliers and specialist contractors. He will be required to reinstate at his own expense any such materials that may be lost or stolen.

- ii) The Contractor will also be required to reinstate at his own expense any material or article damaged by careless handling or storage or interior workmanship by his workmen either in the original fixing or in the subsequent taking down and re-fixing thereof.

10.01.18 Safety Precautions

- i) The Contractor shall comply with laws and regulations enacted by local statutory bodies for safety on Work Site.
- ii) The Contractor shall take all necessary safety protective precaution and protective measures during the construction and operation period of the Works.

10.01.19 Defects after Completion

- i) The Contractor must make good any defects, shrinkages or other faults which shall appear within the Defects Liability Period in accordance with the Conditions of Tender – Fee Proposal or the Contractor may have the defects made good at his expense by local contractor approved by the CIC.

10.01.20 Lighting, Power and Water for the Work

- i) The Contractor is to provide all temporary lighting and electric power required for the proper execution of the Works including the works of Nominated Sub-contractors and Specialist Contractors and the testing of all installations.
- ii) If current is taken from a public supply, the Contractor is to give notice and pay all charges for connection, distribution and consumption to the undertaking concerned and remove the installation and make good all disturbances on completion of the Works.
- iii) Power supply must be sufficient for the testing and adjusting of lifts and water pumps, and any other large powered electrical machinery.
- iv) The Contractor is to supply water for the works in all trades, including Nominated Sub-contractors and Specialist Contractors. The Contractor shall pay all fees and supply temporary storage tanks, pipe lines and plumber's works.

10.01.21 Samples/Mock Up

- i) The quality of materials and articles supplied for any purpose are to be submitted for consideration prior to their use in the works. Wherever practicable samples are to be submitted for consideration before bulk supplies are delivered to the site. Samples, and any packing of same, are to be provided free of charge by the Contractor.
- ii) Mock up to be provided free of charge by the Contractor for items listed in these specifications.
- iii) Three (3) samples are to be submitted for the CIC's approval.
- iv) Approved samples are to be kept on site to serve as standards for the materials or goods represented by the samples.
- v) Should any material or article be rejected it shall be removed from the site at the Contractor's expense. The Contractor shall provide samples of workmanship for all trades and obtain the CIC's approvals prior to commencement of each trade.
- vi) Spare materials are to be provided to CIC for future use.

10.01.22 House Rules

- i) The Contractor shall carry out all Works in accordance with the rules, regulations and conditions as may be stipulated by CIC.
- ii) It is the Contractor's responsibility to be fully aware of the above requirements and allow for any necessary provisions in his tender sum.
- iii) No nuisance work could be carried out during office hours. All noisy / smelly / dusty work shall be carried out in the night time or during weekend.

10.01.23 Night Time Work

- i) Night time work may be carried out at the discretion of the Contractor, on the condition

that he shall obtain prior approval from the CIC in respect of access and security clearance.

- ii) No claim for extension of time and/or costs shall be considered by the CIC if the Contractor is prevented from carrying out night time work.

10.01.24 Daily Reports, Photographs and Programme

- i) The Contractor shall prepare daily reports and photographs in a format to be approved by the CIC and shall submit the reports weekly. The Contractor shall provide photographs of the works as and when directed by the CIC.
- ii) The Contractor shall submit to the CIC for approval a detailed programme showing his intended method, sequence, stages and order of proceeding with the Works together with the period of time he has estimated for each and every such stage of progress. Whilst it is not required to be submitted with the Form of Tender, provision and approval of such a detailed programme will be condition precedent to the acceptance of the Tender.
- iii) If during the course of the Contract special circumstances should arise which in the opinion of the CIC warrant or necessitate a revision or departure from the order of procedure as shown in the approved programme, then the Contractor shall accordingly revise his programme as the CIC may require.
- iv) In order that the programme may be maintained or amended where necessary it is incumbent upon the Contractor to notify the CIC whenever there is the likelihood of a delay occurring in his own work or material supplies or in those of any of his Sub-contractors.
- v) The submission to and approval by the CIC of such programme (and revisions if applicable) shall not relieve the Contractor of any of his duties or responsibilities under the Contract.
- vi) Submit to the CIC at weekly intervals reports on the general progress of the Works and detailing any information required, extension of Contract Period claimed, etc.
- vii) No claims for extension of the Contract Period will be considered if submitted later than seven Calendar Days after the event. The acceptance or otherwise of such

claims will be at the discretion of the CIC.

10.01.25 Protect and Repair Damage to Property, Utilities etc.

- i) The Contractor is to protect in all ways building and other property or things which may be disturbed or damaged during the execution of the Works. The Contractor shall provide hoarding and protection to seal off elevator doors.
- ii) The Contractor shall be entirely responsible for ensuring that no damage is caused by his work crew including sub-contractors (whether nominated or not) and if any such damage is caused he shall be entirely responsible for the entire cost of reinstatements whether carried out by himself or others.

10.01.26 Protection of Public

- i) The Contractor is to take every precaution necessary to protect the public from injury or death during the course of the Works.

10.01.27 Visitors

- i) The Contractor will not allow any unauthorized visitors on the site and is to keep a visitors book with clear warning that the CIC and the Contractor shall be indemnified against any claim for death or injury to persons authorized to visit the site and provide safety helmets for such visitors.

10.01.28 Completion

- i) On completion of the work and before handing over the Works, the floors, glass, fittings, tiling, ironmongery, paintwork, etc. are to be thoroughly washed and/or cleaned down using proper detergents, scrapers, scrubbing brushes, etc., all drawers, doors and hardware eased and tested exposed metalwork shall be polished as necessary and the premises left clean and fit for occupation.
- ii) All plant, rubbish, crates, containers, surplus materials, etc. are to be removed and the Works and Site adjacent thereto left clean and tidy.
- iii) Labelled keys and guarantees shall be handed to the CIC on or before the Date for Practical Completion.

10.01.29 Renovation Works

- i) The Contractor is requested to be fully aware of the requirements related to the Base Building Finishes and Services. The Contractor shall abide to all requirements contained in Landlord Fit-Out Guidelines and Rules if any.

10.01.30 Setting-Out

- i) The Contractor must set out all items with respect to shop demise lines, partitions, and built-in services system furniture etc. shown on plans for the approval of the CIC prior to construction.
- ii) The Contractor shall be responsible for setting out of the work from the working drawings with accuracy. Any errors resulting from inaccurate setting out must be rectified at the Contractor's expense.
- iii) The Contractor shall provide all necessary instruments and labour as required by the CIC free of cost to check the setting out work done by the Contractor. Notwithstanding such checking, it shall not in any way to relieve the Contractor of his responsibility for the correctness thereof.

10.01.31 Approval of Chief Inspectorate of Fire Services

- i) All interior works, where applicable must comply with the flame spread classification and fire resistant requirements laid down hereinafter by the Director of Fire Services. The Contractor shall produce certificates from the Director of Fire Services and manufacturer's tests certificates to substantiate compliance with the said stipulations of materials to be supplied and installed. If the approval of the Director of Fire Services of any materials installed is not substantiated, it shall be removed from the site at the Contractor's own expenses.

10.01.32 Sign Board

- i) The Contractor is to provide a sign board at an approved location at the Site according

to Detail Drawing.

- ii) All lettering and writing shall be carried out by an approved sign writer to be employed by the Contractor. Sketch/draft of all lettering and writing shall be submitted to the CIC for approval prior to execution.

10.01.33 Organization Chart and Foreman

- i) The Contractor shall submit an Organization Chart with details of the proposed project personnel and their qualification for the CIC's approval.
- ii) The Contractor shall keep a competent general foreman, literate in English, constantly on the site.

10.01.34 Making Good Damages

- i) The Contractor shall reinstate damages along the access route and in areas outside the works areas caused during the course of the work to the satisfaction of the CIC.

10.01.35 Working Hours, Rates of Wages etc.

- i) The Contractor shall comply with any current legislation or regulations regarding working conditions, working hours, or rates of payment to employees and accept the risk of any impending legislation or other condition which alters any obligations or imposes new obligations. He shall also conform to the Construction Workers Registration Ordinance.

10.01.36 Plant Tools, Scaffolding, etc.

- i) The Contractor shall provide and maintain in good working order all mechanical equipment, plant, tools, implements, ladders, tarpaulins and the like necessary for the proper and timely execution and protection of the work.

10.01.37 Statutory Obligations, Notices, Fees and Charges

- i) The Contractor shall comply with and give all notices required by any Act or Ordinance (including the Construction Workers Registration Ordinance) of Government any instrument, rule or order made under any Act or Ordinance of

Government, or any regulation or by-law of any local authority or of any statutory undertaker which has any jurisdiction with regard to the Works or with whose systems the same are or will be connected.

- ii) The Contractor shall bear the cost of any fees or charges (including any rates or taxes) legally demandable under any Act or Ordinance of Government, any instrument, rule or order made under any Act or Ordinance of Government, or any regulation by law of any local authority or of any statutory undertaker in respect of the works.
- iii) The Contractor shall comply with the Labour Department's regulations for safety on work sites.
- iv) The Contractor shall be responsible for the liaison and subsequent approval from utility companies, Water Authority and other relevant Government Authorities in order to acquire sufficient electricity and water supply for future consumption of the premises.

10.01.38 Shop Drawings

- i) Shop drawings, as may be required, shall be furnished by the Contractor well before the work proceeds and in any case within two weeks of the CIC's request. The CIC may reject, approve or amend such shop drawings. No claim will be accepted for disapproval or amendments required by the CIC.
- ii) The approval by CIC of any such drawings shall not relieve the Contractor of his duties and responsibilities under this Contract.

10.01.39 Record Drawings

- i) The Contractor shall within one month from the date of practical completion provide a set of "as-built" record drawings for the whole project to CIC for checking and three sets of approved "as-built" record drawings in hard copy and one set in soft copy shall be submitted subsequently for record.

10.01.40 Labour

- i) The Contractor shall provide and employ on the site in connection with the execution and maintenance of the work:

- a) Only such technical assistants as are skilled and experienced in their respective callings and such sub-agents, foremen and leading hands as are competent to give proper supervision to the work they are required to supervise; and
 - b) Such skilled, semi-skill and unskilled labour as is necessary for the proper and timely execution and maintenance of the work.
- ii) The CIC shall be at liberty to object to and require the Contractor to remove forthwith from the Work any person employed by the Contractor who in the opinion of the CIC misconducts himself or is incompetent or negligent in the proper performance of his duties or whose employment is otherwise considered by the CIC to be undesirable and such person shall not be again employed upon the Work without the written permission of the CIC.

10.01.41 Sub-letting

- i) The Contractor shall not assign the Contract. The Contractor shall not sub-let any part of the works without the written consent of the CIC.

10.01.42 Protection of Materials etc.

- i) The works and materials shall be kept safe from fire hazard and the Contractor shall take all possible precautions and provide all necessary firefighting equipment and properly trained staff. The Contractor shall protect all works and materials from inclement weather.

10.01.43 Testing of Materials

- i) The Contractor shall carry out tests on all materials required by the CIC to be tested at the Contractor's own expense and shall pay all charges in connection with tests ordered by the CIC to be carried out by others.

10.01.44 Contractor to Give Notice of Injury

- i) In the event of any workman or other person employed on the Works or in connection with the Contract suffering any personal injury and whether there be a claim for compensation or not, the Contractor shall without delay give notice in writing of such

personal injury to the CIC.

10.01.45 Workmen Living on Site

- i) No workmen will be allowed to live on the site.

10.01.46 Prevention of Mosquito Breeding

- i) All items on the site, including construction plant, capable of retaining water shall be so stored, covered or treated as to prevent water collection in them. The Contractor shall, at his own expense, treat any standing water on the site with an approved oil and take other necessary measures to prevent mosquito breeding on the site.

10.01.47 Site Clearance

- i) The Contractor shall remove all his equipment and belongings on site before completion/sectional completion of the works at the site.
- ii) Any damages to lawns, property, etc. shall be made good by the Contractor at his own expense, including fences, gates, etc., which have to be removed temporarily for access.

10.01.48 Accept Site as Found

- i) The Contractor shall accept the site found on the Date for Possession and at his own expense clear the site of any debris which may have been left on the site.
- ii) Possession of the site is given to the Contractor subject to statutory inspections to be carried out by relevant authorities. The Contractor shall allow access by the authorities and by the Contractor of the authority to carry out the inspections and any subsequent remedial works. Any necessary co-ordination and attendance by the Contractor is deemed to have been allowed in the Contract.

10.01.49 Compensation for Delay

- i) The Contractor shall be fully responsible for any suspension of work ordered by the Authorities due to excavations, disturbances, nuisance, excessive smoke of machinery etc., during the execution of work and no claim for any extra expense, overhead

charges and time loss arising from the suspension of work will be allowed.

10.01.50 Restrict Nuisance of Dust and Noise

- i) The Contractor shall take all necessary steps to restrict the nuisance of dust and noise, and comply with the requirements of the relevant Government departments. Pneumatic drills shall be fitted with silencers. Compressors shall be in good order to run as quietly as possible and shall be placed in position as far as possible from adjoining premises. The Contractor shall take care to abate the nuisance caused by dust and shall sprinkle dusty areas with water frequently.

10.01.51 General Compliance to Buildings Ordinance

- i) The Contractor shall discharge all the duties as required by the Buildings Ordinance (Cap. 123) as performed as the Registered General Building Contractor (RGBC) and the Registered Specialist Contractors, where applicable, to complete the Works. All statutory charges, fees and any other related costs and wages, salaries of any personnel required for the appliance of the Ordinance shall be borne by the Contractor.

10.02 PREAMBLES

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10.02.01 The term "Allow For" shall mean the provision of all materials and labours as necessary for the execution complete by the Contractor of those works as described in the item and making good as necessary to bring the disturbed area to the same face, colour, texture etc., in the same materials as matching the surrounding existing works and/or new works to the entire satisfaction of the CIC.

10.02.02 The term "Take down and clear away" shall mean the execution complete by the Contractor of the work of taking down, taking up or taking out of an existing article, fitting or material either in whole or part and removing from site and depositing of same, and the rates for such items include for all or any of the following:

- a Taking down, taking up or taking out of the article, fitting, or material, either
in whole or part complete with plugs, holdfasts, lugs, brackets and other
fixings, include all cutting out and clear the whole arising away from site.

- b Making good to all work disturbed at fixings and any damage to surrounding
. surfaces including filling all mortices, holes, etc., or alternatively leaving
same open and clean ready to receive new article, fitting or material.
- c Preparing edges, ends, or surfaces of remaining material to receive junction
. with new.
- d Obtaining access to the work by raising covers to fittings, etc., and replacing
. on completion.

The article, fitting, or material taken down shall become the property of the Contractor due allowance for credit shall be made in the rates.

- 10.02.03 The term "Take down, set aside for re-use, and re-fix" shall mean the execution complete by the Contractor of the work of taking down (or "taking up", "taking down", etc.) and existing article, fitting or material, and setting same aside on site (or transporting to other floor site in the same building) for subsequent re-use; and or the work of re-fixing, re-laying or re-setting position from which it has previously been taken down, or to other position of the site (or other floor site in the same building); and the rates in such items include for all or any of the following :
- a. Carefully taking down, taking up or taking out of the article, fitting complete with plugs, hold-fasts, lugs, brackets and other fixing dismantling if necessary and all cutting out.
 - b. Thoroughly cleaning, oiling and adjusting and article, fitting or material re-use including dismantling and re-assembling again as necessary and stacking or putting into store on site or loading and transporting to other the same building, and keep in safe.
 - c. Repairing any damage caused to the article, fitting, or material during take etc.
 - d. Taking the article, fitting or material from store on site (or store at other the same building), sorting, cutting and fitting, fabricating, assembling hoisting, fixing, laying or setting and jointing in new or existing work, position.
 - e. Providing all fixing and jointing materials such as nails, bolts, nuts, wash

mastic, adhesive and mortar.

- f. Executing all plugging and screwing, jointing, cutting all mortices and grouting same, and executing all cutting, fitting, easing or adapting necessary to the article, fitting or material or to the position in which same is to be fixed, and oiling and leaving in working order.

The Contractor shall allow for any repairs required to the article, fitting or material and any making good damage caused during taking down.

10.02.04 The rates quoted by the Contractor shall include air-freight charges if necessary.

10.02.05 The list of works items should not be considered as exhaustive. The Contractor is responsible to include any item be consider missing.

10.03 CARPENTRY AND JOINERY

10.03.01 Carpentry and Joinery Generally

- i) The rates for carpentry and joinery work are to include for all cutting and waste, notching, holes, housing ends, miters, ends and shaped ends, angles, junctions, heading joints, short lengths, etc. for all nails, spikes, pins or brads, for coating the backs of frames, backing fillets, etc., with two coats of approved wood preservative, and for all necessary templates or molds for circular work states “plugged to walls, etc.” the prices are to include for plugging and fixing with nails, spikes, etc. to brickwork, blockwork or concrete work, and any hacking off and clearing away existing plaster as necessary. The rates shall also include for the provision of all samples and shop drawings.
- ii) Joinery is to be prepared immediately after the placing of the Contract, framed up, bonded and wedged up. Any portions that warp or develop shakes or other defects are to be replaced before wedging up. The whole of the work is to be framed and finished in a proper and workmanlike manner, in accordance with the detailed drawings, where required and fitted with all necessary metal ties, straps, bolts, screws, glue, etc. Running bonded joints are to be cross-tongued with teak tongues and where over 12mm thick, double cross-tongued.
- iii) Should joints in Joiner’s work open, or other defects arise within the period stated for

maintenance in the Contract, and the cause thereof be deemed by the CIC to be due to unseasoned timber or faulty or bad workmanship, such defective joinery shall be taken down, refitted, redecorated and/or replaced if necessary and any work disturbed shall be made good at the Contractor's expense.

- iv) Exposed joinery shall have a high degree of finish and shall be of the best quality throughout.
- v) Joinery shall comply with the detail drawings. Prepare joinery for stained or tinted finishes. Conceal all fastenings where possible. Use the minimum of surface railing. Punch rail heads below surface and fill with putty coloured to match finish. Adhesive and jointing compounds shall be non-staining and kept off visible surfaces. Surface screws where necessary shall, if visible, be Philips Heads, countersunk flush.
- vi) The Contractor shall provide all fixings, fastenings, anchors, plugs and the like of approved type to transmit the loads and stresses imposed and ensure the rigidity of the assembly.
- vii) Carcass work, shelving and framework to built-in and freestanding units shall be generally constructed of plywood or Medium Density Fibreboard (MDF) as described and specified, properly housed, grooved, tongued, glued, blocked and screwed together as per manufacturers guidelines, and entirely to the satisfaction of the CIC.
- viii) All exposed surfaces of joinery to be properly finished. All laminated surfaces to be finished on both sides of MDF or plywood regardless of drawing.

10.03.02 Protection of Finished Work

- i) The Contractor shall be responsible for providing and maintaining any boxing or other temporary coverings required for the protection of dressed or finished work that might be damaged during the progress of the work if left unprotected. He is to clean out all shavings, cut ends and other waste from all parts of the Works before coverings or infillings are constructed.

10.03.03 Timber

- i) Timber generally shall be the best of its kind and of the species indicated on drawings and on the Material Schedule. It is to be thoroughly seasoned and kiln dried, with

moisture content not less than 12% and not more than 20%. It is to be free from worm holes, large loose or dead knots or other defects, sawn die square and without warping, splitting or other defects. Where exposed it is to be matched for colour and graining.

- ii) Timber is to be cut to the required sizes and lengths as soon as practicable after the works are begun and stored under cover, so that the air will circulate freely around it.
- iii) Unless otherwise stated all timber is to be wrote all round and all sizes shown on drawings or specified are finishes sizes.

10.03.04 Medium Density Fiberboard

- i) Fabrication, Lamination and Finish of MDF to conform to National Particleboard Association technical guide “MDF From Start to Finish”.
- ii) MDF to have the following properties (minimum) for 9, 12, 16, 18mm thickness.

	<u>“Lightboard”</u>	<u>Standard Density</u>
Density	600 kg/m ³	725 kg/m ³
Internal bond	700 KPa	850 KPa
Modulus of rupture	36.0 MPa	36.0 MPa
Modulus of elasticity	2600 MPa	3000 MPa
Thickness Tolerance	± 0.15 mm	± 0.15 mm
1 hour thickness swell:		
- 18mm	1.5%	1.5%
- 12mm	2.6%	2.6%
1 hour water absorption:		
- 18mm	2.5%	1.5%
- 12mm	3.5%	2.4%
Moisture Content	7.5%	8.0%

- iii) Screw Holding

Screw type: Parallel thread. Screws such as the Twinfast or particle board screws. Wood screws not to be used.

Maximum screw gauge is:

12mm board thickness - 6

16mm board thickness - 7

18mm board thickness - 8

Pilot Hole recommended to avoid splitting during edge screw fixing, drilled approximately 2.3mm beyond the expected depth of insertions of the screws.

Screw position should be decided in relation to board thickness and screw size and not less than 25mm from corners.

Screw must not be over-tightened as further turning reduces the holding strength.

iv) Nails and Stapling

Add adhesive to joint prior to assembly. Nails to be either annular, groove or helical of 13 to 14 gauge.

v) Sanding and Finishing

Use 120 grit paper followed by 240 or 320 grit paper.

vi) Painting

Prior to priming for paint finishes all nail holes to be stopped with solvent based wood dough and lightly sanded. Solvent or turps based systems recommended.

vii) Formaldehyde Emissions

a) MDF board manufactured to comply with industry's voluntary emission standard of 0.3ppm at a loading of 0.08 ft² of product surface per cube foot of room space.

b) Sealing finish required to all exposed areas including edges, backs and underside of drawers, etc. Acceptable wet coatings are: oil wood primer and enamel top coat, latex-ammonia coatings plus two coats of latex water base wall paint.

viii) Storage/Fabrication

MDF to be fabricated and stored according to manufacturer's instructions. MDF must be stored and fabricated in controlled environment.

10.03.05 Plywood

- i) Plywood shall be best quality close grained plywood suitable for veneering, painting or bonding plastic laminate. It is to be a resin bonded weatherproof brand, exposed edges will be finished with an edge strip of solid wood, tongued and grooved and glued, or as detailed.

10.03.06 Joints

- i) Joints shall be as indicated on detail drawings. The contact surfaces of dowels, tenons, wedges, etc. shall be glued with a best quality cold setting, synthetic resin adhesive of moisture resistant, gap filling type or with best quality cold-setting case in glue. Where glued joinery is likely to come into contact with moisture the glue shall be waterproof. Animal glues are not to be used.
- ii) Nails, spikes, bolts, etc. shall be of the best quality mild steel or wrought iron except in those places where brass headed nails are indicated on drawings. All screws are to be brass unless otherwise stated.

10.03.07 Templates

- i) Templates, boxes and moulds shall be accurately set out and rigidly constructed so as to remain accurate during the time they are in use.

10.03.08 Grounds

- i) Grounds are to be clean sawn, free from large knots, splayed as required, plugged and fixed to walls, etc. at 450mm centres.

10.03.09 Plugs

- i) Where joiners work is to be plugged to walls, etc. Raw plugs, Philip plugs or plugs

of similar and approved pattern shall be used. The use of wooden plugs will not be permitted.

10.03.10 Preservative

- i) All unexposed surfaces of timber, e.g. false ceilings, backing fillets, backs of door frames, cupboard framing, grounds, etc., are to be treated with two coats of an approved timber preservative or vacuum pressure impregnated with an approved water soluble timber preservative before fixing or bedding.

10.03.11 Door and Fixed Glazing Frames

- i) Frames to doors fixed glazing etc. shall be of approved hardwood timber or MDF board as specified and will be constructed in full accordance with the detail drawings, to the required sizes and with all necessary mouldings and other labours, morticed and tenoned and put together in the method indicated using the materials and finishes specified.

10.03.12 Doors

- i) Refer to door schedule and drawings for size type, thickness and hardware (ironmongery).

Unless otherwise shown on the contract drawings the door shall be constructed as follows:

- ii) Hollow Core Doors

Hollow core doors are to be of 19mm plywood covered with paint grade, timber veneer or 1.6mm plastic laminate as required.

The doors are to be lipped on all edges with a 9mm timber twice splay rebated ending mitred at angles. Lippings to meeting stiles of doors are to be 25mm thick rebated or rounded as required.

- iii) Solid Core Doors

Solid core doors are to be framed up with 50mm hardwood mitred edge and filled in with a core of 45mm MDF board to receive finish of paint, veneer or laminate.

iv) Fabrication

- a) Fabricate doors in accordance with MDF manufacturers guidelines.
- b) Hardwood edge ships to be one piece and same species as face veneer or birch timber veneer for paint or plastic laminate finish.
- c) Stiles and rails to be of sufficient width to accommodate surface mounted or concealed hardware (min. 100mm stile).
- d) Undercut on rebate bottom rails as required.
- e) Reinforce for locks and other hardware.

v) Finishing

- a) Doors to be pre-finished and delivered to site ready to be hung.
- b) All exposed edges to be sealed prior to delivery to site.

vi) Fitting and Hanging

- a) Hang full height doors on two pair butts, unless otherwise noted, to close fully in all cases.
- b) Provide 1.5mm clearance at head and jambs, 79mm clearance over carpet and 6mm over thresholds.
- c) Hang doors according to manufacturer's instructions where prefabricated frames are used.

vii) Installation of Finish Hardware

- a) Make hardware cuts in timber finishes neat and true, fit and adjust hardware according to manufacturer's printed instructions.

- b) After installation, please wrappings on knobs pulls, etc. (as protection until completion of contract).
- c) Carefully safeguard keys to ensure that unauthorized personnel do not have access to them. On completion of work deliver keys to CIC with a suitable tag attached to each key indicating the door operated thereby.

10.03.13 Skirtings

- i) Provide and fix MDF or timber skirtings, where shown in the Material Schedule, on hardwood grounds securely plugged to walls, scribed to floors and properly mitred at angles. All skirting to be medium density fiberboard where specified.
- ii) All skirtings are to be accurately scribed to fit the contour of any irregular surface against which they should form a close butt connection.

10.03.14 Fire Protection Treatment

- i) All timber ceilings and support materials above ceilings shall have fire retardant treatment. The Contractor shall submit proposed treatment to CIC for approval before works.

10.03.15 Fixing of Timber to Concrete

- i) Fixing of timber to concrete or brickwork shall be by:
 - a) Hardened steel pins direct into concrete or brickwork for fixing small sections such as skirtings and architraves. The head shall be punched home and filled.
 - b) Preformed plugs in formed holes.
 - c) Plastic compounds in formed holes.
 - d) Expanding bolts in formed holes.
 - e) Cartridge operated hand tools but shall not be used within 50mm of any edge.

- ii) Care must be taken to locate any buried pipes, cables, or other services when fixing timber to concrete or brickwork. If any hole hits reinforcement it must be repositioned.
- iii) Fixing of timber to metal shall be by:
 - a) Self tapping screws in thin sheet.
 - b) Bolts in preformed holes (tapped as required).
 - c) Cartridge operated hand tools.

All fixings shall be as instructed by the CIC.

- iv) Boards and linings, other than tongued and grooved, and less than 180mm wide on face, shall be secured with 2 nails at each fixing position or joist. The nails shall be not less than 12mm nor more than 20mm from edges. Boards and linings other than tongued and grooved, and more than 175mm wide on face, shall be secured with 3 nails at each fixing position or joist. The outernails shall be not less than 12mm nor more than 20mm from the edge.
- v) Tongued and grooved boards and linings less than 100mm wide on face shall be secured with one nail at each fixing position or joist. Tongued and grooved boards and linings more than 100mm wide on face shall be secured with 2 nails at each fixing position or joist.
- vi) All nails shall have a length of not less than:
 - a) Plain boards and linings, $2\frac{1}{2}$ x thickness.
 - b) Tongued and grooved boards and linings, 2 x thickness.
- vii) All boards and linings shall be secured with hammer driven nails unless specified to be fixed with screws. When are specified they shall be not less than No. 8 and not shorter than 2 x thickness.
- viii) All finished work shall be smooth, free from abrasion, tool marks, raised grain grade markings or similar defects on exposed surfaces.

- ix) Foam padding, pressed moulded fiberglass and mineral wool shall be to the CIC's approval.
- x) Protect finished and pre-finished surfaces from work of other trades.

10.03.16 Plastic Laminate

- i) Plastic decorative laminated sheeting will be of the brand, catalogue number, colour etc. indicated on the Material Schedule. Unless otherwise shown or specified the laminate sheeting shall be 1.6mm thick on all flat surface and 0.8mm thick sheets shall be used on post formed surfaces as required. Laminates shall be veneered to mounting surface with an approved waterproof and heatproof are based cement, used in strict accordance with the manufacturer's instructions. Rubber based adhesive shall be not be used. Sheeting must not be applied to timber with a moisture content of more than 15% or at a temperature of less 15°C (60°F). The sheeting is to be applied only to close grained plywood or medium density fibreboard to ensure a smooth ripple free surface; it is not to be applied to open grained plywood such as Fir plywood. Underside surface of counter tops and shelves which are faced with plastic laminate shall have corresponding 0.8mm backing sheet applied. Cabinet doors faced with plastic laminate shall have corresponding 0.8mm backing sheet applied. Cabinet doors faced with laminate shall receive the same laminate on the back side and edges. Top sheet shall be placed on and over finished edge unless otherwise noted. Edges not faces with laminate, as at field joints, shall be machined and sealed. Butt joining of laminates shall be minimized by using longest available lengths where required, and all butt joints shall be perfectly flush and sealed.
- ii) No surface sanding of laminated plastics is permissible.
- iii) Unless otherwise specified, all laminated plastics shall have the standard matte finish.
- iv) Samples showing the surface texture and pattern are to be submitted to the CIC for approval before fixing.

10.04 METALWORK

10.04.01 Hardware Generally

- i) The hardware throughout shall be of approved manufacture and supply, well made and equal in every respect to the samples to be deposited with the CIC. All the ironmongery shall be provided by the Contractor and shall be of approved manufacture and obtained from nominated suppliers or other approved sources.

All ironmongery shall meet with requirements of the following relevant standards unless otherwise stated: BS 1227, BS 5872, BS 4951, BS 5725, BS 4112, BS 1331, BS 2088.

- ii) The rates for hardware are to include for supplying necessary screws to match and for the provision of keeps, striking plates, etc. as necessary. The rates for fixing hardware are to include for all fittings, cutting, sinking, forming, morticing, first fixing, removing for decoration, finally re-fixing after execution of the decoration, easing oiling, adjusting, making good and leaving in perfect working order to the satisfaction of the CIC. Screws for fixing ironmongery items shall generally be in accordance with BS 1494 Part 2.

10.04.02 Hardware Finish

- i) Exposed hardware shall have the finish specified on the Hardware Schedule and it shall normally be assumed that all hardware on each item, if not specified otherwise shall have identical or similar non-staining, non-tarnishing finish.
- ii) Screws are to match the finish of the article to be fixed and to be round or flat headed or countersunk as required.
- iii) Chromium plating, where specified, is to be on a base material of copper or brass and is to accord with International and British Standards for chromium plating for normal outdoor conditions.
- iv) Unless otherwise specified aluminium shall have an anodized finish and comply with samples approved by the CIC.
- v) All solid brass, brass sheeting or brass plating specified in polished finish shall be further finished with two pack clear polyurethane coating for non-staining, non-tarnish protection from discolouration unless otherwise specified.

10.04.03 Strength

- i) All steel, brass, bronze, aluminium and stainless steel articles shall be submitted to a reasonable test for strength if so required by the CIC at the Contractor's expense.

10.04.04 Protection

- i) Brass and bronze surfaces are to be protected with a thick grease or other suitable protective material, i.e. clear lacquer coating. This protective coating is to be renewed as necessary and cleaned off at completion of the work.

10.04.05 Completion

- i) Upon practical completion the Contractor shall ensure that the following requirements are carried out:
 - a) Remove all protective covering, clean all items of ironmongery and ensure that they are in proper working condition.
 - b) Each set of keys shall be provided with an approved circular chromium plated brass plate 25mm dia. x 1.5mm thick stabled with the identification of Floor/Unit/Door to which it belongs for handing over to CIC.
 - c) Properly arrange wrenches, spare part and lock spurner wrenches, space parts and any other tools furnished by the manufacturers with the ironmongery for handing over to the CIC.
 - d) Properly arrange in a file all guarantees and certificates etc. of the manufactures furnished with the ironmongery, if any, for handing over to the CIC.

10.04.06 Bolts

- i) Provide all bolts, nuts, washers and other metal fittings required in the work where applicable.

10.04.07 Stainless Steel

- i) Stainless steel to conform to BS 1449 Part 4. All stainless steel shall be of polished

mirror finish hair-line finish or baked enamel as identified in finishes schedule.

- ii) Gauge of material to be confirmed by the Contractor.

10.04.08 Mild Steel

- i) Mild steel to conform to BS 1449 Part 1.

10.04.09 Wrought Iron

- i) Wrought iron is to be selected tough metal with an even silky fibrous grain, formed clean and free from flaws and cracks, etc.

10.04.10 Aluminium

- i) All aluminium shall either receive a polished bronze or gold colour anodic coating to the CIC's approval and to BS 1470 and BS 1474.

10.04.11 Decorative Metalwork

- i) Brass/bronze, polished chrome, stainless steel, for trim, panels, frames, railings, fittings, etc., shall be solid first quality metal in sizes and thickness shown in detailing. All exposed joints will be welded and ground smooth and attachments shall be concealed. Finish shall be bright high mirror polished or hair line appearance and coated with an approved suitable clear sealer.
- ii) Metal angles, retainer clips, support angles, etc. shall be in mild steel. They shall be primed and painted with two coats of semi-gloss enamel with colour to match surface on which metal is fastened.
- iii) Brass trim for all areas shown shall be standard .050 GA. or similar, pre-finished brass plated steel (or other approved equal).
- iv) Fabricate and assemble brasswork with true sharp profiles and minimum of joints. Necessary joints shall be hairline, tight butted. Use concealed fasteners throughout for securing brasswork to substrates.

10.04.12 Cast Iron

- i) Cast iron to be approved gray metal, sound, free from flaws, blow holes, etc. and have a clean smoother surface.

10.04.13 Protection of Metals

- i) All galvanized metal shall be galvanized by hot dip process in accordance with BS 729 Part 1 chromatic passivated (to allow for immediate painting without the use of a mordant solution).
- ii) All non-galvanized ferrous metal shall be coated with one shop coat or priming before delivery to site.
- iii) All aluminium work in contact with dissimilar metals or with materials containing alkalies, e.g. concrete, cement and like mortar shall be painted with two coats bituminous paint on the contact surfaces.
- iv) All decorative metalwork shall be protected with a suitable factory applied covering which shall not be removed without the approval of the CIC.

10.04.14 Workmanship

- i) The work shall be carried out in accordance with the requirements of the Local Building By-laws and to the satisfaction of the Local Building Authorities empowered to control the quality of the work in the district where the work is situated and the Contractor must acquaint himself of such requirement which may effects his price. The Contractor shall comply with all reasonable instructions and directions given from time to time by the CIC and/or his Representative for the purpose of ensuring that the work shall be carried out in accordance with this specification and completed at the proper time.
- ii) All work shall be in accordance with the best practice and workmanship and materials shall be to the approval of the CIC. Any defective work which does not comply with the Specification or Drawings shall be removed and replaced by the Contractor at his own expense.

10.04.15 Products

- i) Hinges and magnetic catch for new cabinets, heavy duty (100 lbs.) roller tracks for

drawers to be supplied and install by the Contractor.

10.04.16 Scope of Work

- i) Work under this section includes providing all necessary materials, labour, plant, transportation and services for the completion of work shown on the drawings and include but not limited to the following:
 - a) Sundry metal sections in fixing partitions to underside structural slab.
 - b) Sundry metal sections in framing and Architectural detailing.
 - c) Hardware for all doors and furniture. All timber doors to be provided with three numbers hinges.

10.05 PLASTER

10.05.01 Cement

- i) Cement shall be ordinary Portland cement complying with BS 12.

10.05.02 Sand

- i) Sand for plastering, etc. shall comply with the requirements of BS 1198 and 1199 and shall be clean, sharp naturally occurring sand or shall consist of crushed rock or gravel. It should be clean, hard, free from adherent coatings and vegetable matter. It shall not contain soft, porous or flaky grains or crushed dust, alkali, loam, clay or any deleterious organic matter.
- ii) Samples shall be submitted and be approved by the CIC before commencement of work. The sand shall be kept clean and be re-washed if necessary.

10.05.03 Water

- i) Water to be clean, free from acids, alkalis and other harmful matter.

10.05.04 Plastering

- i) All plastering, unless otherwise described, shall be applied in two coats to walls to a total thickness of 12mm finished with a steel trowel. Plastering to ceilings and soffits shall be similar. All arises shall be slightly rounded.
- ii) All plastering with cement and sand (1:6) mix shall be with plasticiser and shall comply with BS.
- iii) Provide drips where shown on the drawings.
- iv) All brickwork shall be thoroughly cleaned, the joints raked out and well wetted before and kept damp during rendering. Concrete surfaces to be hacked for key before rendering.
- v) The Contractor shall protect all plastering work in accordance with usual trade practices and he shall replace any damage work at his own expense.
- vi) The Contractor shall obtain the CIC's approval of the plastering works prior to removing his workmen and equipment off the site.
- vii) All wall and ceiling plaster shall be properly made good around all pipes, brackets, gratings and similar intrusions.

10.06 GLAZING

10.06.01 Glass

- i) All glass is to be of best quality of approved manufacture, and be free from bubbles, smoke wanes, air holes and other defects. It is to accord with the indications given on the Material Schedule.
- ii) Plate or float glass shall be clear, of selected glazing quality. Glass generally to be to BS 952 and glazing to be to CP 152.
- iii) Tempered glass shall have structural integrity and shall not contain any harmful scratches, pinholes, unevenness, sharp angled or filed edge.
- iv) Georgian wired polished glass to be of a brand approved by the CIC.

- v) Putty for glazing in wood sashes shall be an approved tropical putty. For glazing to metal, and approved patent mastic shall be used.
- vi) The glass shall be well bedded and carefully back puttied, sprigged in and fixed with beads. The glass shall be neatly cut to fit the rebates with 3mm clearance all round and the rebates shall be primed before glazing.
- vii) “Plexi-glass” shall be to the CIC’s approval.
- viii) Mirrors shall be of glazing quality polished plate, with electrodeposited copper and silver backing, guaranteed for five (5) years, 8mm thick, light bronze, dark bronze or grey tinted or clear, adhered to backing. Type to be as shown on the drawings. Exposed edges and butt joint edges shall be ground smooth and squared. Mirror shall have bevelled edges where indicated as such in the drawings. Bevelled mirror panels shall be individual units applied to backing as recommended by mirror manufacturer and as shown.
- ix) Where mirror within cabinet or interior works is required, it shall be as far as possible, cut off site.
- x) Mirrors shall be fixed with approved glue and wood beading to plywood backing and excess glue to be carefully cleaned off prior to completion.
- xi) On completion, all glass and mirror shall be cleaned both sides and any broken, cracked or defective panes shall be replaced at the Contractor’s own expense.
- xii) Etched glass to conform to industry standard and pattern, size and detail to material selection schedule and drawings.

10.06.02 Mirror Glass

- i) Mirror glass shall be 6mm float glass of silvering quality backed with a reflective surface layer of chrome silver or other metal, a protective layer of copper, a coat of protective mirror backing paint and a coat of moisture sealer.

10.06.03 Delivery

- i) Glazing to be delivered to site in cut sizes, in packages bearing the manufacturer’s

name and/or trade mark. The type, quality, thickness or weight of the glazing is to be clearly marked on the package.

10.06.04 Cutting of Glass and Mirror

- i) In cutting glass, proper allowance shall be made for expansion. Each square of glazing to be as large as possible. Glazing is to comply with requirements of BS Code of Practice 152. All glass edges to be properly machine grind and polished.

10.06.05 On Completion

- i) On completion, clean all glazing, replace all cracked, scratched or broken sections and leave in good condition to the satisfaction of the CIC.

10.06.06 Gaskets

- i) Gaskets for glazing shall be performed rubber gaskets to BS 4255 part 1 on approved neoprene gaskets, to be used strictly in accordance with the manufacturer's printed instructions.

10.07 CARPET FLOOR COVERINGS

10.07.01 General

- i) All carpet shall be of approved type and colour and in accordance with the following specification, of an approved brand, laid on screed treated with an approved sealant to reduce dust and pollution.
- ii) The sub floor shall be completely clean and dry before laying.
- iii) Carpet and backing materials with all necessary materials shall be including but not limited below:
 - 1) Brand: Interface or equivalent
 - 2) Model: East coast carpet tile 2327-007-000 channel, AE317, 9210-012-00 Leaf,
 - 3) On Line 7335-000 Leaf or equivalent.
 - 4) 100% recycled dyed nylon
 - 5) pile thickness 2.5mm
 - 6) total thickness 5.5 to 6 mm
 - 7) tile size 20cm x 100cm

- 8) Total approx. area:455m²
- 9) No color variation between carpets
- iv) The installation of carpet and backing with all necessary works shall be including but not limited below:
 - 1) Make good the raised floor surface after the carpet & backing dismantle work, ensure the floor level is smooth after the new carpet & backing installed.
 - 2) Comply with the carpet' installation method.
 - 3) Relocate/dismantle/reinstall all equipment, furniture, etc. at the affected area to their original positions or functions.

10.07.02 Scope of Works

- i) Refer to the Drawings and this Assignment Brief.

10.08 DESK PARTITION

General

10.08.01

- i) The Contractor shall supply and install desktop partition including but not limited to hinge, screw, bolt, nut, ironmongery and etc. to satisfaction of the CIC.
- ii) The Contractor shall provide all touch up works and make good the affected areas as if necessary builder works and build services works.
- iii) The contract shall supply and install both desk partition and partition bracket (屏風固定扣) (approx.. size : 473mm(H) x 20mm(thk) x 600mm(D)) and with grey fabric finish.

10.09 PAINT

10.09.01 General

- i) No paint shall be used on the work until the CIC has inspected the materials and given instructions for the work to proceed.
- ii) Paints shall be supplied on site in the makers' sealed containers and must be thoroughly mixed or stirred before use and mixed and used strictly in accordance with

the manufacturer's instructions.

- iii) Paints shall be of anti-fungus quality and of approved manufacture.
- iv) Knotting shall be of approved manufacture and consist of shellac dissolved in mentholated spirits.
- v) Linseed oil for use on joinery shall be best clear boiled linseed oil well rubbed in.
- vi) The works "three coats of paint" shall mean:
 - a) Gypsum/ Promat Board : 1 coat latex primer
2 coats alkyd enamel (eggshell finish)
 - b) Woodwork : 1 coat wood primer
(opaque finish) 2 coats alkyd trim enamel (semi gloss finish)
 - c) Woodwork : Stain to match sample
(natural finish) 2 coats
 - d) Surfaces to which wall covering : 1 coat primer
to be applied
 - e) MDF – brush applied system

Opaque finish : 1 coat primer
1 coat interior primer
1 coat "top coat"

Stain Finish of Sealer : Stain to match sample
1 coat polyurethane Satin
2 coat polyurethane Stain or Gloss
 - f) MDF – spray applied systems

Opaque finish : 1 coat sealer or Primer

1 coat finish

Clear finish : 1 coat sealer
1 coat finish

Stain finish : As above plus stain or wood stain
before sealer

- vii) The respective types of finishes to surfaces to be painted shall be that as stated in the Material Schedule or above.

10.09.02 Primers and Paints

- i) All primers and paints shall be applied all in accordance with the manufacturer's instructions.
- ii) The primer for paint on ferrous metal work shall be red oxide or lead primer, and the primer for paint of non-ferrous metal work shall be zinc chromatic primer.
- iii) Wood sealer shall be of an approved manufacture and applied strictly in accordance with the manufacturer's instructions.
- iv) Wax polish for wood surface shall be obtained from an approved manufacturer.
- v) Silicone based water repellents shall conform to BS 3829 Class "A".
- vi) Alkali-resisting primer shall be a solvent based primer obtained from the maker of the undercoat and finishing coat.

10.09.03 Special Floor Coating

- i) Floor coating shall be applied to mechanically scarified (existing) granite floor, topped with cement screed with mechanically inserted grid line markings. 3 colours maximum shall be applied to the floor coating per standard module.
- ii) a) Job Mock-Up:

1. Minimum 1 sample area application of specified coating systems.
2. Upon approval by the CIC, mock-up to serve as standard for the work.
3. Mock-up to be left in place as part of completed project.

b) Applicator (certified by manufacturer)

Applicator shall submit in writing that technicians utilized for work in this section have been certified by the manufacturer. Applicator shall include in his certification that specialized equipment as required by the manufacturer will be used for work in this section.

c) Product to conform to specifications and product requirements as indicated in manufacturer's specifications.

iii) Job Conditions:

a) Apply coating only under the following prevailing conditions:

1. Air and surface temperature not below 50°F.
2. Surface shall be dry after at least 8 hours and fully cured after at least 7 days at 30°C.

b) Protect surfaces not to be coated and/or of different colours.

c) Surfaces free from dust, dirt, oil, grease and foreign matters. Unsound substrates, cracks etc. shall be made good with appropriate filler.

d) Adequate illumination.

iv) a) Primer: 1-coat application.

b) Top coat: 2-coat application.

v) a) Examine surfaces to be coated and report any conditions that would adversely affect the appearance or performance of the coating systems and which cannot be put into an acceptable condition by specified surface preparation.

- b) Do not proceed with surface preparation and application until the surface is acceptable or authorization to proceed is given by the CIC.
- vi)
 - a) Prior to all surface preparation and application operations, completely mask, remove, or otherwise adequately protect all other surfaces in contact with coated surfaces but not scheduled to receive special coating.
 - b) Before applying special coating, thoroughly clean all surfaces involved. Schedule all cleaning so that dust and other contaminants from the cleaning process do not fall on wet, newly coated surfaces.
 - c) All surfaces shall be clean, dry and adequately protected from dampness. Surfaces shall be smooth, even and true to place, and free of any foreign material which will adversely affect adhesion or appearance of applied coating.
 - d) Mildew shall be removed and neutralized.
 - e) Before coating is applied, surfaces shall be tested with moisture testing device. No coating shall be applied when moisture content exceeds 12% except as may be required by the manufacturer of the coating materials used. Test sufficient area in each space and as often as necessary to determine the proper moisture content for application.

10.09.04 Colours

- i) All tints, shades and colours of paints shall be selected by the CIC, and the priming, undercoat and finishing coats shall be obtained from the same manufacturer.
- ii) The tints of undercoats are to approximate those of the finishing colour.
- iii) In order to indicate the number of coats applied, a difference shall be made in the tint of each succeeding coat.

10.09.05 Workmanship

- i) All surfaces to be painted shall be thoroughly dusted and cleaned, cracks cut out,

holes stopped, steelwork cleaned of rust, etc., in accordance with approved general practice.

- ii) Each coat of paint shall be dry and well rubbed down before the next is applied.
- iii) No paint shall be applied to a damp surface, and no external painting shall be carried out during wet weather.
- iv) On no account shall the Contractor allow his employees to empty washings or painting materials into sanitary fittings or drainage systems and the Contractor must provide a suitable receptacle outside the building to receive such and the receptacle with contents must be removed from the site at completion by the Contractor.

10.09.06 Plastered Surfaces

- i) All dust, dirt, plaster splashes or efflorescence shall be brushed off or removed by wiping first with a dry coarse cloth and then with a damp cloth.
- ii) If efflorescence is present, the surface shall then be left for 48 hours to see if further efflorescence occurs.
- iii) The internal plastered or concrete surfaces shall be treated initially with a coat of anti-alkali primer and subsequently with two coats emulsion paint.
- iv) The external plastered and concrete surfaces shall be treated with one coat of stabilizing solution and two coats of sand based paint.

10.09.07 Fibrous Plasterboard Surfaces (Drywall Surfaces)

- i) Fibrous plasterboard surfaces requiring painting shall be thoroughly cleaned to remove dirt and dust.
- ii) The board shall first be primed before applying filler. A normal plaster board filler shall be applied and rubbed down to give the desired surface.

- iii) Apply three coats of emulsion paint to board surfaces.

10.09.08 Wood or MDF Board Surfaces

- i) Woodwork which is to be painted shall be thoroughly cleaned to remove dirt, grease, etc.
- ii) All cracks, crevices and holes shall be scraped out, primed and made good with hard stopping, faced up and rubbed to an even surface.
- iii) The hard stopping shall be of an approved make or made up of paste, white lead and gold size stiffened with whiting.
- iv) All knots in woodwork shall be treated to prevent bleeding. Large and loose knots shall be cut out and replaced with sound wood or cut back and the surface made good with filler. Smaller knots shall be treated with two thin coats of knotting.
- v) Woodwork surfaces shall be primed with one coat of wood primer well brushed in.
- vi) Unexposed timber framing and backs of wood frames built in contact with masonry shall be painted with two coats wood preservative.
- vii) Woodwork surfaces shall be primed with on coat of wood primer well brushed in.
- viii) Unexposed timber framing and backs of wood frames built in contact with masonry shall be painted with two coats wood preservative.
- ix) All internal surfaces of cabinets, shelves, cases, stations, etc. where visible when doors are opened, shall be sealed or finished with laminate.
- x) “Oil stain clean lacquer”, “stain and polish”, “lacquer” shall mean two coats of stain and two coats of clear catalytic lacquer for a fine furniture finish and that “paint” shall mean one coat of primer and three coats of emulsion paint.
- xi) Painting to wood veneer shall consist of light oil stain to match coloration of design sample and shall be sealed with multiple coats of clear flat sealer and sanded between coats in the workshop. Final finish shall have 20-40% reflective sheen and shall match design sample.

10.09.09 Ferrous Surface

- i) Surfaces shall be thoroughly cleaned down to remove all dirt, grease etc. and all rust and seals shall be entirely removed by chipping, scraping or wire-brushing and a perfectly clean surface obtained.
- ii) Immediately after preparation, the surface shall be primed with one coat of metallic primer well brushed on, before the subsequent application of two coats of gloss enamel paint.

10.09.10 Non-Ferrous and Galvanized Surfaces

- i) Non-ferrous and galvanized exposed surfaces which are to be painted shall be thoroughly cleaned down or degreased by washing with white spirit.
- ii) Surfaces shall then be roughened by lightly rubbing down with steel wool, wire-brush or abrasive paper and cleaned down.
- iii) When required, mordant solution shall be used for the preparatory treatment.
- iv) Immediately after preparation, the surfaces shall be primed with the coat of zinc chromatic primer, well brushed on, before the subsequent application of one undercoat and one finishing coat as directed.

10.09.11 Clear Polishing

- i) Woodwork requiring to be polished shall be stopped with hard stopping and rubbed down and polished with an approved polish applied in two separate coats.

10.09.12 Samples

- i) Samples showing colours of all paints to be used shall be prepared by the Contractor as and when directed by the CIC for his approval and at the Contractor's own expense. Three samples of each paint finish shall be submitted for CIC's approval.

10.10 WALLCOVERING

10.10.01 Installation

Application of wallcovering shall be in strict accordance with the manufacturer's specification, using the types of adhesives recommended by the manufacturer. Adhesive is to be resistant to mildew and vermin.

10.10.02 Preparation

Remove existing wall finishes if required. Remove all free dust, dirt, grease and efflorescence. Fill all nail holes, cracks and imperfections with sparking compound. All surfaces to receive wallcovering shall be thoroughly dry.

10.10.03 Surface

The finished surface shall be smooth and clean, without air bubbles gaps or overlaps, neatly and accurately trimmed at the top, skirting and door frames, etc. All seams shall be tight butt joint as inconspicuous as possible.

10.10.04 Wall, etc.

New and existing walls, columns, partitions, etc. , shall be made true, level and plumb. Allow for re-plastering or furring as necessary to obtain an even finish prior to installation of wallcoverings.

10.10.05 Adjacent Finishes

Adjacent finishes shall run behind wall mounted fittings e.g. Light switches and power points.

10.10.06 Joints

There shall be no joints at internal or external corners.

Nearest joint shall be minimum 125 mm from corners.

10.11 SUSPENDED FALSE CEILING WORKS

10.11.01 General Requirements on Construction and Installation

- i) The Contractor shall provide complete suspension system and related accessories for each and every panel of the suspended ceilings independently. Where in areas the suspension system cannot be suspended directly from the soffits of concrete slabs due to the presence of services pipings or ducting, the Contractor shall provide all necessary straps, hangers and brackets to form independent support for the suspension system.
- ii) All suspension system, unless otherwise stated, shall be fabricated from corrosion resistant material. If they are of such materials react with aluminium they shall be separated from the aluminium by materials that do not react with adversely.
- iii) Fixing of suspension straps or hangers to concrete or brickwork with cartridge fired fasteners shall be carried out by means of an automatic cartridge operated hand tool, used in accordance with the manufacturer's instructions, Alternatively, the fixing may be carried out by morticing and inserting fibrous inserts or other approved fixing materials and using suitable nails or screws.
- iv) Natural anodized finish to exposed aluminium members shall be in accordance with BS 1615:1972. The anodic coating shall have a minimum average thickness of 0.0004" (10 Microns).
- v) All openings in the ceilings to accommodate installation of light fittings, sprinkler heads, air-conditioning grilles, return air slots, speakers, smoke detectors, etc. shall be provided by the Contractor. The Contractor shall allow in his tender for all necessary cutting, framing, suspension system and additional edge trims and hangers in connection with the provision of such openings.
- vi) The ceilings shall be installed to profiles and patterns shown on the reflected ceiling plans and the Contractor shall allow herein all the necessary cuttings, wastages, etc. to obtain the pattern as shown on the reflected ceiling plans.

- vii) Ceiling boards should be installed after all wet work are completed and dried, and after all mechanical and electrical work in the plenum space are installed.
- viii) The edges of all the ceilings shall be properly cut to fit neatly against the curved walls, beams or any other structural members and the Contractor shall provide for all the necessary edge trimming angles bent to fit the profile.
- ix) All ceiling components shall be aligned true with level surfaces and straight lines. Deflection of any component must not exceed 1/360 of the span between supports.
- x) On completion of installation, no dirt, spots or marks shall appear on the exposed surfaces.
- xi) All damaged or improperly installed units shall be removed and replaced at the Contractor's own expenses.

10.11.02 Nominated Contractor's Design Recommendation and Other Information

- i) For the complete assessment of the Contractor's design solutions, the Contractor must submit together with his tender the following:
 - a) The Contractor's Design Recommendation and Calculations.
 - b) Preliminary Shop Drawings showing salient details, in particular, suspension details of all types of suspended ceilings.
 - c) Brochures and descriptive literatures of the materials and goods offered.
 - d) Sample of ceiling panels, aluminium suspension tees, etc. and certificates from the Director of Fire Services.
- ii) These documents after its approval by the CIC shall form part of this Contract.

10.11.03 Approval of Director of Fire Services

- i) All suspension systems and ceiling boards must comply with the flame spread classification and fire resistant requirements laid down hereinafter to the satisfaction

of the CIC and the Director of Fire Services. The specialist Contractor shall produce certificates from the Director of Fire Services and manufacturer's tests certificates to substantiate compliance with the said stipulations of the ceilings to be supplied and installed. If the approval of the Director of Fire Services of any ceiling installed is not substantiated to the satisfaction of the CIC, it shall be removed from the site at the Contractor's own expenses.

- ii) The Contractor shall be deemed to have included in his rates for everything, whether specified herein or otherwise, to comply with the above.

10.11.04 Equal to "Metal Wall" Concealed Frame Type Ceiling System
- Profiled Ceiling

- i) Vaulted aluminium ceiling with polyester powder coated finish; full access concealed fixed to and including galvanized mild steel suspension system and complete with all necessary edge trimming.
- ii) Ceiling panels equal to "Metal Wall" DC-1120A 1050 x 2077 x 3.0mm thick aluminium perforated panels with min. 45% open area – pattern 4.0 dia. x 5.0 pitch.
- iii) Colour shall be metallic silver equal to "Metal Wall" code 46-7001, thickness 60-85 microns, 50% gloss.
- iv) Suspension system shall be G.M.S. L-angle tailor made 1.5mm hot dip galvanized mild steel, Z-bracket 2.0mm galvanized iron, thread rod 3/8" BSW nut, gasket Tesamoll 4710 PV3 PE closed cell foam.
- v) Each hanger, 3/8" galvanized iron thread rod is suspended from a 3/8" galvanized anchor bolt or Z-bracket. The thread rods are connected to G.M.S. angle to achieve the required level. Each GMS angle then checked for level by laser prior to fixing the tiles. The vaulted shape rectangular tiles, with 2 short ends providing the fixing at one end is a full-width hooked lip, which hooks over one side of the GMS L-angle, at the other end of the tile is a flat lip which rests on the next tile's hooked end profile, tiles are then fixed in place to complete the assembly.
- vi) Grid module shall be primary grid at 2077mm centres, and hanger at 1200mm centres.

10.11.05 Equal to "Metal Wall" Vaulted Type Aluminium Light Trough System

- Profiled Ceiling

- i) Vaulted type aluminium light trough with polyester powder coated finish; full access suspended fixed to and including 200mm width visible bearer and galvanized mild steel suspension system and complete with all necessary edge trimming and fixing accessories.
- ii) Ceiling panels equal to “Metal Wall” DC-ALT 1050 x 750 x 3.0mm thick aluminium non-perforated panels, with 200w bearer.
- iii) Colour shall be equal to “Metal Wall” metallic silver, code 46-7001, thickness 60-85 microns 50% gloss.
- iv) Suspension system shall be tailor made bearer 3.0mm aluminium sheet, 2.1m in length, J-profile tailor made 1.5mm hot dip galvanized m.s., C-channel tailor made 1.5mm hot dip galvanized m.s., JP-clamp tailor made 2.0mm hot dip galvanized m.s., hanger tailor made 1.5mm hot dip galvanized m.s., Z-bracket 2.0mm galvanized iron, thread rod 3/8” BSW hanger rod, Nuts 3/8” BSW nut, gasket Tesamoll 4710 PV3 PE closed cell foam.
- v) Each hanger, 3/8” galvanized iron thread rod is suspended in pair from a securely anchored Z-bracket, to align the 2 hangers on the C-channel. The C-channels are then located and fixed to the required level. Each GMS angle then checked for level by laser prior to fixing the tiles. The secondary grid J-profiles are then fixed on the C-channel by means of J-profile clamps. Another 2 pairs of thread rod are allocated in the centre for the suspension of the bearer. The bearer is checked for the required level again. The vaulted light trough body is then placed in position to complete the assembly.

10.12 BRICKWORK AND BLOCK WORK

10.12.01 General

- (i) All brickworks and block works, as shown on working drawings.
- (ii) Precast concrete block works and hollow clay block works.
- (iii) Installation of holdfasts, dowels, clamps, anchors, metal inserts, etc.

- (iv) If shown on working drawings: engraving, carving for lettering.
- (v) Brickwork and block work shall be in accordance with the requirement of B.S.5628: Part 1 : 1978 (1985) and Part 3 : 1985.

10.12.02 Materials – Cement

- (i) The cement shall be Portland cement of approved manufacture in accordance with the requirements of B.S.12 : 1989. Manufacturer's test certificates shall be submitted to the CIC when required.
- (ii) The cement shall be delivered to the work site in strong sealed bags bearing the maker's name, and shall be perfectly cool and ready for use.
- (iii) The cement is to be stored under cover, well protected from the weather, and not in contact with a damp floor. The cement shall be used as far as possible in the order in which it has been stored. If for any reason the cement is not used for a considerable period it shall be inspected and tested before use. Any packages in which there are hardened lumps or cakes of cement will be rejected and shall be removed off site by the Contractor at his own expense.
- (iv) The CIC may require samples of cement to be submitted for strength tests in accordance with B.S.4550 : Part 3 : 1987. Samples shall be drawn from each delivery of not more than 21 tonnes, each sample shall comprise at least five sub-samples to a total mass of not less than 7 kg.

10.12.03 Materials – Sand

- (i) Sand shall be clean, hard, durable crushed rock or sea sand obtained from the Hong Kong Government Sand Monopoly, it shall be thoroughly washed and sieved to remove all dirt, shells and other deleterious matter before use and shall confirm to the grading limits set below:-

B.S. Sieve	Percentage by weight passing B.S. Sieves
5.00mm	100%
2.36mm	90-100%
1.18mm	70-100%
0.60mm	40-100%

0.30mm	5-70%
0.15mm	0-15%

- (ii) Sand, other than the 5.00mm size, whose grading falls outside the limits set above by a total amount not exceeding 5% may be accepted.
- (iii) The quantity of clay, fine silt and fine dust present when determined by the method given in B.S.812 : Part 103 : Section 103.1: 1985 or B.S.812 : Part 106 : 1985 shall not exceed 10% by weight.
- (iv) Sand for fair-faced brickwork or block work shall be free from salt causing efflorescence.

10.12.04 Materials – Lime

- (i) Lime used for mortar shall be hydrated lime or quick lime which complies with B.S.890 : 1972 and shall be delivered to site in sealed bags bearing the manufacturer's name or brand.
- (ii) The use of shell lime for mortar is not allowed.
- (iii) Lime putty shall be prepared as B.S.5492 : 1977 by adding hydrated lime to water, and mixed to a thick, creamy consistency. Leave undisturbed for 16 hours (minimum) before use. The methods of test for lime putty shall be carried out in accordance with B.S.6463 : Part 4 : 1987.

10.12.05 Materials – Mortar

TYPE OF MORTAR	CEMENT	LIME	SAND	USE
Cement mortar	1 part	-	3 parts	Use for basement walls, half brick and brick-on-edge walls, loadbearing walls, clay block partitions, concrete block wall

					n.e. 150mm thick, and where specified in Working Drawings.
Cement mortar	lime	1 part	1 part	6 parts	Use for brickwork or blockwork generally except as specified above.

10.13 STONE, CERAMIC TILE

10.13.01 General

- i) Stone shall be in the colour, types, sizes, finishes, and thickness as shown in the drawings and specified herein, or an approved equal.
- ii) Unless otherwise shown on drawings or specifications otherwise, Stone shall have a polished finish, on all exposed surfaces; concealed surfaces may be sawn.
- iii) Visual: All examinations, selections and approvals shall be for the purpose of achieving a final appearance of Stone with greatest possible uniformity, and will be based upon the following criteria:
 - a) All Stone shall be of sound stock and uniform texture, and shall be free from holes, seams, shakes, clay pockets, spalls, stains, starts, and other defects which would impair the strength, durability, and appearance of the work, as determined by the CIC.
 - b) Inherent variations characteristic of the Stone and the quarry from which the stone is to be obtained shall be brought to the attention of the CIC at the time the samples are submitted for approval and shall be subject to approval of the CIC. Stone provided at time of installation shall be of same quarry, colour, veining, and other characteristics as that approved by CIC.
 - c) All Stone shall be selected for background colour, veining, marking, and matching, shall run in even shades, and shall be set accordingly.
- iv) All engineering calculations and design shall be based on the mechanical and physical properties of the selected Stone.

10.13.02 Accessory Materials for Stonework

- i) Mortar materials shall be as recommended by the Manufacturer for each stone type, size, and application. Mortar colour shall be as selected by CIC.
- ii) For coloured pointing mortar, furnish matching stone ground down to meet grading requirements for sand.

10.13.03 Stone Support

- i) Where required, stone support systems, anchors and accessories shall be manufactured by a company specializing in the design and fabrication of stone approved by the CIC. Provide all fastening devices, support angles, relieving angles, anchors, coping anchors, dowels, cramps, bolts, nuts, shims, expansion shields, flashing, etc., necessary to properly secure Stone to the structure as required.

10.13.04 Fabrication

- i) Stone shall be accurately cut to sizes, profiles and dimensions. There shall be no deviation from jointing.
- ii) Exposed surfaces and edges of Stone units shall be free from cracks, broken corners, chipped arises, scratches or other defects affecting appearance. Patching or filling not permitted.
- iii) Cut Stone units full and true on faces, reveals, beds, joint and top, to the full dimensions required by drawings. all edges shall be straight and true with sharp and true arises. All stone shall fit together accurately.
- iv) Make faces of stone units in same plane flush at joints. All finished surfaces shall be true in line and face.
- v) Sawn surfaces and edges shall be cleaned of all rust stains and iron particles.
- vi) No patching or use of stone with chipped edges or faces shall be permitted.
- vii) Provide holes and sinkages required for anchors, dowels, other devices required to support and/or suspend Stone, and to accommodate other items which connect to or penetrate the Stone.

- viii) Include all cutting, drilling and fitting of stonework required to accommodate the work of other trades. In cutting and fitting carefully cut and grind edges to a neat tight fit. Do cutting in such a manner so as not to impair strength or appearance of stone. Use physical templates for all cutting and drilling; obtain required templates from proper trades.

10.13.05 Inspection

- i) The Contractor shall advise requirements relating to his placement of any inserts which are to be used for anchoring and supporting stonework.

10.13.06 Installation

- i) Erection Tolerances:

The work shall be designed to accommodate all permitted tolerances and anticipated dead and live load movement, creep, sway and torsion of the structure without any harmful effects.

- ii) Patching or hiding defects in stone will not be permitted.

- iii) Clean stone before setting as recommended by stone Manufacturer. Follow all Manufacturer directions during installation.

- iv) Connections:

- a) Anti-galvanized Action: Isolate dissimilar metal surfaces to prevent galvanic action.
- b) Metal-to-metal contact: Separate metal surfaces in such a manner that metal does not move on metal. Materials used for this purpose shall be low friction components, sealants or gaskets.

10.13.07 Setting Stone

- i) Mortar and grout shall be as recommended by stone Manufacturer for size, weight, location, and use of Stone. Colour as selected by CIC.

- ii) Mixing:
 - a) Mix mortar for setting Stone on anchor plates and for spotting back of Stone. Mix approved non-shrinking cement for filling of anchor holes in accordance with Manufacturer's directions.
 - b) Mix mortar in small batches to make a stiff plastic mass; mix until thoroughly homogenous; re-tempering with water is prohibited.
- iii) Set stone in accordance with drawings and final shop drawings for stonework. Provide anchors, supports, fasteners, and other attachments shown, or necessary to secure stonework in place. Shim and adjust accessories as required for proper setting of Stone. Completely fill holes, slots and other sinkages for anchors, dowels, fasteners, and supports with non-shrink grout during setting of Stones.
- iv) Maintain even joints between units, 1mm maximum unless noted otherwise on drawings.
- v) Grout joints full and flush with face of stone. Where metal inset strips are indicated, butt stone flush and tight against strips, with no gaps exceeding 0.8mm.
- vi) Cleaning: After final cleaning of stone, re-point any open joints with grout.

10.13.08 Repair and Cleaning (After Erection)

- i) Remove and replace stone units which are broken, chipped, stained, or otherwise damaged. Where directed, remove and replace units which do not match adjoining stonework. Patching or hiding defects in stonework will not be permitted. Provide new matching units, install as specified and re-seal joints to eliminate evidence of replacement. Re-seal defective and unsatisfactory joints to provide a neat, uniform appearance.
- ii) Clean vertical stonework after completion of work, using clean water and stiff-bristle brushes. Do not use wire brushes, acid type cleaning agents or other cleaning compounds with caustic or harsh fillers.

10.13.09 Protection

- i) After installation and cleaning, protect stonework from damage during subsequent construction activities.
- ii) At completion of construction work, remove all temporary protection from the work of this Section.
- iii) Examine all work and repair all damage. Clean soiled or stain surfaces. In the event damage is irreparable or soiled or stained surface cannot be cleaned, then remove and replace such items at no additional cost.

10.14 ELECTRICAL INSTALLATION

10.14.01 Scope of Work

- (i) Works under this section includes providing all necessary materials and workmanship for complete installation of electrical system. Starting from the existing meter room on site to final circuits including all appliances and fittings as indicated on drawings.

10.14.02 General Requirements

The following are particularly applicable to the electrical installations as here specified:

- (i) British Standards & Codes of Practice issued by British Standards Institution or approved equivalent.
- (ii) "Regulation for the Electrical Equipment of Building" published by the Institution of Electrical Engineers (London), latest edition with amendments.

- (iii) Hong Kong Fire Services Department Regulations.
- (iv) The latest supply rules of the CLP Power HK Ltd.
- (v) General Specification for Electrical Installation in Government Buildings of the Hong Kong Special Administrative Region, Building Services Branch, Architectural Services Department 2017 Edition.
- (vi) General Specification for Air Conditioning, Refrigeration, Ventilation and Central Monitoring and Control System Installation in Government Building Hong Kong Building, Services Branch, Architectural Services Department 2017 Edition.
- (vii) General Specification for Fire Service Installation in Government Buildings of the Hong Kong Special Administrative Region, Building Services Branch, Architectural Services Department 2017 Edition.
- (viii) Code of Practice for the Electricity (Wiring) Regulations (2020 Edition)
- (ix) Digital Network Analyzer shall be provided for electrical circuit greater than 200A where Total Harmonic Distortion measurement function shall be provided for those greater than 400A
- (x) EXIT sign shall be provided for EXIT door leading to escape staircase and additional sign shall be provided for protected lobby of more than one door. Directional sign shall be provided throughout the internal corridor leading to the escape staircase. All EXIT sign and Directional sign shall have battery backup for 2Hrs operation.
- (xi) Electric door lock/sliding door shall be Fail Safe type.
- (xii) Induction Loop shall be provided for Reception Area.
- (xiii) Emergency lighting for compliance of FSD requirements backup by 2Hrs battery shall be provided through the working area.
- ~~(xiv) Explosion proof lighting complete 2hr battery backup and all wiring & accessories shall be of explosion proof type as well.~~

(xv) Electrical Installation:

In respect of the electricity (Wiring) Regulations made under the Electricity Ordinance, the Contractor shall be responsible for submitting a Work Completion Certificate - Form WR1 for all the electrical installation covered in this specification including those under plumbing, drainage, fire services and others.

(xvi) Having inspected the fixed electrical installation and satisfied that the installation complies with the Electricity Ordinance and is in safe working order, the Contractors of plumbing, drainage, fire services and others shall submit the duly completed Form WR1(A) to the Electrical Sub-Contractor. The form shall be duly signed by a Registered Electrical Worker and a Registered Electrical Contractor.

(xvii) The Contractors shall note that they are completing the whole form including Part 1 (for certification of design), Part 2 (for certification of the installation, inspection and testing) and Part 3.

10.14.03 Main Supply

- (i) The Contractor shall obtain information from the Construction Industry Council about the exact location of the MCB Board in the switch room for additional electricity supply and shall commence work from the MCB Board.
- (ii) All circuit breakers, including fuse spur unit, isolator, MCB, MCCB, RCD, RCBO, RCCB shall be complied with latest wiring regulations.

10.14.04 Final Circuit

- (i) The pendent fluorescent lighting fittings shall be fixed to the ceiling.
- (ii) The Contractor shall supply and install 2 amp. fused connector unit at the adjacent position of each exhaust fan and shall be controlled by a 5 amp. switch at the position of 1350 mm above the finished floor level.
- (iii) Socket outlet shall be protected by residual current device having a rated residual current not exceeding 30mA.

10.14.05 Labels

- (i) The Contractor shall supply and install complete identification labels using engraved plastic labels, white face, red core. Circuits identification in both Chinese and English to all MCB boards. Switches for ventilation and exhaust fan shall be labeled in both Chinese and English Character engraved on the switch plate.

10.14.06 Schedule of Rates

- (i) The Contractor shall prepare and fully complete a Schedule of Rates for each and every item for the works in his tender submission.
- (iv) All rates are to be inclusive of supply and installation, all necessary accessories, termination, jointing and the like, labour, handling, detailing and setting out, use of tools, ladders and appliances, any overhead charges and profits.
- (v) Subject to the instruction(s) of the CIC, the Contractor is required to carry out and/or provide and/or omit item(s) as instructed.

10.14.07 Cable containment, Conduit and Wiring Standard

- (i) All electricity power supply wiring works should be carried out in approved GI conduit system in accordance with British Standards.
- (ii) All ELV wiring works for computer networking, telecommunications and broadcast should be carried out in approved GI conduit system in accordance with British Standards.
- (iii) Separate conduits, and trunking systems should be separately provided for the electricity power supply wiring, computer networking wiring, telecommunications wiring and broadcast cables.
- (iv) For metal duct system including the conduits, ducts, pipes, trunking etc., they should be fully bonded and earthed, and it must be ensured that the various services are kept separate at all points, that is in ducts, junction boxes and outlets.
- (v) Ducts/conduits with more than one bend should be provided with adaptable box at each turning for wiring work.

10.14.08 Registered Electrical Contractor

- (i) The electrical works should be carried out by an approved Government Registered Electrical Contractor currently on the approved list.

10.14.09 TV/FM Installation

- (i) The TV/FM installation from the meter room to designated location.

10.14.10 Domestic Sub-contractors

- (i) The electrical works should be carried out by a contractor on the current list of Approved Specialist Contractors for Public Works.

10.14.11 Earthed Equipotential Bonding

- (i) Earthed equipotential bonding connection must be provided and is necessary to meet the current standard of General Specification for electrical installation in Government Building of the HKSAR.

10.14.12 Electronic Ballast for Fluorescent Tube

- (i) Electronic ballast shall be rapid or instant start type complying with IEC 928 & 929. Harmonics generated by ballast shall be within the limited set by IEC555-2.

10.14.13 Lighting levels for Lighting Installations

- (i) The adjustable optimum lighting level for general area is between 200 to 500 lux. (depend on nature of specific task) It should not be less than 150 lux under any condition or as per CIBSE guidelines.
- (ii) The adjustable optimum lighting level for work station top is between 500 lux or as per CIBSE guidelines.
- (iii) The uniformity of lighting performance shall not be less than 0.4 or as per CIBSE guidelines.
- (iv) Lighting Power Density (LPD) shall be complied with the latest BEC code.
- (v) Color temperature of the lighting shall be submitted for Project Manager / Client's approval.

10.14.14 Household Appliances to be Energy Efficiency

- (i) Household appliances that have been registered in Hong Kong under the Energy Efficiency Labeling Schemes and carry energy labels are recommended to use. In particular, household appliances with higher energy efficiency grade (Among the five grades, Grade 1 is the most energy efficient) is preferred.

10.15 DEMOLITION, DIVERSION AND ASSOCIATED WORKS

10.15.01 Materials to Become Property of the Contractor

- (i) All materials arising from the demolition other than those items specially stated to remain in the possession of the CIC above shall become the property of the Contractor.

10.15.02 Hoardings, Screens etc.

- (i) Provide, erect, alter if necessary and maintain all hoardings, screens, gates, covered walkways, footways, gangways, fans, gantries, temporary enclosures, barriers, etc to the satisfaction of the CIC.
- (ii) Provide all lighting to hoardings, covered walkways, fencing, FS protection etc as may be required by the Authorities.

10.15.03 Protection of Public Property etc.

10.15.03 Protection of Public Property etc.

- (i) The Contractor is to take every precaution necessary to protect the public from injury or death during the course of the works.
- (ii) The Contractor is to take all necessary steps to restrict the nuisance of dust and noise, Pneumatic drills shall be fitted with silencers. Compressors shall be in good order to run as quietly as possible.

10.15.04 Demolition and Diversion etc.

- (i) Contractor shall provide site survey services to determine and provide the demolition plan and diversion plan for CIC's approval.
- (ii) Contractor shall review and take all necessary solutions to demolition all

- associated E&M works, builder's works, including trunking, conduit, cable, equipment, devise, server room, server rack, lighting, FCU, exhaust fans and etc.
- (iii) Contractor shall make good all demolition & diversion areas once works completed.
 - (iv) Diversion for E&M is necessary, such as FS, EL, ELV, , MVAC PD and MVAC, access control, server room and etc, contractor shall submit the proposal of diversion works solution for CIC approval before any commencement, including relocation of existing FCU, lighting, sprinkler heads, AFA system and etc.
 - (v) All E&M system's demolition and diversion works induced migration works, suspension works, integration works, modification works, this Contractor shall take their own cost to complete the affected E&M system.
 - (vi) Contractor shall be carefully review and submit solutions in order to not influent the main MBO building system due to their demolition and diversion works.

10.16 FIRE SERVICES INSTALLATION AND EQUIPMENT

10.16.01 Emergency Lighting

- (i) SPECIFICATION
 - a. Emergency lighting for all premises shall comply with British Standard 5266: Part 1 except that exit signs shall be as per Section 9 item 9.02 hereof.
 - b. Emergency lighting shall be backed up by emergency power supply. If the building is not equipped with an emergency generator, the emergency lighting shall be provided with secondary battery.
 - c. In the event of power failure, the emergency lighting shall be activated within 5 seconds for all bowing alleys, commercial buildings, hotel buildings and institutional buildings.
 - d. Any accommodations regardless of its size shall be provided with emergency lighting with illuminance of not less than 2 lux at floor level of the area. For accommodations exceeding 8m2 gross area, at least two emergency luminaries shall be provided.
 - e. The emergency lighting system shall be wired with fire resisting cables conforming to BS 5266-1 Emergency Lighting – part 1: code of practice for emergency lighting of premises and BS EN 1838 lighting application – Emergency Lighting or other standards acceptable to the FSD.

- f. The emergency lighting shall be also complied with BD code of practice for fire safety in Building (2024 Edition)

10.16.02 Exit Signs A

(i) SPECIFICATION

- a. Exit signs shall be internally illuminated bearing the word in English and Chinese as shown in Figure 1 of not less than 125mm high. The letter style shall be in "Helvetica" or "Marigold" or "Modified Garamond" as indicated on the samples while the Chinese characters shall be with width of vertical strokes not less than 15mm and with width of horizontal strokes not less than 10mm.
- b. Exit signs shall be connected to both mains and emergency power supply. If the building is not equipped with an emergency generator, the exit signs shall be provided with secondary battery in accordance with British Standard 5266: Part 1.



- c. All requirements of characters exit signs shall be met. In addition, a graphical symbol with dimensions of not less than 125mm x 125mm shall be incorporated between the Chinese and English characters. Detailed scale of symbol is illustrated in Figure 3.



- d. The signs shall bear a graphical symbol with dimension of not less than 125mm x 125mm. Detailed scale of symbol is illustrated in Figure 3.

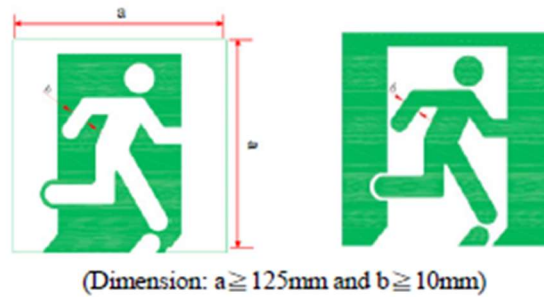


FIGURE 3

(ii) COLOURS

- a. Colour contrast for translucent surrounds to lettering shall be as follows:

Colour	Contrasting Colour
Green	White
Green	Black
White	Green

- b. The colour combination selected shall be consistent throughout the same building.

(iii) DIRECTIONAL SIGNS

- a. If a sign is not installed immediately above an exit or if an exit is not clearly visible from normally occupied parts of the premises, directional signs shall be erected to ensure that all exit routes from any floor within the buildings are clearly indicated as required by the configuration of staircases serving the buildings. The graphics of directional signs shall be as shown in Figure 4. Signs having substantial compliance with Figure 4 shall also be acceptable.



FIGURE 4

(iv) SELF LUMINOUS SIGNS

- a. Self luminous signs to British Standard 5499: Part 2 are approved for use in Hong Kong, however, their use is not permitted where legislation specifies illuminated exit signs.

10.16.03 Fire Alarm Systems

(i) SPECIFICATION

- a. Note: This section deals only with manually operated alarm points of a system.
- b. Manual fire alarm system shall comply with relevant sections of British Standard 5839: Part 1.
- c. Pure manual systems such as hand bells, whistles, rotary gongs, etc. are not within the scope of this Code, however, subject to the approval of the Director of Fire Services, an existing sound signal system within a premises may be utilized as a manual fire alarm system (e.g. school premises) subject to the specific signal being used solely to notify occupants of a fire situation.
- d. Manual actuating points of a pattern conforming with standards acceptable to the Director of Fire Services may be installed as an integrated part of an automatic fire detection system. Such manual actuating points shall be installed in compliance with the appropriate standard, in such locations within the premises, as set out elsewhere in this Code for the individual types of premises.
- e. The manual fire alarm system shall be linked to the fire detection system and the Fire Services Communication Centre by direct line where a fire detection system is provided for the building.
- f. Visual alarm signals in addition to audio warning devices shall be provided to form part of the fire alarm system in accordance with the current Design Manual: Barrier Free Access. The visual alarm signals shall be in the form of flashing red lights, labeled "FIRE ALARM 火警" (height of English letters and Chinese characters shall not be less than 10mm & 15mm respectively. They can be indicated on separate plate affixed nearby or engraved on the light cover).

Design of the visual alarm signals shall conform to Clause 6-4 of NFPA 72, National Fire Alarm Code.

- g. For VFA systems installed according to British Standard 5839, the visual alarm signal shall be in form of red flashing light and the minimum rating of a VFA shall be 15 cd. For spacing, the basic requirement is that the flashing light should be visible to normal eyesight in all areas required to be protected. A broad guideline for the installation is that one VFA point shall be located near every hose reel and alarm point. Each compartment shall be provided with at least one VFA point and the maximum distance between two VFA points shall not exceed 60 m.

10.16.04 Fire Detection System

(i) SPECIFICATION

- a. Systems shall be installed in accordance with British Standard 5839: Part 1 (with suitable modification pertinent to Hong Kong) or other standards acceptable to the Director of Fire Services. A direct line connection shall be provided to the Fire Services Communication Centre or such other premises as may be agreed with the Director of Fire Services.
- b. Detection heads may be of heat detecting type or smoke detecting type and heads of both types may be installed within the same system. The choice of type of head will in most instances be dictated by the circumstances, however, liaison with the Fire Services Department in the planning stage is essential.

10.16.05 Sprinkler System

- (i) General Specification for Fire Service Installation in Government Building of the Hong Kong Special Administrative Region, Building Services Branch, Architectural Services Department 2017 Edition.
- (ii) For new projects, the Contractor shall arrange to obtain the completion certificate from Water Authority and Fire Certificate from the Fire Services Department before the inspection by government department having jurisdiction. For

alteration and addition work, the Contractor shall carry out work same as new project up to the acknowledge letter received from by government department having jurisdiction. For renovation work, the Contractor shall submit Form 314A and FS251 together with drawings to Fire Services Department for their endorsement.

- (iii) Sprinkler system shall be designed and installed in accordance with the Loss Prevention Council Rules for Automatic Sprinkler Installations incorporating BS EN 12845 (with suitable modification pertinent to Hong Kong) or other standards acceptable to the Director of Fire Services.
- (iv) This contractor shall also consider property management requirement for this design and build installation works.

10.17 PLUMBING & DRAINAGE WORK

10.17.01 General Requirements

Comply with all the requirement for plumbing and drainage works, including General Requirements, Installation Methodology, Material and Equipment Specification, Inspection, Testing and Commissioning, and Operation and Maintenance as stipulated in the General Specification for Plumbing and Drainage Installation in Government Buildings of the Hong Kong SAR 2017 Edition.

Plumbing & Drainage Installation:

- i) Piping materials, valves and accessories shall comply with Buildings Department and Water Supplies Department requirements;
- ii) Drainage installation shall be completed with Minor Work submission to comply with Buildings Department requirements;
- iii) This contractor shall be responsible review and design if sufficient fall level & drain point to be provided on site for wet pantry. Alternative proposal shall be provided by this contractor if no floor drain allowed on site.

10.17.02 Scope of Work

- i) Installation of Plumbing & Drainage Works for all Pantry, including dismantling existing pipes, modifying existing plumbing and drainage pipe, supplying and installing new floor drain with trap, new copper water supply and uPVC drain pipe etc.

- ii) Installation of Plumbing & Drainage Works for Drinking System and including copper water supply pipe and uPVC waste water drain pipe: drinking system, sump pump (duty and standby), drip tray, control box etc.

10.17.03 Protection of Finished Work

The contractor shall be responsible for providing and maintaining any boxing or other temporary coverings required for the protection of dressed or finished work that might be damaged during the progress of the work if left unprotected. He is to clean out all shavings, cut ends and other waste from all parts of the works before covering or infillings are constructed.

10.18 HEATING VENTILATION AND AIR CONDITIONING WORK

10.18.01 General Requirements

Comply with all the requirement for HVAC works, including General Requirements, Installation Methodology, Material and Equipment Specification, Inspection, Testing and Commissioning, and Operation and Maintenance as stipulated in the “General Specification for Air-conditioning, Refrigeration, Ventilation and Central Monitoring and Control System Installation in Government Buildings of the Hong Kong Special Administrative Region, 2017 Edition” published by the Building Services Branch of the Architectural Services Department.

a) General:

- i) HVAC, Electrical and Lighting Installation and Equipment shall comply with Building Energy Code Latest Edition published by Electrical and Mechanical Services Department.
- ii) Form of Compliance endorsed by Registered Energy Assessor and submission to Electrical and Mechanical Services Department for compliance with Building Energy Efficiency Ordinance (Cap 610)
- iii) Installation of A/C Outdoor Unit shall be executed by Registered Minor Works Contractor for comply with Buildings Department requirement including Authorized Person and/or Registered Structural Engineer if required.
- iv) The ventilation rate shall be complied with ASHRAE 62.1 for this office renovation.
- v) HVAC shall be complied with all necessary FSD requirement, including VAC

Cut, fire damper isolation and control system.

b) HVAC Installation:

- Fresh air supply shall be 10L/s/person
- Indoor design condition:
 - Temperature 24°CDB
 - Relative Humidity 55%RH
- Outdoor design condition:
 - Temperature 35°CDB
 - Relative Humidity 60%RH
- Noise Level - NC35 to NC40
- 24Hr A/C will be provided for Hub Room
- Supply and install condensate drain pump for condensate drain disposal system to meet the design ceiling level.
- The base tender shall use ducted type A/C indoor unit

10.18.02 Scope of Work

- i) The Contractor shall provide a ventilation certificate to Client to confirm that the HVAC installation complies fully with Fire Services Department and by other government departments having jurisdiction.
- ii) To install HVAC system, including but not limited to FCU, chiller water pipe, zone valve, flow meter, control panel, insulation, thermal static and etc with all necessary associated installation works to complete the works
- iii) To design, supply and install trip tray, CDP, fire damper, exhaust fans, air duct, air grill and etc
- iv) To conduct all T&C, including hydraulic test, pressure test, vacuum test, flow rate measurement with all necessary deliverable document to cert completion of works.

10.18.03 Workmanship

Workmanship shall be of the best quality, and shall be carried out by tradesman skilled in their particular trades and following the best of sound trade practice.

10.19 MAIN POWER CABLE / ANTENNA SYSTEM

10.19.01 Scope of Work

- (i) Works under this section includes supply & install TPN main power cable and

trunking from main meter room to premises, fused switch inside meter room, trunking and conduit works and all associated works, and including to issue & submit certificate.

- (ii) Works under this section includes supply & install conduit run, outlet boxes and plates or TV outlet points w/. individual co-axial cable connected from meter room to premises and all associated works, etc.

10.19.02 General Requirements

- i) British Standards & Codes of Practice issued by British Standards Institution or approved equivalent.
- ii) "Regulation for the Electrical Equipment of Building" published by the Institution of Electrical Engineers (London), latest edition with amendments.
- iii) Hong Kong Fire Services Department Regulations.
- iv) The latest supply rules of the CLP Power HK Ltd.
- v) General Specification for Electrical Installation in Government Buildings of the Hong Kong Special Administrative Region, Building Services Branch, Architectural Services Department 2017 Edition.
- vi) Code of Practice for the Electricity (Wiring) Regulations (2009 Edition)

10.20 ELV, CCTV & ACCESS CONTROL SYSTEM

10.20.01 Scope of Work

Works under this section include:

- i) Supply and install all necessary power supply socket, data point, junction box, conduits, trunking, cabling, and associated works, etc.
- ii) Supply and install all necessary networks switch, recorder, rack, cat6 cable, POE, CCTV with 4k solution and etc for CCTV system.

- iii) Supply and install automatic glass sliding doors, together with all necessary devices, including control panel, breakglass, release button, card reader, interface point, fail safe function and etc for access control system.
- iv) Supply and install at least 10 (actual number shall be subject to final measurement) AP and wifi system for office areas, including all cable containment, cat6 cable, associated accessories and etc.
- v) Proceed all T&C item and certification submission and etc.

10.20.02 Workmanship

- i) Workmanship shall be of the best quality and shall be carried out by tradesman skilled in their particular trades and following the best of sound trade practice.

10.21 AUDIO & VISUAL/ PUBLIC ADDRESS System & ANTENNA SYSTEM

10.21.01 Scope of Work

Works under this section include:

- i) Works under this section includes supply & install conduit run, outlet boxes and plates or TV outlet points w/. individual co-axial cable connected from meter room to premises and all associated works, etc.
- ii) Supply and install with all necessary equipment and mounting for TV sets
- iii) Design, supply and install all associated devices for PA system, together with sound level turning for the areas to prevent interface.
- iv) Supply and install power point and data for printers at printer room.

10.21.02 Workmanship

- i) Workmanship shall be of the best quality, and shall be carried out by tradesman skilled in their particular trades and following the best of sound trade practice.

10.21.03 Protection of Finished Work

- i) The Contractor shall be responsible for providing and maintaining any boxing or other temporary coverings required for the protection of dressed or finished work that might be damaged during the progress of the work if left unprotected. He is to clean out all shavings, cut ends and other waste from all parts of the Works before coverings or infillings are constructed.

10.22 SYSTEM AND LOOSE FURNITURE

10.22.01 Scope of Work

Works under this section include:

- i) Supply and install all new system and loose furniture and all associated works.

10.22.02 Workmanship

- i) Workmanship shall be of the best quality, and shall be carried out by tradesman skilled in their particular trades and following the best of sound trade practice.

10.22.03 Protection of Finished Work

- ii) The Contractor shall be responsible for providing and maintaining any boxing or other temporary coverings required for the protection of dressed or finished work that might be damaged during the progress of the work if left unprotected. He is to clean out all shavings, cut ends and other waste from all parts of the Works before coverings or infillings are constructed.

10.23 MISCELLANEOUS ITEMS

10.23.01 Submission/Drawing / Proposed Layout Plan

- i) The Contractor shall prepare material submission, drawings for fixing details, method statement and work schedule for the CIC's approval before commencement of the Works.
- ii) For all drawings, rendering and signage, contractor should provide AI file / CAD file / PDF file for CIC's approval before any product manufacturing and work.

10.23.02 Workmanship

- i) Workmanship shall be of the best quality, and shall be carried out by tradesman skilled in their particular trades and following the best of sound trade practice.

10.23.03 Protection of Finished Work

- i) The Contractor shall be responsible for providing and maintaining any boxing or other temporary coverings required for the protection of dressed or finished work that might be damaged during the progress of the work if left unprotected. He should clean out all shavings, cut ends and other waste from all parts of the Works before coverings or infillings are constructed.

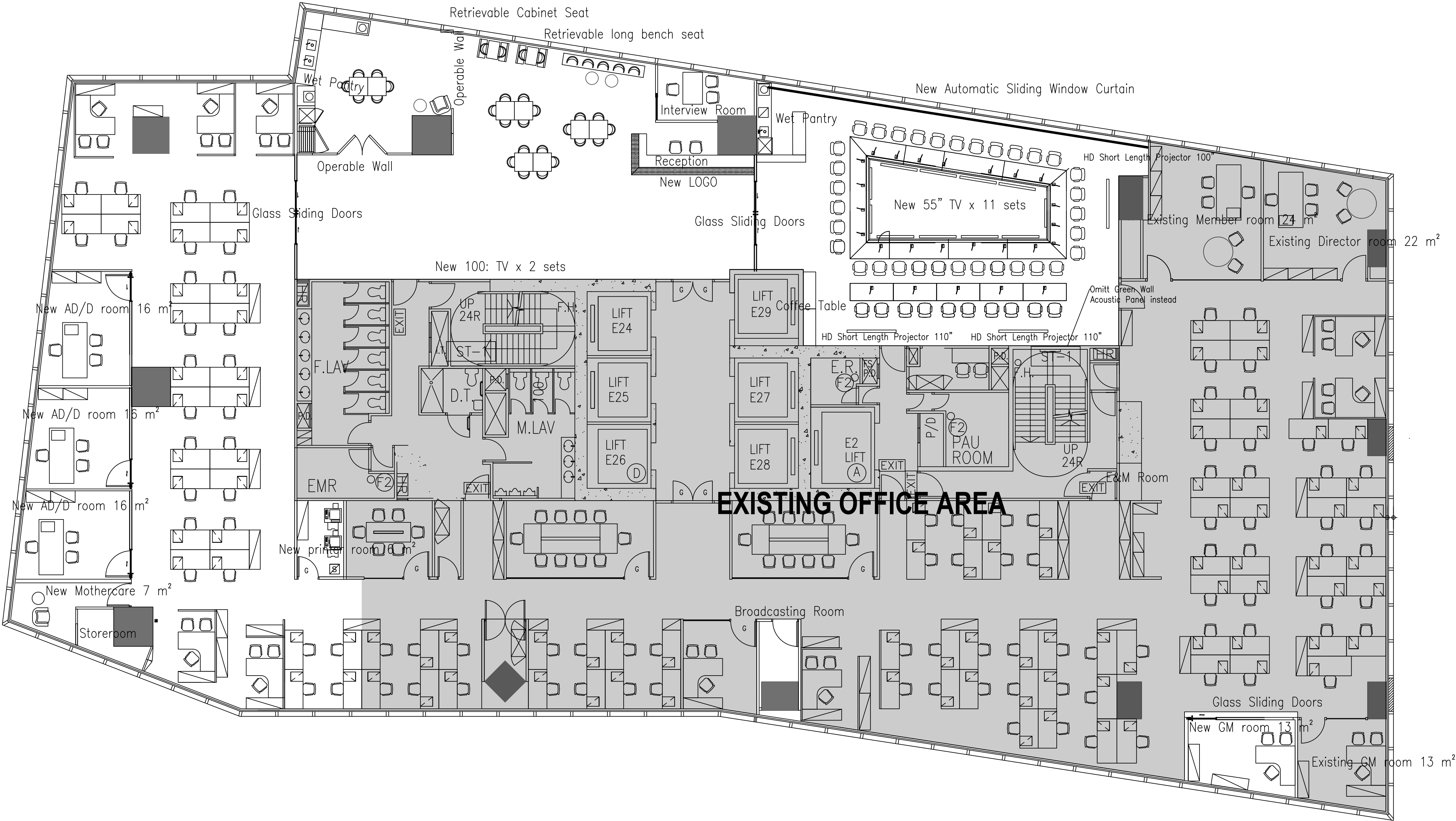
Annex I

Design and Renovation Works of New Office at 29/F, Enterprise Square Five for the Construction Industry Council

Ref. (586) in P/AE/PUR/AGC

Drawing List

Drawing No	Description
LP-01	PROPOSED LAYOUT PLAN (FOR REFERENCE ONLY)
LP-02	ZONING PLAN FOR DESIGN AND RENOVATION WORK
LP-03	LAYOUT PLAN FOR WALL FINISHING
LP-04	LAYOUT PLAN FOR PAINT FINISHES
LP-05	HOARDING PLAN
LP-06	EXISTING LAYOUT PLAN
ref-MBO29F-PL-01-REVA	PLUMBING LAYOUT FOR MBO 29F
ref-MBO29F-LT-01-REVA	LIGHTING LAYOUT FOR MBO 29F
ref-MBO29F-FS-01-REVA	AFA LAYOUT FOR MBO 29F
ref-MBO29F-FS-02-REVA	SPRINKLER LAYOUT FOR MBO 29F
ref-MBO29F-EX-01-REV0	EXISTING AND LOCATION PLAN FOR MBO 29F
ref-MBO29F-ELV-01-REVA	ELV LAYOUT FOR MBO 29F
ref-MBO29F-EL-01-REVA	POWER LAYOUT FOR MBO 29F
ref-MBO29F-DR-01-REVA	DRAINAGE LAYOUT FOR MBO 29F
ref-MBO29F-AC-01-REVA	MVAC LAYOUT FOR MBO 29F



PROPOSED LAYOUT PLAN

(FOR REFERENCE ONLY)

GUIDANCE NOTE

ALL DESIGNS, PRINTS & SPECIFICATIONS ARE THE PROPERTY OF CONSTRUCTION INDUSTRIAL COUNCIL & CANNOT BE USED WITHOUT THEIR WRITTEN PERMISSION.

THE SAME SHALL BE RETURNED AT COMPLETION OF THE WORK DO NOT SCALE DRAWING ALL MEASUREMENTS MUST BE CHECKED AT THE SITE BY THE CONTRACTOR

CONTRACTOR SHOULD SUBMIT SAMPLE OF FINISHES AND SHOP DRAWING FOR APPROVAL PRIOR TO ANY COMMENCEMENT OR MANUFACTURING OR WORKS.

CONTRACTOR SHOULD SUBMIT SCHEMATIC DIAGRAM FOR APPROVAL

ALL DIMENSION AND CONDITION SHOULD SUBJECT TO ACTUAL SITE CONDITION

CONTRACTOR SHOULD PROVIDE THE SITE MEASUREMENT BY THEMSELVES TO CONFIRM THE SITE DIMENSION

REVISION	DESCRIPTION	DATE



PROJECT TITLE :

DESIGN AND RENOVATION WORKS
FOR NEW OFFICE AT 29/F
ENTERPRISE SQUARE FIVE
CONSTRUCTION INDUSTRY COUNCIL

DRAWING TITLE :

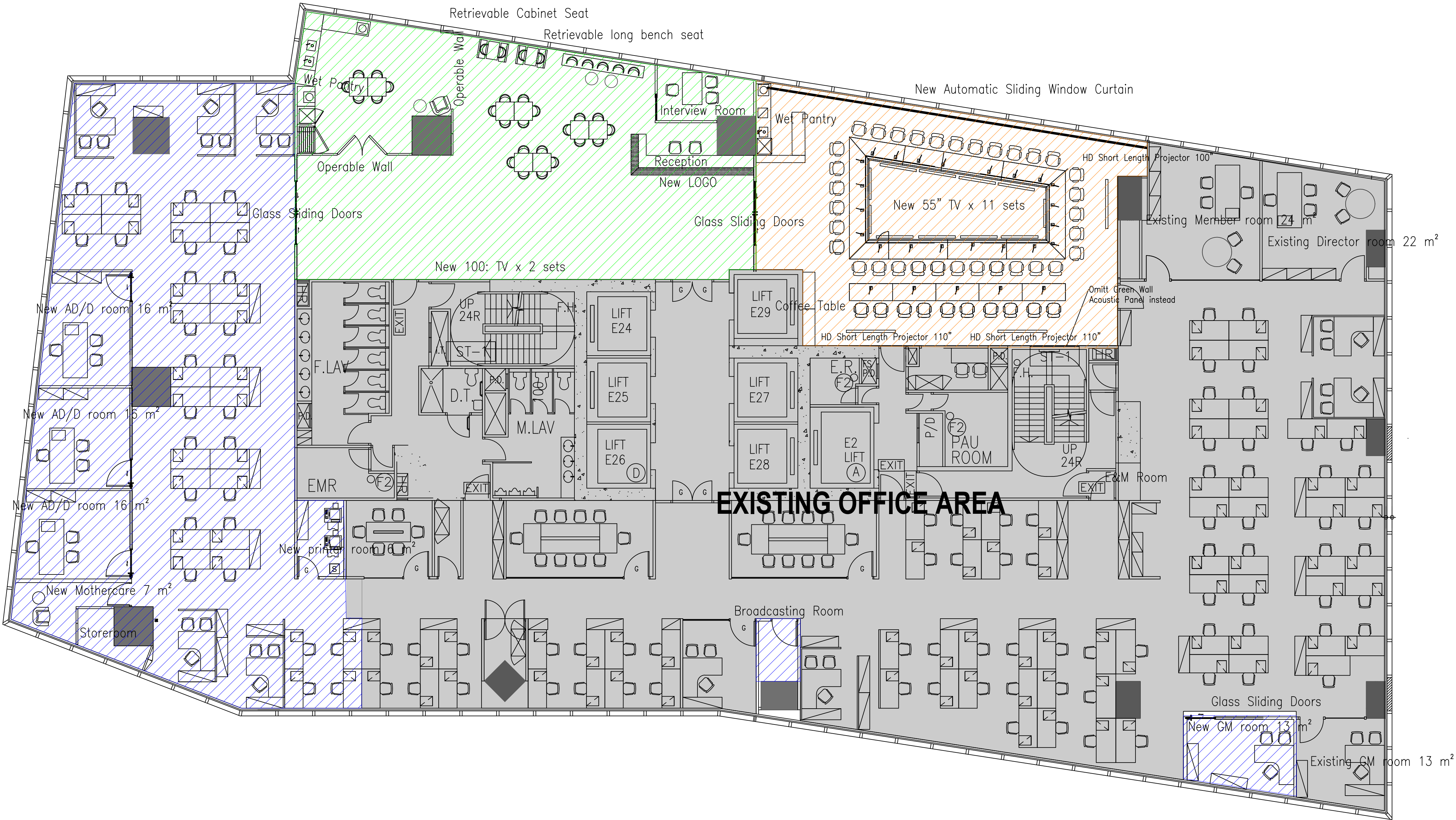
PROPOSED LAYOUT PLAN

DRAWN	DATE	CHECKED	SCALE
-	Jan 2025	-	1:100@A1

DRAWING NO.
LP-01

TENDER REF.:
(xxx)

STATUS :TENDER	REVISION : -
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ZONING PLAN FOR DESIGN AND RENOVATION WORK

LEGEND	DESCRIPTION
	OFFICE AREA
	RECEPTION AREA
	MBO BOARD ROOM

GUIDANCE NOTE

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CONTRACTOR SHOULD SUBMIT SCHEMATIC DIAGRAM FOR APPROVAL

ALL DIMENSION AND CONDITION SHOULD SUBJECT TO ACTUAL SITE CONDITION

CONTRACTOR SHOULD PROVIDE THE SITE MEASUREMENT BY THEMSELVES TO CONFIRM THE SITE DIMENSION

REVISION	DESCRIPTION	DATE



PROJECT TITLE :

DESIGN AND RENOVATION WORKS
FOR NEW OFFICE AT 29/F
ENTERPRISE SQUARE FIVE
CONSTRUCTION INDUSTRY COUNCIL

DRAWING TITLE :

ZONING PLAN FOR DESIGN
AND RENOVATION WORK

DRAWN	DATE	CHECKED	SCALE
-	JAN 25	-	1:100@A1



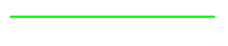

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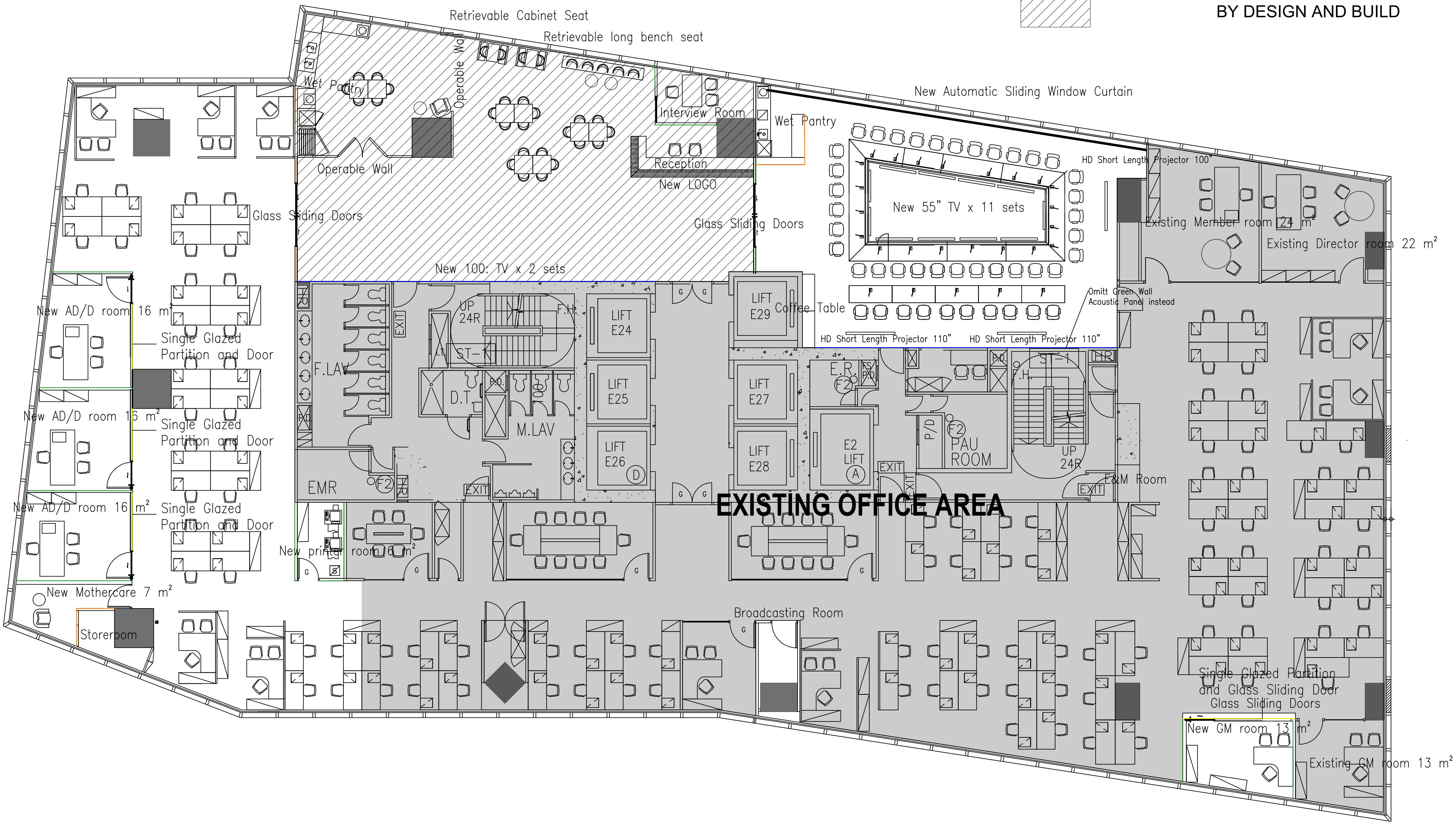
LP-02

TENDER REF.:

(xxx)

STATUS : TENDER	REVISION : -
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LEGEND	WALL TYPE	DESCRIPTION	LEGEND	WALL TYPE	DESCRIPTION
	W1	SINGLE GLAZED PARTITION FULL HEIGHT SINGLE GLAZED SOUND PROOF PARTITION WITH FROSTED GLASS FILM STICKER UP TO FALSE CEILING LEVEL (+2,600MM H) AND +/-100MM THK. SINGLE LAYER OF 15MM THK. GYPSUM BOARD PARTITION ABOVE WHICH FROM STRUCTURE SLAB UP TO TRUE CEILING LEVEL AND CONSTRUCTED W/ 70MM METAL STUDS AND 70MM THK. 100KG/M3 ROCKWOOL INSULATION INSIDE - SUMMIT, STEEL ANGLES, HANGER ROD, BRACKETS AND NECESSARY IRONMONGERIES AND METAL KITS FOR INSTALLATION - FLOOR TRACK ALUMINUM - HORIZONTAL SEALS: TOP AND BOTTOM PRESSURE SEAL WITH SPECIAL SUPPLEMENTARY SEALS AND SOUND REDUCING - LEVELING TO MEET THE CIC'S SATISFACTION - INCLUDING TO SEAL UP AND SILICON ALL GAP, CRACK, OPENING, ETC. TO FULFILL THE SOUND PROOF REQUIREMENT AND TO MEET THE CIC'S SATISFACTION - GLASS FILM STICKER PATTERN DESIGN BY CONTRACTOR TO MEET THE CIC'S SATISFACTION		W2	ACOUSTIC PANEL - FULL HEIGHT ACOUSTIC PANEL WITH ADHESIVE FROM RAISED FLOOR UP TO FALSE CEILING LEVEL (+2,600MM H) AND +/-100MM THK. - PANEL PATTERN DESIGN BY CONTRACTOR TO MEET THE CIC'S SATISFACTION
	W3	GYPSUM BOARD PARTITION C/W ROCKWOOL FULL HEIGHT +/-100MM THK. SINGLE LAYER OF 15MM THK. GYPSUM BOARD PARTITION FROM STRUCTURE SLAB UP TO TRUE CEILING LEVEL CONSTRUCTED W/ 70MM METAL STUDS INCLUDING 100 KG/M3 ROCKWOOL INSULATION INSIDE INCLUDING STEEL ANGLES, HANGER ROD, BRACKETS AND NECESSARY IRONMONGERIES AND METAL KITS FOR INSTALLATION LEVELING TO MEET THE CIC'S SATISFACTION - INCLUDING TO SEAL UP AND SILICON ALL GAP, CRACK, OPENING, ETC. TO FULFILL THE SOUND PROOF REQUIREMENT AND TO MEET THE CIC'S SATISFACTION		W4	GYPSUM BOARD PARTITION W/O ROCKWOOL FULL HEIGHT +/-100MM THK. SINGLE LAYER OF 15MM THK. GYPSUM BOARD PARTITION FROM STRUCTURE SLAB UP TO TRUE CEILING LEVEL CONSTRUCTED W/ 70MM METAL STUDS INCLUDING STEEL ANGLES, HANGER ROD, BRACKETS AND NECESSARY IRONMONGERIES AND METAL KITS FOR INSTALLATION LEVELING TO MEET THE CIC'S SATISFACTION - INCLUDING TO SEAL UP AND SILICON ALL GAP, CRACK, OPENING, ETC. TO FULFILL THE SOUND PROOF REQUIREMENT AND TO MEET THE CIC'S SATISFACTION



LAYOUT PLAN FOR WALL TYPES AND ACOUSTIC PANEL
(FOR REFERENCE ONLY)

GUIDANCE NOTE

ALL DESIGNS, PRINTS & SPECIFICATIONS ARE THE PROPERTY OF CONSTRUCTION INDUSTRY COUNCIL & CANNOT BE USED WITHOUT THEIR WRITTEN PERMISSION.

THE SAME SHALL BE RETURNED AT COMPLETION OF THE WORK DO NOT SCALE DRAWING ALL MEASUREMENTS MUST BE CHECKED AT THE SITE BY THE CONTRACTOR


CONTRACTOR SHOULD SUBMIT SAMPLE OF FINISHES AND SHOP DRAWING FOR APPROVAL PRIOR TO ANY COMMENCEMENT OR MANUFACTURING OR WORKS.

CONTRACTOR SHOULD SUBMIT SCHEMATIC DIAGRAM FOR APPROVAL

ALL DIMENSION AND CONDITION SHOULD SUBJECT TO ACTUAL SITE CONDITION

CONTRACTOR SHOULD PROVIDE THE SITE MEASUREMENT BY THEMSELVES TO CONFIRM THE SITE DIMENSION

REVISION	DESCRIPTION	DATE



CONSTRUCTION
INDUSTRY COUNCIL
建造業議會

PROJECT TITLE :

DESIGN AND RENOVATION WORKS
FOR NEW OFFICE AT 29/F
ENTERPRISE SQUARE FIVE
CONSTRUCTION INDUSTRY COUNCIL

DRAWING TITLE :

LAYOUT PLAN FOR
WALL FINISHING

DRAWN	DATE	CHECKED	SCALE
-	JAN 25	-	1:100@A1

DRAWING NO.

LP-03

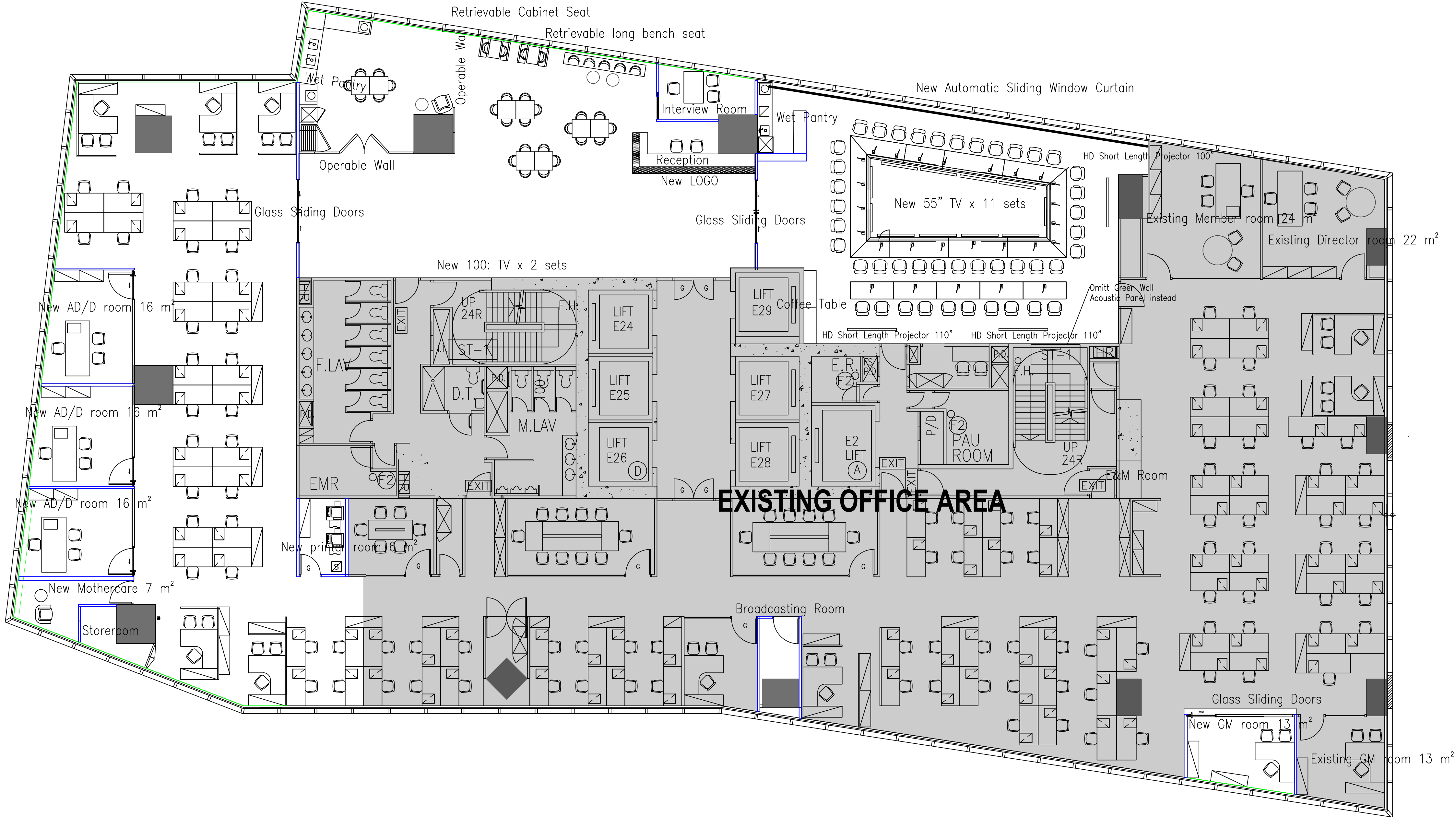
TENDER REF.:

(xxx)

STATUS : TENDER	REVISION : -
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LEGEND	DESCRIPTION
<div></div>	WALL PAINT FINISHES (BELOW FALSE CEILING)
<div></div>	WALL PAINT FINISHES (BELOW WINDOWSILL)
<div></div>	BY DESIGN AND BUILD

GUIDANCE NOTE
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CONTRACTOR SHOULD SUBMIT SCHEMATIC DIAGRAM FOR APPROVAL
ALL DIMENSION AND CONDITION SHOULD SUBJECT TO ACTUAL SITE CONDITION
CONTRACTOR SHOULD PROVIDE THE SITE MEASUREMENT BY THEMSELVES TO CONFIRM THE SITE DIMENSION



EXISTING OFFICE AREA

LAYOUT PLAN FOR PAINT FINISHES

(FOR REFERENCE ONLY)

REVISION	DESCRIPTION	DATE



PROJECT TITLE :

DESIGN AND RENOVATION WORKS
FOR NEW OFFICE AT 29/F
ENTERPRISE SQUARE FIVE
CONSTRUCTION INDUSTRY COUNCIL

DRAWING TITLE :

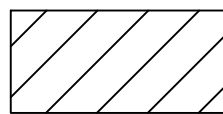
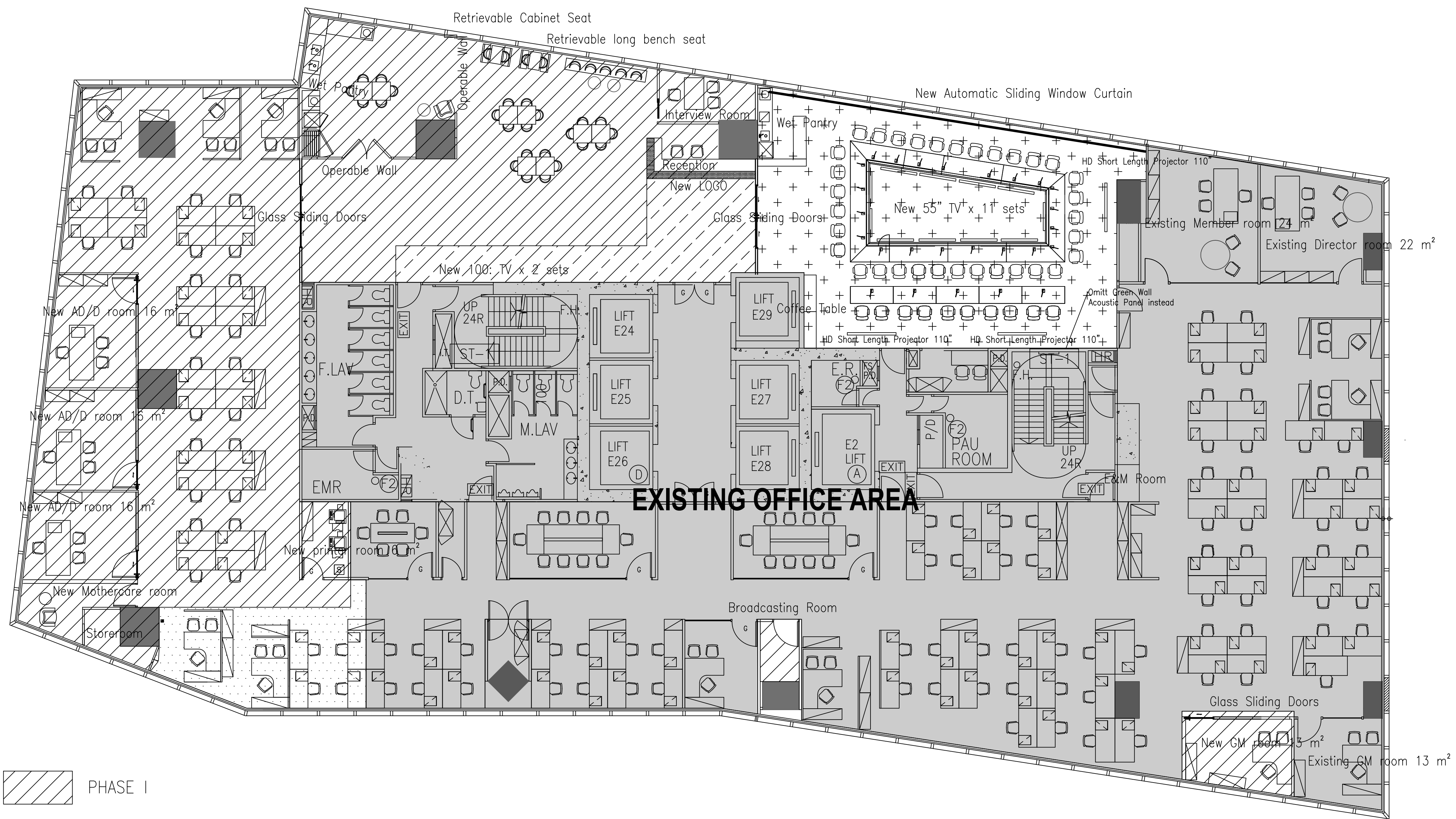
LAYOUT PLAN FOR
PAINT FINISHES

DRAWN	DATE	CHECKED	SCALE
	JAN 25		1:100@A1

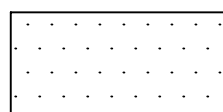
DRAWING NO.
LP-04

TENDER REF.:
(XXX)

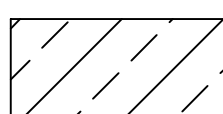
STATUS : TENDER	REVISION : -
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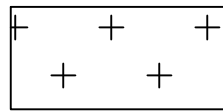
PHASE I



PHASE II



TBD WITH THE CIC
(WORKS TO BE COMPLETED WITHIN TWO DAYS OVER A WEEKEND
AND BEFORE COMMENCEMENT OF PHASE III)



PHASE III

HOARDING PLAN

GUIDANCE NOTE

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REVISION	DESCRIPTION	DATE



PROJECT TITLE :

DESIGN AND RENOVATION WORKS
FOR NEW OFFICE AT 29/F
ENTERPRISE SQUARE FIVE
CONSTRUCTION INDUSTRY COUNCIL

DRAWING TITLE :

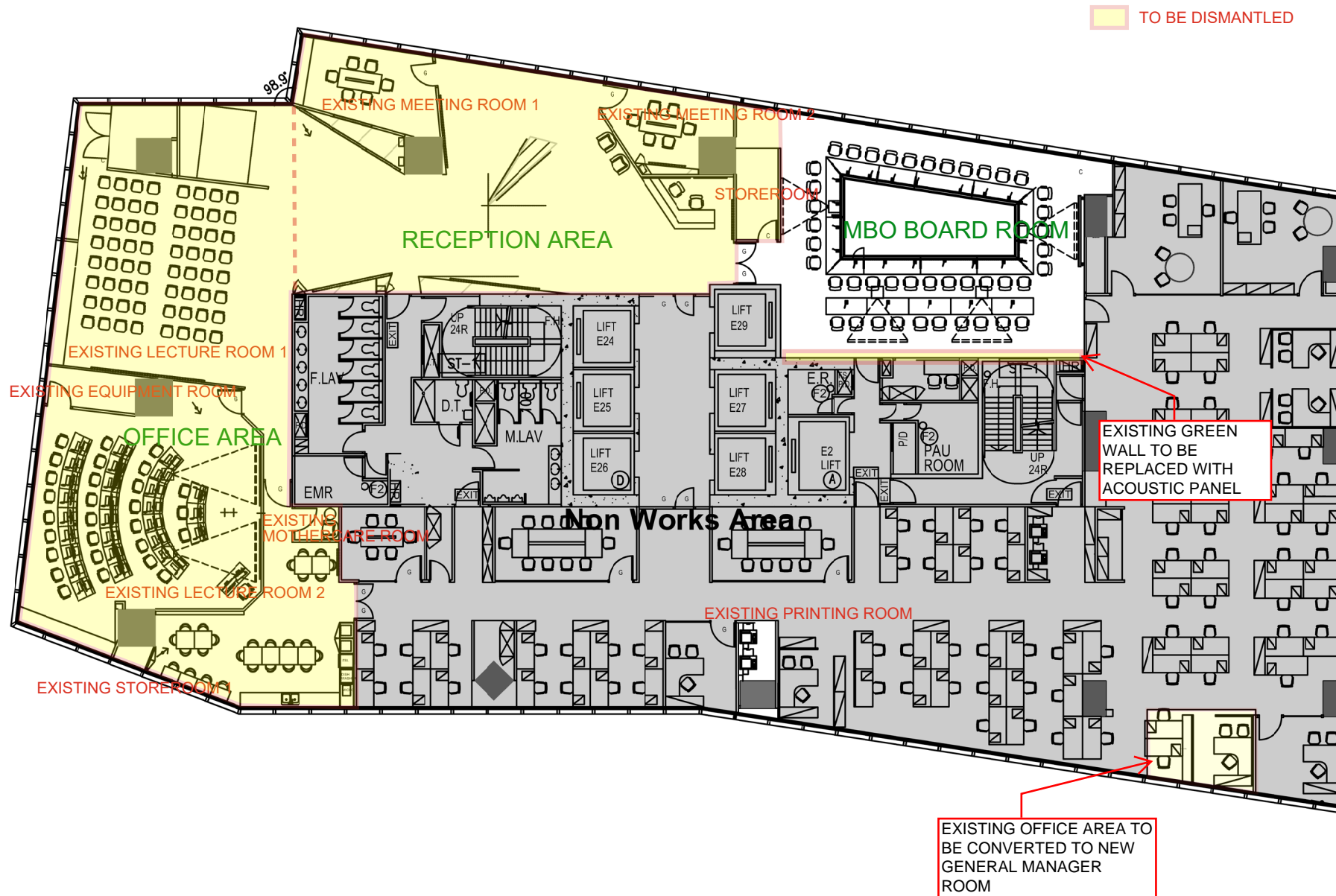
HOARDING PLAN

DRAWN	DATE	CHECKED	SCALE
	JAN 25		1:100@A1

DRAWING NO.
LP-05

TENDER REF.:
(xxx)

STATUS :TENDER	REVISION : -
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EXISTING LAYOUT PLAN
(FOR REFERENCE ONLY)

Proposed only on 2023-03-08 MBO 29/F

Proposed only on 2023-03-10 MBO 29/F

Scale : NTS

NOTES:

ELEVATION KEY PLAN

THE INFORMATION PROVIDED IN THIS AS-BUILT DRAWING
REFLECTS THE ACTUAL SITE CONDITION

REVISION	DESCRIPTION	DATE

CLIENT



PROJECT CONSULTANT :

PROJECT TITLE :

NA

DRAWING TITLE :

MBO 29/F LAYOUT PLAN

DRAWN	DATE	CHECKED	SCALE
K.C. Wong	03.2023	WK Lai	NA

DRAWING NO.

LP06

CONSULTANT PROJECT NO.

STATUS : AS-BUILT

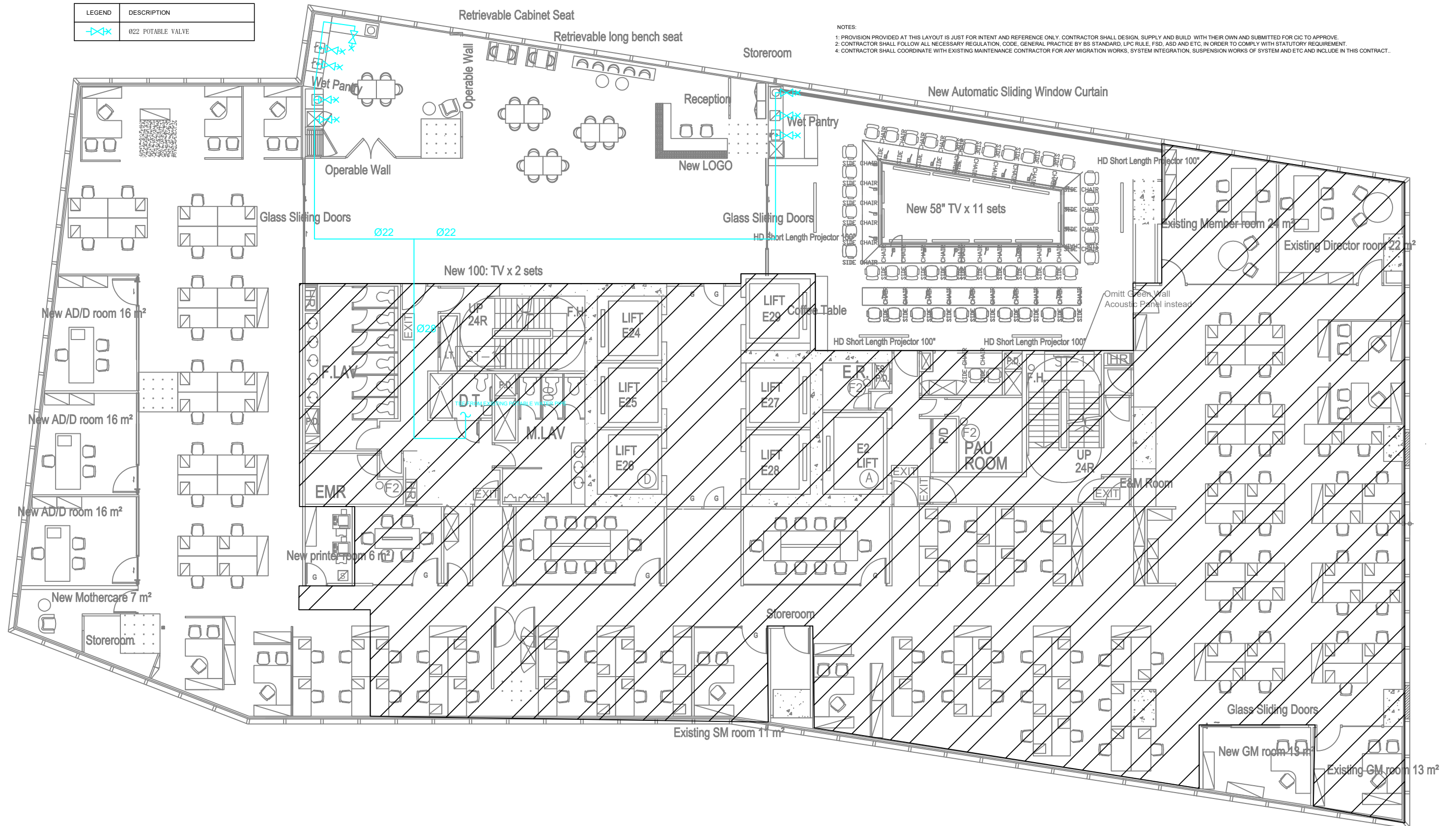
REVISION :

LEGEND	DESCRIPTION
	Ø22 POTABLE VALVE

1. PROVISION PROVIDED AT THIS LAYOUT IS JUST FOR INTENT AND REFERENCE ONLY. CONTRACTOR SHALL DESIGN, SUPPLY AND BUILD WITH THEIR OWN AND SUBMITTED FOR CTO TO APPROVE.

2. CONTRACTOR SHALL FOLLOW ALL NECESSARY REGULATION, CODE, GENERAL PRACTICE BY BS STANDARD, LPC RULE, FSD, ASD AND ETC, IN ORDER TO COMPLY WITH STATUTORY REQUIREMENT.

4. CONTRACTOR SHALL COORDINATE WITH EXISTING MAINTENANCE CONTRACTOR FOR ANY MIGRATION WORKS, SYSTEM INTEGRATION, SUSPENSION WORKS OF SYSTEM AND ETC AND INCLUDE IN THIS CONTRACT..



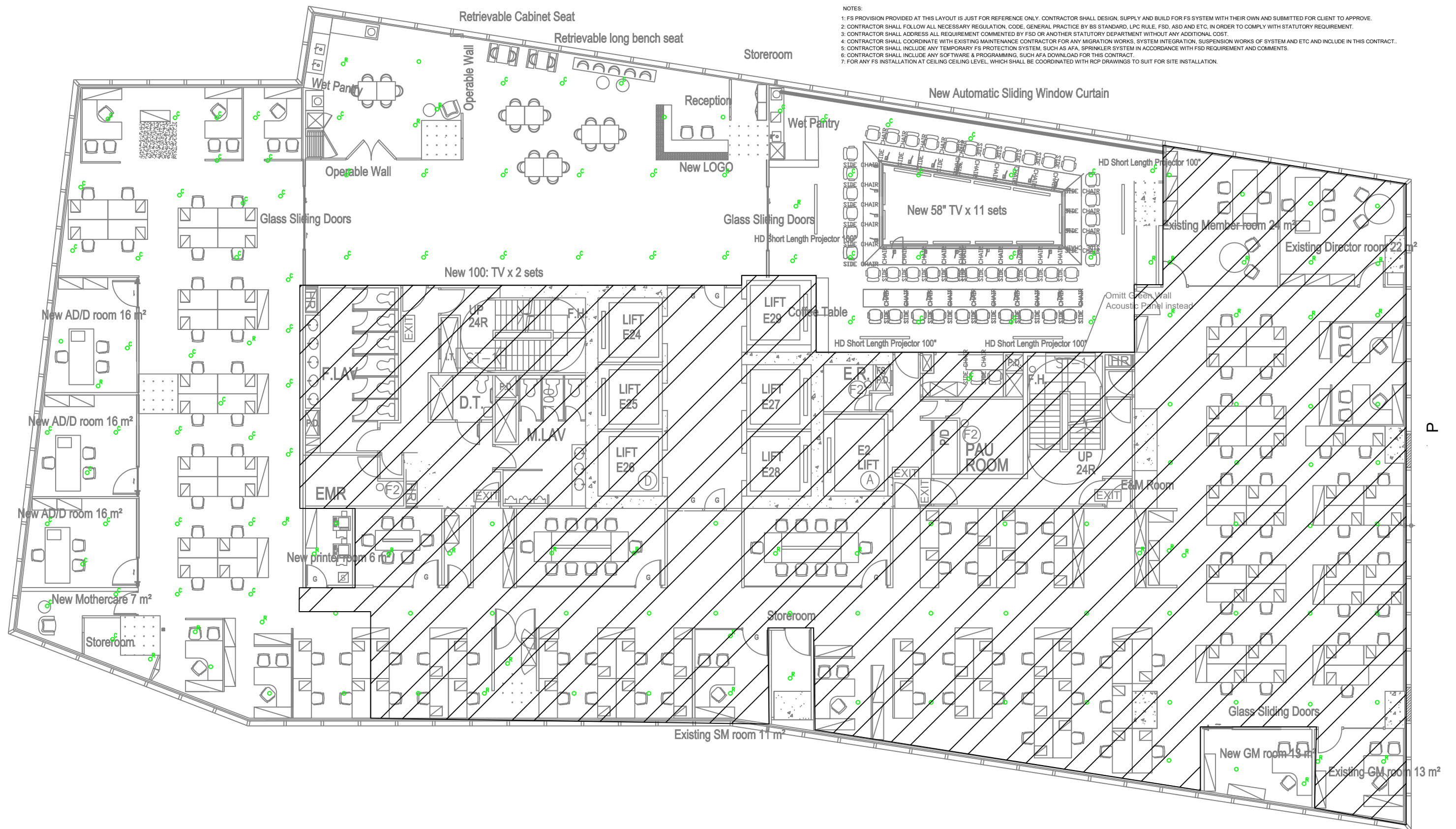
PLUMBING LAYOUT FOR MBO 29F

FOR REFERENCE ONLY



LIGHTING LAYOUT FOR MBO 29F

FOR REFERENCE ONLY



- NOTES:
- 1: FS PROVISION PROVIDED AT THIS LAYOUT IS JUST FOR REFERENCE ONLY. CONTRACTOR SHALL DESIGN, SUPPLY AND BUILD FOR FS SYSTEM WITH THEIR OWN AND SUBMITTED FOR CLIENT TO APPROVE.
 - 2: CONTRACTOR SHALL FOLLOW ALL NECESSARY REGULATION, CODE, GENERAL PRACTICE BY BS STANDARD, LPC RULE, FSD, ASD AND ETC, IN ORDER TO COMPLY WITH STATUTORY REQUIREMENT.
 - 3: CONTRACTOR SHALL ADDRESS ALL REQUIREMENT COMMENTED BY FSD OR ANOTHER STATUTORY DEPARTMENT WITHOUT ANY ADDITIONAL COST.
 - 4: CONTRACTOR SHALL COORDINATE WITH EXISTING MAINTENANCE CONTRACTOR FOR ANY MIGRATION WORKS, SYSTEM INTEGRATION, SUSPENSION WORKS OF SYSTEM AND ETC AND INCLUDE IN THIS CONTRACT.
 - 5: CONTRACTOR SHALL INCLUDE ANY TEMPORARY FS PROTECTION SYSTEM, SUCH AS AFA, SPRINKLER SYSTEM IN ACCORDANCE WITH FSD REQUIREMENT AND COMMENTS.
 - 6: CONTRACTOR SHALL INCLUDE ANY SOFTWARE & PROGRAMMING, SUCH AS AFA DOWNLOAD FOR THIS CONTRACT.
 - 7: FOR ANY FS INSTALLATION AT CEILING CEILING LEVEL, WHICH SHALL BE COORDINATED WITH RCP DRAWINGS TO SUIT FOR SITE INSTALLATION.

SPRINKLER LAYOUT FOR MBO 29F

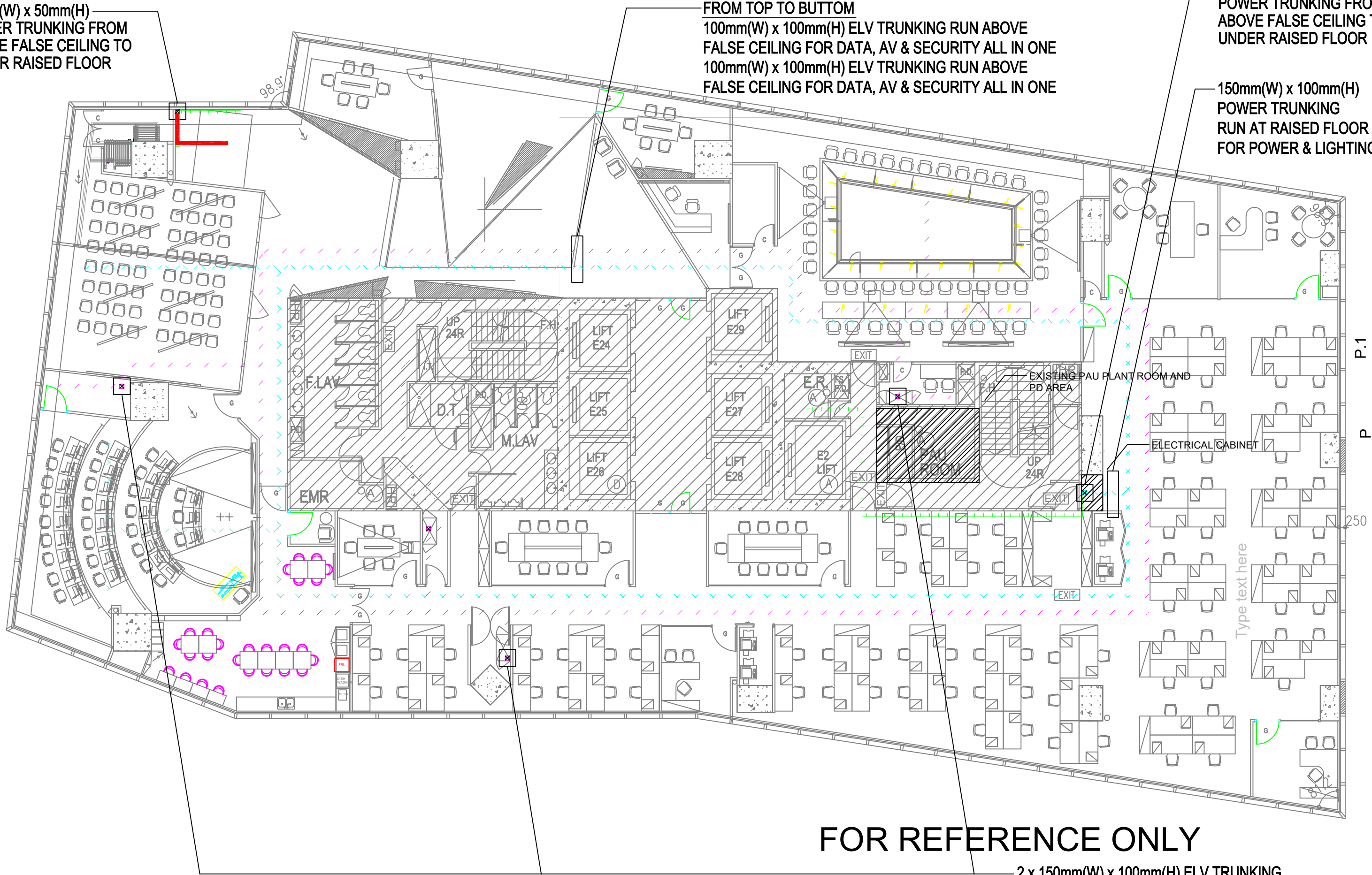
FOR REFERENCE ONLY

50mm(W) x 50mm(H)
POWER TRUNKING FROM
ABOVE FALSE CEILING TO
UNDER RAISED FLOOR

FROM TOP TO BUTTOM
100mm(W) x 100mm(H) ELV TRUNKING RUN ABOVE
FALSE CEILING FOR DATA, AV & SECURITY ALL IN ONE
100mm(W) x 100mm(H) ELV TRUNKING RUN ABOVE
FALSE CEILING FOR DATA, AV & SECURITY ALL IN ONE

100mm(W) x 100mm(H)
POWER TRUNKING FROM
ABOVE FALSE CEILING TO
UNDER RAISED FLOOR

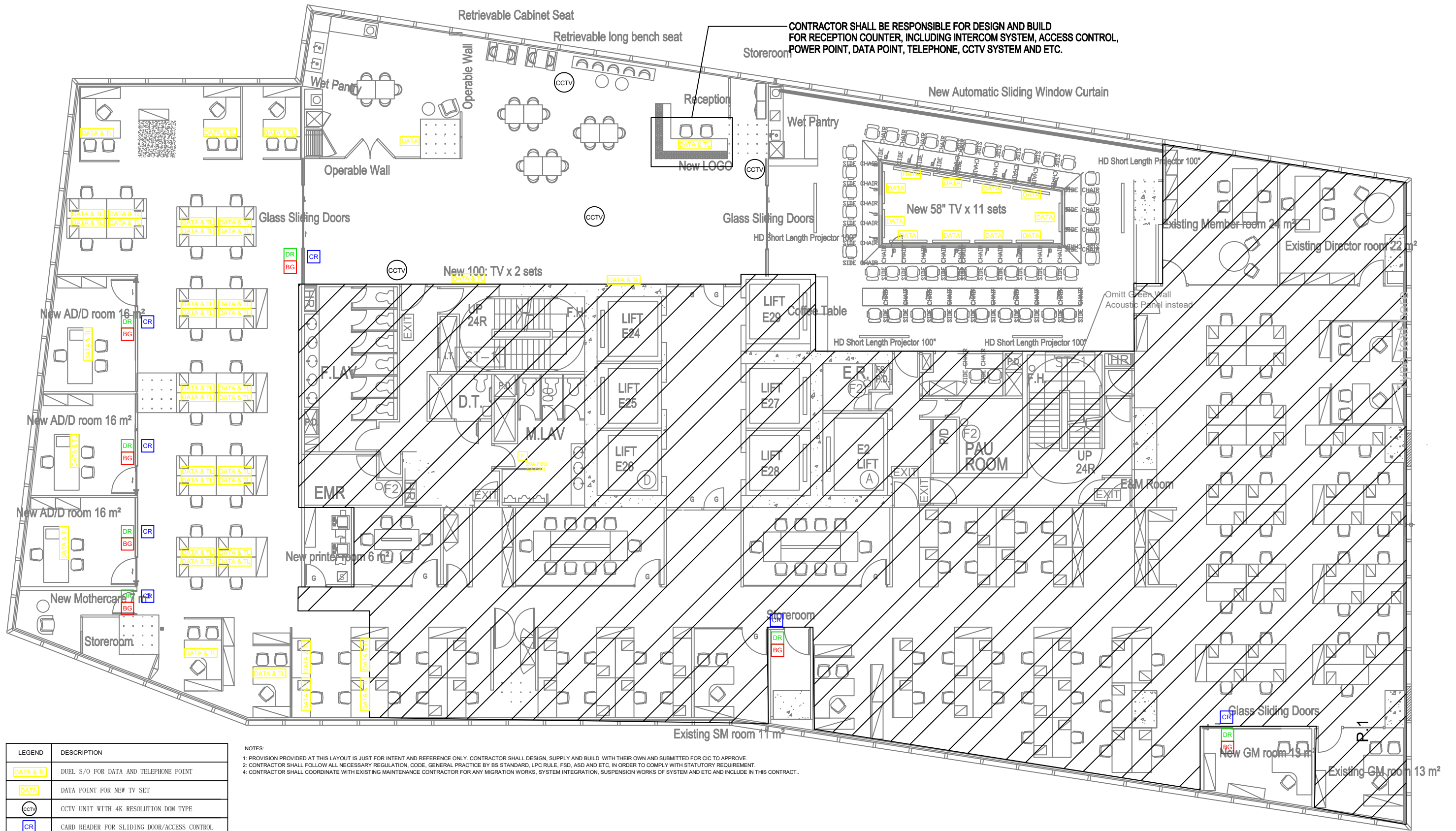
150mm(W) x 100mm(H)
POWER TRUNKING
RUN AT RAISED FLOOR
FOR POWER & LIGHTING



FOR REFERENCE ONLY

2 x 150mm(W) x 100mm(H) ELV TRUNKING
FROM ABOVE FALSE CEILING TO UNDER RAISED FLOOR

EXISTING AND LOCATION PLAN FOR MBO 29F



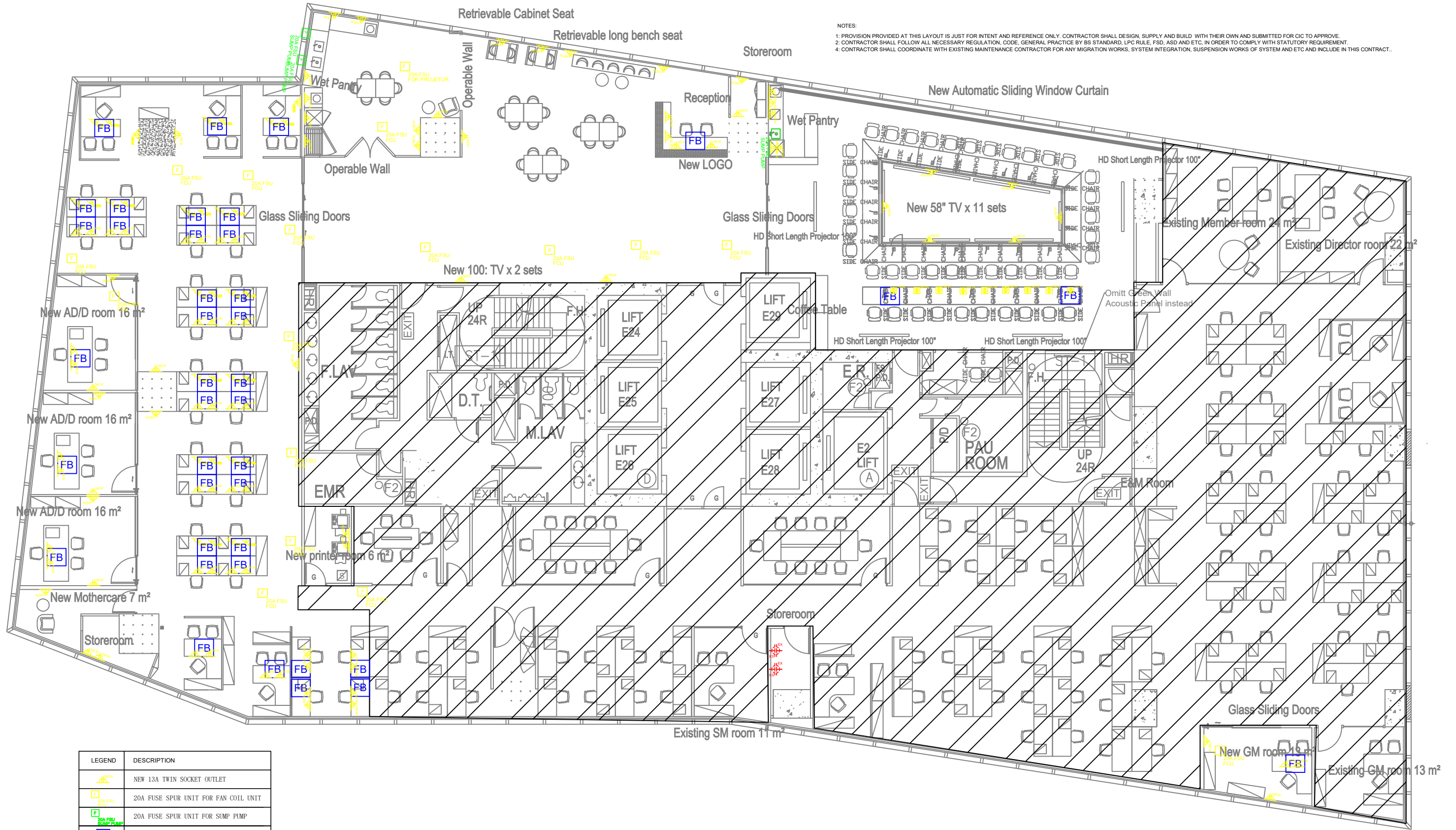
CONTRACTOR SHALL BE RESPONSIBLE FOR DESIGN AND BUILD FOR RECEPTION COUNTER, INCLUDING INTERCOM SYSTEM, ACCESS CONTROL, POWER POINT, DATA POINT, TELEPHONE, CCTV SYSTEM AND ETC.

ELV LAYOUT FOR MBO 29F

FOR REFERENCE ONLY

LEGEND	DESCRIPTION
	DUEL S/O FOR DATA AND TELEPHONE POINT
	DATA POINT FOR NEW TV SET
	CCTV UNIT WITH 4K RESOLUTION DOM TYPE
	CARD READER FOR SLIDING DOOR/ACCESS CONTROL
	DOOR RELEASE BUTTON
	BREAKGLASS UNIT/EMERGENCY RELEASE BUTTON

NOTES:
1: PROVISION PROVIDED AT THIS LAYOUT IS JUST FOR INTENT AND REFERENCE ONLY. CONTRACTOR SHALL DESIGN, SUPPLY AND BUILD WITH THEIR OWN AND SUBMITTED FOR CIC TO APPROVE.
2: CONTRACTOR SHALL FOLLOW ALL NECESSARY REGULATION, CODE, GENERAL PRACTICE BY BS STANDARD, LPC RULE, FSD, ASD AND ETC, IN ORDER TO COMPLY WITH STATUTORY REQUIREMENT.
4: CONTRACTOR SHALL COORDINATE WITH EXISTING MAINTENANCE CONTRACTOR FOR ANY MIGRATION WORKS, SYSTEM INTEGRATION, SUSPENSION WORKS OF SYSTEM AND ETC AND INCLUDE IN THIS CONTRACT..

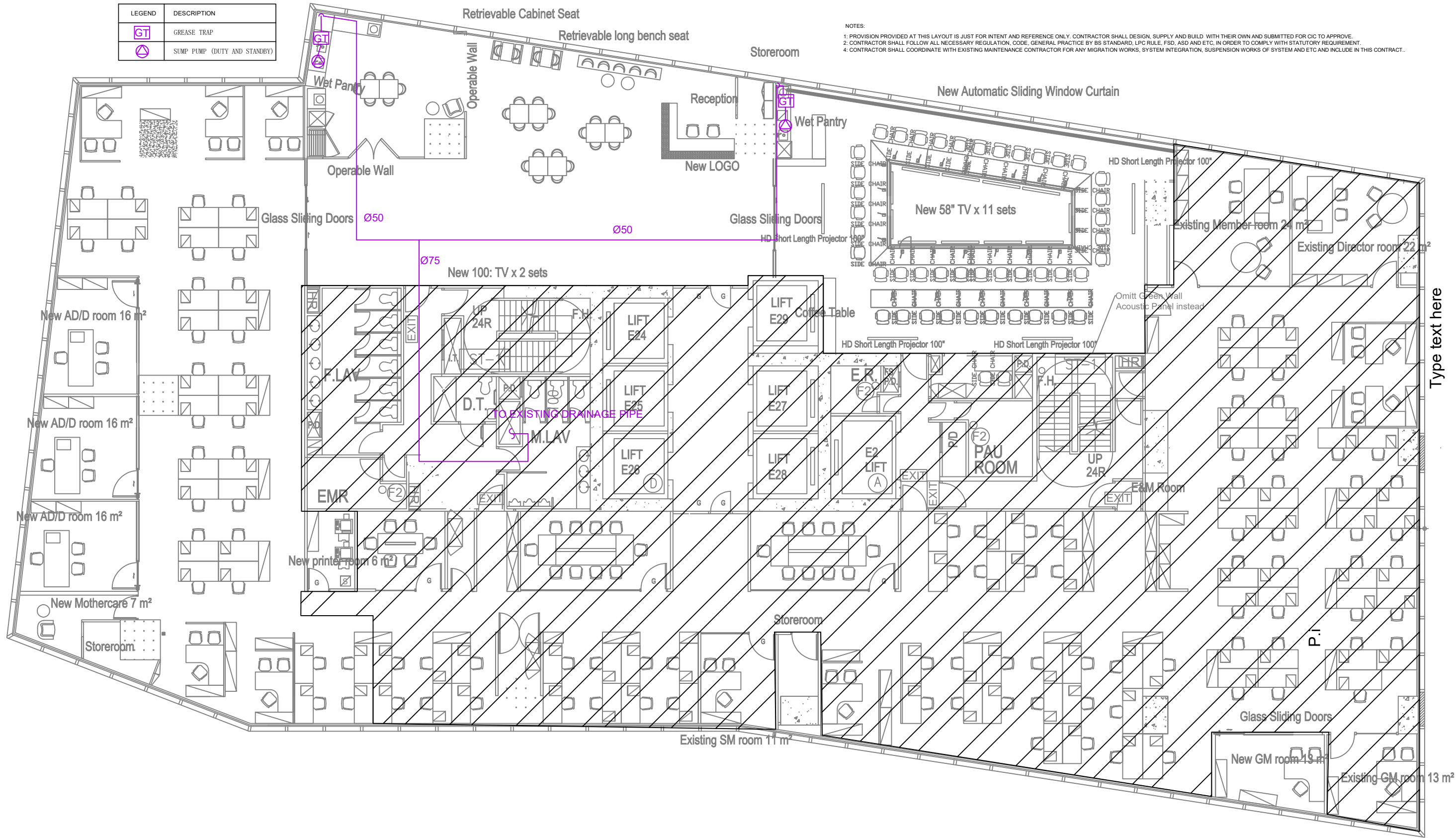


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LEGEND	DESCRIPTION
	NEW 13A TWIN SOCKET OUTLET
	20A FUSE SPUR UNIT FOR FAN COIL UNIT
	20A FUSE SPUR UNIT FOR SUMP PUMP
	FLOOR BOX UNIT

POWER LAYOUT FOR MBO 29F

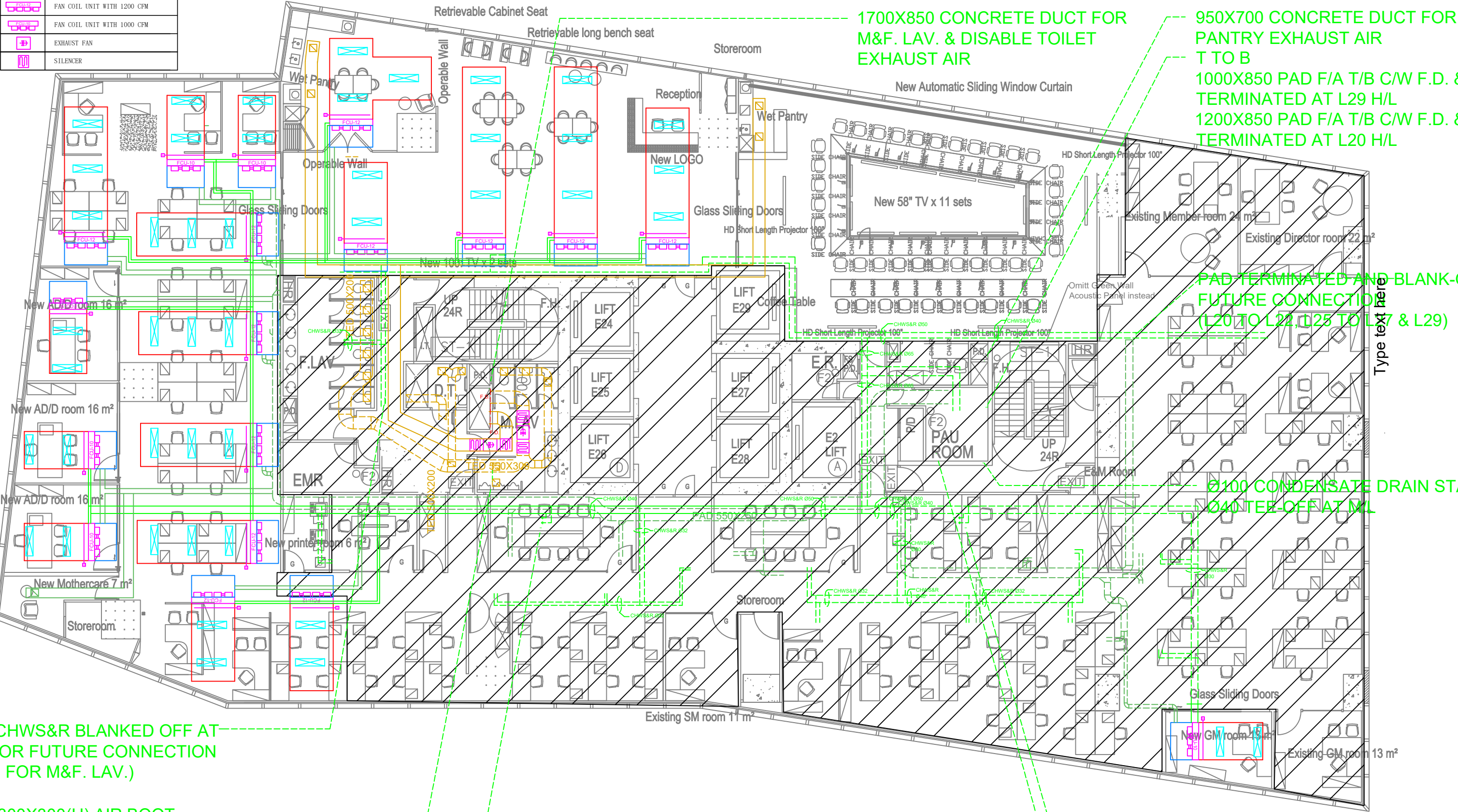
FOR REFERENCE ONLY



DRAINAGE LAYOUT FOR MBO 29F

FOR REFERENCE ONLY

LEGEND	DESCRIPTION
	FAN COIL UNIT WITH 1200 CFM
	FAN COIL UNIT WITH 1000 CFM
	EXHAUST FAN
	SILENCER



Ø32 CHWS&R BLANKED OFF AT
H/L FOR FUTURE CONNECTION
(TYP. FOR M&F. LAV.)

300X300X300(H) AIR BOOT
C/W VCD (TYP.)

Ø25 CHWS&R BLANKED OFF AT
H/L FOR FUTURE CONNECTION

MVAC LAYOUT FOR MBO 29F

FOR REFERENCE ONLY

NOTES:
1: PROVISION PROVIDED AT THIS LAYOUT IS JUST FOR INTENT AND REFERENCE ONLY. CONTRACTOR SHALL DESIGN, SUPPLY AND BUILD WITH THEIR OWN AND SUBMITTED FOR CIC TO APPROVE.
2: CONTRACTOR SHALL FOLLOW ALL NECESSARY REGULATION, CODE, GENERAL PRACTICE BY BS STANDARD, LPC RULE, FSD, ASD AND ETC. IN ORDER TO COMPLY WITH STATUTORY REQUIREMENT.
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1700X850 CONCRETE DUCT FOR
M&F. LAV. & DISABLE TOILET
EXHAUST AIR

950X700 CONCRETE DUCT FOR
PANTRY EXHAUST AIR
T TO B
1000X850 PAD F/A T/B C/W F.D. &
TERMINATED AT L29 H/L
1200X850 PAD F/A T/B C/W F.D. &
TERMINATED AT L20 H/L

PAD TERMINATED AND BLANK-O
FUTURE CONNECTION
(L20 TO L22, L25 TO L27 & L29)

Ø100 CONDENSATE DRAIN STA
Ø40 TEE-OFF AT M/L

Ø25 CHWS&R BLANKED OFF AT
H/L FOR FUTURE CONNECTION

T TO B
Ø250 CHWRR PIPE RISER F/B T/A
CHWS PIPE RISER F/A T/B
CHWR PIPE RISER F/A T/B

**MegaBox Management Services Limited****APPLICATION FOR PERMISSION OF FITTING-OUT WORK (Form 1)**
裝修申請表 (表格一)

I/We wish to apply for commencement of fitting-out works to the Premise(s) (plans attached) in accordance with the following conditions:

本人/吾等茲向 貴公司申請在單位內進行裝修工程(已附圖則)，並願意遵守下列條款:

- a) I/We understand that no work shall be commenced without seeking prior written approval from MegaBox Management Services Limited.
本人/吾等明白未得到 MegaBox Management Services Limited 書面批准前，不得進行任何工程。
- b) I/We understand that all fitting-out works shall be subject to the terms and conditions herein-mentioned in the Tenant Fitting-out Guideline of Enterprise Square Five.
本人/吾等明白所有裝修工程須依照企業廣場五期租戶裝修守則進行。
- c) I/We understand that the approval as mentioned in (a) above from MegaBox Management Services Limited does not exempt me/us from seeking the required approval from relevant Government authorities or public utility.
本人/吾等明白得到 MegaBox Management Services Limited 上述(a)項之工程批准，並不代表本人/吾等毋須再向有關之政府部門或公共設施機構取得批准。
- d) I/We understand that the Landlord and Management Office reserve the right to stop or to remove any unapproved fixtures and structures or any fitting-out works that constitute nuisance to the neighboring units or the general public and all costs incurred by the Landlord and Management Office in such proceedings work shall be indemnified by the tenants concerned.
本人/吾等明白業主及管理處有權終止任何妨礙鄰近單位及公眾人士之裝修工程，及有權移走任何未獲批准之設施及結構，而對於所有因此致使業主及管理處產生額外的支出，有關租戶必須全數作出賠償。
- e) I/We undertake to indemnify the Landlord and Management Office for any claim of loss and damages arising from our fitting-out work.
若業主及管理處因本人/吾等之裝修工程而遭受索償，本人/吾等願意全數賠償予業主及管理處。
- f) I/We understand that all of our workers shall bring along work permits during the fitting-out works.
本人/吾等明白所有本人/吾等委任之工人，在進行裝修期間需配戴工作證。
- g) I/We acknowledge receipt of Tenant Fitting-out Guideline of Enterprise Square Five.
本人/吾等現收到企業廣場五期租戶裝修守則一份。
- h) As referred to the Fitting Out Criteria stipulated in the Tenant Design & Fit-out Guideline of Enterprise Square Five, I/We hereby further agree to comply with all criteria therein including but not limited to the following requirements:
本人/吾等同意遵守 MegaBox 租戶裝修與設計指引內所訂明之所有準則，其中包括但不限於以下要求:
 - hi) All drawings should be in metric scale. Plans should be no smaller than 1:100.
圖則應以(公制長度單位)米為單位，比例不應小於 1:100。
 - hii) Four (4) sets of drawings and documents should be submitted. An electronic copy in AutoCAD format should be included. Failing which, MegaBox Management Services Limited shall reimburse the photocopying and/or printing charges from the Tenant and/or deduct the photocopying and/or printing charges of the aforesaid drawings and documents from the fitting-out deposit of the Premises as per the rates listed as follows:
租戶需呈交四(4)套設計圖則和文件，包括 AutoCAD 格式之電子檔案予 MegaBox Management Services Limited。否則，租戶需按下列訂明之複印又/或印刷費向 MegaBox Management Services Limited 繳付又/或從裝修按金中扣除相關複印又/或印刷圖則和文件之費用，收費詳列如下：



Size / 呎吋	Unit rate / 每張收費 (HK\$)
A4 (B/W print / 黑白印刷)	\$2
A3 (B/W print / 黑白印刷)	\$4
A2 (B/W print / 黑白印刷)	\$20
A1 (B/W print / 黑白印刷)	\$31
A0 (B/W print / 黑白印刷)	\$42
A4 (colour / 彩色印刷)	\$8
A3 (colour / 彩色印刷)	\$12

- hiii) Correct levels and dimensions should be given and verified in the field by the Tenants' appointed contractors.
租戶委託之承辦商應在場核實圖則的水平和尺寸。
- hiv) Plans of MVAC, Electrical, Structural, Plumbing & Drainage, Fire Services, P.A., etc. are subject to review by the Landlord's appointed consultants, if necessary, additional vetting charge shall be absorbed by tenants.
因應需要，業主可能委任顧問檢閱租戶所呈交的機械通風及空調、電力、結構性建築、水喉渠務、消防設備、公共廣播系統等圖則，租戶需繳付額外之審批費用。
- hv) Any additions or alterations of the layout that involve submission to relevant government department for approval are to be undertaken by the Tenants themselves. The Tenants are required to submit the plan(s) to the Landlord for approval/ agreement before they initiate submission to the government.
任何涉及政府部門審批的加建或改建之工程項目，租戶需先獲得業主批准或同意，再自將相關圖則呈交相關政府部門審批，一切費用及責任概由租戶負責。

Authorized Signature & Company Chop of Tenant
租戶授權簽署/蓋章
(Block Name 請用正楷 : _____)
Level _____ Unit _____
樓層 _____ 單位 _____

Contact Person 聯絡人 : _____
Tel. No. 電話號碼 : _____
Date 日期 : _____

<u>For Official Use Only</u>	
Date of Receipt 收件日期	
Signature & Chop of Management Office Representative 管理處代 表簽署及蓋章	



Personal Information Collection Statement 個人資料收集聲明

Purposes of Collection & Use 資料收集和使用的目的

Personal data collected in this form will be used by MegaBox Management Services Limited for one or more of the following purposes:

對於本表格所收集之個人資料，MegaBox Management Services Limited 將作下列一項或多項用途：

- (i) to process your application/registration;
辦理你的申請/登記；
- (ii) to verify information in the form and the identity of you and other individuals (if applicable) for the services which you have applied;
就閣下所申請的服務核實表格的資料、閣下及他人(如適用)的身份；
- (iii) to facilitate your use of our facilities and services supplied to you and participation in the relevant interest classes, events and functions;
促進閣下享用我們所提供設施和服務，及參與興趣班、節目和活動；
- (iv) to facilitate our communication with you;
促進與閣下的聯繫；
- (v) to compile, maintain and update the database and record regarding our services;
匯編、整理和更新我們的服務數據庫和記錄；
- (vi) for our internal management and/or administrative purposes relating to our provision of property management services;
為我們所提供物業管理服務之內部管理或行政用途；
- (vii) to facilitate our compliance with relevant legal and regulatory requirements or as permitted by any applicable laws or regulations, court order or lawful request; and
為遵守相關法例及監管規定、法律所允許或回應法規、法院命令、或其他合法要求；及
- (viii) for any other incidental or associated purposes relating to the above or any other purposes which you may from time to time agree.
與上文有關的任何其他附帶或相關用途，以及閣下不時同意的任何其他用途。

It is obligatory for you to provide all the requested information in the form except as otherwise indicated. If you do not provide sufficient and correct information, we may not be able to process your application/registration and we may use the contact information in the form to contact you to supplement the relevant information.

除另有標示外，閣下必須提供本表格中要求的所有資料。若閣下未能提供正確或充分資料，我們可能無法繼續處理閣下之申請/登記，我們亦可能使用表格中之個人資料聯絡閣下以補充相關資料。

3rd Party Information 第三者資料

If you provide personal information about other individuals, you must show them a copy of this statement and get their valid consent prior to disclosing the data to us. If you do provide us with information about other individuals we will assume that you have obtained the relevant consent, and you hereby warrant to us that you have done so, and shall indemnify us from any claims to the fullest extent permissible by the applicable law.

如閣下提供有關他人的個人資料，閣下必須在對我們披露資料之前向他們出示本聲明的副本並獲得他們的有效同意。如閣下向我們提供了有關他人的資料，我們將假設閣下已獲得相關同意，閣下亦特此向我們保證閣下已獲得相關同意，並將在適用法律允許的最大範圍內就任何索賠向我們作出彌償。

Transfer & Disclosure 轉交及披露

We may transfer or disclose your personal data to the following third parties on a need-to-know basis in attaining the purposes above mentioned:-

為了實現上述目的，我們可能會按需要知道的原則下將閣下的個人資料轉交或披露予下列第三方：

- (i) service providers, coaches, trainers, organizers of events/interest classes/ functions;
節目、興趣班及活動的服務供應商、教練、培訓員、策劃人；
- (ii) data processors, service providers or suppliers engaged by us to process data or provide information technology support to us;
為我們提供資訊科技支援或進行資料處理服務的資料處理者、服務提供者或供應商；
- (iii) government or other law enforcement or regulatory authorities; and
政府機關、其他執法部門或監管機構；及
- (iv) any other party at your consent or at your direction or whom you authorize us to disclose your personal data to.
經閣下同意或指示，或閣下授權我們向其披露個人資料的任何其他人士。

Your Rights and Contact Us 閣下的權利及聯絡我們

You have the right to request and access to and/or correction of your personal data held by us. If you wish to request access to and/or correction of your personal data or if you have any enquiries regarding this statement, please contact our Manager, Property Services, by post to the address set out below. Please mark "Confidential: Personal Data Access/Correction/Enquiries" on your correspondence:-
閣下有權查閱及/或要求改正我們持有閣下的個人資料。若閣下欲查閱及/或更改其個人資料或對本聲明有任何疑問，請致函到我們下列地址，與我們的經理－物業服務聯繫，並請在函件上列明「機密：個人資料查閱/更正/查詢」：

Post : MegaBox Management Services Limited, Unit 15, L11, MegaBox, Enterprise Square Five, 38 Wang Chiu Road, Kowloon Bay, Kowloon

郵寄：九龍九龍灣宏照道 38 號企業廣場 5 期 MegaBox L11 15 室 MegaBox Management Services Limited

Interpretation 翻譯

If there is any inconsistency or ambiguity between the English version and the Chinese version of this Statement, the English version



shall prevail.
如本聲明的英文版本與中文版本有任何矛盾或含糊，則以英文版本為準。
Last updated: April 2021 最後修訂：2021 年 4 月

I confirm that all the personal data provided in this application form are true, complete and accurate. I have already read carefully and agree to the above Personal Data Collection Statement.
本人確認在本申請表格中所提供的所有個人資料全屬真實，完整和準確。本人已經詳細閱讀並同意上述個人資料收集聲明。

Tenant's Authorized Signature and Company Chop
租戶授權簽署及蓋章

Date
日期



MegaBox Management Services Limited

APPLICATION FOR PERMISSION OF FITTING-OUT WORK (Form 2)
裝修申請表 (表格二)

I/We hereby apply for permission to carry out decoration work by our appointed Main Contractor in the following unit(s):

本人現申請授權下列承辦商為下列單位進行裝修工程：

- a) Level: _____ Unit: _____
樓層 _____ 單位 _____
- b) Tenant's name: _____
租戶名稱 _____
(As registered on Lease / Tenancy Agreement 依照租約名稱)
- c) Telephone No.: _____ Fax No. _____
電話號碼 _____ 圖文傳真號碼 _____
- d) Name of Main Contractor: _____
總裝修承辦商名稱 _____
- e) Address of Main Contractor: _____
總裝修承辦商地址 _____
- f) Telephone No.: _____
電話號碼 _____
- g) Fax No.: _____
圖文傳真號碼 _____
- h) Name of Contractor's Site Representative: _____
駐地盤承辦商代表姓名 _____
- i) Contact Telephone No.: _____
聯絡電話號碼 _____
- j) Commencement Date of Work: _____
開始工作日期 _____
- k) Expected Date of Completion: _____
預計完工日期 _____
- l) Special Alteration Work: _____
特別更改工程項目 _____

I/We certify that this authorization does not include alteration to or installation of Electrical and Mechanical, Fire, Plumbing and Draining and Building Services for which separate approval must be obtained.

本人/吾等聲明此授權並不包括任何電力及電機、消防、渠務及屋宇設備的更改及安裝工程，而有關各項工程均須另行申請。

Tenant's Authorized Signature of & Company Chop
租戶授權簽署及蓋章

Date
日期



Personal Information Collection Statement 個人資料收集聲明

Purposes of Collection & Use 資料收集和使用的目的

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辦理你的申請/登記；
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就閣下所申請的服務核實表格的資料、閣下及他人(如適用)的身份；
- (iii) to facilitate your use of our facilities and services supplied to you and participation in the relevant interest classes, events and functions;
促進閣下享用我們所提供設施和服務，及參與興趣班、節目和活動；
- (iv) to facilitate our communication with you;
促進與閣下的聯繫；
- (v) to compile, maintain and update the database and record regarding our services;
匯編、整理和更新我們的服務數據庫和記錄；
- (vi) for our internal management and/or administrative purposes relating to our provision of property management services;
為我們所提供物業管理服務之內部管理或行政用途；
- (vii) to facilitate our compliance with relevant legal and regulatory requirements or as permitted by any applicable laws or regulations, court order or lawful request; and
為遵守相關法例及監管規定、法律所允許或回應法規、法院命令、或其他合法要求；及
- (viii) for any other incidental or associated purposes relating to the above or any other purposes which you may from time to time agree.
與上文有關的任何其他附帶或相關用途，以及閣下不時同意的任何其他用途。

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節目、興趣班及活動的服務供應商、教練、培訓員、策劃人；
- (ii) data processors, service providers or suppliers engaged by us to process data or provide information technology support to us;
為我們提供資訊科技支援或進行資料處理服務的資料處理者、服務提供者或供應商；
- (iii) government or other law enforcement or regulatory authorities; and
政府機關、其他執法部門或監管機構；及
- (iv) any other party at your consent or at your direction or whom you authorize us to disclose your personal data to.
經閣下同意或指示，或閣下授權我們向其披露個人資料的任何其他人士。

Your Rights and Contact Us 閣下的權利及聯絡我們

You have the right to request and access to and/or correction of your personal data held by us. If you wish to request access to and/or correction of your personal data or if you have any enquiries regarding this statement, please contact our Manager, Property Services, by post to the address set out below. Please mark "Confidential: Personal Data Access/Correction/Enquiries" on your correspondence:-

閣下有權查閱及/或要求改正我們持有閣下的個人資料。若閣下欲查閱及/或更改其個人資料或對本聲明有任何疑問，請致函到我們下列地址，與我們的經理－物業服務聯繫，並請在函件上列明「機密：個人資料查閱/更正/查詢」：

Post : MegaBox Management Services Limited, Unit 15, L11, MegaBox, Enterprise Square Five, 38 Wang Chiu Road, Kowloon Bay, Kowloon

郵寄：九龍九龍灣宏照道38號企業廣場5期 MegaBox L11 15室 MegaBox Management Services Limited

Interpretation 翻譯

If there is any inconsistency or ambiguity between the English version and the Chinese version of this Statement, the English version shall prevail.



如本聲明的英文版本與中文版本有任何矛盾或含糊，則以英文版本為準。
Last updated: April 2021 最後修訂：2021 年 4 月

I confirm that all the personal data provided in this application form are true, complete and accurate. I have already read carefully and agree to the above Personal Data Collection Statement.
本人確認在本申請表格中所提供的所有個人資料全屬真實，完整和準確。本人已經詳細閱讀並同意上述個人資料收集聲明。

Tenant's Authorized Signature and Company Chop
租戶授權簽署及蓋章

Date
日期

**MegaBox Management Services Limited****APPLICATION FOR WORK PERMIT**
裝修工作證申請表

Level 樓層 _____ Unit 單位 _____

Contractor's Name 裝修承辦商名稱 _____

Required Fitting-out Period 所需裝修期 _____

Name of Holder 持證者	Safety Card No. 平安咭號碼	Signature of Recipient 收證者簽署	Date of Receipt 收證日期	Returned by 退證者簽署	Date of Return 退證日期	Work Permit No. 工作證編號 (Should be filled by Property Services Office) 需由物業服務處 填寫)

如上列未敷應用，請用背頁。Please write overleaf if require.

- Remarks: 備註
- The completed form should be returned to the Property Services Office, together with the crossed cheque made payable to "MEGABOX MANAGEMENT SERVICES LIMITED" being the payment of the following deposits and purchase of reflective vests at least seven working days prior to commencement of fitting-out work.
填妥之申請表連同繳付下列按金及反光衣收費之劃線支票抬頭『MEGABOX MANAGEMENT SERVICES LIMITED』，必須於施工前七個工作天交回物業服務處核對及確認。
 - The Contractor shall submit copy of safety card of each worker or the valid staff ID card issued by the Contractor for verification and record during the course of work permit application.
裝修承辦商申請工作證時，必須提交上述有關承辦商工人之平安咭或承辦商簽發之員工證副本以核對身份。
 - Workers are required to wear a reflective vest together with a valid work permit issued by MegaBox when he/ she is carrying out the fitting-out work in MegaBox
各裝修工人在 MegaBox 範圍內工作時，必須穿著 MegaBox 發出之反光衣及配戴有效的工作證。
 - A charge of HK\$70.00 for every worker will be levied for the following items:-

1. Reflective vest	HK\$60.00	non-refundable
2. Work permit	HK\$10.00	non-refundable
- 每位申請人須繳付港幣七十元正，費用包括：
- | | | |
|--------|-------|----------------|
| 1. 反光衣 | 港幣六十元 | 此費用不得退回 |
| 2. 工作證 | 港幣十元 | 此費用不得退回 |

MegaBox Management Services Limited 將使用你所提供的資料處理上述申請事宜。本公司可能將部分資料交給法例授權接收的其他人士。除《個人資料(私隱)條例》另訂的豁免外，你有權要求查閱或改正你的個人資料。如要求查閱或改正個人資料，可致電顧客服務熱線 2989 3000 向我們職員提出。

MegaBox Management Services Limited will use the provided information for above-said application only. The information may be disclosed to other parties permitted or required by law. Subject to exemptions under the Personal Data (Privacy) Ordinance, you have right to access to, or correction of, the personal data provided. Such request could be raised to our staff by Customer Service Hotline at 2989 3000.

For Official Use OnlyDate of Receipt
收件日期Signature of Property Office Representative
物業服務處代表簽署

**Personal Information Collection Statement 個人資料收集聲明****Purposes of Collection & Use 資料收集和使用的目的**

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- (iii) to facilitate your use of our facilities and services supplied to you and participation in the relevant interest classes, events and functions;
促進閣下享用我們所提供設施和服務，及參與興趣班、節目和活動；
- (iv) to facilitate our communication with you;
促進與閣下的聯繫；
- (v) to compile, maintain and update the database and record regarding our services;
匯編、整理和更新我們的服務數據庫和記錄；
- (vi) for our internal management and/or administrative purposes relating to our provision of property management services;
為我們所提供物業管理服務之內部管理或行政用途；
- (vii) to facilitate our compliance with relevant legal and regulatory requirements or as permitted by any applicable laws or regulations, court order or lawful request; and
為遵守相關法例及監管規定、法律所允許或回應法規、法院命令、或其他合法要求；及
- (viii) for any other incidental or associated purposes relating to the above or any other purposes which you may from time to time agree.
與上文有關的任何其他附帶或相關用途，以及閣下不時同意的任何其他用途。

It is obligatory for you to provide all the requested information in the form except as otherwise indicated. If you do not provide sufficient and correct information, we may not be able to process your application/registration and we may use the contact information in the form to contact you to supplement the relevant information.

除另有標示外，閣下必須提供本表格中要求的所有資料。若閣下未能提供正確或充分資料，我們可能無法繼續處理閣下之申請/登記，我們亦可能使用表格中之個人資料聯絡閣下以補充相關資料。

3rd Party Information 第三者資料

If you provide personal information about other individuals, you must show them a copy of this statement and get their valid consent prior to disclosing the data to us. If you do provide us with information about other individuals we will assume that you have obtained the relevant consent, and you hereby warrant to us that you have done so, and shall indemnify us from any claims to the fullest extent permissible by the applicable law.

如閣下提供有關他人的個人資料，閣下必須在對我們披露資料之前向他們出示本聲明的副本並獲得他們的有效同意。如閣下向我們提供了有關他人的資料，我們將假設閣下已獲得相關同意，閣下亦特此向我們保證閣下已獲得相關同意，並將在適用法律允許的最大範圍內就任何索賠向我們作出彌償。

Transfer & Disclosure 轉交及披露

We may transfer or disclose your personal data to the following third parties on a need-to-know basis in attaining the purposes above mentioned:-
為了實現上述目的，我們可能會按需要知道的原則下將閣下的個人資料轉交或披露予下列第三方：

- (i) service providers, coaches, trainers, organizers of events/interest classes/ functions;
節目、興趣班及活動的服務供應商、教練、培訓員、策劃人；
- (ii) data processors, service providers or suppliers engaged by us to process data or provide information technology support to us;
為我們提供資訊科技支援或進行資料處理服務的資料處理者、服務提供者或供應商；
- (iii) government or other law enforcement or regulatory authorities; and
政府機關、其他執法部門或監管機構；及
- (iv) any other party at your consent or at your direction or whom you authorize us to disclose your personal data to.
經閣下同意或指示，或閣下授權我們向其披露個人資料的任何其他人士。

Your Rights and Contact Us 閣下的權利及聯絡我們

You have the right to request and access to and/or correction of your personal data held by us. If you wish to request access to and/or correction of your personal data or if you have any enquiries regarding this statement, please contact our Manager, Property Services, by post to the address set out below. Please mark "Confidential: Personal Data Access/Correction/Enquiries" on your correspondence:-

閣下有權查閱及/或要求改正我們持有閣下的個人資料。若閣下欲查閱及/或更改其個人資料或對本聲明有任何疑問，請致函到我們下列地址，與我們的經理－物業服務聯繫，並請在函件上列明「機密：個人資料查閱/更正/查詢」：

Post : MegaBox Management Services Limited, Unit 15, L11, MegaBox, Enterprise Square Five, 38 Wang Chiu Road, Kowloon Bay, Kowloon
郵寄：九龍九龍灣宏照道 38 號企業廣場 5 期 MegaBox L11 15 室 MegaBox Management Services Limited

Interpretation 翻譯

If there is any inconsistency or ambiguity between the English version and the Chinese version of this Statement, the English version shall prevail.
如本聲明的英文版本與中文版本有任何矛盾或含糊，則以英文版本為準。

Last updated: April 2021 最後修訂：2021 年 4 月

I confirm that all the personal data provided in this application form are true, complete and accurate. I have already read carefully and agree to the above Personal Data Collection Statement.

本人確認在本申請表格中所提供的所有個人資料全屬真實，完整和準確。本人已經詳細閱讀並同意上述個人資料收集聲明。

Tenant's Authorized Signature and Company Chop
租戶授權簽署及蓋章

Date
日期



MegaBox Management Services Limited

公眾地方工程申請表

承辦商名稱	:	
聯絡人	:	
聯絡電話	:	
工程位置	:	
工程類別	:	* 消防 / 冷氣通風 / 水喉 / 電力 / 智能系統 / 影音系統 / 升降機、電梯 / 捲閘 / 指示牌及燈箱 / 車場系統 / Builder's work / 其他: _____ (*請刪除不適用者)
工作內容	:	
工作日期	:	_____ 至 _____
		<input type="checkbox"/> 00:01 – 10:00 <input type="checkbox"/> 1430 – 18:00 <input type="checkbox"/> 10:00 – 12:00 <input type="checkbox"/> 其它時段(理由) _____
是否需要開啟設施房門	:	<input type="checkbox"/> 不需要 <input type="checkbox"/> 需要, 房間名稱: _____

承辦商及其工人工作須知

1. 施工前必須到 L15 保安辦公室登記及領取指定反光衣, 並須於場內範圍穿著指定反光衣。
2. 嚴禁在本大廈內任何範圍吸煙或賭博。違規者每人每次繳付行政費港幣\$5,000。
3. 嚴禁使用扶手梯及/ 或載客升降機作貨運用途及/ 或運送工具/物料/ 工程物資等。違規者每人每次繳付行政費港幣\$1,000。
4. 於本大廈範圍內不可赤膊, 必須穿整齊衣物。
5. 切勿隨處亂拋垃圾, 必須保持公眾地方整潔。完工後離開本大廈前, 必須清理場地, 嚴禁棄置任何裝修廢料於公眾地方, 裝修廢料必須經由物業服務處安排指定通道運送及進出本大廈。違規者每次繳付行政費港幣\$1,000。
6. 必須遵守香港法例、本大廈工作守則及採取足夠之預防及安全措施。
7. 小心存放工具、物料及私人財物, 如有任何損失, 責任自負。
8. 所有滋擾性工作, 包括嘈音、震盪、氣味或其他對租戶/顧客產生的滋擾, 必須於大廈營業時間以外或物業服務處特別批准時間進行, 物業服務處職員有權暫停滋擾性工程。
9. 如需進行熱工作, 如氣體焊接、電力焊接或砂輪機等, 須於施工前一天填寫表格 MM-FM-FM017 及遞交物業服務處審批。
10. 除發生火警外, 嚴禁使用任何消防設備/消防用水。違規者每次繳付行政費港幣\$1,000。
11. 工程進行期間如需使用臨時水/電源, 必須預先通知物業服務處作出申請。嚴禁擅自接駁臨時水/電源作工程之用。違規者必須繳付有關用水/電費用, 並須每次繳付行政費港幣\$5,000。
12. 嚴禁於本大廈內任何位置搭建或佔用任何大廈範圍作臨時工作間或儲物室, 違規者每次繳付行政費港幣\$5,000。
13. 如有違反上述責任承擔聲明者, 管理處有權立即停止所有裝修事項及要求所有工作人員及承辦商即時離開本大廈。此外, 物業服務處有權從工程費用中扣除上述違規事項的行政費用, 恕不另行通知。

Personal Information Collection Statement 個人資料收集聲明

Purposes of Collection & Use 資料收集和使用的目的

Personal data collected in this form will be used by MegaBox Management Services Limited for one or more of the following purposes:
 對於本表格所收集之個人資料, MegaBox Management Services Limited 將作下列一項或多項用途:

- (i) to process your application/registration;
辦理你的申請/登記;
- (ii) to verify information in the form and the identity of you and other individuals (if applicable) for the services which you have applied;
就閣下所申請的服務核實表格的資料、閣下及他人(如適用)的身份;
- (iii) to facilitate your use of our facilities and services supplied to you and participation in the relevant interest classes, events and functions;
促進閣下享用我們所提供設施和服務, 及參與興趣班、節目和活動;
- (iv) to facilitate our communication with you;
促進與閣下的聯繫;
- (v) to compile, maintain and update the database and record regarding our services;
匯編、整理和更新我們的服務數據庫和記錄;
- (vi) for our internal management and/or administrative purposes relating to our provision of property management services;
為我們所提供物業管理服務之內部管理或行政用途;
- (vii) to facilitate our compliance with relevant legal and regulatory requirements or as permitted by any applicable laws or regulations, court order or lawful request; and
為遵守相關法例及監管規定、法律所允許或回應法規、法院命令、或其他合法要求; 及
- (viii) for any other incidental or associated purposes relating to the above or any other purposes which you may from time to time agree.
與上文有關的任何其他附帶或相關用途, 以及閣下不時同意的任何其他用途。

It is obligatory for you to provide all the requested information in the form except as otherwise indicated. If you do not provide sufficient and correct information, we may not be able to process your application/registration and we may use the contact information in the form to contact you to supplement the relevant information.

除另有標示外, 閣下必須提供本表格中要求的所有資料。若閣下未能提供正確或充分資料, 我們可能無法繼續處理閣下之申請/登記, 我們亦可能使用表格中之個人資料聯絡閣下以補充相關資料。

(後頁再續)

(To be continued overleaf)

3rd Party Information 第三者資料

If you provide personal information about other individuals, you must show them a copy of this statement and get their valid consent prior to disclosing the data to us. If you do provide us with information about other individuals we will assume that you have obtained the relevant consent, and you hereby warrant to us that you have done so, and shall indemnify us from any claims to the fullest extent permissible by the applicable law.

如閣下提供有關他人的個人資料，閣下必須在對我們披露資料之前向他們出示本聲明的副本並獲得他們的有效同意。如閣下向我們提供了有關他人的資料，我們將假設閣下已獲得相關同意，閣下亦特此向我們保證閣下已獲得相關同意，並將在適用法律允許的最大範圍內就任何索賠向我們作出彌償。

Transfer & Disclosure 轉交及披露

We may transfer or disclose your personal data to the following third parties on a need-to-know basis in attaining the purposes above mentioned:-

為了實現上述目的，我們可能會按需要知道的原則下將閣下的個人資料轉交或披露予下列第三方：

- (i) service providers, coaches, trainers, organizers of events/interest classes/ functions;
節目、興趣班及活動的服務供應商、教練、培訓員、策劃人；
- (ii) data processors, service providers or suppliers engaged by us to process data or provide information technology support to us;
為我們提供資訊科技支援或進行資料處理服務的資料處理者、服務提供者或供應商；
- (iii) government or other law enforcement or regulatory authorities; and
政府機關、其他執法部門或監管機構；及
- (iv) any other party at your consent or at your direction or whom you authorize us to disclose your personal data to.
經閣下同意或指示，或閣下授權我們向其披露個人資料的任何其他人士。

Your Rights and Contact Us 閣下的權利及聯絡我們

You have the right to request and access to and/or correction of your personal data held by us. If you wish to request access to and/or correction of your personal data or if you have any enquiries regarding this statement, please contact our Manager, Property Services, by post to the address set out below. Please mark "Confidential: Personal Data Access/Correction/Enquiries" on your correspondence:-

閣下有權查閱及/或要求改正我們持有閣下的個人資料。若閣下欲查閱及/或更改其個人資料或對本聲明有任何疑問，請致函到我們下列地址，與我們的經理－物業服務聯繫，並請在函件上列明「機密：個人資料查閱/更正/查詢」：

Post : MegaBox Management Services Limited, Unit 15, L11, MegaBox, Enterprise Square Five, 38 Wang Chiu Road, Kowloon Bay, Kowloon
郵寄：九龍九龍灣宏照道 38 號企業廣場 5 期 MegaBox L11 15 室 MegaBox Management Services Limited

Interpretation 翻譯

If there is any inconsistency or ambiguity between the English version and the Chinese version of this Statement, the English version shall prevail.

如本聲明的英文版本與中文版本有任何矛盾或含糊，則以英文版本為準。

Last updated: April 2021 最後修訂：2021 年 4 月

I confirm that all the personal data provided in this application form are true, complete and accurate. I have already read carefully and agree to the above Personal Data Collection Statement.

本人確認在本申請表格中所提供的所有個人資料全屬真實，完整和準確。本人已經詳細閱讀並同意上述個人資料收集聲明。

申請人簽署及公司蓋章

日期

FOR OFFICE USE ONLY

收件日期

正本由申請人保存；副本抄送保安部

批核人姓名及簽署

(後頁再續)

(To be continued overleaf)



Megabox Management Services Limited

承辦商環保及安全管理規則

- (一) 此規則適用範圍
於本物業指明範圍所進行之工作項目；而此活動是受工廠及工業經營條例(香港法例第 59 章)及附屬規例及/或職業安全及健康條例及/或環保條例及附屬規例所規管的。【以後簡稱爲「項目」】
- (二) 釋義
「承辦商」一詞指包括「供應商」於本物業所進行之「項目」，其身份可被界定爲下列類別並必須遵守下文第 1 至 28 點之規則(如適用)
- 第一類： 本物業或本物業之業主組織 / 或本公司所聘用之「承辦商」
第二類： 對本物業任何部份具有獨有管有權或使用、佔用或享用權的人包括業主/ 租戶所聘用之「承辦商」於本物業之公用地方或對本物業之公用地方或公用系統/ 設施進行有關連之「項目」
第三類： 公營及公用事業機構包括各電力、電訊及氣體公司及其分判商於本物業之公用地方或對本物業之公用地方或公用系統/ 設施進行有關連之「項目」
- (三) 環保及安全管理規則
1. 承辦商必須服從公司相關人員管理，自覺遵守相關環保法律、法規及本公司環保要求。
 2. 外來施工單位及施工人員除具備專業知識及資格以外，還必須具備一定環境及安全知識及能力，做到文明施工，減少（控制）因施工過程中以及施工過後產生的垃圾給環境帶來的不良影響。
 3. 承辦商施工資格，由聯絡部門相關人員對其資格進行確認，若不具備環境管理能力的施工單位及施工人員，不得進入大廈/ 物業範圍施工；若涉及到公司重要環境因素的施工單位，須經管理人員必須對施工人員進行環境知識培訓後，方可進入公司內施工，同時，在施工現場，必須派出人員進行現場監督。
 4. 對於法律上有明確規定的或被公司列爲重要環境因素的活動，承辦商必須按公司控制要求進行管理，廢棄物須按指定地點擺放；使用化學品/ 危險品時，必須採取防滲漏措施，嚴禁將剩餘化學品倒入下水管道。
 5. 禁止在公司內棄置建築廢料、生活垃圾和其他能產生有毒有害煙塵、惡臭氣體的物質。承辦商須自行合法地處理廢物。
 6. 承辦商在施工過程中，必須做好相關施工現場管理，並標示施工時間及範圍，如有需要須敘述安全注意事項或懸掛警示牌。
 7. 承辦商在施工過程中，未能按本公司要求進行施工的、在施工中對環境產生較大影響的或出現環境事故的，本公司有權終止與其合作關係，對本公司造成損失的，必須給予賠償。
 8. 「承辦商」應爲員工提供合規格的安全帽及安全鞋，並應監察及指示員工穿著合適的衣服。若工作情況需要使用個人安全裝備，如獨立的求生繩及防墮措施、安全帶、保護眼鏡、手套、面罩、呼吸保護器具或聽覺保護器，「承辦商」須提供足夠、合適及合規格的個人防護裝備予員工，並確保他們正確使用。
 9. 爲確保工人配戴安全帽及必須的個人防護裝備，本公司有權驅逐沒有遵守此條款的工人離開大廈範圍，而不須負上工程延誤及其他任何責任。
 10. 由「承辦商」提供的電導線必須符合電力條例(香港法例第 406 章)及在安全的情況下連接，所有不合規格的電導線、配件及相關器均不得使用。電線應妥爲安放，避免絆倒任何人，並接上地線。機械所有活動機件，例如木製品機器、輸送帶、打磨輪子等，應該置有認可的保護罩，以保證工作者的安全。如果「承辦商」不依從上述的規則，本公司有權折掉電線的相關的部分或終止「承辦商」的電源而不須負上工程延誤及其他任何責任。
 11. 在任何高於地面兩米的工作場地也應該架起符合安全標準的工作台。工作台的所有週邊都應該設有防護的扶手(900-1150 毫米高)，中間的扶手(450-600 毫米高)，踢腳板(200 毫米高及 25 毫米厚)和可供上落的通道。可供站立的平台應該完全被覆蓋，並由合資格人士作出詳細檢查及發出表格五。
 12. 「承辦商」使用的危險品或化學物質應該存放在一個安全地方並張貼警告告示及有關標籤(MSDS)；儲存數量不能超過法例要求。足夠的滅火器應該安裝於工地附近適當的地點；工作範圍亦應保持空氣流通。所有工具、機器和材料必須妥善地存放，不應放置在樓梯通道或棚架上。
 13. 當涉及體力處理操作時，「承辦商」須向其僱員提供有關負荷物、體力處理操作訓練及所採取的預防和保護措施；並實行有計劃及完善的管理系統，包括在進行體力處理操作前進行適當的體力處理工作風險評估。
 14. 如在裝卸材料過程中，需要除去踢腳板、裝載平台及扶手、鐵線或疊門，「承辦商」和他們的職員應在裝卸完畢後把除去之部份重新安裝。
 15. 「承辦商」在使用其所提供的機械前，須依照法例要求，安排合資格人士作檢驗/檢查。所有有關檢查/ 檢驗/ 維修費用由「承辦商」自行負責。
 16. 如果「承辦商」的工程涉及機械運送、使用升降台、棚架等，「承辦商」便應填妥及向勞工處遞交規定的安全報告及表格(例如：表格一、四、五或有關表格)；而副本須呈交予物業管理處/ 客戶服務中心作查核之用。
 17. 「承辦商」的所有機械和設備必須符合有關安全法例的規定。否則，若因此而引致任何人受傷或物件損毀而使本公司蒙受損失，有關「承辦商」則要對所有損失作出賠償。同時，本公司有權立即終止「承辦商」的工作並要求「承辦商」在復工前按照法例規定作出補救。
 18. 所有「承辦商」應正確使用由其提供的安全設施，如發現棚架或有關機械及設備等損壞/ 失靈，須即時停止工作；待有關安全設備被修復妥當後方可重新開始工作。
 19. 使用「風煤」的工人必須曾受過訓練並領有認可機構所發出的牌照，而氣瓶應存放於陰涼和通風良好的地方及貯存數量應減至最低亦符合 <危險品條例 – 第 295 章> 及相關法例的要求。
 20. 爲防止足部的受傷，「承辦商」須爲管理職員及所有工人提供安全鞋具。
 21. 如果「承辦商」僱用二十名或以上的職員，或在本公司要求下，「承辦商」必須任命一位全職的安全督導員。任命的安全監督必須持有有效的安全督導員證明書。
 22. 「承辦商」如有任何員工受傷，便應於事發當日向物業服務處報告，並在七日內提交受傷工人的資料及事件報告。所有工傷處理須依照勞工處規定及現行法例辦理，並由「承辦商」自行負責。
 23. 「承辦商」須派代表準時出席物業服務處安排的會議，包括進展會議和安全會議。
 24. 所有「承辦商」的技術職員和工人必須在進入大廈時持有由認可機構發出的「平安咭」。本公司有權驅逐沒有遵守此條例的「承辦商」的任何員工而不須負上任何責任。
 25. 高風險之工程/ 服務合約(指「工廠及工業經營(安全管理)規例」所界定之建築工程)包括但不局限於高空工作、密閉空間及處理危險/ 化學品等之「承辦商」必須在限定時間內提交安全計劃、方法聲明、風險評估、物料安全資料表及本公司要求其它有關安全的文件。如「承辦商」未能在規定的期間內遞交所需的文件，本公司有權拒絕「承辦商」施工，所有延誤均由「承辦商」自行負責。
 26. 本公司將定期派職員檢查地盤和監察「承辦商」或其職員有否違反任何條例，並在有違反條例或沒有遵守建議時，頒佈口頭或書面警告。如果「承辦商」在收到警告後未能在指定時間內完成安全管制，本公司有權隨時停止有關工程而毋需事前通知直至「承辦商」完成及符合有關之安全管制為止，若情況嚴重者；本公司會即時停止有關工作，所有延誤及因此而引致之費用均由「承辦商」自行負責。
 27. 於工程期間若因「承辦商」的疏忽監管而導致本公司被政府有關部門檢控，本公司所有損失概由「承辦商」負責。
 28. 「承辦商」必須在合約期內/ 施工期內遵守所有的現行法例規定、包括任何沒有在標書/ 報價書上列明的法例及任何一項在協定有效期內被修訂的法例。
 29. 本人／吾等如有違反上述責任承擔聲明者，管理處有權立即停止所有裝修事項及要求所有工作人員及承辦商即時離開本大廈。此外，物業服務處有權從工程費用中扣除上述違規事項的行政費用，恕不另行通知。上述規則每項港幣\$1,000。

承辦商同意上述條款，簽署及蓋印

承辦商蓋印及簽署
(簽署只適用於報價及招標用途)
日期：

KERRY PROPERTY MANAGEMENT SERVICES LIMITED
MEGABOX MANAGEMENT SERVICES LIMITED

Form Number :
SF-03(B)

Declaration on Competence to Work 工程申報表

This form shall be completed by the Person-in-charge /Supervisor of contractor.

本表由承判商的工程負責人/主管填寫。

Work Details 工作詳情：

Contractor 承判商名稱:	
Location 工作地點 (大廈名, 詳細位置):	
Description of work 工作性質:	
Work Period (Planned) 工作日期 (預計):	<input type="checkbox"/> One off Job 單次工程: From 由_____ To 至_____ <input type="checkbox"/> Contract Period 合約期: From 由_____ To 至_____ * This form to be reviewed annually 此表格需每年更新
Total no. of workers 員工人數:	
Representatives / Supervisor: 承判商代表/主管名稱:	
Tel. no.電話:	

Which kind of activities listed below will be involved in this project? 此項工程將涉及下列哪一種活動？

*** Please submit copy of relevant licence/certificate 請提交相關執照/證書的副本**

Apply Work Permit 需申請工作許可證

<input type="checkbox"/> Construct Scaffold * / # 搭建竹棚	<input type="checkbox"/> Use of Abrasive Wheel * / # 使用砂輪	<input type="checkbox"/> Use of Electric Tools 使用電力推動工具
<input type="checkbox"/> Construct Working Platform * / # 搭建工作台	<input type="checkbox"/> Use of Suspended Working Platform * 使用吊船	<input type="checkbox"/> Use of Circular Saw 使用風車鋸
<input type="checkbox"/> Use Elevated Platform * / # 使用升降工作台	<input type="checkbox"/> Use of Lifting Appliances * 使用吊重工具	<input type="checkbox"/> Use of Cartridge-Operated Firing Tools 使用彈槍推動打釘工具
<input type="checkbox"/> Work in Confined Space * / # 在密閉空間工作	<input type="checkbox"/> Lift & Escalator * 升降機 / 扶手電梯工作	<input type="checkbox"/> Use flammable substances / chemicals (e.g. Cleanser / Bleach) 使用易燃物料/化學品 (例如: 清潔劑 / 漂白水)
<input type="checkbox"/> Gas Welding / Flame Cutting * / # 氣焊 / 火焰切割工作	<input type="checkbox"/> Electrical Work * 電力工作	<input type="checkbox"/> Paint Spraying 油漆噴塗
<input type="checkbox"/> Electric Arc Welding # 電焊工作	<input type="checkbox"/> Use of Ladder # 使用梯子	<input type="checkbox"/> Manual Handling Operations 體力處理操作
<input type="checkbox"/> Others 其他 _____		

KERRY PROPERTY MANAGEMENT SERVICES LIMITED MEGABOX MANAGEMENT SERVICES LIMITED	Form Number : SF-03(B)
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Details of the work team 工程人員資料:

證件類別 [代號]請參考附錄(一)

Name 姓名	Competent Workers holding types of license/certificate (CODE), *If not applicable input N/A 合資格人士所持牌照/證件類別 [代號] *如工程人員沒有任何牌照, 請填寫N/A	Valid date to 有效日期至
例如: 陳大文(洗水缸)	5	31/12/2023
王小文(清潔外圍隊)	N/A	N/A
1.		
2.		
3.		
4.		
5.		
6.		
7.		
8.		

Declaration 聲明 :

I declare here that the work will be performed by the competent workers listed above. All necessary safety measures will be taken; I had briefed the safety procedures to all workers involved and will strictly monitor their compliance with the safety precautions during the work period.

本人謹此聲明是項工作由以上列出的合資格人士進行，並會執行各項必須之安全措施。本人已向所有參與這項工作之員工講述安全措施並將於施工期間嚴格監管工人遵守。

Name & Signature 姓名及簽署：

Contractor's Person-in-charge /Supervisor

承判商的工程負責人/主管

Date 日期

KERRY PROPERTY MANAGEMENT SERVICES LIMITED
MEGABOX MANAGEMENT SERVICES LIMITED

Form Number :
SF-03(B)

Internal Use 內部填寫

Checked by Site-in-charge / Site Safety Representative/ Person-in-charge before commencement of work
工程展開前由大廈經理/大廈安全代表/工程負責人檢查

☐ Accepted with no comment 接納並沒有意見

☐ Accepted with comments : 接納並有以下備註

☐ Need to issue Work Permit “**SF-03-1** 准許工作證” for each work

每項工程都需要簽發工作許可證 “SF-03-1 准許工作證”

☐ Special Arrangement, provide details _____

提供詳情

Work Inspection: use the inspection form “**SF-04** 工程施工期間的巡查記錄”

工程巡查：使用巡查表格 “SF-04 工程施工期間的巡查記錄”

Recommended Inspection Frequency: [**Can choose more than ONE**]

建議巡查次數：[可以選擇多於一項]

☐ Before Work ☐ After Work ☐ Daily

工程展開前

工程展開後

每天

☐ Other frequency, as specified : _____

其他次數, 請列明

Name & Signature 姓名及簽署：

Site-in-charge / Site Safety Representative

/ Person-in-charge

大廈經理/大廈安全代表/工程負責人

Date

日期

附錄(一) 合資格人士所持牌照/證件: (請用以下代號填寫工程人員資料表)

代號	工程類別 牌照/證件類別 *	冷氣工程	消防工程	水喉工程	密閉空間	電力工程	建築/裝修工程	吊船/吊重機械工作	高位工作 (如搭棚、升降台...等)	升降機 / 扶手電梯工作	其他(請按合約要求列明)
1	建造業安全訓練證書 **	✓	✓	✓	✓	✓	✓	✓	✓	✓	
2	持牌水喉匠	✓	✓	✓							
3	註冊電業工程人員	✓	✓	✓		✓		✓		✓	
4	冷氣技工	✓									
5	密閉空間核准工人證明				✓						
6	密閉空間風險評估合資格人士證明				✓						
7	升降機/扶手電梯註冊技工									✓	
8	金屬棚架工證								✓		
9	金屬棚架檢測人員證明								✓		
10	竹棚工證								✓		
11	竹棚檢測人員證明								✓		
12	流動升降台檢查人員之合資格證書								✓		
13	吊船操作員許可證							✓			
14	吊船檢測合資格人士證明							✓			
15	吊重機械檢測合資格人士證明							✓			
16	吊重機械操作員證明							✓			
17	註冊工程師 (RPE)							✓	✓	✓	
18	氣體接焊安全訓練證明						✓				
19	其他 (請列明證件名稱) _____										

附註:

* 如適用

** 如需進入裝修或建築工地, 進行修樹工程必須持有效之綠卡



MegaBox Management Services Limited

**UNDERTAKING
責任承擔書**

Tenant's Name
租戶姓名 : _____
Level
樓層 : _____ Unit
單位 : _____
Name of Appointed Contractor
裝修承辦商名稱 : _____
Contact Person
聯絡人 : _____ Tel
電話 : _____

I/We, _____, being the Appointed Designer / Contractor of the captioned tenant of the captioned unit(s), hereby agree that all fitting out works which generate noise, vibration, irritating smell or cause nuisance to other tenants (hereinafter called "disturbance works") must obtain prior approval from Property Services Office and be restricted to **Non-office hours** of the Office Tower (2030hours to 0600hours) or other hours as specified by the Property Services Office only. Throughout the fitting out period, I/we shall be solely responsible for the safety, fire precaution and full compliance with Ordinance and statutory requirement of the Government of HKSAR relating to the fitting out works. I/We hereby undertake that we shall have sufficient insurance coverage, provide sufficient protection equipment and implement appropriate safety measures during the fitting-out period.

I/We also acknowledge that for any non-compliance with the above undertaking term and conditions, the Property Services Office shall have the absolute right to stop all fitting-out works and demand any workers or contractors to leave the site immediately. Also, Property Services Office shall have the right to deduct and or reimburse the administrative fees being the penalty of non-compliance works from the fitting-out deposit without further notice as per the attached "Penalty list of Non-compliant Fitting-out Works."

本人／吾等，_____ 乃上述租戶聘用之裝修承辦商，同意所有裝修時產生的滋擾：如嘈音、震盪、氣味或其他對租戶產生的滋擾及/或任何熱工作(下稱“滋擾性工程”)，必須預先獲得物業服務處書面批准及於**辦公大樓辦公時間以外**(晚上八時三十分至早上六時正)或物業服務處特別指定時段進行。於裝修期間，本人／吾等必須完全負責所有與工程有關之安全、防火、香港特別行政區政府之法例及法定要求、MegaBox 裝修手則等。

本人／吾等如有違反上述責任承擔聲明者，管理處有權立即停止所有裝修事項及要求所有工作人員及承辦商即時離場。此外，物業服務處有權根據附頁的『違規工程行政費用一覽表』從裝修押金中扣除有關違規工程的行政費用，恕不另行通知。

Signature & Company Chop of Contractor
承辦商簽署及蓋章

Date
日期



違規工程行政費用一覽表
Non-compliant Fitting-out Works

Non-compliance	Penalty
Use of escalator and/or passenger's lift for deliveries and/or transportation of tools/ materials/ items related to works, etc. 使用扶手梯及/或載客升降機作貨運用途及/或運送工具/物料/工程物資等	\$1,000 per time per person \$1,000 / 次 / 人
Hot works or any works which generate noise, vibration, irritating smell, or works that pose danger to other occupiers / customers without prior written approval from Property Service Office. 在未有預先獲得物業服務處書面准許下進行嘈音、震盪、味、熱工作包括焊接等滋擾性工程	\$1,000 per time \$1,000 / 次
Fail to implement appropriate safety measures during the fitting-out period as below: - Fail to place fire extinguisher, fire blanket, aluminum plate during hot works; - Fail to display a valid Form 5 for metal / bamboo scaffoldings; - Fail to wear sufficient personal property equipment during works at height. 施工期間，沒有採取適當的安全措施如下： - 進行熱工程時，沒有放置滅火筒，防火毯，焊接鍍鋅盤等； - 金屬棚架或棚架沒有展示有效之 Form5 - 進行高空工作時，工人沒有配戴足夠個人防護裝備	\$1,000 per time \$1,000 / 次
Fail to keep the renovation site door(s) closed. 沒有妥善關上工地門	\$500 per time per door \$500 / 次 / 扇門
Smoking and / or gambling is prohibited at working site 在工地內吸煙及/或賭博	\$1,500 per time per person \$1,500 / 次 / 人

Tenant's Authorized Signature of & Company Chop
租戶授權簽署及蓋章

Date
日期

Contractor's Signature & Company Chop
承辦商簽署及蓋章

Date
日期



Personal Information Collection Statement 個人資料收集聲明

Purposes of Collection & Use 資料收集和使用的目的

Personal data collected in this form will be used by MegaBox Management Services Limited for one or more of the following purposes:
對於本表格所收集之個人資料，MegaBox Management Services Limited 將作下列一項或多項用途：

- (i) to process your application/registration;
辦理你的申請/登記；
- (ii) to verify information in the form and the identity of you and other individuals (if applicable) for the services which you have applied;
就閣下所申請的服務核實表格的資料、閣下及他人(如適用)的身份；
- (iii) to facilitate your use of our facilities and services supplied to you and participation in the relevant interest classes, events and functions;
促進閣下享用我們所提供設施和服務，及參與興趣班、節目和活動；
- (iv) to facilitate our communication with you;
促進與閣下的聯繫；
- (v) to compile, maintain and update the database and record regarding our services;
匯編、整理和更新我們的服務數據庫和記錄；
- (vi) for our internal management and/or administrative purposes relating to our provision of property management services;
為我們所提供物業管理服務之內部管理或行政用途；
- (vii) to facilitate our compliance with relevant legal and regulatory requirements or as permitted by any applicable laws or regulations, court order or lawful request; and
為遵守相關法例及監管規定、法律所允許或回應法規、法院命令、或其他合法要求；及
- (viii) for any other incidental or associated purposes relating to the above or any other purposes which you may from time to time agree.
與上文有關的任何其他附帶或相關用途，以及閣下不時同意的任何其他用途。

It is obligatory for you to provide all the requested information in the form except as otherwise indicated. If you do not provide sufficient and correct information, we may not be able to process your application/registration and we may use the contact information in the form to contact you to supplement the relevant information.

除另有標示外，閣下必須提供本表格中要求的所有資料。若閣下未能提供正確或充分資料，我們可能無法繼續處理閣下之申請/登記，我們亦可能使用表格中之個人資料聯絡閣下以補充相關資料。

3rd Party Information 第三者資料

If you provide personal information about other individuals, you must show them a copy of this statement and get their valid consent prior to disclosing the data to us. If you do provide us with information about other individuals we will assume that you have obtained the relevant consent, and you hereby warrant to us that you have done so, and shall indemnify us from any claims to the fullest extent permissible by the applicable law.

如閣下提供有關他人的個人資料，閣下必須在對我們披露資料之前向他們出示本聲明的副本並獲得他們的有效同意。如閣下向我們提供了有關他人的資料，我們將假設閣下已獲得相關同意，閣下亦特此向我們保證閣下已獲得相關同意，並將在適用法律允許的最大範圍內就任何索賠向我們作出彌償。

Transfer & Disclosure 轉交及披露

We may transfer or disclose your personal data to the following third parties on a need-to-know basis in attaining the purposes above mentioned:-
為了實現上述目的，我們可能會按需要知道的原則下將閣下的個人資料轉交或披露予下列第三方：

- (i) service providers, coaches, trainers, organizers of events/interest classes/ functions;
節目、興趣班及活動的服務供應商、教練、培訓員、策劃人；
- (ii) data processors, service providers or suppliers engaged by us to process data or provide information technology support to us;
為我們提供資訊科技支援或進行資料處理服務的資料處理者、服務提供者或供應商；
- (iii) government or other law enforcement or regulatory authorities; and
政府機關、其他執法部門或監管機構；及
- (iv) any other party at your consent or at your direction or whom you authorize us to disclose your personal data to.
經閣下同意或指示，或閣下授權我們向其披露個人資料的任何其他人士。

Your Rights and Contact Us 閣下的權利及聯絡我們

You have the right to request and access to and/or correction of your personal data held by us. If you wish to request access to and/or correction of your personal data or if you have any enquiries regarding this statement, please contact our Manager, Property Services, by post to the address set out below. Please mark "Confidential: Personal Data Access/Correction/Enquiries" on your correspondence:-

閣下有權查閱及/或要求改正我們持有閣下的個人資料。若閣下欲查閱及/或更改其個人資料或對本聲明有任何疑問，請致函到我們下列地址，與我們的經理－物業服務聯繫，並請在函件上列明「機密：個人資料查閱/更正/查詢」：

Post : MegaBox Management Services Limited, Unit 15, L11, MegaBox, Enterprise Square Five, 38 Wang Chiu Road, Kowloon Bay, Kowloon
郵寄：九龍九龍灣宏照道38號企業廣場5期 MegaBox L11 15室 MegaBox Management Services Limited

Interpretation 翻譯

If there is any inconsistency or ambiguity between the English version and the Chinese version of this Statement, the English version shall prevail.
如本聲明的英文版本與中文版本有任何矛盾或含糊，則以英文版本為準。

Last updated: April 2021 最後修訂：2021年4月

I confirm that all the personal data provided in this application form are true, complete and accurate. I have already read carefully and agree to the above Personal Data Collection Statement.

本人確認在本申請表格中所提供的所有個人資料全屬真實，完整和準確。本人已經詳細閱讀並同意上述個人資料收集聲明。

Tenant's Authorized Signature and Company Chop
租戶授權簽署及蓋章

Date
日期



熱工作申請表

備註：請填妥熱工作登記表及附上清晰施工地圖，並於施工前最少一個工作天下午四時前交回管理處作批核。
Remark: The completed Application Form together with the "Hot Work Registration Form" and a hot work location plan shall be submitted to Management Office on or before 4:00pm at least one working day before the commencement of work.

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Personal Information Collection Statement 個人資料收集聲明

Purposes of Collection & Use 資料收集和使用的目的

Personal data collected in this form will be used by MegaBox Management Services Limited for one or more of the following purposes:
對於本表格所收集之個人資料，MegaBox Management Services Limited 將作下列一項或多項用途：

- (i) to process your application/registration;
辦理你的申請/登記；
- (ii) to verify information in the form and the identity of you and other individuals (if applicable) for the services which you have applied;
就閣下所申請的服務核實表格的資料、閣下及他人(如適用)的身份；
- (iii) to facilitate your use of our facilities and services supplied to you and participation in the relevant interest classes, events and functions;
促進閣下享用我們所提供設施和服務，及參與興趣班、節目和活動；
- (iv) to facilitate our communication with you;
促進與閣下的聯繫；
- (v) to compile, maintain and update the database and record regarding our services;
匯編、整理和更新我們的服務數據庫和記錄；
- (vi) for our internal management and/or administrative purposes relating to our provision of property management services;
為我們所提供物業管理服務之內部管理或行政用途；
- (vii) to facilitate our compliance with relevant legal and regulatory requirements or as permitted by any applicable laws or regulations, court order or lawful request; and
為遵守相關法例及監管規定、法律所允許或回應法規、法院命令、或其他合法要求；及
- (viii) for any other incidental or associated purposes relating to the above or any other purposes which you may from time to time agree.
與上文有關的任何其他附帶或相關用途，以及閣下不時同意的任何其他用途。

It is obligatory for you to provide all the requested information in the form except as otherwise indicated. If you do not provide sufficient and correct information, we may not be able to process your application/registration and we may use the contact information in the form to contact you to supplement the relevant information.

除另有標示外，閣下必須提供本表格中要求的所有資料。若閣下未能提供正確或充分資料，我們可能無法繼續處理閣下之申請/登記，我們亦可能使用表格中之個人資料聯絡閣下以補充相關資料。

3rd Party Information 第三者資料

If you provide personal information about other individuals, you must show them a copy of this statement and get their valid consent prior to disclosing the data to us. If you do provide us with information about other individuals we will assume that you have obtained the relevant consent, and you hereby warrant to us that you have done so, and shall indemnify us from any claims to the fullest extent permissible by the applicable law.

如閣下提供有關他人的個人資料，閣下必須在對我們披露資料之前向他們出示本聲明的副本並獲得他們的有效同意。如閣下向我們提供了有關他人的資料，我們將假設閣下已獲得相關同意，閣下亦特此向我們保證閣下已獲得相關同意，並將在適用法律允許的最大範圍內就任何索賠向我們作出彌償。

Transfer & Disclosure 轉交及披露

We may transfer or disclose your personal data to the following third parties on a need-to-know basis in attaining the purposes above mentioned:-
為了實現上述目的，我們可能會按需要知道的原則下將閣下的個人資料轉交或披露予下列第三方：

- (i) service providers, coaches, trainers, organizers of events/interest classes/ functions;
節目、興趣班及活動的服務供應商、教練、培訓員、策劃人；
- (ii) data processors, service providers or suppliers engaged by us to process data or provide information technology support to us;
為我們提供資訊科技支援或進行資料處理服務的資料處理者、服務提供者或供應商；
- (iii) government or other law enforcement or regulatory authorities; and
政府機關、其他執法部門或監管機構；及
- (iv) any other party at your consent or at your direction or whom you authorize us to disclose your personal data to.
經閣下同意或指示，或閣下授權我們向其披露個人資料的任何其他人士。

Your Rights and Contact Us 閣下的權利及聯絡我們

You have the right to request and access to and/or correction of your personal data held by us. If you wish to request access to and/or correction of your personal data or if you have any enquiries regarding this statement, please contact our Manager, Property Services, by post to the address set out below. Please mark "Confidential: Personal Data Access/Correction/Enquiries" on your correspondence:-

閣下有權查閱及/或要求改正我們持有閣下的個人資料。若閣下欲查閱及/或更改其個人資料或對本聲明有任何疑問，請致函到我們下列地址，與我們的經理－物業服務聯繫，並請在函件上列明「機密：個人資料查閱/更正/查詢」：

Post : MegaBox Management Services Limited, Unit 15, L11, MegaBox, Enterprise Square Five, 38 Wang Chiu Road, Kowloon Bay, Kowloon
郵寄：九龍九龍灣宏照道38號企業廣場5期 MegaBox L11 15 室 MegaBox Management Services Limited

Interpretation 翻譯

If there is any inconsistency or ambiguity between the English version and the Chinese version of this Statement, the English version shall prevail.
如本聲明的英文版本與中文版本有任何矛盾或含糊，則以英文版本為準。

Last updated: April 2021 最後修訂：2021 年 4 月

I confirm that all the personal data provided in this application form are true, complete and accurate. I have already read carefully and agree to the above Personal Data Collection Statement.

本人確認在本申請表格中所提供的所有個人資料全屬真實，完整和準確。本人已經詳細閱讀並同意上述個人資料收集聲明。

Tenant's Authorized Signature and Company Chop
租戶授權簽署及蓋章

Date
日期



MegaBox Management Services Limited

Environmental Policy 環保政策

I/We understand that the environmental policy of MegaBox Management Service Limited that I/we am/are responsible to bequeath a better environment to future generations. I/We commit ourselves to minimize the potential impacts to the environment throughout the life-cycle of our projects. In balancing the need for operating as a profitable business, meeting environmental concerns, and building and operating quality works, I/we will adopt the following principles:

本人/吾等明白 MegaBox Management Service Limited 致力為新世代保留美好環境，故承諾本公司的一切活動均會盡力減低對環境造成的影響。為確保達到保護環境、維持工程質素，以及平衡本公司營運之需求，我們願意遵守以下原則：

- To integrate environmental considerations in planning, design, construction, operation and maintenance of all properties in our portfolio.
在項目策劃、設計、施工、運作及保養的過程中融入對環境保護之考慮。
- To prevent pollution, to protect the environmental and reduce carbon emission by conserving natural resources, reducing the use of energy, minimizing and recycling waste.
保存自然資源、節約能源、減少及循環再造廢棄物，以期減少污染及碳排放，保護環境。
- To promote the use of environmental-friendly materials and technologies in design, construction, operation and maintenance of our portfolio.
在項目策劃、設計、施工、運作及保養的過程中，推廣採用環保物料及技術。
- To comply with all applicable environmental regulations and other relevant environmental requirements, and strive to go beyond these wherever practicable.
符合所有有關之環保法例及其他相關環保要求，並致力在可行範圍內，達致更高水平。
- To instruct our consultants and sub-contractors to implement our environmental requirements, and work with them to help realize our environmental commitment.
為實踐對環境保護的承諾，我們會要求顧問公司及轄下承辦商履行我們對環境保護的規定。
- To seek continual environmental improvements through the establishment of environmental objectives and targets.
透過制定環境保護目標及指標，從而達到持續的環境改善。
- To educate and enhance environmental awareness for our staff, consultants, contractors, and other interested parties; and communicate this Environmental Policy via internal and external communication channels.
教育及提升員工、顧問公司及承辦商的環保意識；並透過對內及對外之溝通渠道傳達此環保政策。
- To support environmental initiatives of MegaBox Management Services Limited.
支持 MegaBox Management Services Limited 之環保活動。

Tenant's Authorized Signature & Company Chop
租戶簽署/蓋章

單位 Unit:

日期 Date:

Contractor's Authorized Signature & Company Chop
承辦商簽署/蓋章

日期 Date:



Environmental-friendly Fitting Out Guideline

環保裝修工程指引

The following environmental-friendly fitting out guideline serves as a reference to tenants and your company during the course of planning and carrying out of fitting out work:

於租戶裝修期間，租戶及其工程承辦商可參考以下環保指引：

1. Selection of Fitting Out Material and Electrical Equipment

選取裝修材料及電力器材

- (A) Use non-polluted fitting out material, e.g.
選用不污染環境之裝修物料，例如：
- Select non CFC & HCFC insulation material;
選用不含 CFC 及 HCFC 之隔熱物料
 - Select non organic solvent paint;
選用不含有機溶劑之油漆
 - Select non lead containing paint;
選用不含鉛之底層漆
 - Select non asbestos product;
選用不含石棉之產品
 - Select less VOC emission product, etc
選用少量 VOC 排放之產品等

When selecting timber and wooden product (e.g. door, flooring and partition), please consider sustainable timber and select vendor which is able to provide certificate to ensure the timber are extracted from the sustainable forest by the Forestry Stewardship Council (i.e. FSC certified)

於選取裝修木材和木製品時(如門、地板、隔板等)，請考慮選用認可之環保持續木材及選取能提供國際林業管理公會認證木材證書之供應商。

(B) Selection of Electrical Equipment 選取電器

Consideration of using environmental friendly products when selecting electrical equipment, such as: energy saving bulbs and electronic ballast (avoid using incandescent light bulbs), energy saving appliances, refrigerator and air conditioner with environmental friendly refrigerant. For the selection of air conditioners, quite, high efficiency and non-dripping type shall be considered.

租戶於選購電器產品及器材時，可考慮選用環保產品，例如：慳電燈膽及電子火牛等(避免使用鎢絲燈膽)、節能電器、採用環保雪種的冰箱及冷氣機等。選擇冷氣機時應以寧靜、高效能及不滴水為佳。

2. Waste Disposal 廢物清理

All waste and debris arising from the fitting-out works shall be properly disposed by tenants and/ or your company.

租戶或其承辦商需自行清理所有裝修廢物。

3. Drainage 排水渠

In order to avoid blockage of the drain pipes, you and your contractor are requested not to dump cement, sand, rubbish, refuse into the toilet bowl as well as the drain pipes. Tenant is liable for any blockage caused by abusive usage.

請勿將混凝土、沙石瓦礫、垃圾、布屑和漆油等廢物倒入大廈內任何坐廁或去水渠內，以免淤塞。如因不適當使用而引致排水系統損壞，租戶須負責承擔全部修理費用。

4. Noise and Nuisance Control 噪音及其他滋擾管制

Noisy work must only be carried out at the specific period in accordance with the legal requirement and/or the permitted hours by the Management Office. Fitting out work must be undertaken inside the respective unit, door must be closed or barrier to be provided to prevent noise and dust nuisance caused to neighborhood.

按照法例及管理處發出的指引於指定時段內進行噪音工程，裝修工程只准在單位範圍內進行，大門必須保持關閉，或需裝設適當的圍板以減低噪音及防止塵埃、氣味等滋擾。



MegaBox Management Services Limited

**INSURANCE FOR FITTING-OUT PERIOD
裝修期間保險事宜**

Throughout the fitting-out period, the Tenants and their appointed designers and/or fitting-out contractors are required to effect and maintain sufficient insurance policies with the reputable insurance companies including the Contractors' All Risks and Third Party Liability Insurance together with Employees' Compensation Insurance according to the minimum requirements set out below:-

租戶裝修期間，租戶及其委聘的設計或工程承辦商必須向具聲譽的保險公司購買及維持足夠保險，包括工程全保險及第三者責任保險、僱員賠償保險等，並符合以下之最低要求：

- 1) The Names of the Insured shall include the Landlord and the Building Manager as follows:-
受保人必須包括下列業主及管理公司名稱：
 - MegaBox Development Company Limited as Landlord; and
 - MegaBox Management Services Limited as Building Manager
- 2) The following clauses shall be incorporated into the insurance policy:-
保單內須包括以下條款：
 - i) Indemnity to Landlord and Building Manager
 - ii) Tenant's Liability
 - iii) Cross Liability
 - iv) Extension of cover for Principal's/ Employer's Property (A7)
- 3) Third Party Liability – the minimum requirement for the sum insured in any one accident / unlimited any one period is listed as follows:-

HK\$30 Million 港幣叁仟萬圓
- 4) The Tenants shall produce documents to prove the cover validity before commencement of fitting-out works, including but not limited to premium receipt and insurance policies, etc.
租戶須於裝修工程展開前，出示有效之保單證明文件，包括但不限於保費收據及保險文件等。

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Date of Receipt (Insurance Policies)
收件日期 (保單文件)

Representative Signature from Property Services Office
物業服務處代表簽署

Enterprise Square Five Tenant Fit-out Guideline Table of Contents

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1.0 Introduction

- 1.1 The Tenant Fit-out Guideline is intended to assist you, the “Tenant”, your architect and your contractor in the design of the Tenant Premises and to prepare and submit proposals for the fitting out of the Tenant Premises.
- 1.2 This Guideline only outlines the general requirements that the Tenant has to consider before submitting his/her fitting-out drawings. This Guideline shall not in any way affect and/or vary the terms and conditions as contained in the signed Letter of Offer of which the standard of Tenancy Agreement forms part. In the event of any conflict, the terms and conditions of the Tenancy Agreement shall prevail.
- 1.3 Tenant shall follow the instructions and procedures described in this Guideline to expedite the necessary review and approval by the Owner, and the subsequent completion of the Tenant Premises.
- 1.4 This Guideline is subject to change without notice, as determined by the Owner. The Owner reserves the right to approve or disapprove of any tenant fit-out proposal regardless of whether it meets the criteria set forth by the Tenant Fit-out Guideline.
- 1.5 Questions may be directed to:

Tenant Coordinator
MegaBox Development Company Limited
Unit 2001 on L20, Tower One
Enterprise Square Five
38 Wang Chiu Road
Kowloon Bay, Hong Kong

Telephone: +852 2967 0033

2.0 TECHNICAL CRITERIA

2.1 Works to be Carried Out by Approved Contractors

Any works connecting to common facilities within the Tenant Premises, being carried out in common area or on curtain wall, any alteration and addition to the fire services system, shall be conducted by the Owner's approved contractors at Tenant's cost.

It is the Tenant's liability to ensure the accuracy and sufficiency of the design instead of the approved contractors. It is also the Tenant's responsibility to coordinate his/her designer, contractors with the approved contractors.

2.2 Structural

1. Any cutting / chiselling onto the structural concrete is definitely not allowed.
2. The prevention of water leakage to lower floor throughout the entire fit-out period is necessary.

2.3 Architectural

1. All works should be carried out in accordance with the current Building Regulations and General Specification for Building Works.
2. The internal partition shall be erected in line with window mullions. Damage to window mullions is strictly prohibited. Fixing details of partition to window mullions shall be submitted for approval.
3. Any obstruction to meter rooms, fire shutter, fire exit door, access panels of pipe ducts and A/C installations or the like is strictly prohibited.
4. Building finishes should be fitted within the leased area. Any floor finishes at the entrance should be laid in line with the entrance door at closed position.
5. Dividing strip to floor finishes is required between the line of leased area and the common area wherever the entrance door is to be set back.
6. Additional lock to be installed to the exit door is definitely not allowed except panic bolt or Detex lock complying with current government regulations and subject to reinstatement.
7. Any fitting-out work affecting the common area outside the Tenant Premises is definitely not allowed. Any damage such caused should be made good and reinstated within the fitting-out period.

8. Blocking up of existing window area is strictly prohibited according to the prescribed window requirements of the Building Regulations. All existing openable casement windows must be accessible at all time.
9. Any renovation / alternation work affecting the entrance door shall be subject to Owner's approval. In this connection, entrance door shall have a F.R.P. of not less than ½ hour and corridor wall shall be blockwall construction having a F.R.P. of not less than 1 hour. In these circumstances, construction of ordinary tempered glass door is strictly prohibited according to the Fire Resisting Construction Code.
10. Door closer and exit sign are required for doors leading to fire exit. Additional exit sign shall be installed at conspicuous locations to direct people to the exit doorway. Alteration to any fire exit door enclosed within Tenant Premises, such as the change of surface laminated sheet and ironmongeries, is strictly prohibited.
11. Ceiling access panels of size not less than 600 x 600mm must be provided underneath all the service panels for future maintenance purpose. Unobstructed access to any plant room, switch room, etc. for maintenance and repair shall also be made readily available at all times. Tenant shall be responsible for temporary or permanent relocation or removal of their own installations, furniture, finishes, etc. and the subsequent reinstatement of any affected area as and when required should it cause obstruction to any future repair and additional work to be carried out for Owner's building structure or services.
12. Tenant should exercise proper care when carrying out works involving flammable material such as paint spraying. Tenant is required to seek Owner's approval prior to work commencement.
13. If electronic locking device is to be installed to the entrance door, it must be capable of being readily opened from the inside without the use of a key in case of electricity power failure. Detail of electronic lock indicating safety device, manual override or emergency back-up battery in case of suspension of power shall be submitted for approval.
14. Obstruction, irrespective of temporary or permanent, to exit door, fire exit route, exit sign, fire fighting installations, openable window, curtain wall, air-conditioning installations, miniature circuit breaker (MCB), pipe duct access or the like is strictly prohibited.
15. The premises layout shall be designed to comply with the permitted travel distance and direct distance requirements as specified in the Code of Practice for the Provision of Means of Escape in case of fire and other allied regulations.
16. All the materials used for the suspended ceiling and dry partition systems constructed by Tenant shall be non-combustible. In these circumstances, plywood boards are normally prohibited and gypsum / plaster boards shall be used in lieu.

17. Fixed installations to structural floor along curtain walling are strictly prohibited.
18. Wall and floor finishes, height of partitions, furniture layout, filing rooms and cabinets, PABX and computer room shall be clearly shown on plan.
19. Tenant's name or logo, other than the standard signage provided by Owner, is not allowed to be fixed on the corridor wall.
20. Particular precaution is required to prevent the curtain wall coating from damage during and after the fit-out period.
21. The openable window of the curtain wall is designed for occasional ventilation requirement only. It should be kept close at all time during and after the fit-out period. Prolonged opening of the openable windows would cause damage to the hinges and supporting arm, and the Tenant should be held liable for rectification.

2.4 Plumbing and Drainage

1. Plumbing and drainage installations are subject to Owner's approval. Tenant should submit floor plan, schematic diagram, size and level of both water supply and drainage pipework / fittings and the construction detail of sump tank, use of material, number and location of sanitary fittings for approval.
2. Tenant shall be responsible for making application to the Water Authority for separate water meter of the proposed water supply. Connections to Owner's supply are normally prohibited.
3. No coring or penetration through structural components is permitted. Penetration through wall for pipes is subject to approval and shall be made good with an approved filling material (fire proof, if necessary).
4. High level alarm and solenoid valve on water supply pipe shall be included in sump pump system.
5. Waterproofing against leakage shall be provided to wet pantry, planter boxes, fish tanks, and other location where plumbing and drainage installation is involved. Moreover, waterproofing proposal including area installation, manufacturer's recommendation and construction detail shall be submitted for approval.
6. All the piping installation, e.g. via common area and connecting to common header or stack, shall be carried out by Owner's approved contractor at Tenant's cost.

2.5 Electrical

1. All installations and works shall be carried out in accordance with current IEE regulation and shall comply with all current government regulations and CLP requirements.
2. All cables must be running in metal trunking, conduit or cable tray especially those running inside ceiling void. Flexible conduit exceeds 2m is not allowed.
3. For installation with 3-phase electricity supply, the loadings shall be evenly distributed over the 3 phases.
4. If the proposed electrical installation exceeds 100 Amp, Tenant is recommended to employ a registered electrical contractor to carry out periodic test at least once every year and shall submit results to EMSD for endorsement in every 5 years in order to comply with the current Wiring Regulations. A copy of Periodic Test Certificate (Form WR2) shall be submitted to Owner for reference.

2.6 Air-conditioning

1. Adequate number of fan coil units shall be added in case the heat load of the Tenant's design exceeds the Owner's standard provision but it is subject to the availability of extra chilled water supply. In this regard, the extra installation cost and the additional chilled water supply cost shall be borne by the Tenant.
2. Flexible air ducts exceeding 4m are not allowed.
3. If treated air transference is being obstructed, louvre panel to partition / door or transfer air duct in the false ceiling is / are required.
4. Prior to connection with the central air conditioning system, completion inspection must be arranged and shall be not less than 3 days in advance.
5. Air-conditioning system must be switched off during the entire fit-out period so as to avoid clogging of A/C units.
6. Access panel shall be provided at air duct for future maintenance.
7. Primary air duct shall be properly installed to ensure efficient ventilation throughout the Tenant Premises.

2.7 Fire Services

1. All installations shall comply with the current F.S.D. regulations and requirements.
2. Tenant shall be aware of and to prevent any false alarm and damage caused by the fit-out works. The service charge, if any, claimed by the FSD and the costs of the remedial works claimed by the Owner will be chargeable to Tenant.
3. Tenant shall provide proper and adequate number of fire extinguishers if the works, while approved by the Owner, involves flammable materials, heating of bitumen, welding or the like.
4. Owner has provided sufficient fire alarm and PA systems to be audible at all common and tenant areas under normal circumstances. However, if Tenant has modified the current layout, such as the construction of full height and sound insulated partitions, it is highly recommended that the Tenant shall install at his/her own costs additional fire alarms and PA speakers to enable the current systems are effective and audible.

2.8 Additional Information Required

Structural

1. Detailed loading information and the proposal for spreading the load of any heavy equipment such as fish tank, freezers, safe, file compactus, etc. accompanied with Registered Structural Engineer's calculation shall be submitted for approval.
2. Construction details for the raised floor and ramp shall be submitted for scrutiny.
3. Construction details for marble / granite floor shall be submitted for approval.

Architectural

1. Junction details for full height partition interfaced with existing window mullion shall be submitted for approval.
2. Proposal of main entrance alteration shall be submitted for Owner's approval. The same should be submitted with coloured perspective / elevation as well as material sample board and construction detail.

E & M Services

1. MVAC loading calculation shall be submitted by Tenant for Owner's scrutiny and record. 24 hours A/C detail at PABX or computer room, if applicable, shall also be submitted.
2. F.S. layout shall be submitted by Tenants for Landlord's scrutiny and record. Particulars of additional pre-action fire fighting system for the computer room, if applicable, shall also be submitted for scrutiny.
3. Electric loading calculation including information of lighting fixtures and associated apparatus shall be submitted by Tenant for Owner's scrutiny and record. Essential power loading calculation, if applicable, shall also be submitted.

3.0 FITTING OUT CRITERIA

The following section explains the rules and procedures regarding the fitting out of the Tenant Premises. This and the preceding sections should be adhered to whenever possible.

3.1 Tenant Fitting Out Works

Tenant is responsible for all fitting out works to be performed within the Tenant Premises. This includes any additions or alterations to pre-existing finishes or fixtures within the Tenant Premises. Any works are to be first reviewed and approved in writing by the Owner prior to their commencement. The Tenant is encouraged to engage an experienced designer/contractor or an Authorized Person under the Building Ordinance. All other consultants should also be reputable and meet all required professional qualifications. All consultants and contractors are subject to review and approval by the Owner. The Owner reserves the right to reject the appointment of any consultant or contractor should they not meet the Owner's approval.

General working programme must be submitted for coordination. Exact commencement date shall be subject to the Owner's approval of the fitting-out works.

3.2 Owner Review & Approval Process

Required Drawings & Documentation

The following is a list of drawings and documentation that the Tenant is required to submit to the Owner prior to the commencement of fit out works in the Tenant Premises:

1. Construction/Layout Plan

- All partitions are to be shown with a clear indication of materials and method of construction (separate details may be required).
- All furniture/equipment or merchandise displays should be shown.

2. Reflected Ceiling Plan

- All false ceilings should be shown with clear indication of materials and methods of construction (separate details may be required).
- All finished ceiling heights should be shown.
- All access panels should be clearly indicated and coordinated with the Building Services plans.
- All light fixture locations should be shown and labeled according to the light fixture specification for all open and false ceilings.

3. MVAC Plan

- All mechanical ventilation/ air-conditioning ductwork, diffusers, grilles, pipework etc. should be shown on this plan.
- All thermostat or MVAC control locations should be clearly indicated.

4. Electrical Plan

- Electrical supply layout and schematic wiring diagram should be shown.
- All appliances/equipment should be shown with details of their electrical wiring and capacity.
- Location of miniature circuit breakers/switches must be shown.

5. Plumbing & Drainage Plan

- Proposed routing and plumbing fixtures should be shown.
- All plumbing fixture specifications and details should be provided.
- Details of floor water proofing shall be provided.

6. Fire Protection Plan

- Proposed sprinkler layout should be shown.
- All Fire Protection devices should be shown and specifications provided.
- Where applicable, all escape paths should be clearly indicated.
- FSI/314a should be submitted to F.S.D. for approval by the Tenant.

7. Info. Technology & Communications

- All network/telephony cabling and devices should be shown.
- All equipment specifications should be provided.

8. Elevation or Perspective

- Indication of signage with dimensions, merchandise display unit if any, finishes and colour scheme.

9. Other Drawings & Documentation

- All construction details and elevations should be provided.
- Material and equipment specifications should be provided. All finish specifications should be accompanied by samples.
- In the event that structural alterations are required, structural drawings should be provided with corresponding calculations. Details, method statement, building services and Code of Practice should be shown on drawings. All drawings /documents should be endorsed by a registered structural engineer.
- Construction Programme for fitting out works should be submitted.
- Valid test reports for FRP material used in fitting out works should be submitted.

Notes:

- All drawings should be in metric scale. Plans should be not smaller than 1:100.
- Four (4) sets of drawings and documents should be submitted. An electronic copy in AutoCAD format should also be included.
- All technical information shall be in metric units.
- Correct levels and dimensions should be given and verified in the field by the Tenant's appointed contractor.
- MVAC, Electrical, Structural, Plumbing, P.A. and Fire Protection plans are all subject to review by the Owner's appointed consultants, if necessary.
- Any alterations of the layout that involve submission to relevant government departments for approval are to be undertaken by the Tenants themselves. The Tenants are required to submit the plan to the Owner for approval/agreement before they initiate submission to the government.

3.3 Additions/Alterations to Building Services & Structure

Any additions or alterations to the Owner's installed building services must first be reviewed and approved in writing by the Owner before any work is to commence. This includes:

- Mech. Ventilation & Air Conditioning
- Electrical
- Plumbing & Drainage
- Fire Protection
- P.A. System
- Information Technology & Communications
- Security
- Structural

The Tenant is required to submit all pertinent drawings and documentation (including but not limited to those mentioned above in section 3.2.1) to the Owner's appointed consultant for vetting. Any associated fees shall be paid for by the Tenant.

All works beyond the Tenant Premises and all connections to common facilities including those within the Tenant Premises are to be performed by the Owner's approved contractor and are to be paid for by the Tenant.

3.4 Submission of Drawings & Documentation

All drawings and documentation are to be submitted to:

Tenant Coordinator
MegaBox Development Company Limited
Unit 2001 on L20, Tower One
Enterprise Square Five
38 Wang Chiu Road
Kowloon Bay, Hong Kong

Telephone: +852 2967 0033

The Tenant is advised to allow 4 weeks prior to the scheduled commencement of fit out works for the Owner's review and approval. The Tenant is permitted to schedule a meeting with the Tenant Coordinator to review drawings and documentation if necessary. Likewise the Owner may request that the Tenant and his appointed consultants be required to meet with the Owner's consultants as part of the review and approval process. Any associated fees or costs are to be paid for by the Tenant.

3.5 Procedures Prior to Commencement of Fitting Out Works

Before the fitting out works to the Tenant's Premises can begin, the Tenant is required to do the following:

1. Appointment of Representative

Should the Tenant wish for his appointed designers/consultants to communicate directly with the Owner or the Owner's consultants, he must first provide written authorization.

2. List of Contact Persons

The Tenant must provide a list of each contractor's supervisors prior to the start of fitting out works. This person shall act as the point of contact for all queries, disputes, coordination and in case of emergencies.

3. Insurance

The Tenant should arrange for the following types of insurance for the duration of fitting-out works:

- Workmen's Compensation
- Fire Insurance
- Water Damage Insurance
- Third Party Liability Insurance

Copies of all insurance policies and receipts of premiums should be submitted to the Owner's Management Agent/Tenant Coordinator prior to commencement of fitting out work.

4. Owner's Review and Approval

The Tenant is required to submit all the necessary drawings and documentation for the Owner's review and approval prior to the commencement of fitting out works. The Owner's approval must be obtained in writing. See Section 3.2 for more detailed information.

5. Debris Deposit & Disposal Charges

It is the responsibility of the Owner's Management Agent to remove all debris during the fitting out period. The Tenant's contractor is responsible for putting all debris in the assigned collection area. Debris left in the common areas will not be tolerated and may result in additional debris charges or the withdrawal of approval of the Tenant's appointed contractor. All charges and deposits must be received by the Tenant Coordinator before work may commence. Any deposit balance will be refunded without interest to the Tenant after the submission of as-built drawings and final inspection by the Owner.

6. Temporary Electricity Supply

Unless otherwise noted in the Agreement for Lease or Tenancy Agreement, temporary electricity supply for fitting out works will be provided by the Owner or his Management Agent. Tenant is responsible for paying the Owner or his Management Agent the expenses for connection of the temporary power supply from the central supply point to the premises and the consumption of the electricity. In the event that the temporary electricity supply is the responsibility of the Tenant, the Tenant is required to first seek the approval from the Owner or his Management Agent. The Tenant is then responsible for applying to the China Light and Power Limited prior to the commencement of fitting out work.

7. Government Regulations

It is the Tenant's responsibility to ensure that the design and operation of the Tenant Premises complies with all local regulations and statutory requirements. The Tenant is required to obtain all necessary licenses/permits prior to the start of fitting out works. A copy of these shall be provided to the Owner's Management Agent for record.

8. Building Services & Structure

Any addition to or modification of the Owner's installed mechanical/electrical equipment, cabling, conduit etc. must first be approved in writing by the Owner. Any additions or alterations to the building structure are likewise prohibited. The Owner reserves the right to stop all work within the Tenant Premises should the Tenant's contractor be found to be in noncompliance.

9. Fire Safety

The Tenant should provide adequate and appropriate fire fighting equipment on site. This includes but is not limited to portable fire extinguishers and sand buckets. In addition the Tenant and his contractors must ensure:

- all electrically operated equipment and switches are disconnected whenever leaving the premises;
- all electrical installation and wiring are properly installed and inspected periodically; and
- no excessive inflammable materials to be stored within the Tenant Premises and any inflammable materials must be stored in a cabinet within appropriate fire resistant.

10. Hoardings & Protection

The Tenant is required to properly erect a plywood hoarding at the office boundary. The hoarding should be erected up to an inch under the ceiling so as to avoid damaging its surface. Nails are not to be used to secure hoarding to the ceiling, floor and wall. The hoarding should be painted white and should be maintained in a good, clean and acceptable condition throughout the fitting out period. The door of hoarding should be kept closed at all times while the work is in progress. No part of the hoarding door should be open towards the public areas of the building.

Plywood board protection to floor finishes from the entrance door of Tenant Premises to the nearest service lift lobby throughout the whole fit-out period should be provided by the Tenant.

11. Security

The Tenant is required to provide names and identity card numbers of all contractors and their staff. All approved staff shall be issued a permit to enter that must be worn at all times. Failure to do so may result in that person's denial of entry into the building. All permits must be returned upon completion of work otherwise a replacement fee will be charged to the Tenant.

The Tenant must also provide the license plate numbers for all material delivery vehicles with their drivers' names and identity card numbers. The Tenant is required to advise the Owner's Management Agent 24 hours in advance of all scheduled deliveries.

3.6 Procedures During Fitting Out Works

The following procedures should be adhered to during the fitting out period:

1. Working Hours

Fitting out work may be performed from 8:00pm to 8:00am daily excluding Saturdays, Sundays and Public Holidays.

Extended hours are only permitted with the written approval of the Owner's Management Agent. Noisy works or works that may cause an unreasonable amount of disturbance must not be performed during the normal open hours of the office towers. Any associated costs will be borne by the Tenant.

2. Work Area

Work must be confined to the Tenant Premises or the area defined by the Tenant's hoarding. Construction debris or materials are not permitted to be stored in public areas. Any obstructions in the common areas will be removed. Should the contractor require working in the common area, written approval must first be obtained from the Owner's Management Agent. Meanwhile, additions to and alterations of the common area interiors are to be carried out by the Owner's appointed contractor only. Approval is for work on the Tenant Premises that may require access from the common area only.

3. Deliveries

Material/Equipment deliveries can be made to the designated loading/unloading bays only. The Owner's Management Agent must be notified at least 24 hours in advance of any deliveries (see Section 3.5.11 Security). It is the Tenant's responsibility to coordinate all deliveries.

Deliveries are restricted to service lifts only; passenger lifts and escalators are not to be used. Care should be taken to protect the common area finished from damage. In order to prevent damage, all materials and equipment should be sufficiently protected until arrival on the Tenant Premises and only rubber wheeled carts and trolleys should be used. The Owner's Management Agent is not responsible for any damage to Tenant property during delivery within the building. However, any costs associated with damages to the building finishes shall be paid for by the Tenant.

4. Wet Works

Wet Works are not permitted without the Owner's prior written consent. The Tenant is obliged to submit a method statement of waterproofing the bare shell before commencement of any wet works, inclusive of the mixing of cement/sand screed.

5. Spray Painting

Spray painting is not permitted without the Owner's prior written approval. The Tenant is obliged to ensure that the Tenant Premises is well ventilated. Whenever possible, painting should be done in the factory before arriving on site.

6. Welding

Welding inside the building is not permitted without the Owner's prior written approval.

7. Heating of Bitumen

The heating of Bitumen inside the building is not permitted without the Owner's prior written approval.

8. Removal of Debris

Construction debris is to be stored within the Tenant Premises or deposited at the designated debris collection area. In the event that the designated collection area is full, the Tenant should contact the Owner's Management Agent for alternate arrangements barring which, should store debris in his premises. Unauthorized dumping of debris in the common areas is strictly prohibited. Any costs incurred by their removal will be borne by the Tenant.

9. Air Conditioning.

It is recommended that the air conditioning system not be turned on during the fitting out period to prevent clogging of units.

10. Professional Behavior

All contractors and their staff are expected to behave in a professional manner and are required to be properly clothed. Sleeping, squatting and gambling will not be tolerated while working in the building. The Owner's Management Agent reserves the right to remove any such person(s) from the building and revoking their permit to enter. The use of radios is permitted but must not be audible beyond the Tenant premises.

11. Smoking

Smoking is strictly prohibited while working in the building. Anyone caught smoking may be removed by the Owner's Management Agent and has his permit to enter revoked.

12. Safety

The Tenant's contractor must adhere to all local safety regulations. Clear signage must be provided to indicate the construction works are being carried out.

13. Site Access

Should the Tenant Premises be located within or be accessible through the Owner's construction site, the Tenant's contractor and staff are required to comply with the instructions given by the Owner's Management Agent to minimize any inconvenience caused. Instructions will be posted at the entrance to the site. These may be updated or revised from time to time at the discretion of the Owner's Management Agent.

14. Access to Main Switch Room

Access to the building main switch room must be first approved by the Owner's Management Agent. An application to the Owner's Management Agent must be submitted at least 3 days prior to the scheduled works and 7 days prior to any work requiring power suspension. The Tenant is responsible for any costs or claims associated with failure to obtain Owner's Management Agent approval.

In the event that the Tenant's contractor is not able to carry out electrical works on the scheduled day, the Owner's Management Agent should be given 24 hours notice and a new application will need to be filed. Failure to do so will result in penalties that will be paid by the Tenant. Emergency access will be granted at the discretion of the Owner's Management Agent. Meanwhile, all work should be carried out after 11:00p.m.

15. Noise

The Tenant's contractor is required to comply with the Noise Control Ordinance.

16. Regulations

All contractors and their staff are required to adhere to all regulations laid down by the Owner's Management Agent. The Owner's Management Agent reserves to revise or relax these regulations from time to time and on a case by case basis.

17. Use of Toilets

All contractors and their staff shall only use the toilet facilities designated from time to time by the Owner's Management Agent.

18. Maintenance Access

Sufficient access to and from all Owner's equipment, e.g. pipe duct, AHU room, etc., should be provided in order that regular

maintenance and replacement of such equipment can be carried out without detriment to Tenant's proposed works, installations or decorations.

19. Unauthorized Use of Services

No addition, alteration or connection shall be made to the common plumbing and drainage system, the fire sprinkler system and electrical main system without prior approval from the Owner's Management Agent. Fire hoses cannot be used for any purpose other than fire fighting.

20. Protection Against Damage

Proper and adequate protection to all Owner's property must be provided at all times and at your expense. Any damage to the Tenant Premises, the building and Owner's property arising from Tenant's fitting out works will be made good by the Owner and the expenses thereof will be charged to Tenant's account. Payment of a fitting out deposit is required and should be made prior to any commencement of fitting out works.

21. Fitting Out Deposit

<u>Area of Leased Premises (on the Lettable Area)</u>	<u>Amount of Fitting Out Deposit</u>
1,000 sq. ft. and below	HK\$5,000.00
1,001 sq. ft. – 5,000 sq. ft.	HK\$10,000.00
5,001 – 10,000 sq. ft.	HK\$20,000.00
10,001 – 1 whole floor	HK\$30,000.00
More than 1 floor	HK\$30,000.00 per floor

The fitting out deposit will be refunded to you without interest after your completion of the fitting out works to the satisfaction of the Owner and after your settlement of any expenses by the Owner for making good any damage to the leased premises, the building and Owner's property arising from your fitting out works, whichever is later.

3.7 Upon Completion of Fitting Out Works

The following procedures should be adhered to upon completion of fitting out work.

1. Inspection

Upon completion of the Tenant's fitting out works, the Tenant should notify the Owner's Management Agent in writing and schedule for a site inspection. The Tenant will not be permitted to operate without the written confirmation that the site was inspected and found acceptable.

2. Utilities

The Tenant is responsible for applying for all necessary utility services to the relevant companies and authorities. The Tenant should notify the Owner's Management Agent when utility services are to commence.

3. As-Built Drawings/Documentation

The Tenant is required to submit a set of as-built drawings, documentation and certificates to the Owner for record including:

- print copy of the drawings and document;
- soft copy of the as-built drawings in AutoCAD format; and
- all relevant certificates including but not limited to Form FSI/314a and Form FS251; WR1; ventilation certificates; certificate of fire rated door or partition and etc.

4. Maintenance

The Tenant should provide a maintenance schedule to the Owner's Management Agent for record.



MegaBox Management Services Limited

MISCELLANEOUS FEE SCHEDULE FOR FITTING-OUT WORK

<u>Type of Service</u>	<u>Administration Fee</u>	<u>Min. Charge</u>	<u>Deposit</u>	<u>Remark</u>
<u>Administration Fee for Supporting Fitting-Out Works (Type 1)</u>				
1. Premises area under 3,000sq.ft.	\$70 / day	\$980	\$2,000	-Refer to Form no. MM-FM-FM151 for Terms and Conditions
2. Premises area between 3,001 and 10,000sq.ft.	\$180 / day	\$2,520	\$5,000	
3. Premises area over 10,001sq.ft.	\$330 / day	\$4,620	\$10,000	
<u>Photocopying or Printing Charges of fit-out submission</u>				
1. A4 (B/W print)	\$2 / sheet	-	-	
2. A3 (B/W print)	\$4 / sheet	-	-	
3. A2 (B/W print)	\$20 / sheet	-	-	
4. A1 (B/W print)	\$31 /sheet	-	-	
5. A0 (B/W print)	\$42 / sheet	-	-	
6. A4 (colour)	\$8 / sheet	-	-	
7. A3 (colour)	\$12 / sheet	-	-	
<u>Other Charges for Fitting-out Period</u>				
1. Reflective Vest	\$60	-	-	- Non-refundable
2. MegaBox Work Permit	\$10	-	-	

Remark: Prior payment to be made by crossed cheque and payable to 『MEGABOX MANAGEMENT SERVICES LIMITED』

MegaBox Management Services Limited

裝修工程雜項收費一覽表

<u>服務種類</u>	<u>行政費</u>	<u>最低收費</u>	<u>按金</u>	<u>備註</u>
<u>裝修支援服務(類別一)行政費：</u>				
1. 單位面積 3,000 平方尺或以下適用	\$70(每日計)	\$980	\$2,000	-請參閱表格 MM-FM-FM151 之有關條款及細則。
2. 單位面積 3,001-10,000 平方尺適用	\$180(每日計)	\$2,520	\$5,000	
3. 單位面積 10,001 平方尺以上適用	\$330(每日計)	\$4,620	\$10,000	
<u>複印或印刷裝修圖則收費</u>				
1. A4 (黑白印刷)	\$2 / 每張	-	-	
2. A3 (黑白印刷)	\$4 / 每張	-	-	
3. A2 (黑白印刷)	\$20 / 每張	-	-	
4. A1(黑白印刷)	\$31 / 每張	-	-	
5. A0 (黑白印刷)	\$42 / 每張	-	-	
6. A4 (彩色印刷)	\$8 / 每張	-	-	
7. A3 (彩色印刷)	\$12 / 每張	-	-	
<u>裝修工作證收費：</u>				
1. 反光衣	\$60	-	-	-此費用不得退回。
2. MegaBox 工作證	\$10	-	-	

備註:所有按金及費用必須以劃線支票形式支付，支票抬頭 『MEGABOX MANAGEMENT SERVICES LIMITED』。

Drawing List for Submission

A. Layout and Builder's Work

1. General Layout Plan (Server Room and Pantry shall be clearly indicated in the plan)
2. Construction/ shop drawing of Partition Wall
3. Reflective Ceiling Plan
4. Specification of Water-proofing Material (if any)

C. Air-conditioning Installation

1. MVAC Layout Plan (water side and air side shall be included)
2. MVAC Schematic Diagram
3. Cooling Load Estimation
4. Equipment Schedule and Catalog (if additional Fan Coil Unit is installed)
5. Cooling Capacity, heat Load, Flow Rate, Pressure Drop Calculation and Insulation Specification for Server Room (if any)

D. Fire Services Installation

1. FS Layout Plan
2. Copy of FS251 certificate

E. Electrical Installation

1. Reflected Ceiling Light Plan
2. Electrical Layout Plan
3. Main Cable Routing Plan
4. Schematic Diagram
5. Copy of WR1a/ WR1 certificate

F. P&D Installation (if any)

1. Plumbing and Drainage Routing Plan
2. Plumbing and Drainage Schematic Plan

G. Miscellaneous

1. ELV Layout Plan

MegaBox Management Services Limited**APPROVED CONTRACTORS / BUILDING CONTRACTORS****指定大廈承辦商**

		<u>Contact Person</u> 聯絡人	<u>Telephone / Mobile</u> 電話 / 手提號碼	<u>Fax</u> 傳真號碼
Fire Services 消防設備	Mansion Fire Services Company Limited 民信消防服務有限公司	Mr. C. H. Kwok	2907 9393 / 9451 3034	2907 9911
	New Concept Engineering (Asia) Ltd 新成工程(亞洲)有限公司 (Except AFA System)	Mr. Paul Ng	2267 6923 / 9258 0728	2267 7700
MVAC 冷氣系統	Alliance Contracting Co. Ltd. 聯和承造有限公司	Mr. K.K.Leung (Site Supervisor) Mr. Stanley Leung (General Manager)	2891 9083 / 6096 5076 2891 9083 / 9279 9687	2838 2120
	Bedrock Engineering Co. Ltd. 伯樂工程有限公司	Mr. Michael Yip (Engineer) Mr. Simon Li (Director)	2408 9973 / 9356 9525 2408 9973 / 9023 7887	2408 0679
	Sundart Technical Services Ltd. 承達空調服務有限公司	Mr. K C Yau	2511 0422 / 6211 0511	2510 0653
Electrical Service 電力裝置	Alliance Contracting Co. Ltd. 聯和承造有限公司	Mr. K.K.Leung (Site Supervisor) Mr. Stanley Leung (General Manager)	2891 9083 / 6096 5076 2891 9083 / 9279 9687	2838 2120
	Bedrock Engineering Co. Ltd. 伯樂工程有限公司	Mr. Michael Yip (Engineer) Mr. Simon Li (Director)	2408 9973 / 9356 9525 2408 9973 / 9023 7887	2408 0679
	Kwong Wah Electrical Engineering Ltd. 光華電器工程有限公司	Mr. Chris Chan	3678 3108 / 9663 0110	2406 0605
Plumbing & Drainage 渠務工程	Alliance Contracting Co. Ltd. 聯和承造有限公司	Mr. K.K.Leung (Site Supervisor) Mr. Stanley Leung (General Manager)	2891 9083 / 6096 5076 2891 9083 / 9279 9687	2838 2120
	Chi Chiu Engineering Co. Ltd. 志超工程有限公司	Morris Choi	2571 0621 / 6931 8618	2561 3437
	Riseview Corporation Limited 景升有限公司	Mr. Ringo Kwan	3118 9338 / 9232 9532	3020 6665
Cleaning Services 清潔服務	Johnson Cleaning Services Company Limited 莊臣有限公司	Mr Yeun Ho Sing Ms. Cindy Chan	9696 5955 6162 5862	2542 1202
Pest Control Services 滅蟲服務	Rentokil Initial Hong Kong Ltd. 香港能多潔榮業有限公司	Mr. Alvin Chan	2954 6888 / 6281 8995	2954 6892



Construction Industry Council (CIC)

Contractor's Safety Requirements

Version 1: 1 February 2025

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Contractor's Safety Requirements

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Appendix

Appendix 1 Relevant Safety and Health Legislations

Preface

This Contractor's Safety Requirements sets out the obligations and practical guidelines to all Contractors of Construction Industry Council ("CIC") to observe in relation to Safety and Health matters when they are occupying or conducting any activities at CIC premises. Compliance of this Contractor's Safety Requirements is binding to the contract or other types of use agreement and these Contractor's Safety Requirements are not intended to replace the provisions of laws and regulations or accepted standards in Hong Kong.

Should you have any questions on this handbook, please contact the Corporate Safety Department at enquiry@cic.hk.

We may review and update the content of this Manual from time to time. Please check with the CIC's department head for the latest version.

Statutory and Contractual Obligations

The Contractor shall be deemed to allow for the value of work in connection with meeting all statutory and contractual obligations in the upkeeping of safety and health in the execution of the works and any other related obligations, liabilities, risks and profit.

This Contractor's Safety Requirements contains the Safety and Health requirements in relation to the statutory and contractual obligations that are bound to the Contract, and the Contractor has obligations to fully comply with them with no cost or time implications.

If there is any non-compliance with the requirements, CIC reserves the right to charge the Contractor for all additional costs as a result of any additional arrangement, financial loss, damage or delays arising therefrom. CIC has the right to request the Contractor to take corrective actions until the non-compliance or unfavourable operation is rectified by the Contractor to the satisfaction of CIC with no cost or time implications.

CIC has the right to suspend the works until the non-compliance or unfavourable operation is rectified by the Contractor to the satisfaction of CIC with no cost or time implications. CIC has the right to arrange additional resources directly (e.g. Manpower, plants, equipment and materials) to rectify or facilitate the rectification for the non-compliance of the safety requirements by the Contractor, CIC has the right to charge the Contractor for the costs such as salary, associated administrative costs and related expenses arising therefrom.

In addition, where the statutory and contractual obligations are not performed by the Contractor to the satisfaction of CIC, CIC reserves the right to terminate this Contract, and the Contractor is not entitled to claim any compensation. The Contractor shall be liable for all financial loss or expenses necessarily incurred by the CIC as a result of the termination of this Contract.

It is important to note that compliance with the requirements shown in the Contractor's Safety Requirements does not itself confer immunity from legal obligations in Hong Kong. Contractors are reminded to observe and comply with statutory provisions, relevant codes of practice, guidelines, guidance notes and other government departments' requirements from time to time so as to discharge their legal and other pertinent duties.

Statutory Obligations:

In Hong Kong, potential duties and liabilities arise under statutes including but not limited to:-

1. Occupiers Liability Ordinance (Cap. 314) (“OLO”);
2. Factories and Industrial Undertakings Ordinance (Cap. 59) (“FIUO”) and Factories and Industrial Undertakings (Safety Management) Regulation (Cap. 59AF) (“FIUSMR”);
and
3. Occupational Safety and Health Ordinance (Cap. 509) (“OSHO”).

The above statutes potentially apply to Contractors of CIC (who are “occupiers” within the ambit of OLO or OSHO, or “proprietors of undertaking” within the ambit of the FIUO / FIUSMR). Contractors are required to abide by the relevant provisions under the statutes. Some key principles are summarized below.

Occupiers Liability Ordinance (Cap. 314)

Under section 3(1) of the OLO, “an occupier of premises owes the same duty, the common duty of care, to all his visitors, except in so far as he is free to and does extend, restrict, modify or exclude his duty to any visitor or visitors by agreement or otherwise.”

The OLO does not define who is an occupier, and the common law test applies such that a person is an occupier if he or she has a sufficient degree of control over the premises.

An occupier would owe all visitors a “common duty of care” i.e. to take such care as in all circumstances of the case is reasonable to see that the visitor will be reasonably safe in using the premises for the purposes for which he is invited or permitted by the occupier to be there.

Factories and Industrial Undertakings Ordinance (Cap. 59) and Factories and Industrial Undertakings (Safety Management) Regulation (Cap. 59AF)

Section 6A(1) of the FIUO stipulates that “it shall be the duty of every proprietor of an industrial undertaking to ensure, so far as is reasonably practicable, the health and safety at work of all persons employed by him at the industrial undertaking.” “Industrial undertaking” is defined widely under the FIUO and includes factories, construction work, container handling,

and industries in which articles are manufactured, altered, cleansed, repaired etc.,

A “proprietor” includes the person for the time being having the management or control of the business carried on in such industrial undertaking.

FIUSMR is one of the subsidiary legislation promulgated under the FIUO to ensure industrial safety by promoting safety management and self-regulation by proprietors and their workforce.

Under the FIUSMR, the key duties of a proprietor are, inter alia, to:-

- (i) Develop, implement and maintain a safety management system containing elements specified under the FIUSMR;
- (ii) Establish not less than one safety committee (to review measures for improving the safety and healthy of the workers in the relevant industrial undertaking, and to
- (iii) implement the relevant measures);
- (iv) Appoint a registered safety auditor to conduct a safety audit or a safety review officer to conduct a safety review.

Occupational Safety and Health Ordinance (Cap. 509)

The OSHO was enacted for the purpose of ensuring the safety and health of employees. Duties are attached (a) to an employer who is in control of the premises where the employee's workplace is located, and (b) to the occupiers of the premises, if the employer is not in control of the premises where the employees' workplace is located.

In particular, Section 7(1) of OSHO provides the occupier of the premises must ensure that:-

- (i) The premises; and
- (ii) The means of access to and egress from the premises; and
- (iii) Any plant or substances kept at the premises

are, so far as reasonably practicable, safe and without risks to health.

Other duties and liabilities

In addition, there are potential duties and liabilities under the common law (tort of negligence,

tort of nuisance etc.,). Contractors should ensure that they understand these duties and liabilities.

References

Chapter 59 Factories and Industrial Undertakings Ordinance

Chapter 314 Occupiers Liability Ordinance

Chapter 509 Occupational Safety and Health Ordinance

Apart from the above statutes, Contractors shall comply with relevant codes of practice, guidelines, guidance notes or any other guidances issued by government bodies or organization including the Labour Department, Fire Services Department, Electrical and Mechanical Services Department, Highways Department, Buildings Department, Construction Industry Council and Occupational Safety and Health Council.

The Contractor shall complete the project within the agreed budget and cannot charge the client for additional costs incurred due to their own errors, negligence, delays, acts or omissions in relation to any breach of or non-compliance with these Statutory and Contractual Obligations.

If there is any non-compliance with the requirements, CIC reserves the right to charge the Contractor for all additional costs as a result of any additional arrangement, financial loss, damage or delays arising therefrom. CIC has the right to request the Contractor to take corrective actions until the non-compliance or unfavourable operation is rectified by the Contractor to the satisfaction of CIC with no cost or time implications.

CIC has the right to suspend the works until the non-compliance or the unfavourable operation is rectified by the Contractor to the satisfaction of CIC with no cost or time implications. CIC has the right to arrange additional resources directly (e.g. Manpower, plants, equipment and materials) to rectify or facilitate the rectification for the non-compliance of the safety requirements by the Contractor, CIC has the right to charge the Contractor for the costs such as salary, associated administrative costs and related expenses arising therefrom.

In addition, where the statutory and contractual obligations are not performed by the Contractor to the satisfaction of CIC, CIC reserves the right to terminate this Contract, and the Contractor is not entitled to claim any compensation. The Contractor shall be liable for all financial loss or expenses necessarily incurred by the CIC as a result of the termination of this Contract.

Contractual Obligations:

In addition to the above obligations, the Contractor shall fully comply with all safety requirements as required by the Conditions of Contract, Terms and Conditions and Specifications under the particular contract. The Contractor shall also fully comply with the safety requirements of CIC standard document including this Contractor's Safety Requirements and the latest CIC publications. The CIC publications include but are not limited to:

1. Guidelines on Work-Above-Ground safety
2. Guidelines on Site Safety Measures on Working in Hot Weather
3. Guidelines on the Implementation of “P” and “N” Caring Programme
4. Guidelines on Safety Enhancement of and Notification Arrangement for Truss-out Bamboo Scaffolds
5. Guidelines on Planking Arrangement for Providing Working Platforms on Bamboo Scaffolds
6. Guidelines on the Design, Installation and Maintenance of Cast-in Anchors at External Walls of New Buildings
7. Guidelines on Safety of Lift Shaft Works: Volume 4 – Builders’ Lift within Lift Shaft
8. Guidelines on Safety of Lift Shaft Works: Volume 3 – Throughout the Occupation Stage of Building
9. Guidelines on Safety of Lift Shaft Works: Volume 2- During Lift Installation Stage until Issue of Occupation Permit and Handing Over to Developer
10. Guidelines on Fabrication of Reinforcement Cages of Bored Piles
11. Guidelines on Safety of Lift Shaft Works: Volume 1 - During Construction Stage and Before Handing Over to Lift Installation Contractor
12. Guidance Notes on How to Manage the Maintenance Works carried out by Registered Lift / Escalator Contractor
13. Guidelines on Safety of Site Vehicles and Mobile Plant
14. Reference Material - Guide to Smart Safety-related Technologies for Use in Construction works
15. Reference Material - On Fatal Zone Management
16. Reference Material - CIC Design for Safety Management System for the Hong Kong Construction Industry
17. Reference Materials on Construction Site Facilities for Workers

18. Building Services Safety Handbook
19. Standard and Guide on Scaffolding Safety
20. Standard and Guide on Lifting Operation
21. Reference Material on Construction Safety Assembly
22. Reference Material on Temporary Works Management Plan
23. Reference Material on Hole Management
24. Work at Height Safety Handbook
25. Lifting Safety Handbook

The Contractor shall complete the project within the agreed budget and cannot charge the client for additional costs incurred due to their own errors, negligence, delays, acts or omissions in relation to any breach of or non-compliance with these Statutory and Contractual Obligations.

Consequences of Breach

If there is any non-compliance with the requirements, CIC reserves the right to charge the Contractor for all additional costs as a result of any additional arrangement, financial loss, damage or delays arising therefrom. CIC has the right to request the Contractor to take corrective actions until the non-compliance or unfavourable operation is rectified by the Contractor to the satisfaction of CIC with no cost or time implications.

CIC also has the right to suspend the works until the non-compliance or unfavourable operation is rectified by the Contractor to the satisfaction of CIC with no cost or time implications. CIC has the right to arrange additional resources directly (e.g. Manpower, plants, equipment and materials) to rectify or facilitate the rectification for the non-compliance of the safety requirements by the Contractor, CIC has the right to charge the Contractor for the costs such as salary, associated administrative costs and related expenses arising therefrom.

In addition, where the statutory and contractual obligations are not performed by the Contractor to the satisfaction of CIC, CIC reserves the right to terminate this Contract, and the Contractor is not entitled to claim any compensation. The Contractor shall be liable for all financial loss or expenses necessarily incurred by the CIC as a result of the termination of this Contract.

The Contractor shall be liable to any loss or damage so caused to CIC. CIC shall be entitled to

recover in full from the Contractor forthwith. The Contractor shall also lose his right from submitting quotations or tenders to CIC in the future.

The Contractor shall indemnify and keep indemnified the CIC against all losses, damages, costs or expenses arising out of or in relation to any breach of or non-compliance with these Statutory and Contractual Obligations by the Contractor, including but not limited to additional costs due to price escalation, costs and expenses of re-tendering and other costs incurred.

Construction Industry Council (CIC)

Contractor's Safety Requirements

01 General Work Rules for Safety

- a. Sandals should not be worn in the workplace any time.
- b. Do not drink alcohol or take drugs while working.
- c. Horseplay at work is prohibited.
- d. Clean up the workplace before leaving.
- e. Emergency evacuation route should not be obstructed at all time.
- f. Always follow the correct working procedures.
- g. Always know the emergency response plan for your workplace.
- h. Whenever work-above-ground or working at height could not be avoided, suitable working platforms should be provided and used.
- i. When it is impracticable to provide a suitable working platform for working at height, the use of full body safety harness with an independent anchorage or fall arresting is only a last resort of fall protection when there is no alternative.
- j. Always wear proper personal protective equipment (“PPE”) for the work task.
- k. Never touch on live equipment without any protection.
- l. Report any hazardous conditions including near miss case.
- m. Do not use any machine or equipment unless you are properly trained.
- n. Smoking is prohibited at indoors and construction site.
- o. Specific training certificate should be obtained for work activities as required by relevant legislation such as work in confined space or electrical work.
- p. Keep fire exits, fire doors are not propped open, obstructed or otherwise disabled.
- q. Carry out dynamic risk assessment (“DRA”) before each shift and take necessary safety measures accordingly.
- r. Stop work and redo dynamic risk assessment where any changes in the working environment and / or original working procedures are identified.

02 Incident Reporting

- a. Contractors should provide one primary emergency contact number and one secondary emergency contact number to the CIC's Department Head, Premise Owner and Safety Department, and these contact numbers should be reachable 24 hours.
- b. If there is any accident, incident, near miss, occupational disease or dangerous occurrence (as defined in Schedule 1 of the Occupational Safety and Health Regulation (Cap 509)), Area in-charge of Contractor must notify the CIC's Department Head/Premise Owner responsible for the project immediately.
- c. Area in-charge of Contractor shall report the incident to CIC's Department Head/Premise Owner within 10 minutes with detail of the incident/accident (e.g. Location, Time, Description).
- d. CIC's Contractors have the obligation to conduct necessary investigations of any accident, incident or near miss caused by their work activities or their sub-contractors' work activities. The preliminary investigation report should be submitted to CIC within 24 hours after the occurrence of the incident. After the thorough investigation, a detailed report should be composed to illustrate the cause(s) and suggest recommendations to avoid reoccurrence.
- e. Detailed Investigation Report should be submitted to CIC by the Contractor within 14 working days after the occurrence of the incident.
- f. The Contractor has the obligation to suggest and implement necessary improvement measures to prevent the reoccurrence of accidents, incidents or near misses.
- g. Following incident happened at the CIC's premises, Contractor shall also report the case to relevant governmental departments:
 - *Dangerous Occurrence : Report to Labour Department in writing within 24 hours after the dangerous occurrence concerned.
 - Death after the accident : Notify to Labour Department and the police station nearest to the workplace orally or in writing within 24 hours after becoming aware of the death and reported to Labour Department in writing within 7 days.

* Dangerous Occurrence:

1. The disintegration of a revolving vessel, wheel, grindstone or grinding wheel that is operated by mechanical power.
2. The collapse or failure of a lifting appliance (except the breakage of chain or rope slings).
3. An explosion or fire that—
 - (a) causes damage to the structure of any workplace, or to any plant or substance at a workplace; and
 - (b) prevents the continuation of ordinary work at the workplace.
4. An electrical short circuit or electrical failure of electrical plant that—
 - (a) is followed by, or associated with, an explosion or fire; or
 - (b) causes structural damage to the plant,being a short circuit, failure, explosion, fire or damage that stops the operation of the plant or prevents it from being used.
5. An explosion of a receiver or container used for the storage at a pressure greater than atmospheric pressure or of any gas or gases (including air) or any liquid or solid resulting from the compression of gases.
6. A total or partial collapse of a roof, wall, floor, structure or foundation of premises where a workplace is located.
7. A total or partial collapse of any overburden, face, tip or embankment within a quarry.
8. The overturning of, or a collision with any object by—
 - (a) a bulldozer, dumper, excavator, grader, lorry or shovel loader; or
 - (b) a mobile machine used for the handling of any substance in a quarry.

- h. People should familiarize with emergency reporting procedure. When reporting emergency by telephone, the following information should be provided:
- Exact location including the name of the building and room number
 - The type of emergency
 - Your name and contact number
 - The reporter should remain on phone until the emergency operator ends the call.
 - Emergency evacuation procedure shall be developed and implemented.
 - 24 hours emergency contact number.
- i. The Contractor shall be liable to any loss or damage so caused to CIC in relation to the incident as a result of any acts, omissions or breach of safety requirements by the Contractors. CIC shall be entitled to recover in full from the Contractor forthwith.

03 Safety and Health Inspection / Audit

- a. The purpose of site inspection is to identify any potential hazard in the working area and implement adequate control measures to prevent accident. To ensure people uphold the high safety standards, conducting self-inspection of the working environment, plant, equipment and work behavior is highly recommended.
- b. The inspection record should be kept for at least a year and available for auditing if required.
- c. Under Cap 59AF Factories and Industrial Undertakings (Safety Management) Regulation, the proprietor or contractor of certain industrial undertakings (e.g. construction site, factory or industry involving manufacturing process) are required to develop, implement and maintain a safety management system which contains different key process elements. They are also required to appoint a registered safety auditor or reviewer to conduct a safety audit or review and submit the report with improvement action plan to the Commissioner for Labour in accordance to the legislative requirement. The audit report with improvement action plan should be kept for at least 5 years. For details, please refer to “Code of Practice on Safety Management”.
- d. Any observation of unsafe situation should be immediately addressed and reported to the Area in-charge of Contractor. All rectification work should be recorded in report format and submitted to CIC.
- e. CIC should have the right to assess Contractor's working areas, including but not limited to sites, offices and storage areas (including DG stores), for Safety and Health inspections or audits whenever necessary.
- f. If there is any non-compliance with the requirements, CIC reserves the right to suspend the works until the non-compliance or unfavourable operation is rectified by the Contractor to the satisfaction of CIC with no cost or time implications.
- g. CIC has the right to arrange additional resources directly (e.g. Manpower, plants, equipment and materials) to rectify or facilitate the rectification for the non-compliance of the safety requirements by the Contractor, CIC has the right to charge the Contractor for the costs such as salary, associated administrative costs and related expenses arising therefrom.

04 Emergency Programme








To well prepare for emergency situation, you are advised to work out the followings:

- a. In case you hear the emergency alarm bell or the broadcast message in CIC premises regarding any emergency:
 - Keep calm;
 - Stop using the telephone lines for emergency;
 - Switch off electrical appliances if possible;
 - If time permits, pick up your important personnel belongings;
 - Follow the instructions of the emergency coordinator / fire marshal, go to the nearest exit door and evacuate through the escape route to the designated Emergency Assembly Area. WALK, DON'T RUN;
 - Don't use the lift;
 - Report to the emergency coordinator / fire marshal and stay in the designated assembly area for further instructions;
 - Do not attempt any re-entry to your office premises until instruction has been given by the CIC.
- b. Emergency procedure should be developed to address different emergency situations.
- c. All personnel should familiarize with the procedure through training or regular drill.
- d. Appropriate emergency equipment must be available and easily accessible at workplace.
- e. First aid facilities shall be provided and maintained in accordance with the statutory requirement:
 - For construction site, a separate first aid facility shall be provided and maintained for every 50 workmen or part thereof employed on the site;
 - For the workplace other than construction site, a separate first aid facility shall be provided and maintained for each 100 employers, or part of that number.
- f. The location of first aid box shall be readily and easily accessible.
- g. The first aid box shall be clearly marked "First Aid" and "急救".

- h. At least 2 responsible persons shall be assigned to manage each first aid box and the names of responsible persons of first aid box shall be affixed to it.
- i. Responsible person shall check and maintain the first aid provisions regularly in accordance to the requirement listed in the booklet “Hints on First Aid”.
- j. All first aid items are maintained in a serviceable condition, i.e. items are not expired for use.
- k. Provision of emergency showers and eyewash units might be required if you use hazardous substances for particular work activity. User shall be trained in the use of and be made aware of the location of emergency equipment.
- l. The type and quantity of items in the first aid box shall be specified according to Appendix of “Hints of First Aid”. Here is the link to the relevant “Hints of First Aid”(<https://www.labour.gov.hk/tc/public/pdf/oh/HintsOnFirstAid.pdf>)for implementation:
- m. In case emergency help is called, CIC shall be informed immediately.
- n. In case emergency situation may potentially affect other parties and/or common areas, CIC shall be informed immediately.

05 Fire Safety

- a. CIC prohibits smoking inside its facilities /premises unless within the designated smoking areas reviewed without objection by Department Head and Premise Owner. Violators will be asked to leave the premises.
- b. Properly use the fire extinguishing equipment in dealing with the identified fire risk.

Applications against different fire sources				
Types of fire extinguishers	Water agent	Foam agent	Carbon dioxide	Dry powder agent
Categories of fires				
Category I: ordinary fire sources - paper, cloth, wood, plastic, etc. 	✓	✓	✗	✓
Category II: flammable liquids or gases - solvents, fuels, LPG, etc. 	✗	✓	✓	✓
Category III: Electrical appliances - motors, electricity switches, etc. 	✗	✗	✓	✓

Source: Fire Safety at Workplace – Occupational Safety & Health Council

- c. A dry powder fire extinguisher (min 2kg) shall be provided to each site vehicle, mobile plant and major equipment.
- d. Access to exits, exit routes, fire equipment or prop open stairwell doors shall be free of obstruction.
- e. Flammable liquid and combustible material are easily ignited and thus shall be properly stored with provision of suitable fire extinguishing equipment nearby.
- f. Annual inspection of the fire service installation shall be arranged by approved contractor under fire services department.
- g. Hot work permit system shall be implemented for any welding or flame cutting and grinding operation.
- h. Unless CIC has approved the hot work permit application by the Contractor prior to each hot work operation, the hot work operation is not allowed.
- i. Fire warden shall be appointed to inspect the works area on completion of each shift where the fire services system has been deactivated for the works.
- j. All CIC premises users should participate in regular fire drills. Contractor in

construction site should arrange and conduct fire drill at regular interval.

- k. The distance between the highest point of stacked materials and sprinkler heads shall not be less than 500mm, otherwise the normal operation of the sprinkler heads will be affected. Generally speaking, a 500mm clearance below the sprinkler heads should be kept free from any goods/obstacles.
- l. Know the fire evacuation procedure and get familiar with routes of escape and location of the muster point.
- m. If there is any non-compliance with the requirements, CIC reserves the right to suspend the works until the non-compliance or unfavourable operation is rectified by the Contractor to the satisfaction of CIC with no cost or time implications.
- n. CIC has the right to arrange additional resources directly (e.g. Manpower, plants, equipment and materials) to rectify or facilitate the rectification for the non-compliance of the safety requirements by the Contractor, CIC has the right to charge the Contractor for the costs such as salary, associated administrative costs and related expenses arising therefrom.
- o. The Contractor shall be liable to any loss or damage so caused to Construction Industry Council in relation to the fire incident as a result of any acts, omissions or breach of safety requirements by the Contractors. Construction Industry Council shall be entitled to recover in full from the Contractor forthwith.

06 Personal Protective Equipment (PPE)

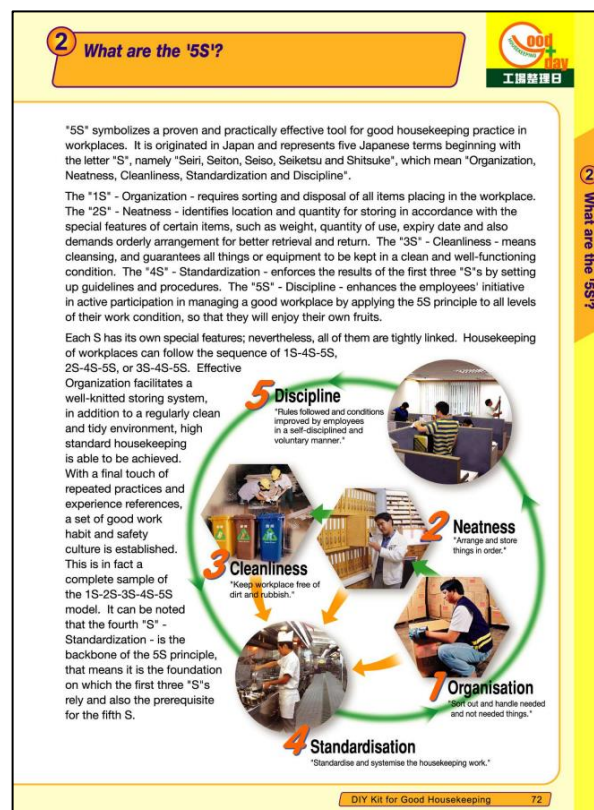
- a. Use of PPE is the last resort when other hazard control measures cannot eliminate all hazards.
- b. Appropriate PPE should be properly selected and provided when performing certain activities or working in designated areas.

Type of Protection	Example of PPE
Head Protection	Safety Helmet with Y-chin Strap
Eye Protection	Safety Goggle, Face Shield, Welding Goggle
Hearing Protection	Ear Muff and Plug
Hand Protection	Safety Gloves (Cut Resistance, Thermal and Chemical Protective Gloves etc.)
Foot Protection	Safety Shoes, Safety Boots
Skin Protection	Lab Coats, Safety Gloves
Respiratory Protection	Face Mask for Particles (N95, half face mask with filter etc.), Respirator with Cartridge for Chemicals
Fall Protection	Safety Harness, Fall Arrestor, Double Lanyard

- c. All PPE should comply with the relevant statutory requirement/ specification or an equivalent standard acceptable to fulfill mandatory requirement of international safety standard.
- d. All PPE should be regularly inspected for performance and maintenance in good working conditions. Any defective or expired PPE should not be used and be replaced immediately.
- e. Adequate training should be provided to personnel on inspection and use of the PPE.
- f. All PPE should be provided with appropriate accommodation for storage when it is not in use.
- g. In terms of Construction Site and where undertaking Construction Works, all persons shall wear Safety Helmet with Y-chin Strap, safety shoes and high visibility vests.
- h. Follows the rules of premise owner and instruction of CIC to use proper PPE for where not defined as a construction site (e.g. training grounds and event venues).
- i. Department head / premise owner will stop work if appropriate PPE is not used.

07 Housekeeping

- a. Conduct daily and weekly housekeeping exercises to maintain a safe environment for working on the workplaces.
- b. Ensure all workers tidy up and remove rubbish, scrap material and superfluous material from their working areas after every shift.
- c. In addition to daily tidying, a comprehensive housekeeping exercise should be implemented by all workers of Contractors and their Subcontractors under the supervision of Contractor's Area of in-charges on the last working day of each week.
- d. Full implementation of "5S" for good housekeeping practice in workplaces, which includes five complementary principles of "Organisation", "Neatness", "Cleanliness", "Standardisation" and "Discipline". Please strictly implement the "5S" in accordance with the following "Good Housekeeping DIY Kit" (Here is the link: https://www.oshc.org.hk/oshc_data/files/trgkit/2016/CB020E.pdf)



Source: Good Housekeeping DIY Kit - Train. Kit – Occupational Safety & Health Council (Please click: [HERE](https://www.oshc.org.hk/oshc_data/files/trgkit/2016/CB020E.pdf) to browser)

- e. Temporary cords or hoses shall be hung at reasonable height level when routed across aisles.
- f. Stack and store all materials and equipment at a designated location. Material should be evenly and securely stacked to prevent from sliding, falling or collapsing. Heavy object should generally be stacked close to the ground to create a stable base with lower center of gravity.
- g. All materials shall not be stacked over 2m height.
- h. No one should be allowed to climb onto or from stacked materials.
- i. Keep clear from obstruction at all workplaces, passageways and stairways.
- j. Clean up spillage of liquid or other substances to eliminate slip and fall hazard.
- k. Fence off all the material stacking areas and storages by barriers properly and appropriate warning notices shall be displayed thereon.
- l. Protect and fence off sharp objects and other material. Remove all protruded objects if possible.
- m. Regular inspect, clean and repair all equipment and tools. Remove damaged equipment and tools.
- n. Sanitary facilities should be kept clean.
- o. Inspect the workplace regularly to assure its tidiness.
- p. Department Head or Premise Owner has right to suspend the works (all or partially) until the contractor has improved the housekeeping upon their satisfaction.
- q. When machinery is being stripped for maintenance or repairs, plant components or parts should be stored in a neat and tidy manner.

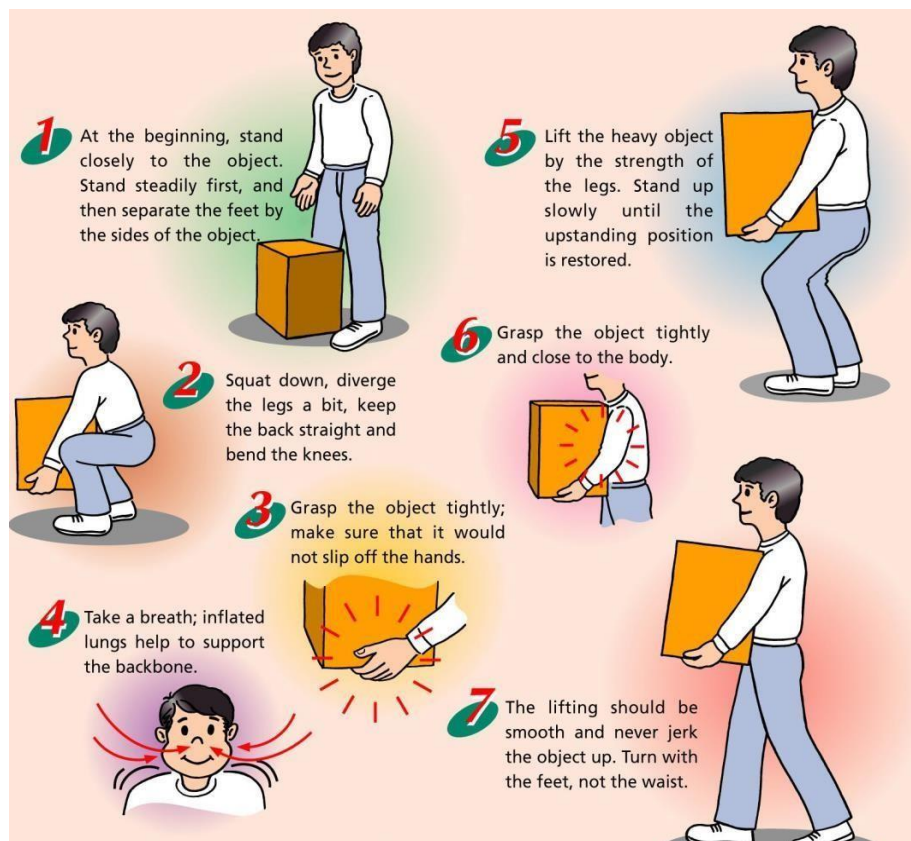
Dust Control:

- a. Implement appropriate dust control measures, such as using dust nets, water spraying systems, or other dust suppression equipment, to reduce dust on the construction site.

- b. Provide workers with suitable PPE, such as suitable mask and goggles to protect them from health risks.
- c. Regularly clean dust with vacuums from the construction site / works areas, especially in high-dust areas at least 3 times a day to maintain good air quality.
- d. Materials shall be properly covered by tarpaulin or dust nets in material stacking areas and storages.
- e. Regularly monitor and evaluate dust levels on the construction site and adjust dust control measures as needed.
- f. If there is any non-compliance with the requirements, CIC reserves the right to suspend the works until the non-compliance or unfavourable operation is rectified by the Contractor to the satisfaction of CIC with no cost or time implications.
- g. CIC has the right to arrange additional resources directly (e.g. Manpower, plants, equipment and materials) to rectify or facilitate the rectification for the non-compliance of the safety requirements by the Contractor, CIC has the right to charge the Contractor for the costs such as salary, associated administrative costs and related expenses arising therefrom.

08 Manual Lifting / Material Handling

- a. For handling of load over 16kg, conduct manual handling operation assessment by a competent assessor.
- b. Provide adequate and suitable training to the manual handling operators.
- c. Consider the characteristics of the task, loads, working environment, individual capabilities and other factors before carrying out manual handling operation.
- d. Use suitable accessories or mechanical aids in avoiding or relying on the manual handling operation whenever required.
- e. An individual should not lift, lower or carry loads over 55kg without mechanical aids.
- f. Use the correct manual handling operation technique:

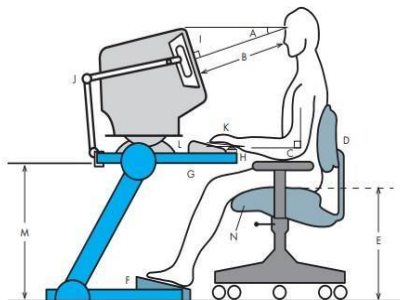


Source: General Safety Instructions for Manual Handling – Occupational Safety & Health Council (Please Click: [HERE](#))

- g. For proper manual lifting / material handling, refer to “An Employee Guide to Manual Handling Operation” and “Guidance Notes on Manual Handling Operations”.

09 Display Screen Equipment

- a. An employee would be a “DSE User”, if he, by the nature of his work, is required to use display screen equipment almost every day – (i) continuously for at least 4 hours during a day; or (ii) cumulative for at least 6 hours during a day.
- b. Work with DSE is subject to the requirements under Occupational Safety and Health (Display Screen Equipment) Regulation in Hong Kong.
- c. Perform a risk assessment of a workstation in the workplace before it is first used by users and review the assessment if there has been a significant change in the conditions of the previous assessment or in the workstation.
- d. Take appropriate steps to reduce any risk identified in a risk assessment to the lowest extent as is reasonably practicable.



- A Comfortable viewing angle, e.g. 15° - 20°
- B Comfortable viewing distance,
e.g. 350 - 600mm for text of normal font size
- C Forearm and arm at about right angle
- D Adjustable back rest
- E Adjustable seat height
- F Firm foot rest if required
- G Adequate knee clearance
- H Wrist rest if required
- I Screen at right angle to line of sight
- J Adjustable document holder
- K Wrist kept straight or at most slightly inclined
- L Screen support adjustable for rotation and tilting
- M Adjustable table height preferable
- N Rounded or scrolled edge seat pad

Source: A Guide To Work With Computers – Occupational Safety and Health Branch, Labour Department (Please Click: [HERE](#))

- e. An employer shall provide with necessary safety and health training in the use of workstations.
- f. For more information, please refer to “Code of Practice for Working with Display Screen Equipment” and “A Health Guide on Working with Display Screen Equipment”.

10 Electrical Safety

- a. **Live work should be avoided unless absolutely necessary.** Where live work is unavoidable, adequate precautions as stipulated in “Code of Practice for the Electricity (Wiring) Regulations” published by the Electrical and Mechanical Services Department (EMSD) shall be taken to avoid danger for work involving the handling of energized parts or working within touchable distance, direct or indirect, of energized parts.
- b. The Contractor shall use cordless or battery-powered hand tools wherever practicable. If it is not practicable to use battery-powered hand tools, the Contractor shall ensure all power hand tools are double-insulated and operated at 110V or lower voltage.
- c. All power hand tools shall be checked, inspected and maintained in safe working order by a competent Registered Electrical Worker (REW) regularly.
- d. All power handheld / portable tools shall be tested by REW on quarterly basis. The test shall include functional test, protective conductor continuity test, polarity test and insulation test. After test, all tools and equipment shall be registered and recorded. Identification labels (with color code system as lifting gear) showing the registration number, type of tool, name of owner and date of test shall be affixed to the tools.
- e. Conductors shall be hung up to at least 2m off ground (clear height).
- f. Mechanical interlock devices shall be installed at the sockets 63A or more to prevent flashover during socket connection or disconnection of energized equipment.
- g. Sockets and plugs shall comply with the protection class corresponding to the circumstances of use for both Indoor and outdoor are IP67.
- h. For power strip, each socket of power strip shall be protected with a circuit breaker of rating not more than 16A. The whole power strip shall be further protected by a circuit breaker of rating not more than 16A and with a Residual Circuit Breaker (RCD) at setting 30mA.
- i. 220V and 380V power strip is prohibited.
- j. Ensure the portable electrical equipment is protected against leakage of current, such as double insulation, earth leakage circuit breaker (ELCB) or residual current circuit breaker (RCCB). Where residual current device is used, the function should
- k. be checked at regular intervals. Notice of “Press to test at least quarterly 最少每

三個月按鈕測試” should be permanently fixed at or near a residual current device.

- l. Never leave any operating battery charger unattended. Overnight charging is not recommended.
- m. Do not leave electrical appliances turned on overnight unless the appliances are designed to be left on (e.g. freezers, network servers).
- n. All general electrical installations should be properly installed and maintained in good working order by competent persons, e.g. Registered Electrical Worker.
- o. All wiring should be installed and maintained in a safe condition according to specification or regulation.
- p. All exposed electrical conductors should be properly insulated, covered or segregated to prevent contact by any person.
- q. No damaged or faulty switches, plugs, joints, fuses, boxes wiring or distribution boards shall be used.
- r. Access to the switchboard should be restricted to authorized electricians only.
- s. The following general safety practices shall be observed for work on electrical equipment:

- **Check before Act** – The scope of work and relevant circuit should be checked before starting any electrical work. Suitable lighting and adequate illumination should be provided for the workplace. The condition of tools and instruments should also be checked before carrying out electrical work.
- **Isolate and Lockout** – The circuit /equipment under maintenance should be isolated as far as practicable. The relevant isolator should be locked out. A suitable warning notice should be placed close to the isolator.
- **De-energize** – The circuit/equipment to be worked on should be checked to ensure that it is dead.
- The workplace should be kept **clean and tidy**.
- Keep hands away from any circuit or equipment or extraneous conductive parts that are not being worked on.
- Unauthorized people should not stay in the workplace.
- The requirements stated in any related safety procedures and checklists should be followed.
- Electrical installations, including but not limited to those newly installed, maintained, repaired or tripped under fault conditions, should be

properly inspected and tested prior to energization.

- t. Lockout-Tagout (LOTO) shall be performed to ensure that electrical equipment is properly shut off for work:
 - Lock off the power source by using the integral lock of the switch or switchboard, or by using separate padlock. The key of lock should be securely kept and controlled.
 - If the switch cannot be locked off physically, control of accidental access to the switch should be exercised by locking off the switch room, fencing off the switch, etc.
 - Warning notice, signs and tags should be put on the lock / switch to prevent interference of the switch.
 - “CAUTION—EQUIPMENT UNDER REPAIR” and “小心 — 器具待修” and/or “CAUTION—MEN AT WORK (小心 — 工程進行中)” and/or “ELECTRICAL WORK IN PROGRESS, KEEP POWER OFF (電力工作進行中，切勿開啟電源)” in legible letters and characters each not less than 50 mm high, displayed at or near the electrical equipment and at the isolating device associated with the equipment is acceptable.
- u. Where temporary power is required to use in a workplace, Temporary Power Management Plan shall be submitted to CIC for review without objection prior to the commencement of works.
- v. The notice on treatment for electric shock published by the Labour Department shall be displayed in all parts of the premises where electricity is generated, transformed, or used and at such other places on those premises.



Source: Poster - Electric Shock, Labour Department (Please Click: [HERE](#))

- w. Electrical work should only be carried out by qualified electricians e.g. Registered Electrical Worker who are competent to the class of work to be performed.
- x. All temporary distribution boards should be locked; the name and contact information of responsible electrical worker and statutory warning notice should be displayed at distribution board.
- y. To confirm the electrical installation is safe and complying with the statutory safety requirements, the registered electrical worker or contractor should sign work completion certificate (Form WR1) and issue it to the premises owners after completion of the electrical installation or any work subsequent to repair, alteration or addition to an existing installation. This should be done before the installation is energized.
- z. If the electrical installation is subdivided into more than one part and individual parts are not inspected and tested by the same registered electrical worker, a single certificate (Form WR1) can only be issued and certified by registered electrical worker provided that he or she has received appropriate certificates (Form WR1(A)) signed by other registered electrical workers for the individual parts.
- ab. Periodic inspection and examination of the fixed electrical installation should be arranged in accordance with the Code of Practice for the Electricity (Wiring) Regulations. A test certificate (Form WR2) should be obtained after completion of periodic testing for the electrical installation.

Types of premises	Frequency
A. Places of public entertainment (e.g. cinema) B. Premises for the production or storage of dangerous goods (e.g. DG store) C. Premises with a high voltage fixed electrical installation (exceeding 1000V root mean square alternating current between conductors)	At least once every 12 months

<p>D. A hotel, a hospital, a nursing home, a school, an institution, or a child care centre</p> <p>E. A factory with an approved loading exceeding 200A</p> <p>F. Premises including commercial or residential unit and building with an approved loading exceeding 100A</p>	<p>At least once every <u>5</u> years</p>
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- ac. If there is any non-compliance with the requirements, CIC reserves the right to suspend the works until the non-compliance or unfavourable operation is rectified by the Contractor to the satisfaction of CIC with no cost or time implications.
- ad. CIC has the right to arrange additional resources directly (e.g. Manpower, plants, equipment and materials) to rectify or facilitate the rectification for the non-compliance of the safety requirements by the Contractor, CIC has the right to charge the Contractor for the costs such as salary, associated administrative costs and related expenses arising therefrom.

11 Chemicals And Hazardous Substances

- a. Inventory list of all hazardous chemical substances should be developed and updated regularly.
- b. Periodic review of inventory list should be conducted.
- c. Use appropriate material of container to store chemical substance. All containers should be properly identified by proper labels and signs. Information contained in the labels shall be bilingual, i.e., in English and Chinese.
- d. A relevant Safety Data Sheet (SDS) in either English or Chinese should be provided for every hazardous chemical substance used.
- e. Storage or conveyance of hazardous chemical substances shall comply with the relevant legislations:
 - Dangerous Goods Ordinance (Cap. 295)
 - F&IU (Dangerous Substances) Regulations (Cap. 59AB)
 - F&IU (Carcinogenic Substances) Regulations (Cap. 59AA)
- f. Storage of hazardous chemical substances shall not exceed the allowable maximum quantity as stipulated by Dangerous Goods Ordinance (Cap. 295). Dangerous goods (DG) license is required if stores, uses or conveys hazardous chemical substances in excess of its individual exempt quantity or the aggregated quantities of the specific class of DG. Chemical users should refer to the Hong Kong Fire Safety Department website at <https://es.hkfsd.gov.hk/dg/en/> for most updated information on exempt quantity for particular hazardous chemical substance.
- g. The general condition of storage area of hazardous chemical substances should be as follow:
 - well ventilated;
 - located at a suitable distance from the public places and other hazardous materials;
 - different categories of substances are to be stored separately;
 - appropriate warning signs should be affixed to the outside of the store.

- h. Persons who require to handle and / or use, or supervise the handling and / or use of hazardous chemical substances should be properly trained in the handling of the substances, and have a knowledge of the potential hazards and the emergency procedure for handling substances.
- i. The wearing of PPE, e.g. gloves, safety goggles, etc. is essential if close contact with hazardous chemical substance is required.
- j. Do not leave any chemicals unattended and left container open without use; Chemical should be stored inside cabinet instead.
- k. A hazardous chemical substance should never be mixed with another material without a complete knowledge of any possible chemical reaction between the two.
- l. Flammable chemical substance shall not be applied onto live electrical apparatus and its proximity or naked flame and its proximity.
- m. Good ventilation should be maintained when flammable or volatile chemical substance is to be used.
- n. Emergency response plans including information of emergency contact numbers and / or contact person should be established based on the risks of the hazardous chemical substances being evaluated.
- o. Chemical waste producer is required to be registered with Environmental Protection Department.
- p. Chemical wastes shall be collected by the registered chemical waste collector. Do not throw chemical waste as general refuse.
- q. If there is any non-compliance with the requirements, CIC reserves the right to suspend the works until the non-compliance or unfavourable operation is rectified by the Contractor to the satisfaction of CIC with no cost or time implications.
- r. CIC has the right to arrange additional resources directly (e.g. Manpower, plants, equipment and materials) to rectify or facilitate the rectification for the non-compliance of the safety requirements by the Contractor, CIC has the right to charge the Contractor for the costs such as salary, associated administrative costs and related expenses arising therefrom.

12 Compressed Gas Cylinders

- a. All gas cylinders shall:
 - be labeled or marked to identify contents and properly stored;
 - not be stored in exits or egress routes, damped areas, near salt or corrosive chemicals, fumes, heat, or where exposed to weather;
 - be stored within a well-ventilated areas;
 - be properly stored by grouping together in racks or banks with individual chains to secure them in an upright position;
 - be kept away from all flammable, combustible or incompatible substances;
 - not be dragged or physically carried. Move cylinders with a hand truck designed for the transport of cylinders. Cylinders caps shall be secured during transport;
- b. To prevent chemical reactions, cylinders with dis-similar contents shall not be grouped together.
- c. A person must not use a pressure receptacle for containing any Class 2 dangerous goods unless the receptacle is of a type approved by the Director of Fire Services.
- d. Close valves when cylinders are idle, empty or moved. Valve protection caps should be in place when cylinders are moved or stored.
- e. Release residual gas pressure from the hoses after the valve is turned off.
- f. Shall not store compressed gas cylinder exceeding the allowable maximum limit as stipulated under Dangerous Goods (Application and Exemption) Regulation 2012 (Cap. 295E).
- g. Dangerous goods license is required if stores, uses or conveys dangerous goods in excess of its individual exempt quantity as specified under Dangerous Goods (Application and Exemption) Regulation 2012 (Cap. 295E)
- h. Transportation of compressed gas cylinder in passenger lift is prohibited.
- i. Transportation must be by service lift only after registration with CIC.
- j. Regulators, hoses, and torch assemblies shall be in working order and checked for leaks prior to initial use or installation. If a leak develops, remove the cylinder to a safe location outside the building and report the case to CIC, premise owner and government authorities if needed.
- k. Cylinders must be only of types approved by the Authority with (for permanent and

liquefied gases) approved examination and testing of cylinders within the preceding 5 years and (for dissolved gases) approved examination within the preceding 12 months.

- l. If there is any non-compliance with the requirements, CIC reserves the right to suspend the works until the non-compliance or unfavourable operation is rectified by the Contractor to the satisfaction of CIC with no cost or time implications.
- m. CIC has the right to arrange additional resources directly (e.g. Manpower, plants, equipment and materials) to rectify or facilitate the rectification for the non-compliance of the safety requirements by the Contractor, CIC has the right to charge the Contractor for the costs such as salary, associated administrative costs and related expenses arising therefrom.

13 Hot Work (Electric Arc Welding, Gas Welding And Flame Cutting)

If hot work shall be performed, it is CIC's requirement that Contractor shall prepare and submit method statement and risk assessment to CIC (for works within premises of CIC). The assessment shall include evaluation of other work in the vicinity that has the potential to create hazard. Hot work permit shall be granted from CIC and the precautionary measures shall be checked by the Contractor (applicable to construction site) before carrying out the activity.

- a. Risk assessment shall be carried out by competent person with implementation of hot work permit system for carrying out hot work activities.
- b. Factors to be considered in assessing risk include the gas supply system, working environment, particular of the works, size and shape of the workplace.
- c. Verify hot work equipment is in proper working order.
- d. All sources of flammable/ combustible substance should be isolated/ kept away.
- e. Provide suitable ventilation system.
- f. Firefighting equipment, e.g. portable fire extinguishers, fire blankets, sand buckets, etc., should be provided.
- g. Use non-combustible or flameproof shields to protect nearby personnel from direct rays of welding arcs.
- h. Any person carrying out hot work activities should be properly trained for use of the relevant equipment.
- i. Equip gas cylinder with suitable flashback arrestor and non-return valve.
- j. Wear proper PPE such as safety goggles, protective clothing, welding apron with sleeves or long sleeves welding uniform, insulated welding gloves, safety masks/ face shield and safety shoes.
- k. For manual electric arc welding, the workpiece should be earthed.
- l. Place the welding transformer and regulator outside the confined space where practicable for electric arc welding operation in a confined space.
- m. Ensure that slag, sparks and workpiece are completely cooled down before leaving the work area.
- n. Fire warden shall be appointed to inspect works area on completion of shift.
- o. Where arc welding is being conducted, fire retardant screens are to be erected to protect persons in the vicinity of the work, including vehicles and pedestrians, from injury due to sparks.

- p. Refer to “Code of Practice: Safety and Health at Work for Gas Welding and Flame Cutting”, and “Code of Practice: Safety and Health at Work for Manual Electric Arc Welding” for more information.
- q. If there is any non-compliance with the requirements, CIC reserves the right to suspend the works until the non-compliance or unfavourable operation is rectified by the Contractor to the satisfaction of CIC with no cost or time implications.
- r. CIC has the right to arrange additional resources directly (e.g. Manpower, plants, equipment and materials) to rectify or facilitate the rectification for the non-compliance of the safety requirements by the Contractor, CIC has the right to charge the Contractor for the costs such as salary, associated administrative costs and related expenses arising therefrom.
- s. The Contractor shall be liable to any loss or damage so caused to CIC in relation to the fire incident as a result of any acts, omissions or breach of safety requirements by the Contractors. Construction Industry Council shall be entitled to recover in full from the Contractor forthwith.

14 Boiler And Pressure Vessels

- a. The owner of a new boiler, air receiver or pressure vessel shall, not less than 30 days preceding the day on which it is intended to be used, apply to the Boilers and Pressure Vessels Division of the Labour Department for registration (Form 3).
- b. Every boilers and pressure vessels shall be examined by a boiler inspector / air receiver inspector periodically (Boiler: every 14 / 26 months, depends on the type of boiler and period of boiler usage; Air receiver / Steam receiver: every 26 months). After extensive repair or change of premises, the boiler / pressure vessel shall be examined by inspector again. A certificate of Fitness (Form 1 for a steam boilers/ Form 2 for pressure vessel other than a pressurized fuel container) should be issued by the inspector in accordance with ordinance.
- c. The certificate of fitness shall be kept in premises / location at which boiler or pressure vessel is installed.
- d. All boilers and pressure vessels shall be identified and numbered. Test pressure and maximum permissible operating pressure shall be marked on the boiler and pressure vessel.
- e. No boiler or steam receiver shall be operated except under the direct supervision of a competent person whose certificate of competency certifies that he is competent to operate all classes or types of boiler and steam receiver / competent to operate boilers or steam receivers of the class or type in question.
- f. No boiler or pressure vessel shall be operated at a greater pressure than the maximum permissible working pressure specified in the latest certificate of fitness.
- g. Nobody shall be allowed to remove the lead seal of the safety valve or attempt to adjust the setting of the safety valve to increase the steam pressure.
- h. In case an accident happens to a boiler or pressure vessel or its accessories with the risk of loss of life or property damage, the boiler or pressure vessel must be shut down immediately. The owner should report the accident to the Boiler and Pressure Vessels Division within 24 hours.
- i. Refer to “Chapter 56 – Boiler and Pressure Vessels Ordinance” and “Code of Practice for Owners of Boilers and Pressure Vessels” for more information. Other publications are available on the website of the Labour Department: https://www.labour.gov.hk/eng/public/content2_10.htm .

15 Working at Height and Work-above-ground

- a. The contractor shall provide the following equipment for working involving a possible fall of:

2m or more:

- Working platform shall be provided with guardrails and toe boards with reference to Construction Sites (Safety) Regulations Schedule 3 Part 5 & 6.
- The use of fall prevention and arrest systems shall be considered as last line of defense after conducting risk assessment.
- The height to least base dimension ratio of the mobile scaffolding without outriggers shall not be more than 3.

- b. Less than 2m but more than 900mm:

- Light-duty working platforms such as Hop-up platform or Step platform shall be used with guard rails.
- The height of Hop-up platform and Step platforms shall not be more than 1.2m and 1.8m respectively.

- c. Less than or equal to 900mm:

- Hop-up platform, Step platform or other means of support may be used.

- d. Working platforms shall either be closely boarded, planked or plated. Every board or plank forming part of the working platform shall be:

- i. Wider than 200mm and thicker than 25mm; or
- ii. Wider than 150mm if it is thicker than 50mm

- e. When it is impracticable to provide a suitable working platform for working at height, the use of full body safety harness with an independent anchorage or fall arresting is only a last resort of fall protection when there is no alternative equipment should be provided.

- f. Working platforms shall be at least 400mm wide. For use as a passage of transporting materials, the working platform must be at least 650mm wide.

- g. Working platforms shall be provided with a guardrail to a height of 900mm to 1150mm and an intermediate guardrail to a height of 450mm-600mm.
- h. Toe-board shall be at least to a height of 200mm to prevent materials falling from the working platform.
- i. Use of mobile platform of more than 4m height shall be jointly approved by Contractor Safety Officer.
- j. Any scaffold more than 6m in height shall not be fitted with wheels.
- k. Scaffolds shall be fitted with stair access instead of straight ladders for access to working platforms with width more than 1m and height more than 2m where practicable.
- l. Inspect fall protection equipment before use.
- m. Wear safety helmets with chin straps when working at heights.
- n. Do not perform overhead work when there is a danger of falling objects striking a person below. Isolate such work areas with barriers.
- o. Throwing or dropping tools and equipment is prohibited.
- p. Ladders should not be used for working at height of 2 meters or more.



Figure 1: Step Platform



Figure 2: Hop-up Platform



Figure 3: Mobile working platform

- q. For floor opening with either length of either side is over 800mm and the other side is more than 400mm, double rigid fencing with toe-board is required. For floor opening not subject to the size limit above, a securely fixed cover shall be provided or alternative measures (e.g. bolt, kicker or stopper at the back of plate with warning sign on the top) shall be taken to prevent the cover from accidental displacement.
- r. The thickness of timber and steel plate shall be more than 25mm and 5mm

respectively.

- s. Timber and rope are not allowed to be act as Floor Edge Protection.
- t. Where falsework is being erected, alerted or dismantled, the contractor shall develop the safe work procedures on erection, alteration and dismantling of falsework and erection of slab formwork.
- u. Staircase access tower shall be provided for ascending and descending during erection and dismantling of the falsework. Climbing on falsework is not allowed.
- v. The falsework shall be fully decked on the last platform and the last fully decked platform should be erected so that the workers can use it as a working platform for erection and adjustment of head jacks and slab formwork. Head jack should not be placed without full planking.
- w. If there is any non-compliance with the requirements, CIC reserves the right to suspend the works until the non-compliance or unfavourable operation is rectified by the Contractor to the satisfaction of CIC with no cost or time implications.
- x. CIC has the right to arrange additional resources directly (e.g. Manpower, plants, equipment and materials) to rectify or facilitate the rectification for the non-compliance of the safety requirements by the Contractor, CIC has the right to charge the Contractor for the costs such as salary, associated administrative costs and related expenses arising therefrom.

16 General Safety Precaution Of Using Ladder

- a. Wooden ladder and A-shape ladder shall not be used in CIC premises.
- b. Ladders are intended for access to heights only. When the provision of a suitable working platform is not reasonably practicable. The Contractor shall establish and implement a permit system on their safe use.
- c. Check the ladder before use and maintain record on a comprehensive checklist.
- d. Ladders with broken steps or rails, missing anti-slip feet, or other defects are prohibited.
- e. Fiberglass ladder should be used for any electrical work.
- f. Facing the ladder and maintain a three-point contact with it when climb up or down.
- g. Place ladder on flat and firm level ground with non-slippery surface.
- h. Haul materials with a rope rather than carry up by ladder.
- i. Only one person uses ladder at a time.
- j. Place the ladder on a 1:4 ratio of setback distance to height.
- k. Keep at least 1 meter above the landing point.
- l. If there is any non-compliance with the requirements, CIC reserves the right to suspend the works until the non-compliance or unfavourable operation is rectified by the Contractor to the satisfaction of CIC with no cost or time implications.
- m. CIC has the right to arrange additional resources directly (e.g. Manpower, plants, equipment and materials) to rectify or facilitate the rectification for the non-compliance of the safety requirements by the Contractor, CIC has the right to charge the Contractor for the costs such as salary, associated administrative costs and related expenses arising therefrom.

17 Scaffolding Safety

- a. Erection, alteration and dismantling work of scaffold must be carried out by competent persons and trained workmen.
- b. A competent person of bamboo scaffolding and metal scaffolding should receive training and have practical experience as required in the “Code of Practice for Bamboo Scaffold Safety” and “Code of Practice for Metal Scaffolding Safety”.
- c. Wear safety harness and attach lanyard to an anchorage point or independent lifeline with fall arrester for the scaffolding work.
- d. Working platforms shall be provided with a guardrail to a height of 900mm to 1150mm and an intermediate guardrail to a height of 450mm-600mm.
- e. Toe-board shall be at least to a height of 200mm to prevent materials falling from the working platform.
- f. The scaffold should be erected on a firm and stable ground.
- g. Inspection on the scaffold should be arranged and conducted by the competent person before being taken into use for the first time, after substantial addition/alteration, at intervals not exceeding 14 days, and after exposure to adverse weather conditions every 14 days with completion of the statutory inspection form (CSSR Form 5).
- h. Fence off the working area with display of warning notice.
- i. No throwing or tipping of scaffolding material from height.
- j. A contingency plan for adverse weather shall be prepared. Inspection of the scaffold is required after adverse weather.
- k. Construction and planking arrangement of metal scaffolding should be in accordance with the technical requirement of manufacturer's instruction and “Code of Practice for Metal Scaffolding Safety” published by Labour Department.
- l. Any setting of scaffold that may affect the structure of the building shall seek prior approval from CIC.
- m. Design and calculation report signed by Registered Professional Engineer shall be submitted to CIC. Please comply with the requirements stated in the “Code of Practice for Metal Scaffolding Safety”.
- n. The Contractor shall not use “bamboo” for scaffolding and staging without the prior consent of CIC.

18 Mobile Elevating Work Platforms (MEWPs)

- a. Select a suitable MEWP to ensure that its safe working capacity, height and specifications are appropriate for the work.
- b. Safe work methods and procedure for the operation are required.
- c. Before the operation of MEWP, operators should have received appropriate training and be familiar with the operation for that specific model of MEWP.
- d. At the beginning of each shift, dynamic risk assessments should be conducted to evaluate the workplace conditions, including openings, steep slopes, overhead obstacles and traffic conditions; and
- e. Physical and functional checks for the MEWP to ensure that the MEWP is in safe working condition.
- f. Ensure that ground conditions are suitable for the operation of MEWP.
- g. A MEWP with its associated critical parts (e.g. boom, hydraulic cylinders, support structure and condition of tyres) should be regularly inspected, tested, and properly maintained in accordance with the manufacturer's instructions in order to ensure it is in safe working condition at all times.
- h. Workers working on the MEWP shall wear a suitable safety harness with its lanyard anchored to a specified anchorage point of the MEWP.
- i. Ensure that hand and foot controls are not obstructed.
- j. Maintain slow speed while travelling or moving a MEWP.
- k. Do not override any controls, including its safety devices.
- l. Suitable guardrail and toe-boards should be provided on the working platform.
- m. The machine should be fitted with an effective lock-on brake or other means to hold the unit on the maximum slope it is designed for while loaded with its safe working load.

n. **Secondary Guarding Device (“SGD”):**

All MEWPs used on site shall be fitted with SGD unless approved by CIC. SGD is an equipment fitted to a MEWP intended to reduce the risk of entrapment. SGD could be in form of physical barriers or smart devices such as proximity sensors. SGD could either be a build-in feature of MEWP, integrated with MEWP, supplied by MEWP manufacturer or a third-party product.

Physical Barriers: To be fitted around the basket of MEWP with adequate strength to eliminate the entrapment hazards. It shall be able to restrict further movement of MEWP once SGD hits any obstacles in the vicinity of MEWP.

Smart Devices: To fit one or more than one proximity sensor(s) at MEWP for detecting any obstacles around MEWP and overhead. A visual and/or audio warning signal shall be issued to alert the operator and/or workers on MEWP if the distance between the operator and/or workers on MEWP and any obstacles around MEWP or overhead is less than 500 mm or other specified distances.

In case the SGD is not a build-in feature of MEWP or the manufacturer is not liable for the installation of such SGD, the Contractor shall be liable for the installation.

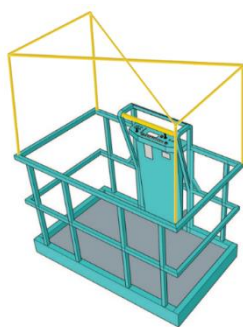


Figure 1: Secondary Guarding Device – Physical Barriers



Figure 2: Secondary Guarding Device – Physical Barriers

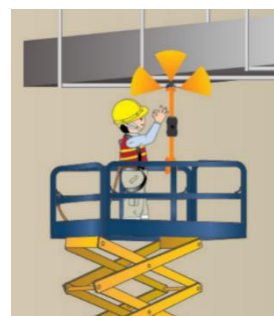


Figure 3: Secondary Guarding Device – Smart Devices

If there is any non-compliance with the requirements, CIC reserves the right to suspend the works until the non-compliance or unfavourable operation is rectified by the Contractor to the satisfaction of CIC with no cost or time implications. CIC has the right to arrange additional resources directly (e.g. Manpower, plants, equipment and materials) to rectify or facilitate the rectification for the non-compliance of the safety requirements by the Contractor, CIC has the right to charge the Contractor for the costs such as salary, associated administrative costs and related expenses arising therefrom.

19 Safe Use Of Suspended Working Platform

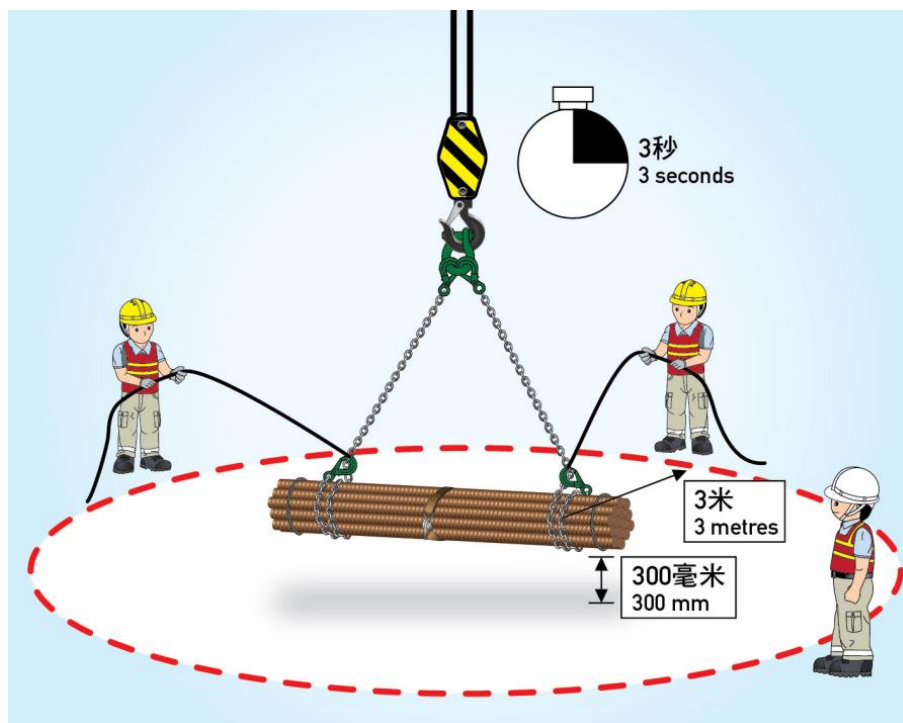
- a. Only trained person is allowed to work on suspended working platform.
- b. Wear suitable safety harness and attach the lanyard to an independent lifeline with fall arrester suitable anchorage and fittings on suspended working platform.
- c. Display notice of safe working load (SWL) and number of persons allowed.
- d. Do not overstretch the body outside a suspended working platform or overload a suspended working platform.
- e. Suspended working platform should not be used under adverse weather conditions.
- f. Maintenance record of suspended working platform should be kept.
- g. Consult competent person for erection, alteration and dismantling of a suspended working platform.
- h. All the suspension ropes and safety ropes should be inspected by a competent person.
- i. Weekly inspection should be carried out by competent person and recorded in statutory inspection form (SWP Form 1).
- j. Suspended working platform must comply with thoroughly inspected, examined and tested periodically in accordance with the statutory requirement.
- k. The Contractor is responsible to control the person who can operate the suspended working platform of the building; only the person on the authorization list can operate the suspended working platform.
- l. If there is any non-compliance with the requirements, CIC reserves the right to suspend the works until the non-compliance or unfavourable operation is rectified by the Contractor to the satisfaction of CIC with no cost or time implications.
- m. CIC has the right to arrange additional resources directly (e.g. Manpower, plants, equipment and materials) to rectify or facilitate the rectification for the non-compliance of the safety requirements by the Contractor, CIC has the right to charge the Contractor for the costs such as salary, associated administrative costs and related expenses arising therefrom.

- n. Refer to “Code of Practice for Safe Use and Operation of Suspended Working Platforms” for more information.

Legal Requirement of Suspended Working Platform			
Applicable Regulation:	F & IU (Suspended Working Platforms) Regulation		
Item	Inspection Form No. (SWP)		
Suspended Working Platform	Form 1	Form 2	Form 3
Period	7 days	Preceding 6 months before put into use or after substantial repair, re-erection, adjustment to any member of the suspended working platform, failure or collapse	Preceding 12 months before use

20 Lifting Appliances And Lifting Gear

- a. The Contractor shall develop a lifting plan with due consideration to the size, shape, centre of gravity and weight of all loads to be lifted as well as the rigging methods for preventing any unintended movements of the loads.
- b. Establish a restricted work area with use of RED barriers and other appropriate controls to minimize the hazards to personnel from swinging or falling objects.
- c. Operator of the lifting appliance shall be properly trained and competent.
- d. Operator shall conduct inspection of the lifting appliance and complete the statutory inspection form (LALG form 1).
- e. Do not leave suspended loads unattended! No one should stay underneath the transportation route. Riggers and banksman shall alert any passerby during the lifting operation
- f. Strictly implement Safe Lifting "3, 3, 3" in accordance with the "Lifting Safety Handbook" issued by CIC as a hold point of lifting procedures before lifting: Keep 3m away from materials being lifted; lift up the materials 300mm from ground; and wait for 3 seconds for stabilising the lifting object before lifting operation.



Source: Lifting Safety Handbook – Safe Lifting 3,3,3 (Please Click: [HERE](#))

- g. Riggers and Signaller shall be thoroughly trained and competent for the lifting operation.
- h. Appoint a competent and experienced lifting supervisor to oversee the lifting operation in accordance with the lifting plan.
- i. Check the working environment and weather condition before carrying out the lifting activity.
- j. All lifting appliance and gear must comply with thoroughly inspected, examined and tested periodically in accordance with the statutory requirement.
- k. All safety features of the lifting appliance must be provided and maintained in good condition including the automatic safe load indicator.
- l. Implementation of colour coding system is recommended to indicate the lifting gear is being inspected and found to be in safe working order.
- m. Consult competent person for erection, dismantle and alteration operation of the lifting appliance.
- n. Risk assessment should be arranged to identify potential hazard and formulate method statement and control measure prior to the lifting activity.
- o. If there is any non-compliance with the requirements, CIC reserves the right to suspend the works until the non-compliance or unfavourable operation is rectified by the Contractor to the satisfaction of CIC with no cost or time implications.
- p. CIC has the right to arrange additional resources directly (e.g. Manpower, plants, equipment and materials) to rectify or facilitate the rectification for the non-compliance of the safety requirements by the Contractor, CIC has the right to charge the Contractor for the costs such as salary, associated administrative costs and related expenses arising therefrom.
- q. Refer to the publication of “Code of Practice for Safe Use of Tower Crane”, “Code of Practice on Safe Use of Mobile Crane” and “Guidance Notes on Inspection, Thorough Examination and Testing of Lifting Appliance and Lifting Gear” for

implementation.

Legal Requirement of Lifting Appliance and Lifting Gear							
Applicable Regulation:	Lifting Appliance and Lifting Gear Regulation						
Item	Inspection Form No. (LALG)						
	1	2	3	4	5	6	7
Crane	√		√		√		
Crane with anchoring or ballasting devices	√	√	√		√		
Winch, Crab	√		√		√		
Pulley Block, Ginwheel, Sheerlegs, Pile Driver, Pile Extractor, Excavator, Overhead Runway, Dragline, etc	√			√	√		
Lifting Gear						√	√
Fibre Rope							√
Period	7days	After erection	4 years		12 months	Before put into use	6 months
			Before use or after substantial repair, re-erection, failure, overturning or collapse				

Source: Guidance Notes on Inspection, Thorough Examination and Testing of Lifting Appliances and Lifting Gear (Please Click: [HERE](#))

21 Mechanical Plant

- a. Mechanical plant refers to any power-operated mobile machine which is operated by a person riding on the machine including excavator, bulldozer, loader, forklift, cranes, and cherry picker etc.
- b. Only trained operator can control the mechanical plant in compliance with regulation.
- c. Inspection should be arranged regularly and recorded in an inspection form to assure it is in safe working condition.
- d. Plant with malfunctioning safety features shall be removed from service until repairs are completed.
- e. Refueling shall be performed in area with adequate ventilation. Do not refuel vehicles while the engine is running.
- f. All mechanical plant should be maintained at its proprietary status. Any modification for the plant shall not be made unless it is being allowed by the manufacture's authentication or permission in written form.
- g. Refer to publication "A Guide to the Factories and Industrial Undertaking (Loadshifting Machinery) Regulation", "Guidance Notes on Safe Use of Loadshifting Machines for Earth Moving Operations on Construction Sites" and "Guidelines on Safety of Site Vehicles and Mobile Plant" for more information.
- h. If there is any non-compliance with the requirements, CIC reserves the right to suspend the works until the non-compliance or unfavourable operation is rectified by the Contractor to the satisfaction of CIC with no cost or time implications. CIC has the right to arrange additional resources directly (e.g. Manpower, plants, equipment and materials) to rectify or facilitate the rectification for the non-compliance of the safety requirements by the Contractor, CIC has the right to charge the Contractor for the costs such as salary, associated administrative costs and related expenses arising therefrom.

22 Woodworking Machinery

- a. Woodworking machine must only be operated by persons who are competent for this purpose.
- b. All dangerous parts of the woodworking machinery should be properly guarded.
- c. Push stick/block must be available and used to prevent worker's hands from moving near the saw.
- d. Emergency stop must be installed to stop the machine in case of emergency.
- e. A stopping and starting devices should be provided to control the woodworking machine.
- f. Woodworking machine must be regularly checked and maintained in good condition. Operators must not use the machine if there is any sign of defect.
- g. The working area should be kept clean and free of obstruction. Wood chips should be regularly removed.
- h. The floor where the woodworking machine is installed should be maintained in good and level condition.
- i. Proper PPE (safety goggle and ear protectors) should be used when using the woodworking machine.
- j. Please refer to publication of "A Guide to the Factories & Industrial Undertakings (Woodworking Machinery) Regulation" for implementation.
- k. CIC also has the right to suspend the works until the non-compliance or unfavourable operation is rectified by the Contractor to the satisfaction of CIC with no cost or time implications. CIC has the right to arrange additional resources directly (e.g. Manpower, plants, equipment and materials) to rectify or facilitate the rectification for the non-compliance of the safety requirements by the Contractor, CIC has the right to charge the Contractor for the costs such as salary, associated administrative costs and related expenses arising therefrom.

23 Machinery Guarding

- a. All hazardous moving parts of machinery within normal reach of personnel shall be completely guarded to prevent personnel from coming into contact with the moving parts of machinery or equipment.
- b. Make sure that effective guards are in place and working properly.
- c. Every guard should be rigid and of substantial construction.
- d. All plant and machinery should be regularly checked and maintained in good condition including the associated guarding.
- e. Guards should be secured in position at all times when the parts are in motion.
- f. Any attempt to alter or remove the guarding is not allowed.
- g. Turn off the machine for replacement or maintenance of guard.
- h. Please refer to the “Handbook on Guarding and Operation of Machinery” published by the Labour Department for the design and installation requirement of the guarding.
- i. Machine operations safety should follow as below:
 - Follow SOP, operator should be trained and authorized
 - Equipped with PPE, avoid loose clothing or long hair which might trapped in the rotating parts
 - Routine maintenance of machinery equipment should be conducted by technician
 - Follow safety control hierarchy: Elimination, isolation, engineering control, administrative control, PPE
 - In case of emergency, press emergency stop and report the case to Supervisor

24 Abrasive Wheel

- a. Mounting of abrasive wheel shall only be carried out by person who has been appointed in writing by the proprietor and by reason of training and practical experience, competent to perform that operation..
- b. Do not use defective wheels.
- c. Ensure the maximum permissible speed of abrasive wheel is clearly marked.
- d. Ensure the spindle speed is marked on the machine in both English and Chinese.
- e. Ensure the maximum permissible speed of abrasive wheel is higher than the spindle speed of machine.
- f. Ensure that the type of abrasive wheel used is suitable for the work to be carried out.
- g. Ensure the guard is in place after mounting of the abrasive wheel.
- h. Ensure the statutory warning notice for use of abrasive wheel is clearly displayed near the abrasive wheel or in a conspicuous location.

此告示已由勞工處處長批准，並須根據
工廠及工業經營(砂輪)規例第 14 條所規定而張貼

使用砂輪時 應注意下列

危險	安全預防措施
(1) 砂輪爆裂之原因： 砂輪之內有雜質	用適當試驗辦法，檢查砂輪之 完整性與否。
過度轉動	查閱砂輪製造商之警告， 不可超過最高允許轉速。
過度磨削	砂輪須由一位專人安裝及調 至平衡之位置後始可人使用。
使用不當	勿用過大壓力。 當砂輪在磨削中發現打震時， 應停機檢查。
(2) 裝固輪子與磨盤之破裂	勿因磨盤或磨片與磨盤之接觸而 產生過大壓力。
(3) 與砂輪接觸	使用：護罩、軟性、防護屏 (或護目鏡)。
(4) 飛濺之磨粒引起眼部受傷	砂輪須妥善固定及磨盤。

使用前須檢查清楚

This warning notice has been approved by the Commissioner for Labour
and must be posted for the purpose of Regulation 14 of the Factories and
Industrial Undertakings (Abrasive Wheels) Regulations

WARNING NOTICE WHEN USING ABRASIVE WHEELS

DANGERS	SAFETY PRECAUTIONS
(1) Bursting of wheel, due to : Latent defect of wheel	Check soundness of wheel by ring test.
Over-speeding	Do not exceed maximum permissible speed of wheel as specified by manufacturer.
Faulty mounting	The wheel must be mounted by a trained and competent person appointed in writing.
Misuse by operator	Never use excessive pressure on the wheel. Use particular care when grinding on the side of a straight-edged wheel.
(2) Fractures of mounted wheels and points	The overhang not to exceed that is permissible by the manufacturer. The operator to be secured properly in the correct of chuck.
(3) Contact with wheel	Use : Wheel guards, work-rest, protective screen (or eye protectors).
(4) Eye injuries from flying particles	Wheels must be properly fixed and dressed.

ALWAYS CHECK
BEFORE YOU OPERATE

Source: Warning Notice When Using Abrasive Wheels – Labour Department

- i. The abrasive wheel shall be regularly inspected and maintained by the competent

person.

- j. Ensure the ground is in good condition, free from obstruction and not slippery when operating the machine.
- k. For carrying out grinding operation, proper protection of eye such as safety goggles is required.
- l. For more information, please refer to the publication of “Safety In The Use of Abrasive Wheel”.
- m. If there is any non-compliance with the requirements, CIC reserves the right to suspend the works until the non-compliance or unfavourable operation is rectified by the Contractor to the satisfaction of CIC with no cost or time implications.
- n. CIC has the right to arrange additional resources directly (e.g. Manpower, plants, equipment and materials) to rectify or facilitate the rectification for the non-compliance of the safety requirements by the Contractor, CIC has the right to charge the Contractor for the costs such as salary, associated administrative costs and related expenses arising therefrom.

25 Work In Confined Space

- a. Confined space is defined to mean any place in which, by virtue of its enclosed nature, there arises a reasonably foreseeable specified risk, and without limiting the generality of the foregoing, includes any chamber, tank, vat, pit, well, sewer, tunnel, pipe, flue, boiler, pressure receiver, hatch, caisson, shaft or silo in which such risk arises.
- b. Specified risk means a risk of
 - Serious injury to any person at work arising from a fire or explosion;
 - The loss of consciousness of any person at work arising from an increase in body temperature;
 - The loss of consciousness or asphyxiation of any person at work arising from gas, fume, vapour, or the lack of oxygen;
 - The drowning of any person at work arising from an increase in the level of liquid; or
 - The asphyxiation of any person at work arising from a free flowing solid or the inability to reach a respirable environment due to entrapment by a free flowing solid.
- c. Any person who enters in the confined space must attend an approved safety training course in connection with confined space work and holds a relevant certificate.
- d. Risk assessment shall be conducted and submitted to CIC by competent person who receives approved safety training course and holds a relevant certificate before entry to confined space as required by regulation. Any changes in environment must be re-assessed.
- e. The result of risk assessment should be displayed at the entrance of confined space with warning notice.
- f. Before entry into confined space, the confined space should be adequately purged by inert gas purging, steam cleaning and forced ventilation. Atmospheric testing should also be carried out from outside of the confined space.
- g. Any person entering a confined space shall bring along a gas detector each therein to continuously monitor the atmosphere throughout the stay in the confined space.
- h. Make sure safety equipment and PPE are used throughout the whole confined space work including explosion-proof type of 2-way telecommunication equipment, explosion-proof type of atmospheric testing equipment, protective clothing, safety

helmet, respirators, ventilation equipment and safety harnesses with a lifeline connected to a man-lifting tripod or other lifting equipment approved by the Engineer for rescue purpose, etc.

- i. A worker should be assigned to standby at the entrance of confined space throughout the time of operation for emergency communication and coordination.
- j. Any person entering a confined space shall wear an audio and visual personal alarm of dead-man type maintaining its operating in active mode and is able to give out signals to alert the standby person stationed at the entrance of that confined space, and vice versa.
- k. Ensure all relevant control measures such as isolating critical valves or purging of fresh air are implemented before entering to the confined space.
- l. Establishment of an emergency rescue procedure to handle any emergency situation of the confined space work.
- m. Contractors shall conduct site check in every shift of confined space works.
- n. Refer to “Code of Practice for Safety and Health at Work in Confined Spaces” for implementation.
- o. If there is any non-compliance with the requirements, CIC reserves the right to suspend the works until the non-compliance or unfavourable operation is rectified by the Contractor to the satisfaction of CIC with no cost or time implications.
- p. CIC has the right to arrange additional resources directly (e.g. Manpower, plants, equipment and materials) to rectify or facilitate the rectification for the non-compliance of the safety requirements by the Contractor, CIC has the right to charge the Contractor for the costs such as salary, associated administrative costs and related expenses arising therefrom.

26 Excavation And Trenching

- a. Ensure underground utility marking, signage, barricades and shoring are in place before excavation work.
- b. The Contractor shall provide competent person (under Cap 406 Electricity Supply Lines (Protection) Regulation) to conduct the underground utilities detection before excavation and full time supervision of the execution of the trial pit excavation works until the underground utilities are exposed for active detection, and for all excavation work at high risk areas as considered by CIC.
- c. The Contractor shall conduct passive and active detection for all underground utilities wherever practicable.
- d. The Contractor shall clearly mark the type, alignment and depth of the underground utilities (detected by passive and active detection) on ground.
- e. The Contractor shall submit the completed underground utilities detection report (Passive and Active) to CIC for review without objection within 3 working days after the detection.
- f. The Contractor shall develop separate permit to work system for different stages of excavation:
 - Inspection Pit for underground utilities detection
 - Trial Pit Excavation Stage
 - Bulk Excavation Stage
- g. The Contractor shall provide a full time competent person (under Cap 406 Electricity Supply Lines (Protection) Regulation) on site to supervise the works during the execution of the excavation works where considered by CIC as high risk areas.
- h. Excavation plant should be properly selected and maintained to ensure it is suitable for the work to be carried out.
- i. Operator of excavator should be competent and trained in the use of machine.
- j. Weekly inspection of excavator shall be arranged and recorded in the statutory inspection form (LALG Form 1).
- k. Place warning signage and barriers on all sides of excavated trench to prevent pedestrians from crossing.
- l. Inspection of excavation should be carried out by a competent person as required by law and recorded in the statutory inspection form (CSSR Form 4).
- m. Proper access should be provided for all excavation.

- n. Inform CIC before beginning of excavation work.
- o. If there is any non-compliance with the requirements, CIC reserves the right to suspend the works until the non-compliance or unfavourable operation is rectified by the Contractor to the satisfaction of CIC with no cost or time implications.
- p. CIC has the right to arrange additional resources directly (e.g. Manpower, plants, equipment and materials) to rectify or facilitate the rectification for the non-compliance of the safety requirements by the Contractor, CIC has the right to charge the Contractor for the costs such as salary, associated administrative costs and related expenses arising therefrom.
- q. Please refer to “Code of Practice for Safe Use of Excavator” for implementation.

Legal Requirements of Excavation for Implementation			
Item	Applicable Regulation	Inspection Form No.	Period
Inspection of Excavation	Construction Site Safety Regulation	Form 4	7 days
Inspection of Excavator	Lifting Appliance and Lifting Gear Regulation	Form 1	7 days
		Form 4	Before use or after substantial repair, re-erection, failure, overturning or collapse
		Form 5	12 months

27 Roadwork Safety

- a. All workers working along roadside must wear reflective vest at all time.
- b. The boundaries of all road works on carriageway must be clearly delineated by traffic cones. The requirement of traffic cone should conform to the general requirements of BS EN 13422:2004 and shall be of appropriate height. The white portion must be retroreflective and the red portion may be retroreflective or have a fluorescent finish.
- c. Traffic cone should be placed close enough together to give an impression of continuity and an appearance of substance. The maximum cone spacing can refer to the requirement listed under Code of Practice for the Lighting, Signing and Guarding of Road Works (COP-LSG) issued by Highway Department.
- d. Obstruction and excavation shall be adequately guarded at all time.
- e. Pedestrians shall be protected from the works and vehicles by rigid barriers (ex. Water-filled or temporary tubular barriers) which can clearly separate pedestrians from the work and trafficked carriage and warn pedestrian of their presence. The barriers should be placed with sufficient clearance to excavation, materials or plant to prevent dangers to pedestrians.
- f. Water-filled or temporary tubular barriers shall provide a clear and uniform overall appearance. Adjacent panels shall be interlocked together without gaps affecting their guarding purpose. The containment level of the barriers should be designed to meet BS EN 1317-2:2010 containment level T2 or above.
- g. During the hours of darkness or at times of poor visibility, all obstructions or road works must be properly delineated with prescribed road hazard warning lanterns to indicate to road users the limits of the works.
- h. General Road Works Signs shall be properly displayed on site. The method for display of signage shall align with the standard and requirement stated in COP-LSG.

- i. Approach and exit tapers shall be in place to guide any road-user to safely pass the works area. The use of traffic cones and barricades shall provide a uniform and consistent indication to road user of the obstruction or excavation on carriageway. Barricade signs should be used with flash arrow sign at location where visibility could be a problem.
- j. Adequate length of approach tapers and height and spacing of traffic cones shall be provided and it is recommended to refer to COP-LSG for general standard and requirement. All traffic arrangement shall be agreed by CIC.
- k. A minimum clear footway width of 1.5 meters should be maintained for pedestrians when work is carried out on footway. If it is impractical to provide the minimum width for the footway, an alternative route should be provided or a permission from CIC should be granted for reducing the width of footway.
- l. Any material storage on carriageway or footway shall be adequately guarded by continuous barriers. Stored plant and material should be kept as far back as possible from the edge of carriageway and in such a position that sightlines are not obstructed. A permission must be granted by CIC if material is needed to be stored on carriageway.
- m. If works are carried out on cycleway, a desirable minimum clear width of 1.8 meters should be maintained for cyclist.
- n. A lateral safety clearance shall be maintained between the works area and any part of trafficked carriageway.
- o. A longitudinal safety clearance shall be maintained between end of the approach taper and the works area which provides a margin of safety for both the traffic and road works personnel and should not be used as a working space. A minimum length of 10 meters longitudinal safety clearance zone shall be provided as recommended in the COP-LSG.

Whereas the provision of longitudinal safety clearance zone is not feasible, CIC must be informed of the situation with implementation of alternative arrangement.

- p. The normal minimum width of a single carriageway for two way traffic is 5.5 m. If this width cannot be provided, the carriageway must be reduced to a width not less than 3 m but not more than 3.7 m and traffic control equipment used to operate alternate one way working. Traffic control may be by approved portable light signals or “Stop/Go” signs.
- q. Emergency Vehicular Access (EVA) shall not be blocked at all times.
- r. If there is any non-compliance with the requirements, CIC reserves the right to suspend the works until the non-compliance or unfavourable operation is rectified by the Contractor to the satisfaction of CIC with no cost or time implications.
- s. CIC has the right to arrange additional resources directly (e.g. Manpower, plants, equipment and materials) to rectify or facilitate the rectification for the non-compliance of the safety requirements by the Contractor, CIC has the right to charge the Contractor for the costs such as salary, associated administrative costs and related expenses arising therefrom.

28 Noise Control

Noise at work

- a. Ensure appropriate action to be taken to reduce risk of hearing impairment such as mechanical maintenance and provision of information, instruction and training.
- b. Carry out preliminary noise assessment with noise meter if the noise level is deemed to be unacceptable. E.g. It is difficult to be heard between people around 2 meters apart. If the noise level is identified to be 85dB(A) or above, a noise assessment is required to be conducted by a competent person.
- c. A workplace where the noise level reaches 90dB(A) or above is classified as ear protection zone. Any person staying inside ear protection zone shall put on suitable approved ear protectors. Demarcate and identify ear protection zone with labelling at the zone.
- d. Reduce noise intensity such as providing noise barrier.
- e. For more information, please refer to the “Guidance Notes on Factories and Industrial Undertaking (Noise at Work) Regulation” and “A Practical Guide to Industrial Noise Reduction” published by the Labour Department.

Construction Noise

- a. A valid Construction Noise Permit (CNP) is required for carrying out construction work with use of power mechanical equipment during restricted hours between 1900-0700 or at any time on a general holiday. A CNP is also required for carrying out of percussive piling during the permitted hours which generally falls into the period of 0700-1900. An application for CNP must be made to the Noise Control Authority.
- b. The carrying out of percussive piling is strictly prohibited from 1900-0700 and on

holidays.

- c. Regular maintenance should be arranged for machine and equipment as nuisance noise can be generated due to ageing or improper maintenance.
- d. To reduce construction noise, the following practices can be adopted:
 - Use of acoustic enclosure for stationary plant to minimize any noise generating from the source
 - Installation of noise barrier or sound absorbing materials such as mineral wool, woodwool propriety absorbent tiles or fiberglass to reduce environmental sound impacts
 - Use of quieter construction equipment such as Quality Powered Mechanical Equipment
 - Adopt quieter construction methods such as using prefabricated structure to replace in situ construction
- e. For more information, please refer to the “Chapter 400 - Noise Control Ordinance” and “A Concise Guide to the Noise Control Ordinance” released by the Environmental Protection Department.
- f. If there is any non-compliance with the requirements, CIC reserves the right to suspend the works until the non-compliance or unfavourable operation is rectified by the Contractor to the satisfaction of CIC with no cost or time implications.
- g. CIC has the right to arrange additional resources directly (e.g. Manpower, plants, equipment and materials) to rectify or facilitate the rectification for the non-compliance of the safety requirements by the Contractor, CIC has the right to charge the Contractor for the costs such as salary, associated administrative costs and related expenses arising therefrom.

29 Provision Of Safety Officers And Safety Supervisors

The Factories and Industrial Undertaking Ordinance (F&IU) provides for the safety and health protection to worker in the industrial sector. Employment of safety officer and supervisor is required to assist the proprietor of the industrial undertaking in managing safety and health.

- a. One registered safety officer shall be employed on a full-time basis when the total number of persons employed in the construction site or sites is 100 or more.
- b. One safety supervisor shall be employed where the total number of persons employed in each construction site is 20 or more.
- c. The workplace of contractor activities can be classified as construction work.

Construction work means: -

- i. The construction erection, installation, reconstruction, repair, maintenance (including redecoration and external cleaning), renewal, removal, alteration, improvement, dismantling, or demolition of any of the Specified Structures and Works;
 - ii. Any work involved in preparing for any operation referred to in paragraph (i), including the laying of foundations and the excavation of earth and rock prior to the laying of foundations;
 - iii. The use of machinery, plant, tools, gear, and materials in connection with any operation referred to in paragraph (i) or (ii).
- d. For more information, please refer to “Cap. 59Z Factories and industrial undertakings (safety officers and safety supervisors) regulations”.
 - e. In addition to the statutory obligations, the Contractor shall employ safety officer and supervisor as required by the particular contract. Should it be found that the Safety Officer(s) is not performing his duties to the standard approved by the CIC, then the CIC will employ a Safety Officer directly and any costs (salary and other expenses) arising therefrom will be charged to the Contractor.

30 Permit And License

- a. Any person requires to carry out contractor works on CIC premises is required to submit method statement and risk assessment to CIC for review. Work permit should be acquired from CIC if the work is commenced within CIC premises. Examples of work activities requires submission of method statement and risk assessment:
- Metal/Bamboo scaffolding
 - Excavation
 - Welding work
 - Lifting operation
 - Use of mechanical plant for work at height
 - Use of chemical substance
- b. Contractors are always responsible for ensuring that any work that requires a specific license is only performed by individuals who are appropriately registered and / or licensed.

31 Waste Management

- a. Contractors are fully responsible to comply all applicable local legislation for disposal of hazardous / construction waste they generate at CIC premises.
- b. In the event a hazardous material is released to the environment during the course of work in CIC premises, Contractors shall contact the CIC relevant departments and government authorities.

Construction Waste

- a. Construction waste means any substance, matter or thing which is generated as a result of construction work and abandoned whether or not it has been processed or stockpiled before being abandoned. It is a mixture or surplus material arising from site clearance, excavation, construction, refurbishment, renovation, demolition and road work.
- b. Construction waste producers need to open a billing account with Environmental Protection Department for disposal of construction waste at waste disposal facilities under the legislative requirement. For details, please refer to the Waste Disposal (Charges for Disposal of Construction Waste) Regulation.
- c. A construction waste management plan should be developed to provide an overall framework for waste management and reduction.
- d. Two types of construction waste can be identified:-
 - Inert material such as debris, rubble, earth, bitumen and concrete can be used for land reclamation and site formation and will be transported to public filling areas.
 - Non-inert material such as bamboo, timber, vegetation, packaging waste and

other organic materials should be disposed at landfills.

- e. General practices of reducing and recycling waste in construction industry:-
- Implement proper control and documentation on material flow to over-ordering materials
 - Adopt on-site sorting practice to recover waste for reuse and recycle
 - Use durable, reusable hoarding to replace timber hoarding
 - Replace bamboo scaffolding with metal scaffolding if possible
 - Utilize excess concrete for the production of pre-cast road blocks, curbs, etc.
 - Re-use excavated materials for backfilling, slope stabilization and reclamation, or transport excavated materials to other sites for re-use
 - Collect waste steel bars for recycling
 - Collect expired PPE for recycling

Chemical Waste

- a. Chemical waste refers to any substance or thing being scrap material, effluent, or an unwanted substance or by-product arising from the application of or in the course of any process or trade activity, and which is or contains any substance or chemical specified in the prescribed schedule 1 of the Regulation that may cause pollution or constitute a danger to health or risk of pollution to the environment.
- b. A chemical waste producer license is required for any work process generating chemical waste.
- c. Storage, handling, transport and disposal of chemical waste shall be arranged in accordance to the Code of Practice on the Packaging, Labelling and Storage of Chemical Wastes:-
- Chemical waste shall be packed and held in containers of suitable design and

construction.

- All parts of the container in direct contact with chemical waste must be resistant to any chemical or other action of such waste.
 - Containers should be in good condition and free from corrosion, contamination, damage or any other defects which may impair the performance of the container.
 - The Containers should be securely sealed and closed.
 - Do not mix different types or sources of chemical wastes in same container.
 - Sufficient air space should be maintained when packing a container with liquid chemical waste to avoid leakage or permanent distortion of container due to liquid expansion.
 - Container of chemical waste should be labelled in both English and Chinese with appropriate size and dimension.
 - Information regarding the particular risks and safety precaution of the chemical waste should be clearly marked on the container.
- d. A licensed waste collector shall be appointed to collect the chemical waste at your workplace. Trip ticket shall be obtained and retained for record.

32 Wastewater Management

- a. All sewage should be discharged into sewers, not storm water drains which are only meant to carry rainwater into the sea.
- b. Except for discharges of domestic sewage into sewer and discharges of unpolluted water into storm drains / water bodies, effluent from industrial, institutional and commercial premises, discharge of domestic sewage from institutional and commercial premises in unsewered areas, domestic sewage treatment plant and domestic premises in unsewered area are subject to control and should obtain a Water Pollution Control Ordinance (WPCO) license before making discharge.
- c. Comply with the requirements as specified on the WPCO license.

Construction site effluent

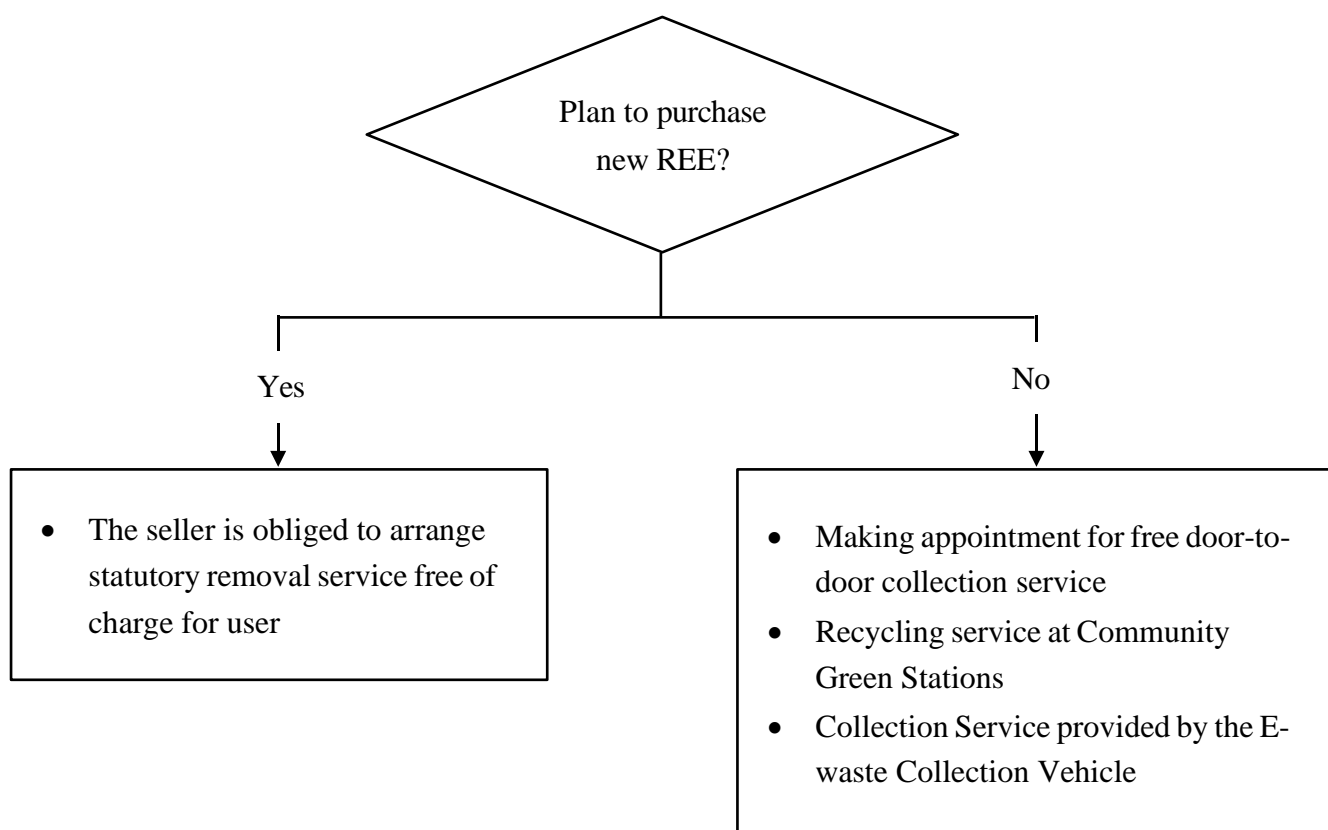
- a. All contaminated runoff is required to be treated before discharge to meet statutory requirements. Contractor should take all necessary preventive measures to avoid the contamination of surface runoff, e.g. covering stockpile of soil materials with plastic sheets.
- b. Contractor should always collect the construction wastewater and provide proper treatment before discharging into the foul sewer. Approval from the Drainage Services Department should be obtained for any discharge to foul sewer.
- c. Common water pollution control measures include:-
 - Minimize water consumption;
 - Cover up exposed soil surface and soil stockpile;
 - Deploy drip tray for stationary plants and chemical drums
 - Construct temporary site drainage for collection of construction site wastewater;
 - Deploy wastewater treatment facilities, e.g. sedimentation tanks, petrol

interceptor and pH regulator

- Reuse treated construction wastewater

33 Waste Of Regulated Electrical Equipment Management

- a. Contractor shall take the producer's responsibility on disposal of Regulated Electrical Equipment (REE). REE includes: air-conditioners, refrigerators, washing machines, televisions, computers, printer, scanners and monitors.
- b. Producer shall dispose REE properly in accordance with statutory requirement:



- c. Illegal disposal of REE at CIC premises is not allowed.
- d. For more information, please refer to the website of Waste Electrical and Electronic Equipment (WEEE): <https://weee.gov.hk/>

34 Air Emission Control

Construction Dust Control

- a. Adequate dust reduction measures should be implemented to reduce dust emission while carrying out construction work
- b. Apply water spraying on:
 - any dusty materials before loading and unloading
 - Stockpile of dusty materials
 - Area where excavation or earth moving activities are carried out
 - Any unpaved main haul road
 - Drilling work where dust is generated
- c. Provide hoarding of not less than 2.4m high from ground level along the construction site boundary which is next to a public vehicular or pedestrian road.
- d. Provide effective dust screens, sheeting or netting to enclose any scaffolding built around the perimeter of a building
- e. Cover or shelter any stockpile of dusty material
- f. Provide wheel washing facilities at the exit of site access to wash away any dusty material from the vehicle body and wheels before leaving the site
- g. Cover any dusty load on vehicle before leaving the site
- h. Do not operate plant, activity or process when air pollution control system or equipment has broken down
- i. It is required to notify EPD before commencement of work for the following types of construction work:
 - Site formation
 - Reclamation
 - Demolition of a building
 - Work carried out in any part of a tunnel that is within 100m of any exit to the

open air

- Construction of a building
- Road construction work

Control of Non-road Mobile Machinery Emission

- All regulated machine (mobile machines or transportable industrial equipment) or non-road vehicles that are not licensed under the Road traffic (registration and Licensing of Vehicles) Regulations are required to meet the legal emission standard and smoke requirement. For details, please refer to the Air Pollution Control (Non-road Mobile Machinery) (Emission) Regulation (Cap. 311Z.)
- For use of non-road mobile machinery (NRMM), prior approval is required from Environmental Protection Department with completion of application form.
- Approved or exempted NRMM labels must be displayed on the machine or vehicles. The size and colour of the label must refer to the requirement specified in the Regulation.

機械種類 Machine Type:
機械商業名稱及型號 Machine Trade Name & Model:
機械序號 Machine Serial Number:
引擎廠名及型號 Engine Make & Model:
EPD-A-12Z45-20X1
根據《空氣污染管制(非道路移動機械)(排放)規例》給予的核准 Approval given under the Air Pollution Control (Non-road Mobile Machinery) (Emission) Regulation

Sample of approval label

機械種類 Machine Type:
機械商業名稱及型號 Machine Trade Name & Model:
機械序號 Machine Serial Number:
引擎廠名及型號 Engine Make & Model:
EPD-E-123T5-2Y11
根據《空氣污染管制(非道路移動機械)(排放)規例》給予的豁免直至 年 月 日(如適用) Exemption given under the Air Pollution Control (Non-road Mobile Machinery) (Emission) Regulation until dd/mm/yy (if applicable)

Sample of exempted label

35 First Aid Facilities

- a. First aid item mean: Under the Occupational Safety and Health Regulation, "first aid item" means an item of the kind specified in Schedule 2 of the Regulation or any additional item required by the Commissioner for Labour to be provided in the first aid facility.
- b. First aid facility requirements for workplace:
 - For construction site, a separate first aid facility shall be provided and maintained for every 50 workmen or part thereof employed on the site.
 - For the workplace other than construction site, a separate first aid facility shall be provided and maintained for each 100 employers, or part of that number.
 - Every first aid box or cupboard shall be marked "FIRST AID" in English and “急救” in Chinese.
 - All first aid items are maintained in a serviceable condition.
 - For the requirement of first aid items of first aid box, please refer to the publication by Labour Department named Hints on First Aid: (<https://www.labour.gov.hk/tc/public/pdf/oh/HintsOnFirstAid.pdf>)
 - The person responsible for a workplace must designate a team of 2 or more of the employees to be responsible for the first aid box or cupboard and ensure that at least one member of the team is available in the work place when work is performed there.
 - A notice specifying the names of the members of the team has to be affixed to the first aid box or cupboard.

36 Lighting and Ventilation

Lighting:

- a. It is essential for employees to work and move around safely in a workplace under adequate lighting.
- b. Some examples of recommended optimum levels of lighting for various activities / areas are listed below:

Task position or area	Optimum average illumination in lux
1. Office areas	
General Offices	500
Computer work stations	500
Drawing work stations	750
Other office areas, e.g. file storage	300

(Source: Guidelines for Good Occupational Hygiene Practice in a Workplace – Lighting from Labour Department)

Ventilation:

- a. Every workplace shall be adequately ventilated by fresh air.
- b. The air within the workplace shall be kept free of impurities.
- c. All reasonably practicable steps shall be taken to protect employees from inhaling impurities and to prevent accumulation of the impurities at the workplace.
- d. Effective exhaust devices shall be installed and used as closely as possible to the source of the impurities.
- e. Regular preventive maintenance of mechanical ventilation systems shall be planned and performed.
- f. If water cooling towers are used, they should be properly maintained, e.g. used of biocides as appropriate, to prevent the growth of micro-organisms.




37 Traffic safety

When Driving in CIC premises

- a. Check carefully to ensure that there are no obstructions. Pay particular attention to the blind spots at the rear.
- b. Check if safety seat belt is properly fastened before drive.
- c. Strictly follow the site traffic safety instructions, including emergency vehicular access (EVA), speed limited, or etc.
- d. Drive in prescribed path and follow traffic signals.
- e. Allow pedestrian to use the pathway first. Do not park vehicles in unauthorized area.
- f. Do not overload vehicle, either in terms of passengers or loads.
- g. Reduce vehicle speed and pay particular attention during turning.
- h. Do not overload vehicle, either in terms of passengers or loads.
- i. Do not use your mobile phone or any other communication device when driving
- j. Do not drive under the influence of alcohol or drugs.
- k. Signal, reduce speed and check mirrors before turning or reversing.
- l. If there is any non-compliance with the requirements, CIC reserves the right to suspend the works until the non-compliance or unfavourable operation is rectified by the Contractor to the satisfaction of CIC with no cost or time implications.
- m. CIC has the right to arrange additional resources directly (e.g. Manpower, plants, equipment and materials) to rectify or facilitate the rectification for the non-compliance of the safety requirements by the Contractor, CIC has the right to charge the Contractor for the costs such as salary, associated administrative costs and related expenses arising therefrom.




38 Prevention of Heat Stroke

- a. It is applicable to work that needs to be carried out under hot weather or in high-temperature environments, such as:
- Work conducted in outdoor locations without shelters;
 - Work conducted in an indoor location without air-conditioning system installed;
 - Work conducted near heat sources or heat-generating facilities
- b. “Heat Stress at Work Warning” indicates the level of heat stress that employees face when working outdoor or indoor without an air conditioning system. The Warning system will be issued by the Labour Department, with the assistance of the Hong Kong Observatory.

Hong Kong Heat Index	Heat Stress at Work Warning	Warning Signs
30 to <32	Amber	
	Amber Heat Stress at Work Warning indicates the level of heat stress in certain work environments is high.	
32 to <34	Red	
	Red Heat Stress at Work Warning indicates the level of heat stress in certain work environments is very high.	
>=34	Black	
	Black Heat Stress at Work Warning indicates the level of heat stress in certain work environments is extremely high.	

- c. Employers are advised to implement the following measures against heat stress at the workplace:
- Perform a risk assessment for the heat stress of employees at the workplace and take effective preventive measures according to the assessment results.
 - Determine the risk control measures in accordance with the risk you identified in the assessment items as far as reasonably practicable to prevent employees from suffering heat stroke while working.
 - Develop suitable work/ rest schedules for employees to reduce the risk of heat stroke at work when the Heat Stress at Work Warning is in force.
 - The recommended hourly rest period for employees working outdoor is determined based on Level of Physical Workload x Level of Heat Stress at Work Warning.

Rest Arrangements for Outdoor Work in Times of Heat Stress at Work Warning

Physical Workload Heat Stress at Work Warning	Light	Moderate	Heavy	Very Heavy
		45 mins work 15 mins rest in each hour (75% work; 25% rest)	30 mins work 30 mins rest in each hour (50% work; 50% rest)	15 mins work 45 mins rest in each hour (25% work; 75% rest)
	45 mins work 15 mins rest in each hour (75% work; 25% rest)	30 mins work 30 mins rest in each hour (50% work; 50% rest)	15 mins work 45 mins rest in each hour (25% work; 75% rest)	Suspension of work
	30 mins work 30 mins rest in each hour (50% work; 50% rest)	15 mins work 45 mins rest in each hour (25% work; 75% rest)	Suspension of work	Suspension of work

- v. Write down the emergency response measures to be taken in case an employee working in hot environment requires support and/or assistance.
- vi. Communicate the heat stress risk assessment result to the relevant workers and provide appropriate instruction to ensure they take appropriate rest breaks according to the result.
- vii. Apply preventive and control measures such as:
 - Allow employees to have access to drinking water within 10 minutes of walking.
 - Relocate or isolate heat source.
 - Extract hot air from the workplace.
 - Provide PPE to reduce heat absorption.
 - Install mechanical devices (e.g., exhaust / insulation system) to regulate the temperature of work area.
 - Install air conditioning system, blowers, or misting fans.
 - Wear light-colored, thin, and loose-fitting clothing.
 - Provide sun protection sleeves that have good sweat-wicking and dry-fit properties for outdoor workers.
- viii. Please refer to “Guidance Notes on Prevention of Heat Stroke at Work” issued by Labour Department for implementation.

Appendix 1 – Relevant Safety And Health Legislations

The followings are the ordinances and regulations related to occupational safety and health in Hong Kong:

1.	Gas Safety Ordinance	Cap 51
2.	Boilers and Pressure Vessels Ordinance	Cap 56
3.	Factories and Industrial Undertakings Ordinance	Cap 59
4.	Factories and Industrial Undertakings Regulations	Cap 59A
5.	Factories and Industrial Undertakings (First Aid in Notifiable Workplaces) Regulations	Cap 59D
6.	Factories and Industrial Undertakings (Notification of Occupational Diseases) Regulations	Cap 59E
7.	Factories and Industrial Undertakings (Woodworking Machinery) Regulations	Cap 59G
8.	Factories and Industrial Undertakings (Electrolytic Chromium Process) Regulations	Cap 59H
9.	Construction Sites (Safety) Regulations	Cap 59I
10.	Factories and Industrial Undertakings (Lifting Appliances and Lifting Gear) Regulations	Cap 59J
11.	Factories and Industrial Undertakings (Abrasive Wheels) Regulations	Cap 59L
12.	Factories and Industrial Undertakings (Work in Compressed Air) Regulations	Cap 59M
13.	Factories and Industrial Undertakings (Spraying of Flammable Liquids) Regulations	Cap 59N
14.	Factories and Industrial Undertakings (Goods Lifts) Regulations	Cap 59O
15.	Factories and Industrial Undertakings (Guarding and Operation of Machinery) Regulations	Cap 59Q
16.	Factories and Industrial Undertakings (Cartridge Operated Fixing Tools) Regulations	Cap 59R
17.	Factories and Industrial Undertakings (Protection of Eyes) Regulations	Cap 59S
18.	Factories and Industrial Undertakings (Noise at Work) Regulation	Cap 59T
19.	Factories and Industrial Undertakings (Fire Precaution in Notifiable Workplaces) Regulations	Cap 59V
20.	Factories and Industrial Undertakings (Electricity) Regulations	Cap 59W

21.	Factories and Industrial Undertakings (Safety Officers and Safety Supervisors) Regulations	Cap 59Z
22.	Factories and Industrial Undertakings (Carcinogenic Substances) Regulations	Cap 59AA
23.	Factories and Industrial Undertakings (Dangerous Substances) Regulations	Cap 59AB
24.	Factories and Industrial Undertakings (Suspended Working Platforms) Regulation	Cap 59AC
25.	Factories and Industrial Undertakings (Asbestos) Regulation	Cap 59AD
26.	Factories and Industrial Undertakings (Confined Spaces) Regulation	Cap 59AE
27.	Factories and Industrial Undertakings (Safety Management) Regulation	Cap 59AF
28.	Factories and Industrial Undertakings (Loadshifting Machinery) Regulation	Cap 59AG
29.	Factories and Industrial Undertakings (Gas Welding and Flame Cutting) Regulation	Cap 59AI
30.	Fire Services (Installations and Equipment) Regulations	Cap 95B
31.	Dangerous Goods Ordinance	Cap 295
32.	Dangerous Goods (Application and Exemption) Regulation 2012	Cap 295E
33.	Dangerous Goods (Control) Regulation	Cap 295G
34.	Radiation Ordinance	Cap 303
35.	Waste Disposal Ordinance	Cap 354
36.	Noise Control Ordinance	Cap 400
37.	Electricity Ordinance	Cap 406
38.	Builders' Lifts and Tower Working Platforms (Safety) Ordinance	Cap 470
39.	Fire Safety (Commercial Premises) Ordinance	Cap 502
40.	Occupational Safety and Health Ordinance	Cap 509
41.	Occupational Safety and Health Regulation	Cap 509A
42.	Occupational Safety and Health (Display Screen Equipment) Regulation	Cap 509B
43.	Fire Safety (Buildings) Ordinance	Cap 572
44.	Hazardous Chemicals Control Ordinance	Cap 595
45.	Mercury Control Ordinance	Cap 640
46.	Building (Administration) Regulations	Cap 123A
47.	Building (Demolition Works) Regulation	Cap 123



GUIDELINES ON WORK-ABOVE-GROUND SAFETY

Disclaimer

Whilst reasonable efforts have been made to ensure the accuracy of the information contained in this publication, the CIC nevertheless would encourage readers to seek appropriate independent advice from their professional advisers where possible and readers should not treat or rely on this publication as a substitute for such professional advice for taking any relevant actions.

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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 to adjust. It is for this reason that four separate categories of publication have been adopted, the purposes of which are as follows:

Alerts	Reminders in the form of brief leaflets produced quickly to draw the immediate attention of relevant stakeholders the need to follow some good practices or to implement some preventative measures in relation to the construction industry.
Reference Materials	Reference Materials for adopting standards or methodologies in such ways that are generally regarded by the industry as good practices. The CIC recommends the adoption of these Reference Materials by industry stakeholders where appropriate.
Guidelines	The CIC expects all industry participants to adopt the recommendations set out in such Guidelines and to adhere to such standards or procedures therein at all times. Industry participants are expected to be able to justify any course of action that deviates from those recommendations.
Codes of Conduct	Under the Construction Industry Council Ordinance (Cap 587), the CIC is tasked to formulate codes of conduct and enforce such codes. The Codes of Conduct issued by the CIC set out the principles that all relevant industry participants should follow. The CIC may take necessary actions to ensure the compliance with the Codes.

If you have attempted to follow this publication, we do encourage you to share your feedback with us. Please take a moment to fill out the Feedback Form attached to this publication in order that we can further enhance it for the benefit of all concerned. With our joint efforts, we believe our construction industry will develop further and will continue to prosper for years to come.

1. Introduction

- 1.1 Unsafe work-above-ground (i.e. any work not carried out on or from the ground or from part of a permanent structure) has been one of the major causes of fall from height accidents, resulting in serious injuries or even fatalities. Most of these accidents, however, could have been prevented if suitable working platforms had been provided and properly used. In some serious and fatality cases, control, if any, on use of ladders had been very slack, and conduct of risk assessments and formulation of method statements with due consideration of task-specific factors such as job locations and work nature, etc. had not been done.
- 1.2 For any work-above-ground, suitable working platforms should be the primary means of support to be considered for use. For work-above-ground below 2m where working platforms could not be erected under special working conditions (e.g. restrictive workplace), suitable light-duty working platforms should be used. Unless in very exceptional circumstances that working platforms or light-duty working platforms are impracticable to be used, use of ladders for work-above-ground should be prohibited. Under such exceptional circumstances where ladders have to be used, task-specific risk assessment should be conducted and safe system of work, such as a permit-to-work system, should be formulated and implemented beforehand. Ladders should not be used for any work-above-ground at 2m or more.
- 1.3 This publication makes reference to the core elements of a safe system of work and safety management system, and recommends necessary precautionary measures to enhance safety on work-above-ground, including task-specific risk assessments, appropriate method statements, use of suitable working platforms or other safe means of support and stringent control on use of ladders.

2. Limitations

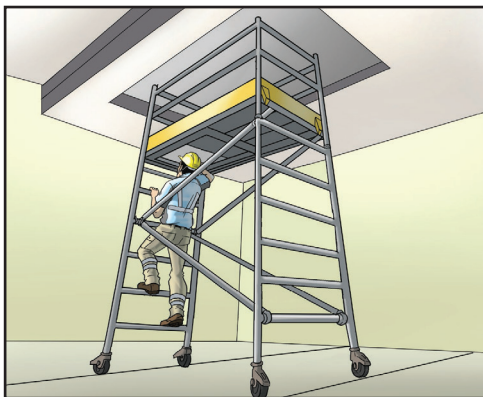
- 2.1 It is important to note that compliance with this publication does not itself confer immunity from legal obligations in Hong Kong. Employers and contractors are reminded to observe and comply with statutory provisions, relevant codes of practice and other government departments' requirements so as to discharge their legal and other pertinent duties related to work-above-ground.

3. Risk Assessment

- 3.1 As regards work-above-ground, employers and contractors should conduct task-specific risk assessments and thereby formulate safe work methods and implement safety precautions and procedures as appropriate to prevent and eliminate work-related hazards before commencing work. In the first place, work-above-ground should be avoided as far as possible, for instance, by designing and using specific hand tools to allow the work to be done on the ground (e.g. using a long reach pole).
- 3.2 If there is genuine need to work above ground, employers and contractors should consider all relevant factors including the work nature, appliances and materials to be used, working height and working environment, etc. in formulating and implementing effective safety measures.

4. Safe Use of Working Platforms

- 4.1 Whenever work-above-ground could not be avoided after conducting risk assessments, suitable working platforms (e.g. mobile working platforms) should be provided and used irrespective of the working height.
- 4.2 Working platforms should be suitably designed and constructed. All components of the working platforms should be made of suitable and sound materials of sufficient strength and capacity for the purpose for which they are used, and free from patent defect.
- 4.3 Working platforms should be erected on firm, even and level ground. The surrounding of working platforms should be kept free from waste and miscellaneous materials.
- 4.4 Erection and use of working platforms on ramps, stairs, unstable or uneven floor surface without suitable authentic accessories from the manufacturer to enhance the stability of the working platforms or in locations where the working platforms may be hit or struck by moving objects should be prohibited.
- 4.5 The surrounding of the working platforms should be free from exposed live metal parts or potentially exposed live conductors to prevent electrical hazard.
- 4.6 Working platforms should be provided with suitable access and egress (e.g. straight or inclined ladders with suitable hand grips). When ascending/ descending the working platforms, the workers should maintain 3 points of contact with the platforms (i.e. both hands gripping with one leg stepping at the same time or both legs stepping with one single hand gripping). Workers should keep the centre of gravity of their bodies within the working platforms and should not overload them. Workers should beware of overhead room and check for any obstruction to prevent accidental hit on the head before and during the use of working platforms. Every worker should wear a safety helmet with a chin strap.

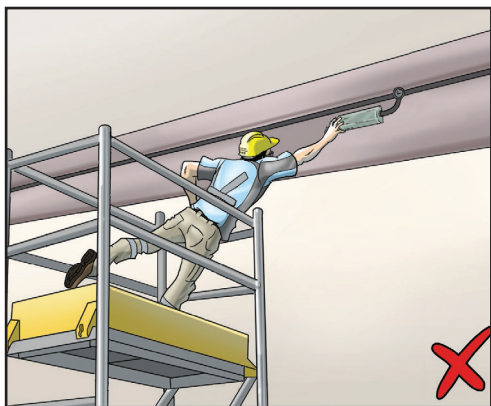


Ascending/descending the mobile working platform from the inside of a mobile working platform.



Workers should beware of overhead room and check for any obstruction to prevent accidental hit on the head before and during the use of working platforms. Safety helmets with chin straps should be used.

- 4.7 The safe height-to-base ratio and other safety recommendations in the instruction manual should be strictly followed - never deliberately increase the height of mobile working platforms beyond that recommended by the manufacturer. If required, the outriggers of the platform should be fully extended as per manufacturer's requirement to ensure its secure foundation and stability.
- 4.8 During use, the workers should not overstretch the bodies outside the working platforms. Take note of the safe loading capacity as stated by the manufacturer and never place excessive materials on the working platforms to avoid overloading and damaging the working platforms. All guard-rails and toe-boards provided on the working platforms should be kept erected, except for the time and to the extent necessary for the access of persons or the movement of materials but should be replaced or erected as soon as practicable afterwards. Stepping on the toe-boards or guard-rails of working platforms (either intermediate guard-rails or top guard-rails) is strictly prohibited.



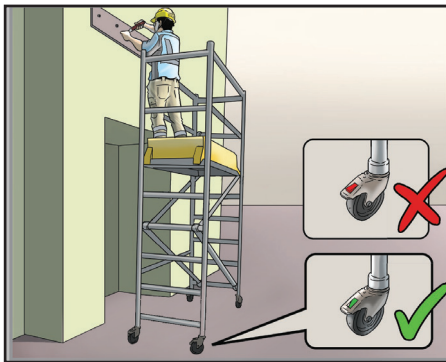
Do not overstretch the body outside the working platform.



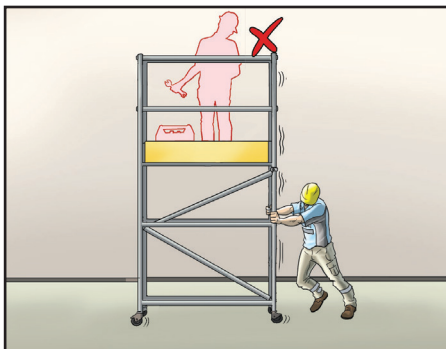
Do not lean on the guard-rail of the working platform.

- 4.9 Be aware of weather conditions if the working platforms are to be used outdoors. Never cover the working platforms with canvas to prevent overturning due to windy weather. Where reasonably practicable, working platforms should be braced or tied into a permanent structure to enhance their stability. In case of typhoon and inclement weather, stop using the working platforms immediately and properly secure the platforms to prevent toppling in wind or dismantle it and keep it in a safe place.
- 4.10 All the castors of a mobile working platform should be firmly locked in position while ascending/descending and using the platform.

- 4.11 When a mobile working platform is being moved to another work location, do not allow any persons to stay or any object that may increase risk of toppling of the platform or loose objects (e.g. hand tools) that may fall during movement of platform to be placed thereon. Also, moving the platform on rough and uneven surfaces should be avoided as it may make the platform collapse or overturn.
- 4.12 Stop using the working platforms immediately when they are found damaged and label them with suitable signs and warning notices.
- 4.13 After use, the working platforms should be properly stored and maintained.



Ensure that all the castors are firmly locked in position while ascending/ descending and using a mobile working platform.



When moving the mobile working platform, no person should be allowed to stand and no object should be placed on the mobile working platform.

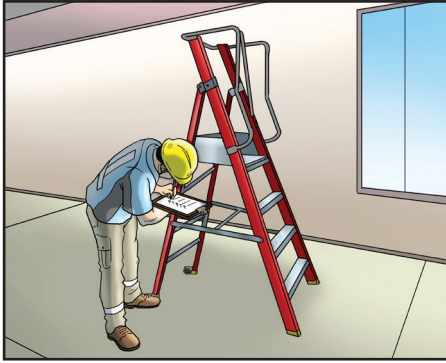
5. Safe Use of Light-duty Working Platforms

- 5.1 For work-above-ground below 2m where working platforms could not be erected under special working conditions (e.g. restrictive work space) and the work concerned is of simple nature, use of suitable light-duty working platforms such as step platforms or hop-up platforms should be considered. When light-duty working platforms are used, the following specific safety measures should be followed.



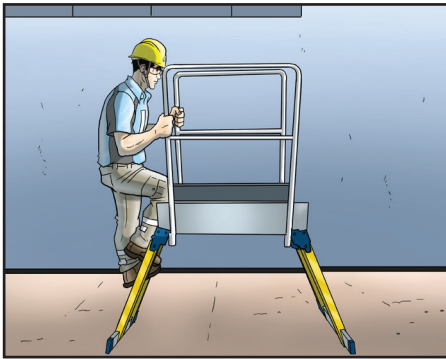
Step platform deployed for checking the ventilation system in a room where there is restricted space to accommodate a typical working platform.

- 5.2 It should be borne in mind that only one person is permitted to work on each light-duty working platform at one time.
- 5.3 Workers using light-duty working platforms should have received relevant safety training provided by the supplier, including erection and dismantling of the working platforms, or other equivalent training such that they clearly understand the safety instruction or manual of the manufacturer.
- 5.4 Before use, inspection (including visual check) of the light-duty working platform should be conducted according to the safety checklist provided by the supplier or other equivalent safety checklist to ensure that the working platforms are in good condition and free from damage. Besides, the stabilisers or outriggers of the light-duty working platforms should be fully extended and locked in position in accordance with the manufacturer's manual to ensure their stability before stepping on the platforms.

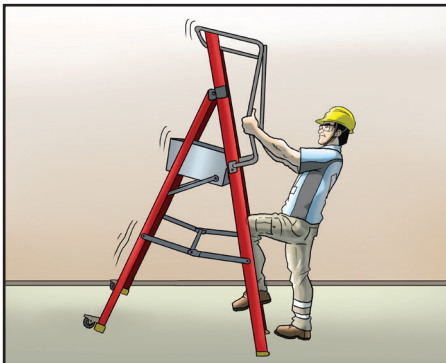


Before use, inspection (including visual check) of the light-duty working platforms according to the safety checklist provided by the supplier or other equivalent safety checklist should be conducted.

- 5.5 The workers should face the light-duty working platforms when ascending or descending the working platforms. Do not apply excessive force to the working platforms and induce lateral force rendering the overturning of the working platforms.



Worker should face the light-duty working platform when ascending or descending.



Do not apply excessive force to the working platform and induce lateral force rendering the overturning of the working platform.

6. Stringent Control on Use of Ladders

- 6.1 Ladders should normally be restricted for access/egress purpose only. Unless in very exceptional circumstances following a task-specific risk assessment, ladders should not be used for work-above-ground and in no cases should ladders be used for work at height of 2m or more. In particular, ladders should not be used for electrical work as far as practicable because even a mild electrical shock will likely cause loss of balance of the workers, resulting in fall from height.
- 6.2 If the use of ladders is unavoidable, it should be put under stringent control, such as through implementing a permit-to-work system, to ensure that adequate and suitable control and safety measures are put in place to safeguard the workers concerned. The permit-to-work for use of ladders should be issued by a competent person who is appointed by the proprietor/employer/contractor and by reason of substantial training and practical experience in relation to conducting risk assessment and issuance of permit-to-work, competent to conduct the duties, with a task-specific risk assessment conducted and all necessary safety measures related to use of ladders taken. While the implementation of a permit-to-work system is impracticable, pre-work check on use of ladder with the use of a checklist should be conducted. If ladders are unavoidably to be used for electrical work, the permit-to-work system or pre-work check should also cover other risk mitigation measures (e.g. the ladders to be used are made of non-conductive material) as appropriate.
- 6.3 The following are some guidance and key elements for a permit-to-work (in this case, a permit to work on use of ladder) system:

In preparation stage:

- the persons who may permit the work should be clearly designated and made known to the workers concerned;
- suitable training and instruction in the issue, use and closure of the permit should be provided to the relevant personnel;
- the work to be done, work location, start time and duration of the permit should be clearly described and stated on the permit;
- task-specific risk assessment to identify potential hazards at the job site should be conducted;
- the work location and the equipment to be used should be inspected; and
- the safety precautions required to minimise risks associated with carrying out the intended work should be carefully considered and properly documented.

During work stage:

- no work should be allowed without the issuance of the permit or upon the expiry of the permit;
- the permit to work as well as the required precautions should be properly implemented, monitored and controlled;
- handing over of responsibilities between shifts, if applicable, should be properly done and clearly described on the permit; and
- the permit should be properly displayed during the time at which the work-above-ground concerned is taking place.

Post work stage:

- suitable steps should be carried out for reinstating the site to its original state when the required task is completed to ensure that any residual risks are removed before the site is handed over; and
- the permit to work should be properly kept for a reasonable period of time for record and future reference purposes.

6.4 The permit to use a ladder for working above ground less than 2 metres should only be considered in case of restrictive workplace that makes the erection of any working platform not practicable. Annex A lists out the conditions that should be imposed in such a situation.

6.5 Samples of permit to work and checklist for the assessment on use of ladders are shown in Annexes B and C respectively.

7. Use of Personal Protective Equipment

7.1 The use of personal protective equipment (PPE) to prevent workers from falling from height should always be treated as the last resort. If this type of protective measures is needed on warranted occasions following a task-specific risk assessment, steps should be taken to ensure that suitable PPE coupled with appropriate anchorage system is provided, used and maintained, and the workers concerned use them properly.

8. Coordination and Communication

- 8.1 An effective coordination and communication system should be established and maintained among the employer/contractor, different levels of management/supervisory personnel and workers to ensure clear understanding of the potential hazards, the associated hazard control program and the delineation of safety responsibilities.
- 8.2 The main contractors and subcontractors should clearly delineate their roles and responsibilities in the provision and use of working platforms, and the restrictions on the use of ladders, such as through agreements or contracts.

9. Monitoring and Control

- 9.1 An effective monitoring and control system should be developed, implemented and maintained to ensure that the safe working procedures and safety measures for work-above-ground.
- 9.2 If any unsafe working conditions are found, the employer/contractors should suspend the work involved immediately. The work under suspension can only be resumed after all necessary improvement measures have been implemented effectively.

10. Safety Information, Instruction and Training

- 10.1 Workers and site supervisory staff should be provided with necessary safety information, instruction and training to ensure that they are all familiar with the potential hazard of fall-from-height, safe work method and safety measures for the work-above-ground.

Conditions should be imposed when ladders are to be used

- i) The design and build of the ladder should be suitable for the work. It should be provided with sufficient foothold and handhold along the climb and in the working position of the ladder;
- ii) The ladder should be of adequate strength and free from defect;
- iii) The ladder should be placed on a firm, even and level ground. It should be adequately secured and stabilized;
- iv) The use of ladder for strenuous or heavy work should be prohibited;
- v) The standing height and the time duration of the work on the ladder should be restricted;
- vi) Safe work procedures should be followed and suitable equipment/tool should be used;
- vii) Sufficient information, instruction and training in respect of working on ladders should be provided to all levels of site personnel, including the workers and the supervisors, so as to effectively communicate to them the hazards associated with the use of ladders and the conditions to be fulfilled under the permit-to-use system; and
- viii) An effective monitoring and control system should be established and put in place to ensure full implementation of the permit-to-use system.

Sample of Permit-to-work on use of ladder (for reference only)

****Ladder should NOT be used for work-above-ground unless in very exceptional circumstances**

All parts are to be completed by the competent person

Part I

Company name:		Contact no.:	
Name of competent person:		Post:	
Date:		Duration of work:	From_____to_____
Location of work:			
Description of work:			

Part II

Item	Descriptions	Yes	No
1.	A proper working platform or other suitable means of support can be used for the work.		
2.	The work is of short duration.		
3.	The work is simple in nature.		
4.	The work requires the use of heavy equipment/tool.		
5.	The design and build of the ladder are suitable for the work.		

***Ladder should not be used if the answer to any of the questions falls in a box shaded in grey**

Part III

Item	Descriptions	Yes	No
1.	The ground on which the ladder to be placed is firm, even and level.		
2.	The surrounding is free from the risk of being hit or struck by moving objects.		
3.	The surrounding is free from live metal part or live exposed conductor.		

4.	The headroom is high enough to prevent accidental hit on worker's head when standing on the ladder.		
5.	The ladder is secure, free from damage and defect.		
6.	The ladder is placed in a right position and no overreach of the body for the work is required.		
7.	The spreaders or similar restraint devices (but not nylon ropes) of the ladder are fully extended and securely fixed.		
8.	All ladder legs are fitted with slip-resistant feet, placed on the same plane and in good contact with the ground.		
9.	3 points of contact with the ladder could be maintained while climbing along or working on the ladder.		

Remarks:

Use of ladder is:

☐

not allowed

☐

allowed

Signature of competent person:

Name of competent person:

Post:

Date:

Part IV (for use after the work has been completed)

Item	Descriptions	Yes	No
1.	The site is reinstated to its original state.		
2.	All residual risks are removed.		
3.	The ladder is removed and locked.		

Signature of competent person:

Name of competent person:

Post:

Date:

Checklist on Use of Ladders

Ladders should be restricted for access/egress purpose only unless in very exceptional circumstances. In no cases should ladders be allowed to be used for work at height of 2m or more. In particular, ladders should not be used for electrical work as far as practicable.

Item	Descriptions	Yes	No
Part A	Ladder should not be used if the answer to any of the questions in Part A falls in a box shaded in grey.		
1.	A proper working platform or other suitable means of support can be used for the work.		
2.	The work is of short duration.		
3.	The work is simple in nature.		
4.	The work requires the use of heavy equipment/tool.		
5.	The design and build of the ladder are suitable for the work.		
	End of Part A		
Part B	The following conditions should be fulfilled before the ladder is to be used.		
1.	The ground on which the ladder to be placed is firm, even and level.		
2.	The surrounding is free from the risk of being hit or struck by moving objects.		
3.	The surrounding is free from live metal part or live exposed conductor.		
4.	The headroom is high enough to prevent accidental hit on worker's head when standing on the ladder.		
5.	The ladder is secure, free from damage and defect.		
6.	The ladder is placed in a right position and no overreach of the body for the work is required.		
7.	The spreaders or similar restraint devices (but not nylon ropes) of the ladder are fully extended and securely fixed.		
8.	All ladder legs are fitted with slip-resistant feet, placed on the same plane and in good contact with the ground.		
9.	3 points of contact with the ladder could be maintained while climbing along or working on the ladder.		

Reference Materials

1. Occupational Safety and Health Ordinance, Cap 509 and its subsidiary regulations
2. Factories and Industrial Undertaking Ordinance, Cap 59 and its subsidiary regulations
3. Code of Practice for Metal Scaffolding Safety, Labour Department
4. A Guide to the Provisions for Safe Places of Work under Part VA of the Construction Sites (Safety) Regulations, Labour Department
5. Guidebook on Prevention against Fall from Height, Labour Department
6. Construction Site Safety and Health Checklist, Labour Department
7. Guidebook on Safe Systems of Work, Labour Department
8. Safety leaflet on Five steps to risk assessment, Labour Department
9. 使用輕便工作台及流動工作台的安全指南, Occupational Safety and Health Council

Feedback Form [GUIDELINES on Work-above-ground Safety]

Thank you for reading this publication. To improve our future editions, we would be grateful to have your comments.

(Please put a “✓” in the appropriate box.)

1. As a whole, I feel that the publication is:	Strongly Agree	Agree	Neutral	Disagree	Strongly Disagree
Informative	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Comprehensive	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Useful	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Practical	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. Does the publication enable you to understand more about the Work-above-ground Safety?	Yes		No	No Comment	
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
3. Have you made reference to the publication in your work?	Quite Often		Sometimes	Never	
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
4. To what extent have you incorporated the recommendations of the publication in your work?	Most		Some	None	
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
5. Overall, how would you rate our publication?	Excellent	Very Good	Satisfactory	Fair	Poor
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6. Other comments and suggestions, please specify (use separate sheets if necessary).					
Personal Particulars (optional):* Name: <u>Mr./Mrs./Ms./Dr./Prof./Ir/Sr^</u> Company: _____ Tell: _____ Address: _____ E-mail: _____					

* The personal data in this form will be used only for this survey. Your data will be kept confidential and dealt with only by the Construction Industry Council.

^ Circle as appropriate.

Please return the feedback form to:

CIC Secretariat – Council Services

E-mail: enquiry@cic.hk

Address: 38/F, COS Centre, 56 Tsun Yip Street, Kwun Tong, Kowloon

Fax No: (852) 2100 9090

Annex VII - Reference Photos



1. Reference photo for the provision of TV mounted on the meeting table in the MBO Board Room



2. Reference photo for the reception counter in the Reception Area

Annex VII - Reference Photos



3. Reference photo for waiting area in the Reception Area



4. Reference photo for waiting area in the Reception Area

Annex VII - Reference Photos



5. Reference photo for Pantry in Reception Area



6. Reference photo for operable wall of the wet Pantry in Reception Area

Annex VII - Reference Photos



7. Reference photo for operable wall of the wet Pantry in Reception Area



8. Reference photo for Pantry in MBO Board room

Annex VII - Reference Photos



9. Reference photo for wine cooler in Pantry in MBO Board room

Size	: W900 x D560 x H800 (mm)
Temperature setting	: +2°C to +8°C
Voltage	: 220-240V/50Hz/1Ph.
Capacity	: 170L



10. Reference photo for mini fridge in Pantry in MBO Board room

Annex VII - Reference Photos



11. Existing office area



12. Existing office area

Annex VII - Reference Photos

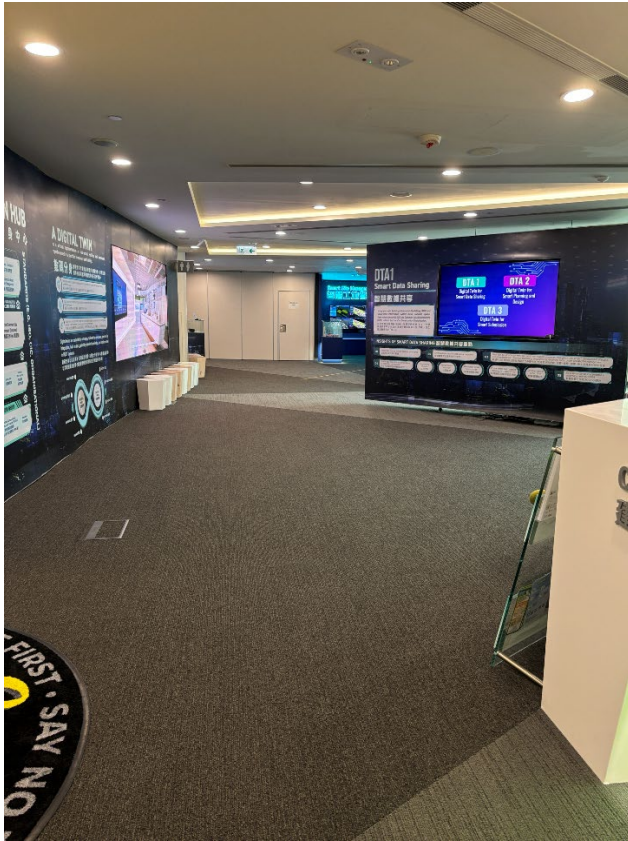


13. Existing MBO Board Room

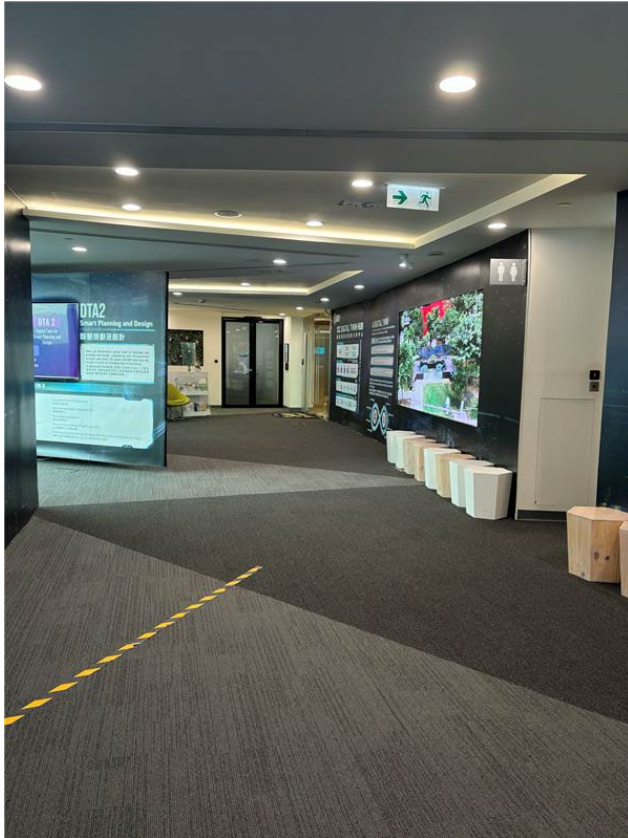


14. Existing MBO Board Room

Annex VII - Reference Photos

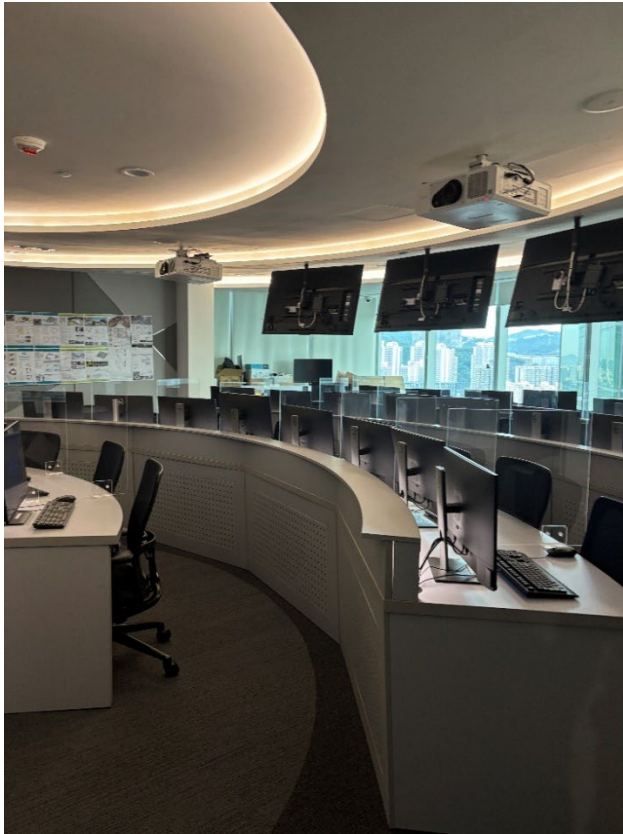


15. Existing Reception area

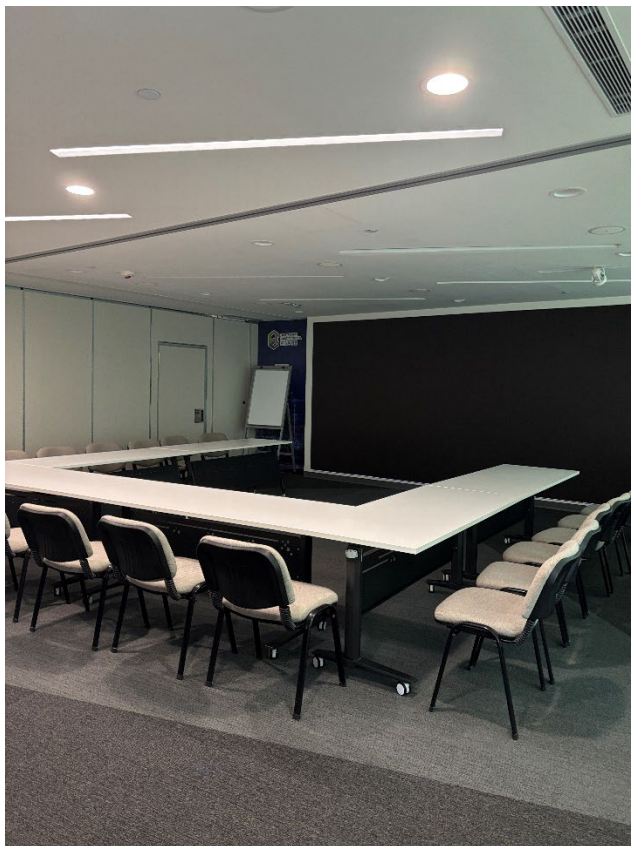


16. Existing Reception area

Annex VII - Reference Photos



17. Existing Lecture Room



18. Existing Lecture Room

工作內容： _____ 日期： _____
 工作地點： _____ 時間： _____
 評估時間： _____

安全協調會議 Safety Co-ordination Meeting

隊長或評估員：					(隊 員 簽 名)
隊員：					
其他工作隊 / 訪客代表：					

主要工作安排：

- _____
- _____
- _____
- _____
- _____

危害識別活動 Hazard Identification Activity Meeting

- 就下列各類「工作的危險性」作出評估，在界定及選用合適的安全方法加上〔✓〕號及打圈。
- 在工作前或工作時如發現於人機物法環各方面與正常工作出現重大轉變，未能界定合適的安全方法，必須通知上級作決定

工作的危險性		界定及選用合適的安全方法	其他安全方法
人 工作人員 可引致的 危害	<input type="checkbox"/> 技能 / 經驗 / 人手不足 / 單獨工作	<input type="checkbox"/> 安排額外人手 / 適合人員到場 <input type="checkbox"/> 提供在旁指導 / 解釋工作流程 / 清晰指示 <input type="checkbox"/> 確保有足夠技能 / 使用器械輔助 <input type="checkbox"/> 通訊器材 / 緊急應變程序	
	<input type="checkbox"/> 體力 / 健康 / 精神欠佳	<input type="checkbox"/> 安排有問題的人員離場 <input type="checkbox"/> 安排定時休息 / 安排較輕巧的工作	
機 運作中或 工作中使 用的機 械、儀器 及工具可 能帶來的 危害	<input type="checkbox"/> 有裸露帶電導體 / 暴露機械活動部分	<input type="checkbox"/> 關上電源 / 暫停機組 <input type="checkbox"/> 加裝臨時屏障 / 護罩 <input type="checkbox"/> 展示警告牌 / 圍封危險區域	
	<input type="checkbox"/> 使用動力設備 / 電動工具 / 機械 / 儀器 / 工具	<input type="checkbox"/> 安排適當人員操作 <input type="checkbox"/> 依照特定操作程序工作 <input type="checkbox"/> 檢查是否安全可用 <input type="checkbox"/> 小心衣服及配飾，避免給機器捲入 <input type="checkbox"/> 具有效測試 / 檢查證明書	
	<input type="checkbox"/> 殘餘能量 (電力 / 機械動力)	<input type="checkbox"/> 按程序釋放餘下的能量 <input type="checkbox"/> 加裝接地 <input type="checkbox"/> 保持容器 / 喉管的閥門開啓	
物 採用物料 可能帶來 的危害	<input type="checkbox"/> 危害性 / 易燃性物料 / 壓縮氣體 / 噴霧劑 / 爆炸性氣體 / 腐蝕性液體	<input type="checkbox"/> 依照標籤說明安全儲存 / 使用及棄置物料 <input type="checkbox"/> 控制火源，遠離高溫使用 <input type="checkbox"/> 留意工作位置，避免濺及身體或衣物 <input type="checkbox"/> 加設手提滅火設備 / 加強通風 <input type="checkbox"/> 裝上安全氣閥 / 防回火器	
法	<input type="checkbox"/> 電力 / 機械工作系統 / 帶電工作	<input type="checkbox"/> 有關安全文件 <input type="checkbox"/> 加裝屏障 / 圍封危險區域 <input type="checkbox"/> 依照特定工作程序進行工作 <input type="checkbox"/> 帶電工作風險評估	

動態風險評估 (由總承辦商填寫)

Dynamic Risk Assessment (Completed by Main Contractor)

工作過程中可能引發的危害	<input type="checkbox"/> 高溫 / 低溫 / 火焰 / 強光 / 高噪音 / 壓力 / 熱工序等	<input type="checkbox"/> 監察溫度或壓力 <input type="checkbox"/> 展示警告牌 / 圍封危險區域 <input type="checkbox"/> 依照特定工作程序進行工作 (如熱工序)	
	<input type="checkbox"/> 物料由高處墮下	<input type="checkbox"/> 用適當容器盛載手工具 <input type="checkbox"/> 加裝踢腳板 / 物料防墮網 <input type="checkbox"/> 展示警告牌 / 圍封危險區域	
	<input type="checkbox"/> 吊運危險 / 搬運危險 / 體力搬運 / 重複動作 / 超負荷 / 危害第三者 / 外力衝擊	<input type="checkbox"/> 監控重量 / 壓力警示 / 重新計算安全系數 / 物件體積及搬運位置 <input type="checkbox"/> 採用適當體力處理 / 吊重工具 / 吊運方法 / 手推車 / 唧車 <input type="checkbox"/> 展示警告牌 / 圍封危險區域 / 圍封吊運範圍 <input type="checkbox"/> 採用適當步驟減低外力衝擊 <input type="checkbox"/> 安排專業人士再行檢查 / 具備有效證書	

工作的危險性		界定及選用合適的安全方法	其他安全方法
環 此工地已認知的危險性	<input type="checkbox"/> 人體下墮 / 棚架倒塌 / 地面絆倒 / 光線不足 / 夾傷	<input type="checkbox"/> 加裝圍欄 / 踢腳板 / 安全網 / 合適企梯 / 重新裝設 <input type="checkbox"/> 鞏固棚架 / 坑板 / 展示警告牌 / 圍封危險區域 <input type="checkbox"/> 安排專業人士重新檢查 <input type="checkbox"/> 清理地面阻礙物 / 油污 / 漬水等 <input type="checkbox"/> 使用臨時照明 / 帶備手提電筒 <input type="checkbox"/> 將門固定 / 避免將手指或其他身體部份置於門的活動範圍	
	<input type="checkbox"/> 觸電 / 火警 / 爆炸	<input type="checkbox"/> 關上電源 / 加裝屏障 / 圍欄 / 局部放電探測 <input type="checkbox"/> 遠離可燃 / 易燃物品 / 隔離火源 / 嚴禁明火 <input type="checkbox"/> 依照熱工序進行工作 / 加設手提滅火設備 <input type="checkbox"/> 檢查逃生通道 <input type="checkbox"/> 選擇緊急集合地點：在大門口集合 / 停車位置附近	
	<input type="checkbox"/> 密閉空間 / 有害氣體 / 高噪音	<input type="checkbox"/> 依照特定密閉空間程序進行工作 <input type="checkbox"/> 堵塞氣體來源 / 物料溢進 / 排氣抽風 / 吹風	
	<input type="checkbox"/> 有高空下墮物 / 物料下墮 / 地面下陷 / 崩塌	<input type="checkbox"/> 控制下墮物料來源 / 加設支撐 / 椿頂 <input type="checkbox"/> 展示警告牌 / 圍封危險區域 <input type="checkbox"/> 重新安排工作先後次序 / 安排專業人士再行檢查	
	<input type="checkbox"/> 機械 / 車輛撞擊	<input type="checkbox"/> 加添告示 / 雪糕筒 / 閃燈 <input type="checkbox"/> 安排訊號員指揮交通 / 倒車找人協助	
	<input type="checkbox"/> 天氣(酷熱 / 嚴寒 / 大雨 / 雷暴 / 颱風)	<input type="checkbox"/> 留意天氣報告 / 通訊設施 <input type="checkbox"/> 設置太陽傘 / 帳篷 / 防曬物品 / 多飲水 / 適當休息 <input type="checkbox"/> 避免在當風位工作 / 暫停戶外工作 / 清除積水	
	<input type="checkbox"/> 動物 / 昆蟲 / 細菌感染 / 疾病傳染	<input type="checkbox"/> 趕狗棒 / 行山杖 / <input type="checkbox"/> 蜂網 / 防蚊貼 / 蚊怕水 <input type="checkbox"/> 先清理污染物 / 污水等 <input type="checkbox"/> 現場清潔 / 消毒等	

	頭	手	身	腳 / 其他
所選用的PPE/設備	<input type="checkbox"/> 安全帽 / 防蜂罩網 <input type="checkbox"/> 眼罩 / 面罩 / 耳塞 <input type="checkbox"/> 自供式呼吸器 / 口罩	<input type="checkbox"/> 絕緣 / 防割 / 隔熱 / 阻燃 / 防化手套 / 皮手套	<input type="checkbox"/> 反光背心 / 救生衣 <input type="checkbox"/> 阻燃服 / 防化圍裙 / 燒焊圍裙 <input type="checkbox"/> 安全套帶 / 防墮裝備	<input type="checkbox"/> 安全鞋 / 安全水靴 / 絕緣鞋 <input type="checkbox"/> 急救設備 <input type="checkbox"/> 其他

如上列工作的危險性未能涵蓋，請在下表列出其他危險及界定的安全方法，以便進行溝通和討論

	工作的其他危險	界定及選用合適的安全方法
1		
2		
3		

Annex IX

Confidentiality and Data Security

1. Except otherwise explicitly declared by the CIC as non-confidential, all information and documents provided by the CIC to the Contractor or created by the Contractor in the course of or as a result of the Project shall be regarded as Confidential Information. The Contractor shall take all practical measures to protect the Confidential Information from unauthorized access, erasure or using for purposes other than this Project.
2. The provision of Confidentiality as mentioned in Annex C shall not apply to the following:
 - (a) disclosure of Confidential Information to the Contractor's specialist(s), sub-contractor(s) and their employees and agent(s) as necessary for the performance of the Project;
 - (b) the Confidential Information is already known by the recipient(s) or has become public knowledge, except by the breach of the confidential obligation of the Contractor;
 - (c) disclosure of Confidential Information is required by the law, order of the Court or arbitral authority of competent jurisdiction; or
 - (d) disclosure of Confidential Information is with prior written consent from the CIC.
3. The Contractor shall ensure that all receiving parties of the Confidential Information are informed with its confidential nature and direct the receiving parties to treat such information confidentially. The Contractor shall be responsible for the consequences of any breach of the confidential obligation.
4. The Contractor shall not make any public announcement, press releases or otherwise publicise the information of the Project without first obtaining prior written approval of the CIC.
5. The Contractor shall treat as confidential all information relating to the affairs or business of CIC or designated as confidential by CIC or which is by its nature confidential, which may come into the possession of the Contractor, the Contractor's employee, or any employee, agent or subcontractor of the Contractor as a result of or in connection with the implementation of the Work.
6. The Contractor shall not at any time during or after the course of the implementation of the Works divulge or allow to be divulged to any person any such confidential information other than to the relevant employees and any other employees, officers, agents or contractors who need to know the same for the purpose of carrying out the implementation of the Works and have signed an undertaking on non-disclosure as approved by the CIC.
7. The Contractor shall ensure that the relevant employees and any other persons engaged on any work in connection with the implementation of the System are aware of and comply with the provisions of the above and the Official Secrets Ordinance Cap. 521. The Contractor shall indemnify the CIC against any loss or damage, which the CIC may sustain or incur as a result of any breach of confidence by any of such persons.
8. Should the implementation of the System be terminated either prematurely due to any reasons or upon satisfactory completion of the implementation of the Works, the Contractor shall return all related materials belonging to the CIC or information collected from the CIC including both hard copies and soft copies within THREE (3) working days of the termination.

Confidentiality and Data Security

9. The Works should have an enforced data disposition policy and CIC data must be disposed within 90 calendar days including the backup in the Contractor's servers if CIC terminates the Services.
10. Any loan materials from the CIC, account information for accessing CIC properties or other related materials must be used under the instruction from CIC. Those materials must not be disclosed to any parties who are not serving for the implementation of the Works.
11. The Contractor, and its sub-contractor(s), shall follow the Data Security and Data Privacy to secure data.
12. If Cloud service is adopted to retain the Project data or information, the cloud service should be subscribed from CIC's approved cloud service provider with following requirements. (AWS / Microsoft Azure), if any.
 - a. Cloud service should be in separate and independent subscriptions.
 - b. Cloud service and it related resources created in cloud service shall be located in HKG region.
 - c. Data stored in Cloud service provider shall be encrypted and access to storage should be controlled.
 - d. Service provider shall take the full responsibility to maintain the system availability, providing access 24-hour x 7 days.
13. Any security issues or events which include information leakage shall be reported to CIC's security team immediately.
14. Data should be transferred to CIC when the project closes and shall be removed completely from the cloud service provider.
15. Contract is required to execute Personal Data Protection in secure manner under all circumstances. Only collect personal data for a specific and stated purpose that shall be informed to data subjects at or before the time of collection. The data collected should be necessary and adequate but not excessive for such purpose. The means of collection should be lawful and fair.
16. Contractor should consider carefully whether there are other less intrusive alternatives to the collection of an individual's HKID number or a copy of HKID such as their passport number or other identification number. All collection of HKID, passport number or other personal identifiers shall comply with the "*Code of Practice on the Identity Card Number and Other Personal Identifiers*" issued by the Privacy Commissioner of Personal Data.

Confidentiality and Data Security

17. The Contractor shall ensure Personal Data is accurate and up to date, and do not retain / store Personal Data for longer than is necessary for the original purpose(s) for collecting the data. When the retention period is over, the personal data should be erased or irretrievably anonymized unless erasure is prohibited by law or is not in the public interest. A data retention schedule for both physical originals and electronic copy should be developed.
18. When Contractor engages with third parties, whether for the supply of products (e.g., system, application) or services and such engagement involves the processing of Personal Data, it is necessary to qualify the role of the third party. The third party can be a separate Data User, or a Data Processor.
 - a) A due diligence shall be required in respect of the data protection requirements on each third-party processing Personal Data. The due diligence also requires the completion of an IT Security Risk Assessment of the third-party supplier, when necessary (e.g. the third party provides IT services).
 - b) Where relevant, Contractor may initiate an audit on the third party to ensure relevant security measures or process are in place. Contracts with third parties processing Personal Data on behalf of CIC shall, wherever possible, include adequate data processing clauses, which contain but not limit to the below topics:
 - Notify CIC immediately when personal data breach / incident happens;
 - Respond to requests from individuals exercising their privacy rights;
 - Appropriate security measures in place for the Personal Data being processed; and
 - Comply with audit / information requests from CIC.
 - c) Personal Data transfer to a third party for a purpose unrelated to the original purpose for which the personal data is collected and without the data subject's consent is strictly prohibited. The Data Protection Officer shall be notified in writing and consulted.

Annex X

Green Building Products Requirement

GREEN BUILDING PRODUCTS REQUIREMENT

Using green building products is an emerging megatrend in recent years. Choosing environmentally friendly products in retrofitting works is not only a way to improve indoor environmental quality, but also a means to improve the overall environmental performance of a building, thereby making Hong Kong a more sustainable city.

The Contractor is required to adopt and comply with the following:-

1. Carbon Labelling Scheme, CIC_ http://www.cic.hk/eng/main/zcb/carbon_labelling_scheme/
2. HK G-PASS, HKGBC <http://hkypass.hkgbc.org.hk>
3. Below requirement of the products

Products	Specifications
B01 Flooring Materials	<p>The plastic floor parts should contain no less than 10% by weight of recycled plastic materials against the total weight of plastic contained in the product.</p> <p>For wood-based flooring products, the material should meet one of the following requirements:</p> <ol style="list-style-type: none"> i. 40% of the wood material is from recycled wood; or ii. The wood material should obtain sustainable forest management certification such as Forest Stewardship Council (FSC), PEFC (Programme for the Endorsement of Forest Certification schemes) or equivalent <p>The product containing paint should not contain any heavy metals or their compounds as listed below:</p> <ol style="list-style-type: none"> i. Antimony ii. Arsenic iii. Cadmium iv. Hexavalent chromium v. Lead vi. Mercury <p>Total emission: Discharge of Volatile Organic Compounds (VOCs) should not exceed 2g/m².</p> <p>Emission rate: Discharge of Volatile Organic Compounds (VOCs) should not exceed 500µg/m²/hr.</p> <p>Emission of formaldehyde from the product should not exceed 0.13mg/m³ air.</p>

	Product should not contain chlorinated / brominated paraffins, organic tin compounds, phthalates or polybrominated diphenyl ethers (PBDE) content.
B02 PVC Pipe and Fitting	<p>The product should contain at least 30% by weight of waste plastic.</p> <p>The product should not contain heavy metals including cadmium, lead, mercury and tin.</p> <p>The product should not contain phthalates.</p>
B03 Solvent-based / Water-based Paint for Building Finish	<p>The product shall comply with the VOC content requirements on regulated paints stipulated in the Air Pollution Control (VOC) Regulation of Hong Kong.</p> <p>The product should not contain the following substances regulated in the Montreal Protocol on Substances that Deplete the Ozone Layer (particularly CFCs, HCFCs, 1,1,1-trichloroethane, carbon tetrachloride).</p> <p>The paint should not be formulated with heavy metals including mercury, arsenic, selenium, lead, cadmium, hexavalent chromium, antimony and their compounds. In particular, the level of the above hazardous elements as impurities should not exceed:</p> <ul style="list-style-type: none"> i. Cadmium: 100 ppm ii. Hexavalent chromium: 200 ppm iii. Lead: 200 ppm iv. Mercury: 200 ppm <p>The paint or any thinner used should contain no more than 0.01% by wet weight of formaldehyde.</p>
B04 Carpet	<p>The product should include a post-consumer or post-industrial recycled content of at least 5% in the carpet backing.</p> <ul style="list-style-type: none"> • Emissions of Total Volatile Organic Compounds (TVOCs) should not exceed 0.5 mg/m² per hour. • The product should be sold as removable tiles. • The product should not be manufactured with topically applied biological inhibitors. • Water-based adhesives or adhesive-free should be used. • Carpet backings should be PVC free, and the carpet backings materials should be cotton, jute, resin or polyurethane. • Phthalate plasticizers should not be used in the manufacturing process.

	<ul style="list-style-type: none"> • Dyes used in the product should not be formulated with any chemicals that are included in the International Agency for Research on Cancer (IARC) lists for proven (Group 1), probable (Group 2A), or possible (Group 2B) carcinogens. • The product should be recyclable into either new carpet or other products, or should be capable of being refurbished.
B05 Safety Helmet	<p>The product should preferably contain recycled plastic content. The product should be marked with an appropriate plastic resin identification code.</p>
B06 Adhesives and Sealants	<p>The product shall comply with the VOC content limits on regulated adhesives stipulated in the Air Pollution Control (VOC) Regulation of Hong Kong.</p> <p>The product shall not contain the following substances regulated in the Montreal Protocol on Substances that Deplete the Ozone Layer (particularly CFCs, HCFCs, 1,1,1-trichloroethane and carbon tetrachloride).</p> <p>The product shall contain no more than 0.01% by wet weight of formaldehyde.</p> <p>The product shall contain no more than 0.5% by wet weight of the sum total of aromatic compounds, which include benzene, toluene, xylenes, and ethylbenzene.</p>
B07 Concrete	<p>The product shall contain the following recycled materials in the cementitious content:</p> <ol style="list-style-type: none"> Ground Granulated Blastfurnace Slag (GGBS); Condensed Silica Fume (CSF); Flyash (siliceous or calcareous), including pulverised fuel ash (PFA); <p>of which the combination and proportion shall comply with the General Specification for Civil Engineering Works and General Specification for Building for its intended use.</p> <p>The product shall also conform to the technical requirement for its intended use as specified in the General Specifications.</p> <p>The product shall contain the following recycled materials to replace natural aggregates.</p> <ol style="list-style-type: none"> Recycled aggregates; Crushed old concrete; Crushed surplus rocks from local development projects;

	<p>of which the combination and proportion shall comply with the General Specification for Civil Engineering Works and General Specification for Building for its intended use.</p> <p>The product shall also conform to the technical requirement for its intended use as specified in the General Specifications.</p>
B08 Timber Doors	<p>Formaldehyde Emission: All wood panels shall be of Class E1 under EN13986 in respect of formaldehyde emission.</p> <p>The product shall not contain any heavy metals or their compounds as listed below:</p> <p>Arsenic Cadmium Copper Lead Mercury</p> <p>The following substances shall not be added during manufacturing: elemental chlorine, fluorine, PCP (pentachlorophenol) and tar oils containing benzo(a)pyrene.</p> <p>The product shall have no flame retardant of polybrominated biphenyl (PBB), polybrominated diphenyl ether (PBDE) or short-chain chlorinated paraffin added as formulated components.</p> <p>The wood should meet one of the following requirements:</p> <ol style="list-style-type: none"> The wood material is from recycled/waste wood; The wood material obtains sustainable forest management certification such as Forest Stewardship Council (FSC), PEFC (Programme for the Endorsement of Forest Certification schemes) or equivalent.
B09 Gypsum Plasterboard for Internal Fittings and Fixtures	<p>The product shall contain a minimum of 40% by weight of recycled materials against the total weight of the product.</p> <p>The product shall conform to the technical requirement for its intended use as specified in the General Specification for Building.</p>
B10 Concrete Paving Units (use of recycled aggregates only)	<p>The product shall contain recycled aggregates, of which the following requirements shall be complied with:</p> <p>The aggregates shall contain not less than 70% by weight of recycled aggregates.</p> <p>The recycled fine aggregates shall constitute not less than 40% by weight of the total recycled aggregates.</p> <p>The recycled aggregates shall be of crushed inert construction and</p>

	<p>demolition materials produced from the crushing plant of the Civil Engineering and Development Department or other local sources approved by the Engineer.</p> <p>The product shall conform to the technical requirement for its intended use as specified in the General Specification for Civil Engineering Works and General Specification for Building.</p>
B11 Photovoltaic Panel	<p>Product components (circuit boards, batteries, electrical, electronic and plastic components) shall comply with RoHS. Maximum Concentration Values of the RoHS restricted substances are:</p> <ul style="list-style-type: none"> i. Lead: 0.1% by weight ii. Cadmium: 0.01% by weight iii. Mercury: 0.1% by weight iv. Hexavalent chromium: 0.1% by weight v. PBBs: 0.1% by weight vi. PBDEs: 0.1% by weight <p>The heat transfer medium shall not be formulated with halogenated organic substances.</p>
B12 Asphalt Pavement	<p>The roadbase material shall contain a maximum of 15% of reclaimed asphalt pavement (RAP) by mass of the total mix.</p> <p>The product shall conform to the technical requirement for its intended use as specified in the General Specification for Civil Engineering Works and General Specification for Building.</p>
B13 Fill Materials	<p>For earthworks</p> <ul style="list-style-type: none"> • The fill material shall contain recycled aggregates made from inert construction and demolition material or recycled rock. <p>The fill material shall conform to the technical requirement for its intended use as specified in the General Specification for Civil Engineering Works and General Specification for Building.</p>
B14 Non-structural Steel Work (such as steel mesh, steel tubing, steel door and steel louvre)	<p>The product shall contain a minimum of 20% by weight of recycled steel content against the total weight of the product.</p> <p>The product shall conform to the technical requirement for its intended use as specified in the General Specification for Civil Engineering Works and General Specification for Building.</p>
B15 Sub-base Materials	<p>The sub-base material shall contain a maximum of 12.5% of crushed inert demolition materials by mass of the total mix.</p> <p>The product shall conform to the technical requirement for its intended use as specified in the General Specification for Civil</p>

	Engineering Works together with the Particular Specification of respective departments, and General Specification for Building
B17 Thermal Insulation	<p>Emission rate: Discharge of Volatile Organic Compounds (VOCs) shall not exceed 500 µg/m²/hr</p> <ul style="list-style-type: none"> The levels of the following hazardous substances as impurities shall not exceed the following: <ul style="list-style-type: none"> Arsenic: 50 ppm Cadmium: 10 ppm Hexavalent chromium: 10 ppm Lead: 300 ppm Mercury: 10 ppm Selenium: 20 ppm PBDEs (polybrominated diphenyl ether): 100ppm PBBs (polybrominated byphenyls): 100ppm <p>Emission of formaldehyde from the product should not exceed 0.2 mg/m²/hr.</p>
B18 Ceramic Tiles	<p>Where antimony, cadmium or lead (or any of their compounds) are used in the glazes, their content shall not exceed the following specific limits:</p> <ul style="list-style-type: none"> Antimony: 0.25% in weight of the glazes Cadmium: 0.1% in weight of the glazes Lead: 0.5% in weight of the glazes <p>The product should contain a minimum of 10% by weight of recycled or recovered materials against the total weight of the product.</p> <p>The product shall conform to the technical requirement for its intended use as specified in the General Specification for Civil Engineering Works and General Specification for Building.</p>
B19 Varnish and Wax Polish	<p>The product shall comply with the VOC content limits on regulated architectural paints (varnishes) stipulated in the Air Pollution Control (VOC) Regulation of Hong Kong.</p> <p>The product shall not contain the following substances regulated in the Montreal Protocol on Substances that Deplete the Ozone Layer (particularly CFCs, HCFCs, 1,1,1-trichloroethane and carbon tetrachloride).</p> <p>The product shall contain no more than 0.01% by wet weight of formaldehyde.</p>

	The product shall contain no more than 0.5% by wet weight of the sum total of aromatic compounds, which must include benzene, toluene, xylenes, and ethylbenzene.
B20 Windows	<p>The thermal insulation capacity of the window glass shall not exceed the heat transfer coefficient (U-value) of 1.4W/m²K.</p> <p>The product components (including frame, glass, paint, surface treatment, etc.) shall not be formulated with the following substances or their compounds:</p> <p>i. Arsenic ii. Cadmium iii. Hexavalent chromium iv. Lead v. Mercury vi. Organic tin vii. Phthalates</p>
B21 Wood Panels	<p>The content of free formaldehyde in adhesives used in the product shall not exceed 0.5 % by weight of the adhesive.</p> <ul style="list-style-type: none"> • Formaldehyde Emission: All wood panels shall be of Class E1 under EN13986 in respect of formaldehyde emission. • The product shall not contain any heavy metals or their compounds as listed below: <ul style="list-style-type: none"> Arsenic Cadmium Copper Lead Mercury • The following substances shall not be added during manufacturing: elemental chlorine, fluorine, PCP and tar oils containing benzo(a)pyrene. • The product shall have no flame retardant of polybrominated biphenyl (PBB), polybrominated diphenyl ether (PBDE) or short-chain chlorinated paraffin added as formulated components. <p>Requirements of wood or wooden materials</p> <p>The product shall meet one of the following requirement:</p> <p>i. 40% of the wood material is from recycled/waste wood; or</p> <p>ii. The wood material obtains sustainable forest management certification such as Forest Stewardship Council (FSC), PEFC (Programme for the Endorsement of Forest Certification schemes) or equivalent.</p>
C01 All Purpose Cleaners	<p>The pH of aqueous solution of the detergent shall not be higher than 10.5.</p> <p>The product shall not be formulated or manufactured with</p>

	<p>alkylphenol ethoxylates (APEOs) and ethylene diaminetetra acetic acid.</p> <p>The product should not contain halogenated substances or solvents, including reactive chlorine compounds.</p> <ul style="list-style-type: none"> • The product should not contain more than 5% by weight of volatile organic compounds (VOCs). • The product should not be formulated or manufactured with phosphate or phosphonates. • The product should not be formulated with ammonia or ammonium compounds. • The product should be at least 90% biodegradable. • The product should not contain any heavy metals or their compounds as listed below: <ul style="list-style-type: none"> i. Arsenic ii. Cadmium iii. Cobalt iv. Hexavalent chromium v. Lead vi. Mercury vii. Selenium
D01 Desktop Computer	<p>The equipment should have obtained a Recognition Type Energy Label under the Energy Efficiency Labelling Scheme of Electrical and Mechanical Services Department (EMSD).</p> <ul style="list-style-type: none"> • The product should comply with international power consumption standard such as Energy Star. • The energy consumption of the product should not be greater than 3W and 1W during sleep mode and off mode, respectively. • Product components (circuit boards, batteries, electrical, electronic and plastic components) should comply with RoHS. <p>Maximum Concentration Values of the RoHS restricted substances are:</p> <ul style="list-style-type: none"> i. Lead: 0.1% by weight ii. Cadmium: 0.01% by weight iii. Mercury: 0.1% by weight iv. Hexavalent chromium: 0.1% by weight v. PBBs: 0.1% by weight vi. PBDEs: 0.1% by weight

	<ul style="list-style-type: none"> Any plastic parts should be manufactured without chlorinated paraffins flame retardants. Component parts should not contain halogenated substances.
D02 LCD Monitor	<p>The equipment should comply with power saving standard stipulated in Energy Star or should have obtained a Recognition Type Energy Label under the Energy Efficiency Labelling Scheme of Electrical and Mechanical Services Department (EMSD).</p> <ul style="list-style-type: none"> The energy consumption of the product should not be greater than 2W and 1W during sleep mode and off mode respectively. Product components (circuit boards, electrical, electronic and plastic components) should comply with RoHS. Maximum Concentration Values of the RoHS restricted substances are: <ul style="list-style-type: none"> i. Lead: 0.1% by weight ii. Cadmium: 0.01% by weight iii. Mercury: 0.1% by weight iv. Hexavalent chromium: 0.1% by weight v. PBBs: 0.1% by weight vi. PBDEs: 0.1% by weight The background illumination for the product should not contain more than 3 mg of mercury per lamp. Any plastic parts should be manufactured without chlorinated paraffins flame retardants. Component parts should not contain halogenated substances.
D03 Network Products (including LAN switches, routers, cables, etc.)	<p>Product components (circuit boards, electrical, electronic and plastic components) should comply with RoHS. Maximum Concentration Values of the RoHS restricted substances are:</p> <ul style="list-style-type: none"> i. Lead: 0.1% by weight ii. Cadmium: 0.01% by weight iii. Mercury: 0.1% by weight iv. Hexavalent chromium: 0.1% by weight v. PBBs: 0.1% by weight vi. PBDEs: 0.1% by weight Any plastic parts should be manufactured without chlorinated paraffins flame retardants. Component parts should not contain halogenated substances.
D05 Printer	<p>The equipment should comply with power saving standard stipulated in Energy Star or should have obtained a Recognition</p>

	<p>Type Energy Label under the Energy Efficiency Labelling Scheme of Electrical and Mechanical Services Department (EMSD).</p> <ul style="list-style-type: none"> • The energy consumption of the product should not be greater than 2W when switched off. • Product components (circuit boards, electrical, electronic and plastic components) should comply with RoHS. Maximum Concentration Values of the RoHS restricted substances are: <ul style="list-style-type: none"> i. Lead: 0.1% by weight ii. Cadmium: 0.01% by weight iii. Mercury: 0.1% by weight iv. Hexavalent chromium: 0.1% by weight v. PBBs: 0.1% by weight vi. PBDEs: 0.1% by weight • Any plastic parts should be manufactured without chlorinated paraffins flame retardants. • Substances regulated in the Montreal Protocol (particularly CFCs, HCFCs, 1,1,1-trichloroethane, carbon tetrachloride) should not be used in the end production of the machines or in the production of circuit boards. • Should not cause an ambient ozone concentration in excess of 0.04mg/m³. • Should not cause a dust concentration in excess of 0.25mg/m³.
D06 Server	<p>The product should comply with international power consumption standard such as Energy Star.</p> <ul style="list-style-type: none"> • Product components (circuit boards, electrical, electronic and plastic components) should comply with RoHS. Maximum Concentration Values of the RoHS restricted substances are: <ul style="list-style-type: none"> i. Lead: 0.1% by weight ii. Cadmium: 0.01% by weight iii. Mercury: 0.1% by weight iv. Hexavalent chromium: 0.1% by weight v. PBBs: 0.1% by weight vi. PBDEs: 0.1% by weight • Any plastic parts should be manufactured without chlorinated paraffins flame retardants. • Component parts should not contain halogenated substances.
D07	<p>The equipment should comply with power saving standard</p>

<p>All-in-one Multifunctional Devices (for copying, printing and fax)</p>	<p>stipulated in Energy Star or should have obtained a Recognition Type Energy Label under the Energy Efficiency Labelling Scheme of Electrical and Mechanical Services Department (EMSD).</p> <ul style="list-style-type: none"> • The product should comply with international power consumption standard such as Energy Star. • The energy consumption of the product should not be greater than 2W when switch off. • Product components (circuit boards, electrical, electronic and plastic components) should comply with RoHS. Maximum Concentration Values of the RoHS restricted substances are: <ul style="list-style-type: none"> i. Lead: 0.1% by weight ii. Cadmium: 0.01% by weight iii. Mercury: 0.1% by weight iv. Hexavalent chromium: 0.1% by weight v. PBBs: 0.1% by weight vi. PBDEs: 0.1% by weight • Any plastic parts should be manufactured without chlorinated paraffins flame retardants. • Plastic parts should not contain halogenated substances • Should not cause an ambient ozone concentration in excess of 0.04mg/m³. • Should not cause a dust concentration in excess of 0.25mg/m³.
<p>D08 Scanner</p>	<p>The product should comply with international power consumption standard such as Energy Star.</p> <ul style="list-style-type: none"> • Product components (circuit boards, electrical, electronic and plastic components) should comply with RoHS. Maximum Concentration Values of the RoHS restricted substances are: <ul style="list-style-type: none"> i. Lead: 0.1% by weight ii. Cadmium: 0.01% by weight iii. Mercury: 0.1% by weight iv. Hexavalent chromium: 0.1% by weight v. PBBs: 0.1% by weight vi. PBDEs: 0.1% by weight • Any plastic parts should be manufactured without chlorinated paraffins flame retardants. • Component parts should not contain halogenated substances.
<p>E01</p>	<p>The product supplier should provide recollection, recycling and</p>

Water Carboy for Water Dispenser	<p>delivery services to various government departments.</p> <ul style="list-style-type: none"> • Packaging material should contain information on recycling/recollection channel/method.
F02 Electric Fan	<p>The power factor should not be less than 0.8, or it should comply with international power consumption standard such as Energy Star.</p> <ul style="list-style-type: none"> • Corrugated cartons used in packaging should be made from recycled paper. • Plastic packaging should not contain PVC or other chlorine containing plastics. • Product components (circuit boards, electrical, electronic and plastic components) should comply with RoHS. Maximum Concentration Values of the RoHS restricted substances are: <ul style="list-style-type: none"> i. Lead: 0.1% by weight ii. Cadmium: 0.01% by weight iii. Mercury: 0.1% by weight iv. Hexavalent chromium: 0.1% by weight v. PBBs: 0.1% by weight vi. PBDEs: 0.1% by weight
F06 Refrigerator	<p>The equipment shall have obtained a Grade 1 Energy Label under the Energy Efficiency Labelling Scheme of Electrical and Mechanical Services Department (EMSD).</p> <ul style="list-style-type: none"> • No “Controlled Refrigerant”, as defined under the Ozone Layer Protection (Controlled Refrigerants) Regulation, Cap 403 of Laws of Hong Kong shall be used in the equipment. <p>The refrigerants and foaming agents used for the insulation of the appliance should have a global warming potential equal to or lower than 15 (rated as CO2 equivalents over a period of 100 years).</p> <ul style="list-style-type: none"> • The product should not contain the following substances regulated in the Montreal Protocol on Substances that Deplete the Ozone Layer (particularly CFCs, HCFCs, 1,1,1-trichloroethane and carbon tetrachloride). • The following substances should not be used in the production of products: <ul style="list-style-type: none"> i. Phthalates ii. Elemental halogens (e.g. fluorine, chlorine, including in-situ precursors from halide salts)

	<p>iii. APEO, their derivatives (APDs), or linear alkylbenzene sulphonates</p> <ul style="list-style-type: none"> Product components (circuit boards, electrical, electronic and plastic components) should comply with RoHS. Maximum Concentration Values of the RoHS restricted substances are: <ul style="list-style-type: none"> i. Lead: 0.1% by weight ii. Cadmium: 0.01% by weight iii. Mercury: 0.1% by weight iv. Hexavalent chromium: 0.1% by weight v. PBBs: 0.1% by weight vi. PBDEs: 0.1% by weight
F07 Room Air Cooler	<p>The equipment shall have obtained a Grade 1 Energy Label under the Energy Efficiency Labelling Scheme of Electrical and Mechanical Services Department (EMSD).</p> <ul style="list-style-type: none"> The refrigerant used in the room air coolers shall be of non-CFCs type. <p>The product should not contain the following substances regulated in the Montreal Protocol on Substances that Deplete the Ozone Layer (particularly CFCs, HCFCs, 1,1,1-trichloroethane and carbon tetrachloride).</p> <ul style="list-style-type: none"> Product components (circuit boards, electrical, electronic and plastic components) should comply with RoHS. Maximum Concentration Values of the RoHS restricted substances are: <ul style="list-style-type: none"> i. Lead: 0.1% by weight ii. Cadmium: 0.01% by weight iii. Mercury: 0.1% by weight iv. Hexavalent chromium: 0.1% by weight v. PBBs: 0.1% by weight vi. PBDEs: 0.1% by weight
F08 Town Gas Cooker	<p>Concentration of NO_x in the emission during operation should be ≤ 60ppm.</p> <ul style="list-style-type: none"> The thermal efficiency of the product should not be less than 60%. Corrugated cartons used in packaging should be made from recycled paper.
F09 Town Gas Water Heater	<p>instantaneous gas water heater with heat input not exceeding 70kW shall have obtained a Recognition Type Energy Label under the</p>

	<p>Energy Efficiency Labelling Scheme of Electrical and Mechanical Services Department (EMSD).</p> <p>NOx emission rate of 60mg/kWh or less should be met.</p> <ul style="list-style-type: none"> • CO emission level of 56ppm or less should be met.
<p>F10</p> <p>Air Purifier / Cleaners</p>	<p>The product should comply with international power consumption standard such as Energy Star.</p> <ul style="list-style-type: none"> • Ozone emission of the product should not exceed 0.01 ppm. • Noise emissions: sound pressure level should satisfy the following requirements <p>Air flow (m³/min)</p> <p><5</p> <p>5-10</p> <p>10-20</p> <p><20</p> <p>Sound Pressure Level [dB(A)]</p> <p><45</p> <p><50</p> <p><55</p> <p><60</p> <ul style="list-style-type: none"> • The product should have no short-chain chlorinated paraffin added as formulated components. • Plastic parts should not contain halogenated substances. • Product components (circuit boards, electrical, electronic and plastic components) should comply with RoHS. Maximum Concentration Values of the RoHS restricted substances are: <ul style="list-style-type: none"> i. Lead: 0.1% by weight ii. Cadmium: 0.01% by weight iii. Mercury: 0.1% by weight iv. Hexavalent chromium: 0.1% by weight v. PBBs: 0.1% by weight vi. PBDEs: 0.1% by weight
<p>F11</p> <p>Dehumidifier</p>	<p>The equipment with rated dehumidifying capacity not exceeding 35 litres per day shall have obtained a Grade 1 Energy Label under the Energy Efficiency Labelling Scheme of Electrical and Mechanical Services Department (EMSD).</p> <p>Product components (circuit boards, electrical, electronic and plastic components) should comply with RoHS. Maximum</p>

	<p>Concentration Values of the RoHS restricted substances are:</p> <ul style="list-style-type: none"> i. Lead: 0.1% by weight ii. Cadmium: 0.01% by weight iii. Mercury: 0.1% by weight iv. Hexavalent chromium: 0.1% by weight v. PBBs: 0.1% by weight vi. PBDEs: 0.1% by weight
F12 Dish Washer	<p>The product should comply with international power consumption standard such as Energy Star.</p> <ul style="list-style-type: none"> • Product components (circuit boards, electrical, electronic and plastic components) should comply with RoHS. Maximum Concentration Values of the RoHS restricted substances are: <ul style="list-style-type: none"> i. Lead: 0.1% by weight ii. Cadmium: 0.01% by weight iii. Mercury: 0.1% by weight iv. Hexavalent chromium: 0.1% by weight v. PBBs: 0.1% by weight vi. PBDEs: 0.1% by weight • The product should have no short-chain chlorinated paraffin added as formulated components. • Plastic parts should not contain halogenated substances. • Water consumption should not be more than 25 litres per normal wash cycle. • The product should have clear volumetric markings on the detergent dispenser to allow adjustment according to degree of soiling. • Airborne noise emission from the appliance, measured as sound power level, should not exceed 57 dB (A) on freestanding models and 51 dB (A) on built-in models.
F13 Electric Storage Water Heater	<p>Water heater with storage capacity not exceeding 300 litres shall have obtained a Grade 1 Energy Label under the Energy Efficiency Labelling Scheme of Electrical and Mechanical Services Department (EMSD).</p> <p>Product components (circuit boards, electrical, electronic and plastic components) should comply with RoHS. Maximum Concentration Values of the RoHS restricted substances are:</p> <ul style="list-style-type: none"> i. Lead: 0.1% by weight

	<p>ii. Cadmium: 0.01% by weight</p> <p>iii. Mercury: 0.1% by weight</p> <p>iv. Hexavalent chromium: 0.1% by weight</p> <p>v. PBBs: 0.1% by weight</p> <p>vi. PBDEs: 0.1% by weight</p>
<p>F14</p> <p>Electronic Ballast for Fluorescent Tube / Lamp</p>	<p>The equipment shall have obtained a Recognition Type Energy Label under the Energy Efficiency Labelling Scheme of Electrical and Mechanical Services Department (EMSD).</p> <p>Product components (circuit boards, electrical, electronic and plastic components) should comply with RoHS. Maximum Concentration Values of the RoHS restricted substances are:</p> <p>i. Lead: 0.1% by weight</p> <p>ii. Cadmium: 0.01% by weight</p> <p>iii. Mercury: 0.1% by weight</p> <p>iv. Hexavalent chromium: 0.1% by weight</p> <p>v. PBBs: 0.1% by weight</p> <p>vi. PBDEs: 0.1% by weight</p> <ul style="list-style-type: none"> • The minimum service life should be 50,000 lighting hours at the maximum permissible measuring-point temperature (tc) and under standard network conditions. • The electronic ballast should be easily dismountable into case, insulating foil, printed circuit board and electrolyte-containing components to allow material-specific recycling. • Any plastic parts should be manufactured without chlorinated paraffins flame retardants. • Packaging requirements: <ul style="list-style-type: none"> i. Corrugated cartons used in packaging should be made from recycled paper ii. Plastic packaging should not contain PVC or other chlorine containing plastics
<p>F15</p> <p>Fluorescent Tube / Compact Fluorescent Lamp</p>	<p>The integrated compact fluorescent lamp up to 60W shall have obtained a Grade 1 Energy Label under the Energy Efficiency Labelling Scheme of Electrical and Mechanical Services Department (EMSD). The non-integrated compact fluorescent lamp shall have obtained a Recognition Type Energy Label under the Energy Efficiency Labelling Scheme of Electrical and Mechanical Services Department (EMSD).</p>

	<p>Product components (circuit boards, electrical, electronic and plastic components) should comply with RoHS. Maximum Concentration Values of the RoHS restricted substances are:</p> <ul style="list-style-type: none"> i. Lead: 0.1% by weight ii. Cadmium: 0.01% by weight iii. Mercury: 0.1% by weight iv. Hexavalent chromium: 0.1% by weight v. PBBs: 0.1% by weight vi. PBDEs: 0.1% by weight <ul style="list-style-type: none"> • Colour Rendering Index (CRI) of at least 80. • Packaging requirements: <ul style="list-style-type: none"> i. Corrugated cartons used in packaging should be made from recycled paper ii. Plastic packaging should not contain PVC or other chlorine containing plastics
F16 LCD Projector	<p>The product should comply with international power consumption standard such as Energy Star.</p> <ul style="list-style-type: none"> • Product components (circuit boards, electrical, electronic and plastic components) should comply with RoHS. Maximum Concentration Values of the RoHS restricted substances are: <ul style="list-style-type: none"> i. Lead: 0.1% by weight ii. Cadmium: 0.01% by weight iii. Mercury: 0.1% by weight iv. Hexavalent chromium: 0.1% by weight v. PBBs: 0.1% by weight vi. PBDEs: 0.1% by weight • Any plastic parts should be manufactured without chlorinated paraffins flame retardants. • Plastic parts should not contain halogenated substances. • Packaging requirements: <ul style="list-style-type: none"> i. Corrugated cartons used in packaging should be made from recycled paper ii. Plastic packaging should not contain PVC or other chlorine containing plastics
F17 LED Lamp (including LED exit sign)	<p>The LED lamp should have obtained a Recognition Type Energy Label under the Energy Efficiency Labelling Scheme of Electrical and Mechanical Services Department (EMSD).</p>

	<ul style="list-style-type: none"> • The product should comply with international power consumption standard such as Energy Star. • Product components (circuit boards, electrical, electronic and plastic components) should comply with RoHS. Maximum Concentration Values of the RoHS restricted substances are: <ul style="list-style-type: none"> i. Lead: 0.1% by weight ii. Cadmium: 0.01% by weight iii. Mercury: 0.1% by weight iv. Hexavalent chromium: 0.1% by weight v. PBBs: 0.1% by weight vi. PBDEs: 0.1% by weight • Colour Rendering Index (CRI) of at least 80. <p>The luminous efficacy of new LED should meet the following requirements:</p> <ul style="list-style-type: none"> i. Omni-directional lamp: Luminous efficacy (lm/W) for LED lamp power <10W should meet 50lm/W Luminous efficacy (lm/W) for LED lamp power ≥10W should meet 55lm/W ii. Directional lamp: Luminous efficacy (lm/W) for lamp diameter ≤ 20/8 inch should meet 40lm/W Luminous efficacy (lm/W) for lamp diameter ≥ 20/8 inch should meet 45lm/W
F18 Microwave Oven	<p>The product should comply with international power consumption standard such as Energy Star.</p> <ul style="list-style-type: none"> • Product components (circuit boards, electrical, electronic and plastic components) should comply with RoHS. Maximum Concentration Values of the RoHS restricted substances are: <ul style="list-style-type: none"> i. Lead: 0.1% by weight ii. Cadmium: 0.01% by weight iii. Mercury: 0.1% by weight iv. Hexavalent chromium: 0.1% by weight v. PBBs: 0.1% by weight vi. PBDEs: 0.1% by weight • Any plastic parts should be manufactured without chloroparaffin flame retardants. • Plastic parts should not contain halogenated substances. • Packaging requirements:

	<ul style="list-style-type: none"> i. Corrugated cartons used in packaging should be made from recycled paper ii. Plastic packaging should not contain PVC or other chlorine containing plastics
F19 Television	<p>The equipment should have obtained a Grade 1 or 2 Energy Label under the Energy Efficiency Labelling Scheme of Electrical and Mechanical Services Department (EMSD).</p> <ul style="list-style-type: none"> • The product should comply with international powerconsumption standard such as Energy Star. • Product components (circuit boards, electrical, electronicand plastic components) should comply with RoHS. Maximum Concentration Values of the RoHS restricted substances are: <ul style="list-style-type: none"> i. Lead: 0.1% by weight ii. Cadmium: 0.01% by weight iii. Mercury: 0.1% by weight iv. Hexavalent chromium: 0.1% by weight v. PBBs: 0.1% by weight vi. PBDEs: 0.1% by weight • The product should be capable, in default settings, of entering a low power-consumption mode (standby mode) automaticallywhen the unit is inactive for 20 minutes. The power consumption at the standby mode should be less than 1 watt. • Packaging requirements: <ul style="list-style-type: none"> i. Corrugated cartons used in packaging should be made from recycled paper ii. Plastic packaging should not contain PVC or other chlorine containing plastics
F22 Audio Equipment (stereo system)	<p>The product should comply with international power consumption standard such as Energy Star</p> <ul style="list-style-type: none"> • Product components (circuit boards, electrical, electronicand plastic components) should comply with RoHS. Maximum Concentration Values of the RoHS restricted substances are: <ul style="list-style-type: none"> i. Lead: 0.1% by weight ii. Cadmium: 0.01% by weight iii. Mercury: 0.1% by weight iv. Hexavalent chromium: 0.1% by weight v. PBBs: 0.1% by weight

	<p>vi. PBDEs: 0.1% by weight</p> <ul style="list-style-type: none"> Any plastic parts should be manufactured without chlorinated paraffins flame retardants Component parts should not contain halogenated substances
F25 Water Boilers	<p>The thermal efficiency of the boiler should be at least 80%</p> <ul style="list-style-type: none"> Product components (coatings, electrical, electronic and plastic components) should comply with RoHS. Maximum Concentration Values of the RoHS restricted substances are: <ul style="list-style-type: none"> i. Lead: 0.1% by weight ii. Cadmium: 0.01% by weight iii. Mercury: 0.1% by weight iv. Hexavalent chromium: 0.1% by weight v. PBBs: 0.1% by weight vi. PBDEs: 0.1% by weight Any plastic parts should be manufactured without chlorinated paraffins flame retardants Component parts should not contain halogenated substances Plastic parts and sealing materials that come into contact with drinking water should not release bisphenol A
H01 Chair	<p>Requirements of wood materials</p> <p>The product should meet one of the following requirements:</p> <ul style="list-style-type: none"> 40% of the wood material is from recycled/waste wood; or The wood material obtains sustainable forest management certification such as Forest Stewardship Council (FSC), PEFC (Programme for the Endorsement of Forest Certification schemes) or equivalent. <p>Formaldehyde emission: All wood panels should be of Class E1 under EN13986 in respect of formaldehyde emission, and the requirements are as follows:</p> <ul style="list-style-type: none"> MDF board: release $\leq 8\text{mg}/100\text{g}$ (by test method EN120) Plywood/solid wood/other panels: release $\leq 0.124\text{mg}/\text{m}^3$ air (by test method EN 717-1) <p>The plastic component of the product should not contain any</p>

	<p>heavy metals and hazardous substances as listed below:</p> <ol style="list-style-type: none"> Lead Chromium Cadmium Mercury Phthalates Halogenated organic substances <p>Requirements of cushioning materials The formaldehyde emission of foam synthetic resin should be 30mg/kg (30ppm) or less.</p> <p>Requirements of the paint used on the surface of the chair The sum of lead, cadmium, mercury, and hexavalent chromium included in the paint should be below the weight percentage of 0.1 (1,000mg/kg).</p>
H03 Partition Screen	<p>Formaldehyde emission: All wood panels shall be of Class E1 under EN13986 in respect of formaldehyde emission, and the requirements are as follows:</p> <ol style="list-style-type: none"> MDF board : release $\leq 8\text{mg}/100\text{g}$ (by test method EN120) Plywood/solid wood/other panels : release $\leq 0.124\text{mg}/\text{m}^3$ air (by test method EN 717-1) <p>The following substances should not be added during manufacturing: fluorine, pentachlorophenol (PCP), tar oils containing benzo(a)pyrene.</p> <ul style="list-style-type: none"> Coatings / Treatments: Furniture and fittings products (or components) should not be impregnated, labelled, coated or otherwise treated in a manner which would prevent post consumer recycling. Packaging requirements: Chlorinated or halogenated plastics should not be used in product packaging. The product should not contain any heavy metals or their compounds as listed below: <ol style="list-style-type: none"> Arsenic Cadmium Lead

	iv. Mercury
H04 Sofa	<p>The wood materials of the product should preferably contain recovered/recycled wood. For virgin wood products, wood material is originated from sustainably managed forest which is certified by internationally recognized standard [e.g. FSC, PEFC].</p> <ul style="list-style-type: none"> • Requirements of cushioning and filling materials <ul style="list-style-type: none"> i. Halogenated flame retardants should not be added ii. Organic bleaching agent should not be used in production iii. Dye stuff should not contain lead, tin, cadmium, hexavalent chromium and mercury • Packaging requirements: Chlorinated or halogenated plastics should not be used in product packaging. • The plastic component of the product should not contain any heavy metals and hazardous substances as listed below: <ul style="list-style-type: none"> i. Lead ii. Chromium iii. Cadmium iv. Mercury v. Phthalates vi. Halogenated organic substances
H05 Steel Filing Cabinet	<p>Colour coating should not contain:</p> <ul style="list-style-type: none"> i. Formaldehyde or halogenated solvent ii. Any heavy metallic substances such as mercury, lead, cadmium, chromium or their oxide iii. Aromatic hydrocarbon including solvents of thinner toluene or xylene iv. Volatile organic compounds (VOCs) over 250g/litre <ul style="list-style-type: none"> • The compound of 1, 1, 1-trichloroethane should not be used for the surface preparing process.
H06 Workstation Panel	<p>Formaldehyde emission: All wood panels shall be of Class E1 under EN13986 in respect of formaldehyde emission, and the requirements are as follows:</p> <ul style="list-style-type: none"> i. MDF board : release \leq 8mg/100g (by test method EN120) ii. Plywood/solid wood/other panels : release \leq 0.124mg/m³ air (by test method EN 717-1) <p>The following substances should not be added during manufacturing: fluorine, pentachlorophenol (PCP), tar oils</p>

	<p>containing benzo(a)pyrene.</p> <ul style="list-style-type: none"> • Coatings / Treatments: Furniture and fittings products (or components) should not be impregnated, labelled, coated or otherwise treated in a manner which would prevent post consumer recycling. • Packaging requirements: Chlorinated or halogenated plastics should not be used in product packaging. • The product should not contain any heavy metals or their compounds as listed below: <ul style="list-style-type: none"> i. Arsenic ii. Cadmium iii. Lead iv. Mercury
H07 Metal Furniture	<p>Colour coating should not contain:</p> <ul style="list-style-type: none"> i. Formaldehyde or halogenated solvent ii. Any heavy metallic substances such as mercury, lead, cadmium, chromium or their compounds • The plastic component of the product should not contain any heavy metals and hazardous substances as listed below: <ul style="list-style-type: none"> i. Lead ii. Chromium iii. Cadmium iv. Mercury v. Phthalates vi. Halogenated organic substances • It should be possible to separate the metals from other materials in the product without the use of special tools. This requirement does not apply to metals used in surface treatments.
H08 Wooden Furniture	<p>The wood materials of the product should preferably contain recovered/recycled wood. For virgin wood products, wood material is originated from sustainably managed forest which is certified by internationally recognized standard [e.g. FSC, PEFC].</p> <ul style="list-style-type: none"> • Formaldehyde emission: All wood panels should be of Class E1 under EN13986 in respect of formaldehyde emission, and the requirements are as follows: <ul style="list-style-type: none"> i. MDF board: <ul style="list-style-type: none"> ≤8mg/100g of free formaldehyde content (by test method EN120) or release ≤0.124mg/m³ air (by test method EN 717-1); ii. Plywood/solid wood/other panels: <ul style="list-style-type: none"> ≤ 4mg/100g of free formaldehyde content (by test method EN120)

	<p>or release $\leq 0.124\text{mg/m}^3$ air (by test method EN 717-1).</p> <ul style="list-style-type: none"> • The following substances should not be added during manufacturing: fluorine, pentachlorophenol (PCP), tar oils containing benzo(a)pyrene. • The product should not contain any heavy metals or their compounds as listed below: <ul style="list-style-type: none"> i. Arsenic ii. Cadmium iii. Lead iv. Mercury
H09 Outdoor Furniture	<p>Wood material or fibre should be derived from recycled content or from sustainably managed forest which is certified by internationally recognised standard [e.g. Forest Stewardship Council (FSC), Programme for the Endorsement of Forest Certification (PEFC) or equivalent]</p> <ul style="list-style-type: none"> • If the product contains wooden panels, the panels should be of Class E1 under EN13986 in respect of formaldehyde emission, and the requirements are as follows: <ul style="list-style-type: none"> i. MDF board : $\leq 5\text{mg}/100\text{g}$ of free formaldehyde content (by test method EN120) or release $\leq 0.124\text{mg/m}^3$ air (by test method EN 717-1); or ii. Plywood/solid wood/other panels: $\leq 4\text{mg}/100\text{g}$ of free formaldehyde content (by test method EN120) or release $\leq 0.07\text{mg/m}^3$ air (by test method EN 717-1) • The product (coatings, sealants, additives, wooden, metal or plastic parts) should not contain any heavy metals or their compounds as listed below: <ul style="list-style-type: none"> i. Arsenic ii. Cadmium iii. Hexavalent chromium iv. Lead v. Mercury vi. Nickel vii. Tin • The product should not contain the following substances: <ul style="list-style-type: none"> i. Pentachlorophenol (PCP) ii. Phthalates

	<p>iii. Halogenated organic substances</p> <p>iv. Reactive or organic chlorinated compounds (e.g. sodium hypochlorite)</p> <p>v. Tar oils containing benzo(a)pyrene</p> <ul style="list-style-type: none"> • It should be possible to separate the metals from other materials in the product without the use of special tools. This requirement does not apply to metals used in surface treatments.
<p>K01</p> <p>Facsimile Equipment</p>	<p>The equipment should have obtained a Recognition Type Energy Label under the Energy Efficiency Labelling Scheme of Electrical and Mechanical Services Department (EMSD).</p> <ul style="list-style-type: none"> • The product should comply with international power consumption standard such as Energy Star. • Any plastic parts should be manufactured without chloroparaffin flame retardants. • Component parts should not contain halogenated substances. • Should not cause an ambient ozone concentration in excess of 0.04mg/m³. • Should not cause a dust concentration in excess of 0.25mg/m³. • Product components (circuit boards, electrical, electronic and plastic components) should comply with RoHS. Maximum Concentration Values of the RoHS restricted substances are: <ul style="list-style-type: none"> i. Lead: 0.1% by weight ii. Cadmium: 0.01% by weight iii. Mercury: 0.1% by weight iv. Hexavalent chromium: 0.1% by weight v. PBBs: 0.1% by weight vi. PBDEs: 0.1% by weight
<p>K02</p> <p>Photocopier</p>	<p>The equipment should have obtained a Recognition Type Energy Label under the Energy Efficiency Labelling Scheme of Electrical and Mechanical Services Department (EMSD).</p> <ul style="list-style-type: none"> • The product should comply with international power consumption standard such as Energy Star. • Any plastic parts should be manufactured without chlorinated paraffins flame retardants. • Component parts should not contain halogenated substances. • Should not cause an ambient ozone concentration in excess of 0.04mg/m³.

	<ul style="list-style-type: none"> • Should not cause a dust concentration in excess of 0.25mg/m³. • Product components (circuit boards, electrical, electronic and plastic components) should comply with RoHS. Maximum Concentration Values of the RoHS restricted substances are: <ol style="list-style-type: none"> i. Lead: 0.1% by weight ii. Cadmium: 0.01% by weight iii. Mercury: 0.1% by weight iv. Hexavalent chromium: 0.1% by weight v. PBBs: 0.1% by weight vi. PBDEs: 0.1% by weight
K03 Fire Extinguisher	<p>The product should not use halon or its compounds as the fire extinguishing agent.</p> <ul style="list-style-type: none"> • Fire extinguishing agents should comply with the following maximum allowable concentrations of heavy metals: <ol style="list-style-type: none"> i. Cadmium (Cd) < 0.003 mg/L ii. Copper (Cu) < 2 mg/L iii. Lead (Pb) < 0.01 mg/L iv. Mercury (Hg) < 0.006 mg/L v. Zinc (Zn) < 3 mg/L • Plastic materials used for packaging should not contain halogenated polymers.
K04 Paper Shredder	<p>Product components (circuit boards, electrical, electronic and plastic components) should comply with RoHS. Maximum Concentration Values of the RoHS restricted substances are:</p> <ol style="list-style-type: none"> i. Lead: 0.1% by weight ii. Cadmium: 0.01% by weight iii. Mercury: 0.1% by weight iv. Hexavalent chromium: 0.1% by weight v. PBBs: 0.1% by weight vi. PBDEs: 0.1% by weight <ul style="list-style-type: none"> • Any plastic parts should be manufactured without chlorinated paraffins flame retardants. • Component parts should not contain halogenated substances.
K05 Hot / Cold Bottled Water Dispensers	<p>The equipment should have obtained a Recognition Type Energy Label under the Energy Efficiency Labelling Scheme of Electrical and Mechanical Services Department (EMSD).</p> <ul style="list-style-type: none"> • Product components (circuit boards, electrical, electronic and

	<p>plastic components) should comply with RoHS. Maximum Concentration Values of the RoHS restricted substances are:</p> <ul style="list-style-type: none"> i. Lead: 0.1% by weight ii. Cadmium: 0.01% by weight iii. Mercury: 0.1% by weight iv. Hexavalent chromium: 0.1% by weight v. PBBs: 0.1% by weight vi. PBDEs: 0.1% by weight <ul style="list-style-type: none"> • Any plastic parts should be manufactured without chlorinated paraffins flame retardants. • Component parts should not contain halogenated substances.
<p>Q02 Safety Boot / Shoe</p>	<p>The footwear should contain recycled content. The blending ratio of recycled material should satisfy any of the following requirements:</p> <p>Material classification</p> <p>Recycled material</p> <p>Reference compounding ratio (mass%) in main material of uppers or soles</p> <p>Textiles</p> <p>Post-/Pre-consumer polymer recycled fibers, chemical recycled fibers</p> <p>More than 40%</p> <p>Organically grown cotton</p> <p>100%</p> <p>Plastics</p> <p>Recycled plastics</p> <p>More than 20%</p> <p>Rubber</p> <p>Recycled rubber</p> <p>More than 20%</p> <ul style="list-style-type: none"> • The product should not contain any heavy metals or their compounds as listed below: <ul style="list-style-type: none"> i. Arsenic ii. Cadmium iii. Hexavalent chromium iv. Lead • The product should not contain Pentachlorophenol (PCP),

	<p>Tetrachlorophenol (TCP) and its salts and esters.</p> <ul style="list-style-type: none"> • Halogenated compounds such as PVC should not be used for producing plastic parts weighing 25g or more. Recycled PVC can be used for outsoles however. • The amount of formaldehyde of the footwear should not exceed the following limits: <ul style="list-style-type: none"> i. textile: 75 mg/kg ii. leather: 150 mg/kg • The levels of dimethylflumarate (DMF) should not exceed 0.1 mg/kg.
W01 Showers for Bathing	<p>The product shall meet the Grade 1 water efficiency rating (i.e. nominal flow rate of less than or equal to 9 litres per minute) for Showers for Bathing of the Voluntary Water Efficiency Labelling Scheme (WELS) of Water Supplies Department</p> <p>Product and their packaging materials should be recyclable in nature which do not contain heavy metals like lead, cadmium, mercury or hexavalent chromium, and should not contain organically bound halogens</p>
W02 Urinal equipment	<p>The product shall meet the Grade 1 water efficiency rating for Urinal Equipment of the Voluntary Water Efficiency Labelling Scheme (WELS) of Water Supplies Department, unless product with other water efficiency ratings is required to meet particular functional purpose</p> <p>Product and their packaging materials should be recyclable in nature which do not contain heavy metals like lead, cadmium, mercury or hexavalent chromium, and should not contain organically bound halogens</p>
W03 Water taps	<p>The product shall meet the Grade 1 water efficiency rating for Water Taps of the Voluntary Water Efficiency Labelling Scheme (WELS) of Water Supplies Department, unless product with other water efficiency ratings is required to meet particular functional purpose</p> <p>Product and their packaging materials should be recyclable in nature which do not contain heavy metals like lead, cadmium, mercury or hexavalent chromium, and should not contain organically bound halogens</p>
W04	<p>The toilet should be dual-flush type, and the maximum</p>

Water Saving Flushing Boxes and Cisterns	<p>flushing-water volume should meet the following requirements:</p> <ul style="list-style-type: none"> i. Less than 3 litres per reduce flush ii. Less than 6 litres per full flush • Product and their packaging materials should be recyclable in nature which do not contain heavy metals like lead, cadmium, mercury or hexavalent chromium, and should not contain organically bound halogens
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Annex XI - Relocation Information

Relocation Information

1) Basic Information:-

Office relocation includes:

Including approx. 280 nos. plastic/carton box for staff's belongings, PC, equipment, filing, furniture, etc:-

- (i)
 - (ii) Filing Cabinets (460(w) x 900(l) x 850(h) to 2150(h), approx. 20 nos),
 - (iii) Workstation, partitions, Drawer Mobile Pedestal with chairs (600(w) x 1500(l) x 750(h) to 800(w) x 1800(l) x 750(h), approx. 40 sets),
 - (iv) Total 37 nos of staff (each person around 5 plastic/carton boxes) and 3 nos of departments (each dept around 10 plastic/carton boxes) and quantity of bags
- Including removal from 38/F COS Centre, 56 Tsun Yip Street to 29/F MBO new office.
 - Including phase by phase removal and subject to the requirement and approval of the CIC
 - A pre-move consultation, customized planning, staff briefing, floor plan preparation, packing, transport, delivery and removal of packing materials.
 - provide materials (e.g. carton / plastic box, etc.) in advance for packing
 - proper protection along removal routing in office
(e.g. floor protection to installed finish and wall protection for door frame, furniture, etc.)
 - all risk protection coverage and claim proposal

2) Pre-move consultation & customized planning

Contractor should provide a pre-move consultation. The consultation should adopt the relocation strategy and coordination with CIC staff representative, further to work out a planning report and comprehensive tentative schedule for the relocation work to seek for CIC's approval before the staff briefing session. **The planning report & schedule should be approved and also present at the staff briefing before possession of site.**

3) Staff briefing

Staff briefing should include but not limit to the below information:-

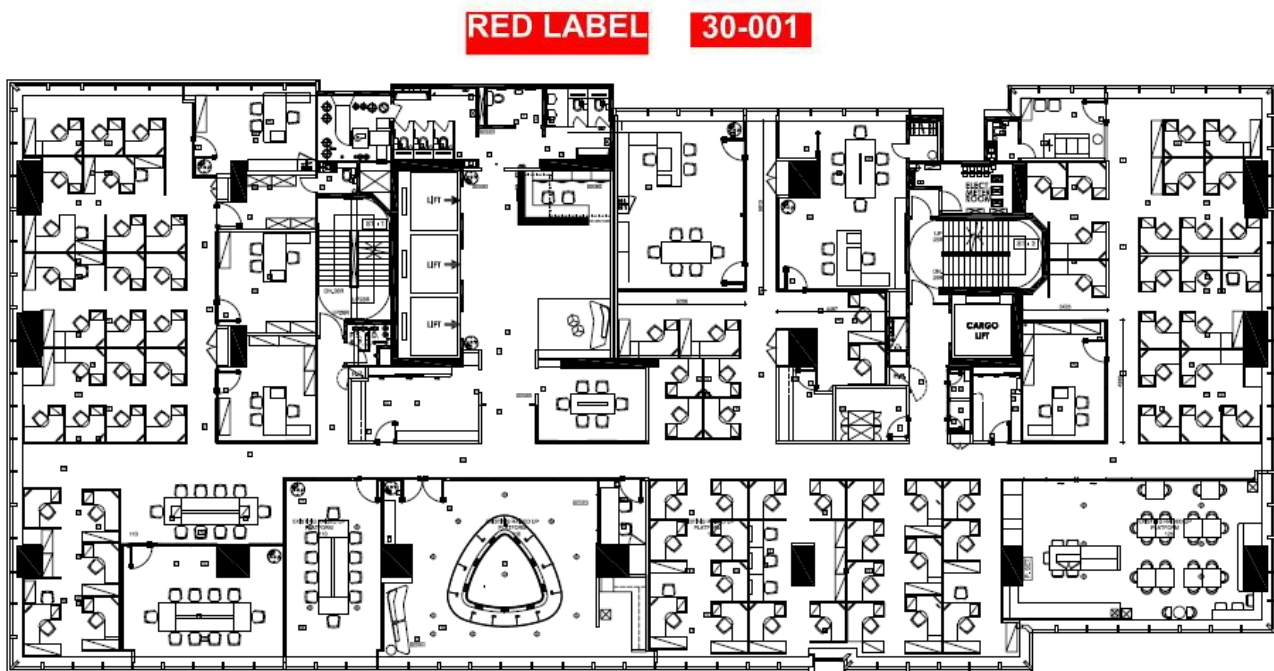
- (i) Main move & pre-move arrangement - should be arranged after office hour.
Only Work on Friday, Saturday & Sunday or public holiday, which work on public holiday shall prior approved by CIC.
- (ii) Location of New Office

Relocation Information

- (iii) Transportation
- (iv) Seating Location Indication & floor plan preparation
- (v) Packing and logistic detail
- (vi) Contact staff information
- (vii) Supportive works for relocation of Telephone, Fax & IT Service
- (viii) Contingency Plan (i.e. Lost & Found area setting)

4) Floor Plan Preparation

Contractor responsible for editing & allocating Seat location code indication from 38/F COS Centre, in addition labelling are required to each combination (i.e. Workstation, partitions, Drawer Mobile Pedestal with chairs). Labelling mechanism may refer to the sample below for reference:-



After the Seat location code indication have been provided by Contractor, the relevant code distribution to designate location at 29/F MBO will be provided by employer for contractor's further arrangement.

5) Contact Staff information

Contractor should provide a person-in-charge for the relocation works, which the staff act as a contact staff mainly for liaison with CIC department representative before and during the relocation.

Relocation Information

6) Packing

Plastic Boxes or any other approved material for boxes should be provided for the staff to contain their document or belongings. Total approximate 37 nos of staff (each person around 5 carton boxes) and 3 nos of departments (each department around 10 carton boxes) are involved. The actual quantity will be subject to remeasurement on site. (Photo #06-01 & 02 for reference)

Plastic Boxes



Please tie up box
with plastic seals

Please put color
label here

Plastic Crate (Large)
Box Size: 24" x 20" x 13"
Capacity: 8 x 3" box file

Plastic Crate (Small)
Box Size: 22" x 15" x 13"
Capacity: 5 x 3" box file

Photo #06-01

New Seat location number	
Name / Dept / Floor :	
Location :	
Box No.	
Name / Dept / Floor :	
Location :	
Box No.	

Photo #06-02

7) Transportation

Relocation Information

The transportation arrangement, which may include type of vehicle, logistic plan, routing information from from 38/F COS Centre, 56 Tsun Yip Street to 29/F MBO new office , estimated manpower input, etc.

8) Supportive works for relocation of Telephone, Fax & IT Service

Contractor also responsible to provide necessary supportive works and coordinate with CIC hired contractors for the relocation of Telephone and fax arrangement & IT arrangement (i.e. relocation detail & labelling mechanism of IP phones, Fax machines, server racks, keyboards, mice, cables, monitors and workstations), which the system installation of IP phone & IT equipment will be in-charged by CIC hired contractors.

9) Others

Staff respond to take care of their personal belongings and valuable asset

Contractors should responsible for the delivery and removal of packing materials, including cartons, bags and relevant accessories.

All necessary protection for the properties & assets from the routing and circumstance inside the premises of 38/F COS Centre & 29/F MBO should be included during the relocation works. Any damage to properties & assets from the premises cause by the negligence of contractor's relocation works would subject to contractor's liability and may claim at its own expense.

Annex XII - Requirement & Technical Specifications

Requirement & Technical Specifications

Emulsion Paint & Epoxy Paint

The painting material must Super Low VOC, Multi-Functional Type Water Based Emulsion Paint for Interior, anti-mould & fungus.

Epoxy paints shall be an approved 2 Pack Type and fill surfaces with an Approved epoxy filler. All paint shall in compliance with HKEPD V.O.C. regulation.

For emulsion paint, 1 Coat of sealer and 2 coats at new & existing surface.

For epoxy paint, 1 undercoat and 2 finishing coats at new surface, 1 undercoat and 1 finishing, or 1 finishing coat as specified. If existing finish is not epoxy paint, completely strip and prepare as for new surfaces.

Vinyl Wall paper finish

Submit certification that the manufacturer's wallcovering meets the specifications. Submit documentation that the manufacturer's wallcovering meets NSF/ANSI 342 for sustainability,

Contractor shall supply the manufacturer's written warranty against defects in workmanship for 5 years from completion of project. Submit manufacturer's written warranty.

Vinyl Coated Fabric Wallcovering. All wallcoverings specified shall pass the ASTM-G21 testing for mold and mildew resistance.

*The ASTM-E84 test must be passed with the wallcovering mounted to common gypsum wallboard.

Flame and Smoke Characteristics to BS476 Part 7 Passed Class 1 or equivalent to EU Class Flame EN 15102

With regards to Indoor Air Quality, the material shall manufactured with Low VOC Vinyl with WA Certified NSF/ANSI 342 Sustainability Standard. Non-woven backing contains 50% post-consumer recycled content.

Surface Preparation

A. All hanging surfaces must be clean, smooth, dry, undamaged, free of mold, mildew, grease or stains, and structurally intact. All loose paint and other wallcoverings must be removed. If moisture is present, immediately identify and eliminate the source(s) of the moisture and verify that all wall surfaces are completely dry before proceeding.

B. Any mold or mildew MUST be removed from walls and hanging surfaces prior to installation. Walls should not contain in excess of 4% residual moisture content. A

Requirement & Technical Specifications

moisture meter should be used to determine moisture content. Moisture infiltration and accumulation can lead to mold or mildew growth and must be corrected PRIOR to the installation of the wallcovering. Old walls shall also be treated with bleach, Lysol and/or other approved, mildew –inhibiting products in order to inhibit further mildew growth.

C. Proper surface preparation is key to getting great results. To prepare the surface properly, prime all surfaces with a universal, white-pigmented, mold inhibiting wallcovering primer.

D. For new drywall construction, a coat of wallcovering primer shall be applied to the surface before application of wallcovering. Use a primer that dries to a solid color to conceal drywall joints.

E. Use only a lead pencil for marking walls and back of wallcovering. Do not use ballpoint or marking pen, they will bleed through the surface.

F. Do not install wallcovering unless a temperature above 18° degrees C is maintained in both areas of installation and storage for at least 48 hours prior to installation.

Roller Window Blind

1. Fabrics material : Inherently anti-static, flame retardant, fade and stain resistant, light filtering, room darkening, & blackout fabrics providing 0% - 15% openness factors. Fabric weights density to range between 0.2 kg/ m3. – 0.7 kg/m3 containing fiberglass, PVC, polyester, acrylic, vinyl laminates, cotton, & vinyl coatings. Finish selected by employer from manufacturer’s available contract colors.

2. Warranty are required to cover against defective manufacturing for 12 months from project completion. This warranty does not cover misuse, damage caused after installation, or vandalism.

Sump pump

System information see attached drawing A3-RT--01 & A3-RT-02

Acoustic Tiles & Proprietary Suspended Ceiling System

Acoustic tiles shall be an approved proprietary brand to BS EN 13964 : 2004 or CP 290 : 1973 manufactured from the following materials:

Wood or other organic fibre insulating board to BS 1142 : 1989

Mineral fibre or wool insulating board should have minimum 12mm thick tiles

Requirement & Technical Specifications

Approved multi-purpose, dimensionally stable building board minimum 6 mm thick.

Tiles shall have a plain, perforated or fissured surface with a factory applied decorative finish. The edge shall be square, beveled or beveled and grooved to suit the suspension system

All Tiles shall be asbestos free with confirming from manufacturer.

Ceiling system shall be approved proprietary system to BS EN 13964 : 2004 or CP 290 : 1973 with classes of exposure to be determined in accordance with table 7 therein. Samples of the panel grid complete with acoustic ceiling tiles shall be submitted for approval

Suspension system shall be manufactured from either galvanized mild steel or anodized aluminium or their combination, and shall be protected against corrosion in accordance with Table of BS EN 13964 : 2004.

Acoustic performance to ASTM C423 or ISO 354

Homogeneous Vinyl Sheet

The flooring material shall conform fully with the requirements of EN 649/EN ISO 10581.

The flooring must have a Use Area Classification of 23/34/43, as defined in EN 685/EN ISO 10874.

In respect of flamespread, the flooring shall have been fully tested to EN 13501-1 and certified as having Class Bfl-S1.

The flooring shall have been fully tested to ASTM E648 and certified as having passed with a Class 1 rating, making it suitable for use in institutional, commercial and public buildings. The flooring shall also have been tested to ASTM E662 and have a result of <450.

With regards to EN ISO 10581 the product shall be classified Type I.

With regard to ASTM F1303 - 04(2014) Standard Specification for Sheet Vinyl Floor Covering with Backing

Homogeneous Vinyl Sheet with minimum overall thickness 2mm.

Requirement & Technical Specifications

Technical specification for vinyl sheet

Pattern:	Steel Gray pattern or subject to contractor proposal design and approval by CIC.
Material:	PVC
Color:	Grey
Dimensions:	2m x 20m
Thickness:	2mm
General Performance:	EN/649/EN ISO 10581
Reaction to fire:	EN 13501-1 class Bfl-S1
Slip Resistance:	AS/NZS 4586 R9
Abrasion resistance:	EN 660-2 Group M
Electrical behavior:	EN 1815<2kV
Castor Chair :	Continuous use & suitable

Roll format

Rockwool

Density 60kg/m³, Corrosion Resistance BS 3958 part 5 – 1969

For Dry wall insulation: 50mm thk

Laminated plastic sheet

- 1 Laminated plastic sheet shall be to BS EN 438 : 2005 or BS 3794 : 1986, class HG (Horizontal – General Purpose) or VG (Vertical – General Purpose) as specified
- 2 Laminated plastic sheet for bathroom door leaves shall be to BS EN 438 : 2005 1.3 thick Class VG (Vertical – General Purpose)

Laminated plastic sheet for vanity top shall be to BS EN 438 : 2005 or ANSI/NEMA, LD3-1991, 0.8 mm thick, postforming type, Class HG (Horizontal - General purpose) Sheet shall be postformed to the profile of the vanity top as specified and fixed to the base by laminating machine.

Requirement & Technical Specifications

Artificial solid surface (Sink, table & countertop)

The material use should be solid, nonporous, homogeneous surfacing material, composed of 1/3 acrylic resin (also know as polymethyl methacrylate or PMMA), and 2/3 natural minerals. Minerals are composed of aluminium trihydrate (ATH). Detail specification requirement see attached drawing A3-RT-03

Drainage

Plastic pipes and ventilating pipes and fittings shall comply with BS 4514 : 2001.

Plastic waste pipes and fittings up to 50mm nominal size shall comply with BS 5255 : 1989 Larger pipes shall comply with BS 4514 : 2001.

Watercloset connector shall comply with BS 5627 : 1984

Ensure that pipes and fittings are suitable for their intended use, particularly where hot liquids in pantry, kitchens, etc. may be discharged into the system.

Copper pipe

Only copper pipes manufactured by ISO 9001 Quality Endorsed Companies will be permitted for use and shall comply to those test methods mentioned of BS EN 1057 : 2006 and approval letter from the Office of Water Authority.

Copper pipes shall comply with and be manufactured to BS EN 1057 : 2006 R250 for diameter 15mm to 28mm and R290 for diameters 35mm to 159mm inclusive.

Joining Copper pipes with the following, as specified-

- (a) Fittings for copper pipes to be BS EN 1254-2 : 1998, or
- (b) Grooved end jointing or mechanical jointing system approved by internationally recognized approval authority

Faucets

Sample submission shall be involved and the following substantiation should be submitted for approval as below:-

- 1) Catalogue, brand name / model name and job reference
- 2) Name, address and contact person of local supplier and manufacturer
- 3) Valid approval by the Water Supplies Department
- 4) Test report copy by accredited wither by Hong Kong Laboratory Accreditation Scheme (HOKLAS) or an equivalent organization which has signed a mutual recognition agreement with HOKLAS or accredited by WSD.

Requirement & Technical Specifications

Telephone / Data Outlet

Outlet connect to trunking

Provided Dia 20mm Conduit, BS 4662 Box

Fax outlet

Provided Dia 20mm Conduit, BS 4662 Box

Volume Port

Provided Dia 20mm Conduit, BS 4662 Box

Power Socket

13A/20A Switched Twin Socket Outlet, 3 pin

13A Switch Fuse Connection Unit C/W D.P. Switch & Pilot Light

13A Fused Connection Unit, Single Phase with fuse (Fuse Rating to suit the connected equipment)

20A D.P. Switch w/ Pilot Lamp

20A Connection Unit

13A Unswitched socket outlet 3 pin c/w 30mA RCD Protection

TPN/DP Isolating Switch

Junction Box for PA/AV system, Link to AV Speaker etc.

Provided 2 x dia. 25mm Conduit, BS4662 Box

Lighting

Comprise but not limited as below:-

1. 1200 x 300 Recessed Mounted Fluorescent Luminaire Panel c/w 1x28W 1200mm
T5 4000K Fluorescent Tube, Parabolic diffuser, Electronic Ballast
(As one tube Back-up By 2 hours NI-MH Battery & Charger when other specified)
2. 1200 x 300 Recessed Mounted Fluorescent Luminaire Panel c/w 2x28W 1200mm
T5 4000K Fluorescent Tube, Parabolic diffuser, Electronic Ballast
(As one tube Back-up By 2 hours NI-MH Battery & Charger)
3. 600 x 300 Recessed Mounted Fluorescent Luminaire Panel c/w 2x14W 600mm T5
4000K Fluorescent Tube, Parabolic diffuser, Electronic Ballast
(As one tube Back-up By 2 hours NI-MH Battery & Charger)
4. 600 x 300 Recessed Mounted Fluorescent Luminaire Panel c/w 1x14W 600mm T5
4000K Fluorescent Tube, Parabolic diffuser, Electronic Ballast
(As one tube Back-up By 2 hours NI-MH Battery & Charger)
5. LED Exit sign (Back with 2 hrs NI-MH Battery & Charger)

Requirement & Technical Specifications

6. LED Directional sign (Back with 2 hrs NI-MH Battery & Charger)
7. 10A One Way one Gang Lighting switch
8. S.S. Grid Switch Panel c/w nos of light switch
9. 10A Two Way two Gang Lighting switch
10. Local On/Off and Dimming Switch
11. 20A D.P. Switch c/w Pilot Light
12. 7W Adjustable LED Spotlight
13. 1x12W LED Down Light with 4000K Color Temperature (2 Hours NI-MH Battery & Charger when other specified)
14. Recessed Circular Downlight (2 head) c/w 18W 4000K Color Temperature PLC Lamp & Dimmable Electronic Ballast
15. Engaged Light
16. 1200mm Pendent Type Fluorescent Lighting Fitting c/w 1x28W 1200mm T5 Fluorescent tube, 4000K Color Temperature & electronic Ballast
(As one tube Back-up By 2 hours NI-MH Battery & Charger when other specified)
17. 1200mm ceiling mounted Fluorescent Lighting Fitting c/w 1x28W 1200mm T5 Fluorescent tube, 4000K Color Temperature & electronic Ballast, fitting to IP 54
(As one tube Back-up By 2 hours NI-MH Battery & Charger when other specified)
18. 1200mm wall mounted Fluorescent Lighting Fitting c/w 1x28W 1200mm T5 Fluorescent tube, 4000K Color Temperature & electronic Ballast, fitting to IP 65
19. Horizontal light Trough comprises 600mm wall mounted fluorescent Batten c/w 1x14W 600mm T5 Fluorescent tube, 4000K Color Temperature & electronic Ballast
20. Horizontal light Trough comprises 1200mm wall mounted fluorescent Batten c/w 1x28W 600mm T5 Fluorescent tube, 4000K Color Temperature & electronic Ballast
21. Vertical light Trough comprises 3 nos 1200mm wall mounted fluorescent Batten c/w 1x28W 1200mm T5 Fluorescent tube, 4000K Color Temperature & electronic Ballast for vertical light trough
22. All lighting point c/w protective conductor in full length of conduit

Timber hardwood door

Infill for hollow core doors shall be 25mm horizontal battens at 150 mm centres.

Block out for lock fixing, door closers or other ironmongery as specified, or composition board core for approval.

Infill for solid core doors shall be 25mm vertical battens tightly cramped together with the door facings fully bonded both sides.




Cover both sides of the door with the following as specified:

Requirement & Technical Specifications

- (a) 3.2 mm standard hardboard.
- (b) 5 mm plywood for painting
- (c) 5 mm selected hardwood faced plywood for natural finish
- (d) Class HG laminated plastic bonded to 5 mm plywood
- (e) Other board finish accepted for approval

Sofa / Table / Chair

- 1. Sofa - Fabric Sofa + Wooden base finished with approved plastic laminated sheet, size & dimension tailor-made subject to approval of submitted shop drawing
- 2. Table - 750x750mm - with artificial solid surface (Corian) finish + Stainless Steel Base.
- 3. Chair - Plywood W/ maple fin, stainless steel base.

 <p>Or equivalent</p>	 <p>Or equivalent</p>	 <p>Or equivalent</p>
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Tender Box

A strong double-locked box (i.e. with two independent locks) marked ‘Tender Box’ securely located at a publicly accessible and prominent space, installed as a fixture (i.e. not movable).

Material in Wooden, finish by approved plastic laminated sheet, TWO (2) locks at side / back door, and ONE (1) lock at front insertion hole.

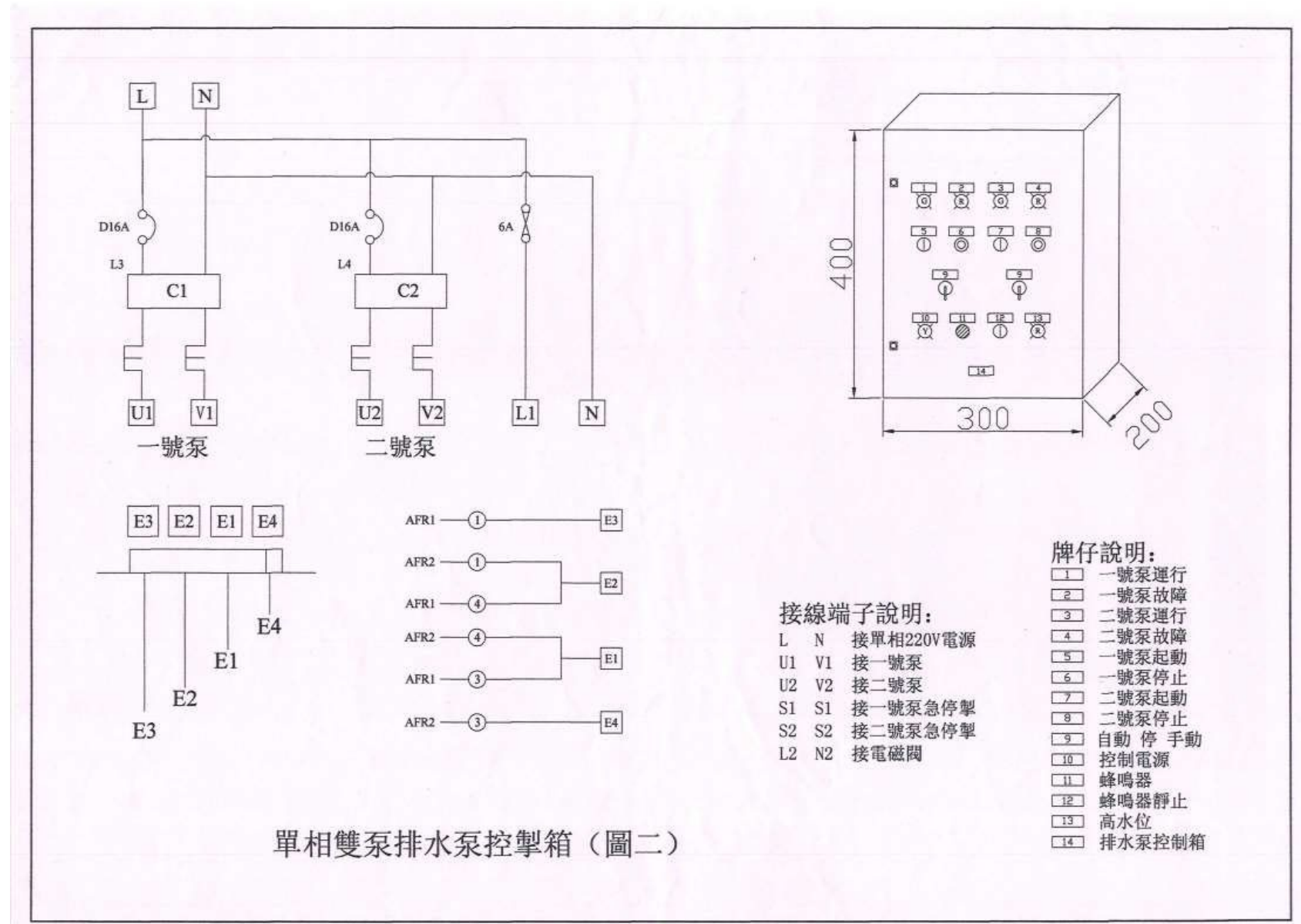
Dimension: 450mm(W) x 400mm(D) x 800mm(H)
Side / Back Door Dimension: 410mm(W) x 670mm(H)
Insertion Hole: 410mm(W) x 100mm(H)(Opening)

Details shall submit shop drawing for approval.

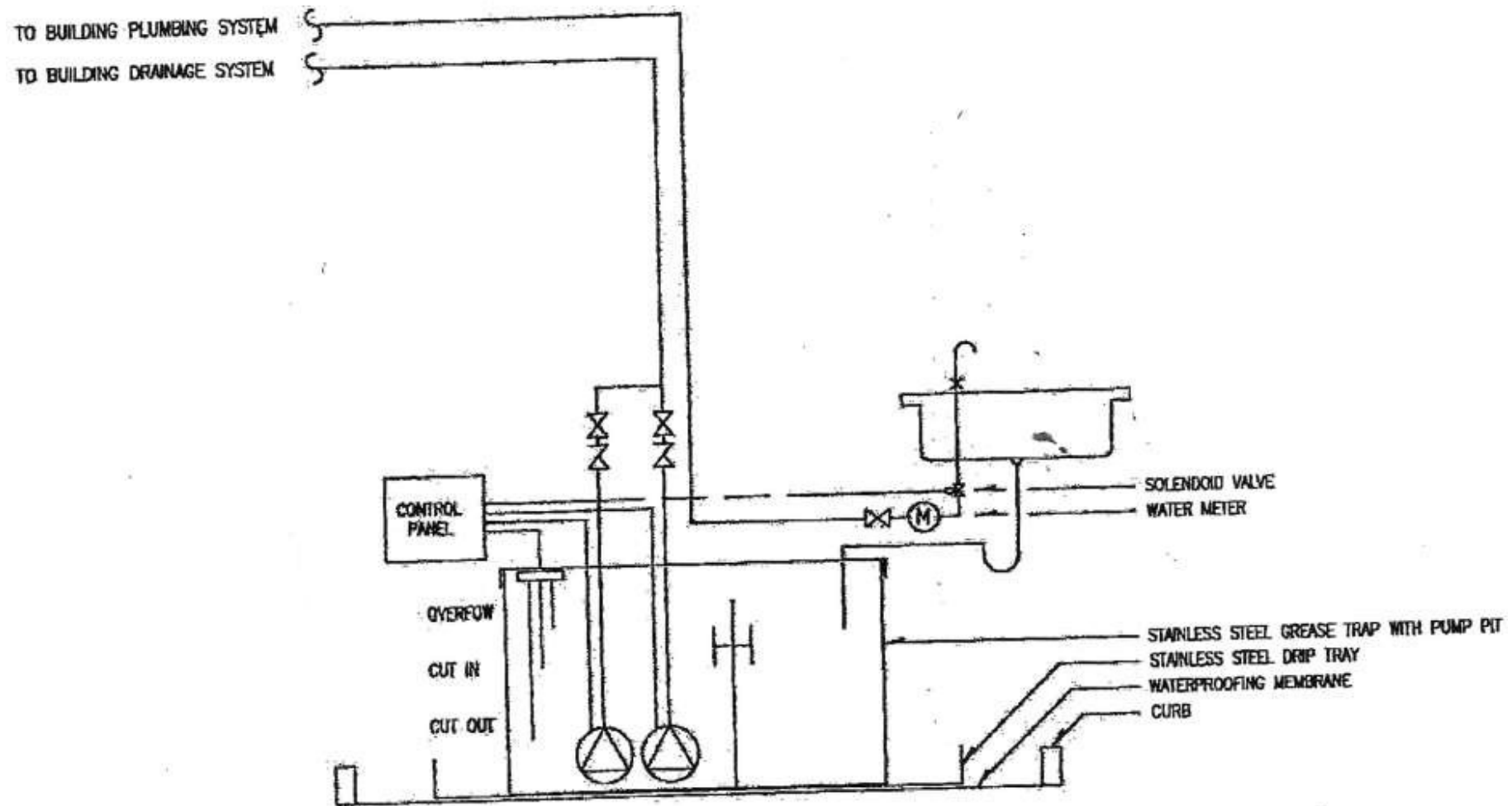
Exhaust air fan

Ventilation shall have minimum air volume flow rate 50L/s

Requirement & Technical Specifications



Requirement & Technical Specifications



INSTALLATION DETAIL
FOR REFERENCE ONLY

Dwg A3-RT-02

Requirement & Technical Specifications

Specification of material of sink & countertop

PHYSICAL PROPERTIES

Property	Test	Typical Result
Density	ASTM D792	1.7 g/cm ³
Approximate weight per square foot 6 mm (¼")		2.2 lbs.
Approximate weight per square foot 12 mm (½")		4.4 lbs.
Thermal Expansion	ASTM E228	3.9 x 10 ⁻⁵ m/m °C (2.2 x 10 ⁻⁵ in./in.°F)
Hardness - Rockwell "M" Scale	ASTM D785	>85
Hardness - Barcol Impressor	ISO 19712-2 (ASTM D2583)	56

MECHANICAL PROPERTIES

Property	Test	Typical Result
Flexural Modulus	ASTM D790	1.2 x 10 ⁶ psi
Flexural Strength		10,000 psi
Tensile Modulus	ASTM D638	1.5 x 10 ⁶ psi
Tensile Strength		6,000 psi
Tensile Elongation		0.4 % min.
Compressive strength	ASTM C365	16,000 psi

FITNESS FOR USE

Property	Test	Typical Result
Light Resistance (Xenon Arc)	ISO 19712-2	Pass
Weatherability	ASTM G155	$\Delta E_{94}^* < 5$ in 1,000 hrs.
Ball Impact Resistance: Sheets No fracture—½ lb. ball - 6mm	NEMA LD 3-3.8	36 in. (No failure at height)
Ball Impact Resistance: Sheets No fracture—½ lb. ball - 12mm		144 in. (No failure at height)
Wear and Cleanability	CSA B45.5-11/ IAPMO Z124-2011	Pass
Stain Resistance		Pass
Stain/chemical-resistance test	ISO 19712-2	Pass
Resistance to cigarette burns		Pass
Resistance to dry heat		Pass
Resistance to wet heat		Pass
Hot/cold cycle water-resistance test		Pass
Load test		Pass
Dimensional stability	ISO 4586-2	Pass
Resistance to surface wear		0.18 % wt/25 revolutions
Fungal Resistance	ASTM G21	ASTM Rating of 0, No observed growth on product at 100x power
Bacterial Resistance	ASTM G22	No observed growth on product at 100x power
Microbial Resistance	UL 2824 (ASTM D6329)	Highly resistant to mold growth
Coefficient of Friction (Slip Resistance)	ASTM C1028	0.94 - 0.95 (matte finish under dry conditions) 0.50 - 0.64 (matte finish under wet conditions)

A3-RT-03

Requirement & Technical Specifications

Standard Requirement for Access Control System

- One Access Control Controller to be installed on each floor is recommended.
- The cable type is required for each Access Control equipment listed in Table 1.

Table 1: Cable Type for Access Control Equipment

Equipment Item	Cable Type	Max. Length * (in meter)
Access Card Reader	Belden 8723	200
Release Button	Belden 8723	200
Door Contact	Belden 8723	200
EM-Lock	1.0 mm cable x 2	200

* from device point to control panel

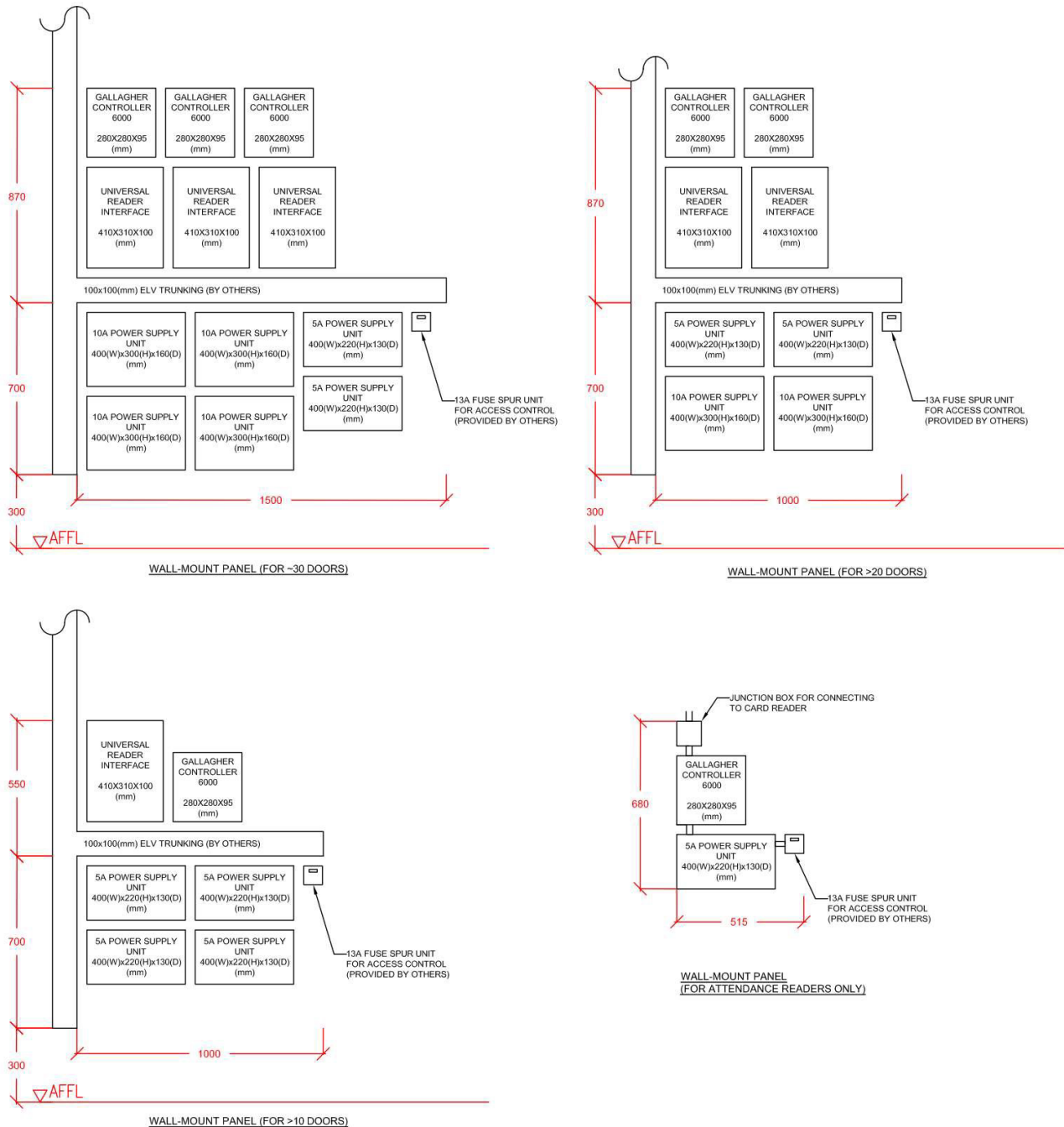
Table 2: Equipment List for Access Control System

Access Control System (The Jardine Engineering Corporation is our Nominal Contractor)		
No.	Item Description	Brand Name and Model Nos.
1	Gallagher Controller 6000	Gallagher Controller 6000
2	Gallagher Cabinets	Gallagher Cabinets
3	Card Readers	Gallagher T20 & T12
4	Gallagher HBUS Universal Reader Interface	Gallagher HBUS Universal Reader Interface
5	Power Supply for Controller	RayKing CH-1001
6	Power Supply for EM Lock	RayKing CH-1001
7	EM Lock	Sprint S01 Series
8	LZ Bracket for EM Lock	Sprint L-bracket/S-bracket
9	Breakglass switch	Sprint D-110
10	Push button	Sprint PB29 & PB68
11	Door Contact	Interlogix 1078C-M
12	Keyswitch	Kaba
13	Push Bar	ValueSeries V40xEB-EH
14	PoE Network Switch	D-Link 1210-28P
15	Optical Fiber	Go4Fiber GSXX-XXX-DC-X
16	Optical Transceiver	D-Link DEM-310GT & 311GT
17	Intercom	AIPHONE IX-MV & Video Door Station
18	Licenses for the item 3 of Access Control System	

Requirement & Technical Specifications

- The Access Control Controller is a wall mount panel. The required spacing is illustrated in the Figure 1 for different number of doors.

Figure 1 : Required Spacing for Access Control Controller (Wall mount type):-

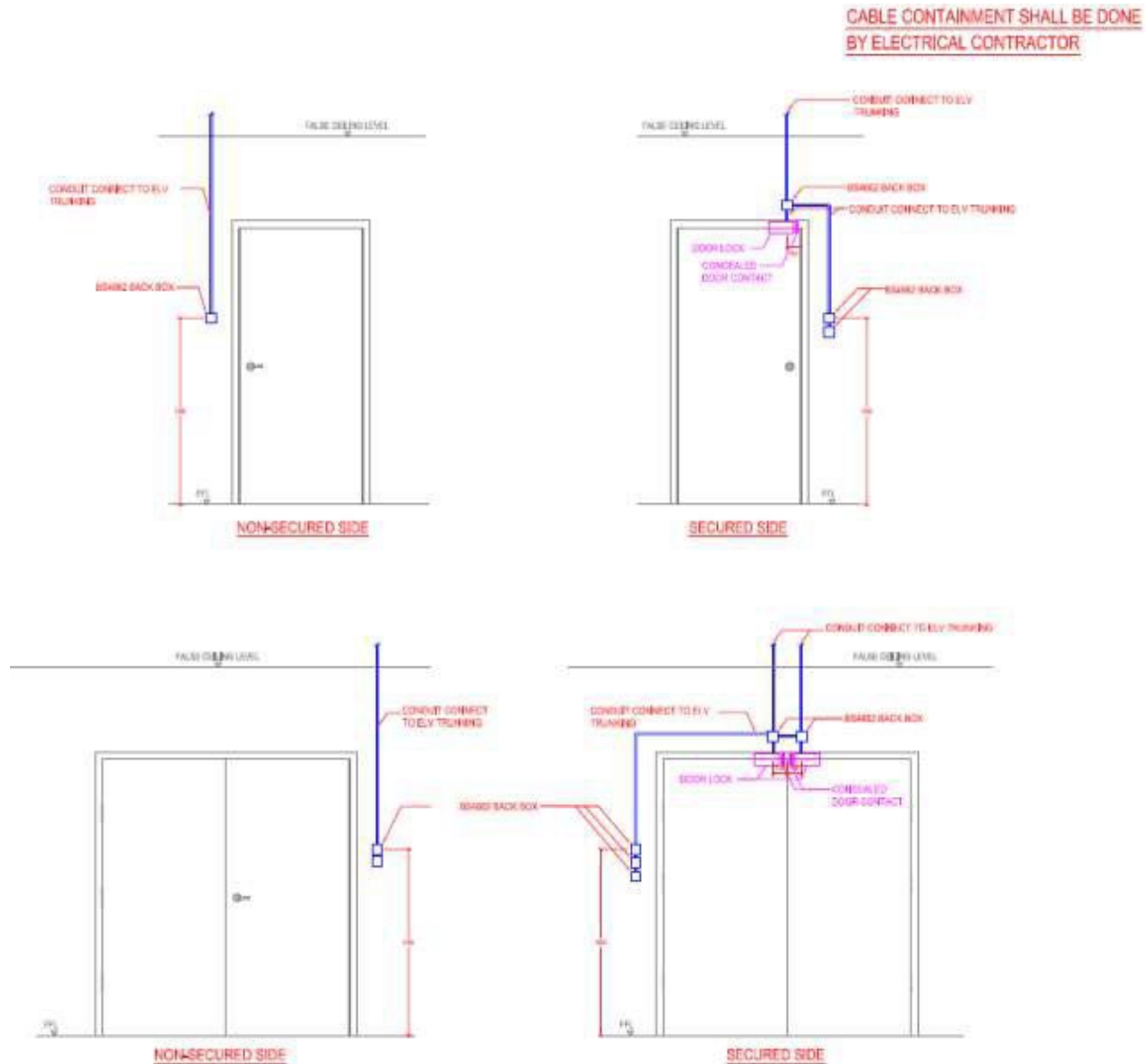


Dwg A3-RT-04

Requirement & Technical Specifications

- The typical drawing of the cable containment required for the access control door is illustrated in Figure 2.

Figure 2: Typical drawing of the cable containment for Access Control Door



Dwg A3-RT-05

Housekeeping Guidelines for Construction / Maintenance Works

工地整理指南

1. Daily and Weekly Tidying Up 每日和每週整理

Procedure: Incorporate "Daily and Weekly Tidying Up" as a standard procedure to maintain proper housekeeping on site. Utilize the 5S programme or other management tools to facilitate effective housekeeping practices.

程序包含: 將「每日和每週整理」納入標準程序，以確保現場保潔得當。採用 5S 計劃或其他管理工具來協助實施有效的保潔實踐。

1.1 Daily Tidying Up 每日整理

End-of-Day Routine: At the end of each working day, all workers, under the supervision of the contractor's foreman, should tidy their work areas. This includes proper waste disposal and remove off site daily, sorting unused materials for future use, returning tools to designated areas, and keeping passageways clear to ensure a safe environment for the next day.

每日結束例行程序: 每個工作日結束時，在承包商管工的監督下，所有工人應整理他們的工作區域。這包括正確處理廢物並每天移除現場、分類未使用的材料以備將來使用、將工具歸還到指定區域，並保持通道暢通，以確保第二天的安全環境。

1.2 Weekly Tidying Up 每週整理

Weekly Routine: In addition to daily tidying, a comprehensive cleanup should be conducted by all workers of contractors and subcontractors, under the contractor's foremen, on the last working day of each week.

每週例行程序: 除了每日整理外，每週的最後一個工作日，所有承包商和分包商的工人應在承包商管工的監督下進行全面清理

1.3 Material and Equipment Storage 材料和設備存儲

Storage Methods: Contractors should establish locations and methods for storing materials, equipment, and tools. Designate storage stations for waste and provide appropriate containers for different types of waste.

存儲方法: 承包商應確定材料、設備和工具的存放位置和方法。指定廢物存放站，並為不同類型的廢物提供適當的容器

2. Dust Control 灰塵控制

Dust Prevention: Implement appropriate dust control measures, such as using dust nets, water spraying systems, or other dust suppression equipment to reduce dust on the construction site.

防塵措施: 採取適當的防塵措施，如使用防塵網、噴水系統或其他防塵設備，以減少施工現場的灰塵。

Personal Protection: Provide workers with suitable personal protective equipment (PPE), such as masks and dust goggles, to protect them from dust exposure.

個人防護: 為工人提供適當的個人防護裝備（如口罩和防塵眼鏡），以保護他們免受灰塵的影響。

Regular Cleaning: Regularly clean dust with vacuums from the construction site / works area, especially in high-dust areas at least 3 times a day, to maintain air quality.

定期清潔: 使用吸塵器定期清潔施工現場的灰塵，特別是在高灰塵區域，每天至少清潔三次，以保持空氣質量。

Monitoring and Evaluation: Regularly monitor and evaluate dust levels on the construction site and adjust dust control measures as needed.

監測和評估: 定期監測和評估施工現場的灰塵水平，並根據需要調整防塵措施。

3. Clear Access 通道暢通

Entrances and Passageways: Ensure all entrances, passages, and stairs are kept clear at all times.

入口和通道: 確保所有入口、通道和樓梯始終保持暢通。

4. Safety Measures 安全措施

Sharp Objects: Take appropriate steps to ensure no timber or other materials with projecting nails or sharp objects are left on site.

尖銳物品: 採取適當措施，確保現場沒有帶有釘子或尖銳物體的木材或其他材料。

5. Safe Storage 安全存儲

Stacking and Storage: Materials and equipment should be stacked and stored safely to prevent accidents.

堆放和存儲: 材料和設備應安全堆放和存儲，以防止事故發生。

6. Inspections 檢查

Regular Inspections: Conduct regular workplace inspections that include housekeeping points.

定期檢查: 進行定期的工作場所檢查，包括保潔點

7. Public Safety 公共安全

Warnings and Measures: Post warnings and take measures to prevent the general public from entering work areas.

警告和措施: 張貼警告並採取措施，防止公眾進入工作區域

8. Adequate Lighting 充足照明

Lighting: Provide adequate lighting where necessary to ensure worker safety.

照明: 在必要的地方提供充足的照明，以確保工人的安全

9. Worker Incentives 工人獎勵

Rewards: Implement a reward system for workers who maintain clean and organized work areas.

獎勵: 實施獎勵制度，獎勵保持工作區域清潔和有序的工人

HOUSEKEEPING – GOOD EXAMPLES 工作場所整理

Source: <https://www.housingauthority.gov.hk/mini-site/site-safety/en/index.html>

推行工作場所整理 5S PRACTICES IN PLACED



1



Source: <https://www.housingauthority.gov.hk/mini-site/site-safety/en/index.html>

以楔子阻止圓筒形物料滾動 APPLY STOPPER FOR CIRCULAR MATERIAL

2



Source: <https://www.housingauthority.gov.hk/mini-site/site-safety/en/index.html>

人車分路 HUMAN AND VEHICLES DEMARCATION

3



Source: <https://www.housingauthority.gov.hk/mini-site/site-safety/en/index.html>

工作樓層 (-1) 提供臨時照明及告示 WF (-1) PROVIDED WITH TEMPORARY LIGHTING AND NOTICE



4



Source: <https://www.housingauthority.gov.hk/mini-site/site-safety/en/index.html>

鋼筋頂部突出部份被覆蓋 PROTRUDING PARTS OF METAL BARS WERE COVERED

5



Source: <https://www.housingauthority.gov.hk/mini-site/site-safety/en/index.html>

樓層雨水收集裝置 RAIN WATER COLLECTION SYSTEM

6



Source: <https://www.housingauthority.gov.hk/mini-site/site-safety/en/index.html>

物料分類存放並以標籤識別 PARTS CLASSIFIED BY TYPES AND HAVE CLEAR LABELLING

7



Source: <https://www.housingauthority.gov.hk/mini-site/site-safety/en/index.html>

大型圓筒形部件以楔子穩定並且被圍封
LARGE CIRCULAR PART WAS STABILIZED BY STOPPER AND ENCLOSED BY BARRIERS

8



Source: <https://www.housingauthority.gov.hk/mini-site/site-safety/en/index.html>

分判商“架部”的通道暢通及有足夠照明
CORRIDOR OF SUB-CONTRACTOR SITE OFFICE
WAS KEPT IN GOOD HOUSEKEEPING CONDITION
AND WITH SUFFICIENT LIGHTING

9



Source: <https://www.housingauthority.gov.hk/mini-site/site-safety/en/index.html>

清晰標示及區分洗手區及洗鞋區
CLEAR INDICATION FOR WASHING AREAS

10



Source: <https://www.housingauthority.gov.hk/mini-site/site-safety/en/index.html>

建築物料已妥善地圍封
CONSTRUCTION MATERIALS WERE PROPERLY FENCED OFF

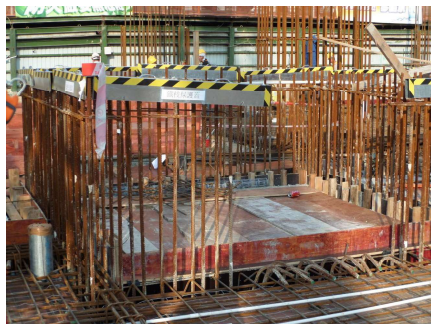
11



Source: <https://www.housingauthority.gov.hk/mini-site/site-safety/en/index.html>

以保護蓋包裹鐵枝頭，並貼上黃黑色警告顏色
COVERING OF ENDS OF IRON BARS

12



Source: <https://www.housingauthority.gov.hk/mini-site/site-safety/en/index.html>

展示大型橫額以推廣工地整潔
DISPLAY LARGE SIZE BANNER TO PROMOTE
WORKPLACE TIDINESS AND CLEANLINESS

13



Source: <https://www.housingauthority.gov.hk/mini-site/site-safety/en/index.html>

展示海報以推廣良好工地整理
DISPLAY POSTER TO PROMOTE GOOD HOUSEKEEPING

14



Source: <https://www.housingauthority.gov.hk/mini-site/site-safety/en/index.html>

清晰劃出物料存放區及吊運區範圍
CLEAR IDENTIFICATION OF STORAGE AND LIFTING AREA

15



Source: <https://www.housingauthority.gov.hk/mini-site/site-safety/en/index.html>

為凸出之鐵支提供適當的保護
PROVISION OF PROPER PROTECTION FOR THE PROJECTING BOLTS.

16



Source: <https://www.housingauthority.gov.hk/mini-site/site-safety/en/index.html>

以中英文清晰標示電動鏈條滑車之安全操作負操。
DISPLAY SWL IN CHINESE AND ENGLISH CLEARLY FOR ELECTRICAL CHAIN BLOCK.

17



Source: <https://www.housingauthority.gov.hk/mini-site/site-safety/en/index.html>

為地台缺口提供穩固保護
PROVISION OF SECURE COVER FOR FLOOR

18



Source: <https://www.housingauthority.gov.hk/mini-site/site-safety/en/index.html>

為圍封範圍提供指定出入口
DESIGNATED ACCESS FENCE WAS PROVIDED.

19



Source: <https://www.housingauthority.gov.hk/mini-site/site-safety/en/index.html>

為工友提供洗衣幹衣設備
CLOTHES WASHING AND DRYING UNIT WAS PROVIDED FOR WORKERS.

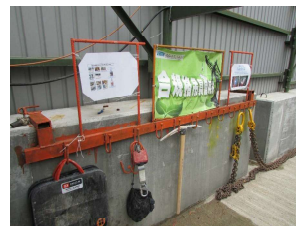
20



Source: <https://www.housingauthority.gov.hk/mini-site/site-safety/en/index.html>

指定起重裝置儲存區
DESIGNATED STORAGE AREA OF LG ACCESSORIES WITH PROPER MONITORING GUIDELINE

21



Source: <https://www.housingauthority.gov.hk/mini-site/site-safety/en/index.html>

起重機械機尾加設RFID 探測系統
RFID DETECTION OF SURROUNDING WORKER FOR LIFTING APPLIANCE.

22



Source: <https://www.housingauthority.gov.hk/mini-site/site-safety/en/index.html>

為竹棚架提供合適護欄、踢腳板及進出通道
GUARD-RAILS, TOE-BOARDS, AND SAFE MEANS OF ACCESS AND EGRESS WERE PROVIDED ON THE BAMBOO SCAFFOLD.

23



Source: <https://www.housingauthority.gov.hk/mini-site/site-safety/en/index.html>

GOOD PRACTICE 良好作業方式

- Floor edge properly protected.
- 樓邊妥善保護。

24



Source: <https://www.housingauthority.gov.hk/mini-site/site-safety/en/index.html>

GOOD PRACTICE 良好作業方式

- Safe means of escape
- 提供安全的逃生路線

25



Source: <https://www.housingauthority.gov.hk/mini-site/site-safety/en/index.html>

GOOD PRACTICE 良好作業方式

- Protruding re-bars protected
- 對突出的鐵支作保護

26



Source: <https://www.housingauthority.gov.hk/mini-site/site-safety/en/index.html>

GOOD PRACTICE 良好作業方式

- Lending of proper lifting gear
- 提供適當的起重工具以供借用

27



Source: <https://www.housingauthority.gov.hk/mini-site/site-safety/en/index.html>

GOOD PRACTICE 良好作業方式

- Safe access was provided for working on formwork
- 為模板工作提供安全進出通道



28

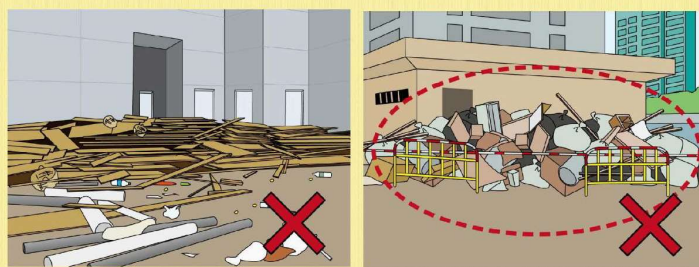


Source: <https://www.housingauthority.gov.hk/mini-site/site-safety/en/index.html>

HOUSEKEEPING – BAD EXAMPLES 工作場所整理

Source: <https://www.housingauthority.gov.hk/mini-site/site-safety/en/index.html>

BAD PRACTICE 不良作業方式

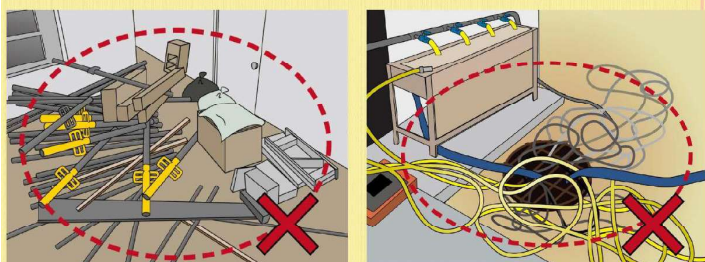


Ample Accumulation of Construction Waste on Site
大量垃圾積聚

1

Source: <https://www.housingauthority.gov.hk/mini-site/site-safety/en/index.html>

BAD PRACTICE 不良作業方式



Workplace & Washing Area were not Maintained in Good Condition
工地及清洗設施欠妥善整理

2

Source: <https://www.housingauthority.gov.hk/mini-site/site-safety/en/index.html>

BAD PRACTICE 不良作業方式

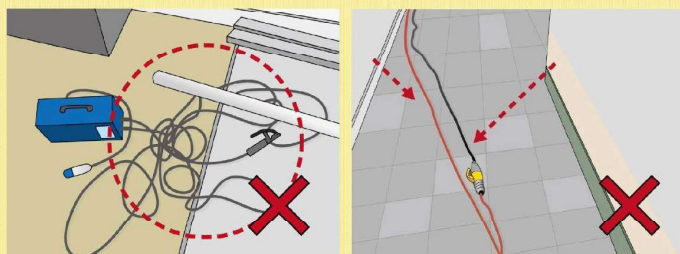


Access not Maintained in Good Condition
工地通道欠妥善整理

3

Source: <https://www.housingauthority.gov.hk/mini-site/site-safety/en/index.html>

BAD PRACTICE 不良作業方式



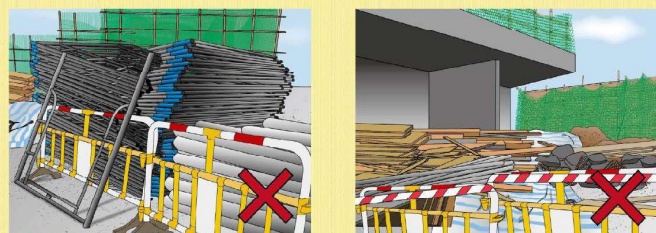
Cables were laid on the ground
電線鋪在地面上

4

Source: <https://www.housingauthority.gov.hk/mini-site/site-safety/en/index.html>

BAD PRACTICE 不良作業方式

- Improper material storage
- 不當存放物料



5

Source: <https://www.housingauthority.gov.hk/mini-site/site-safety/en/index.html>

BAD PRACTICE 不良作業方式

- Poor housekeeping
- 不良工地整理



6

Source: <https://www.housingauthority.gov.hk/mini-site/site-safety/en/index.html>

BAD PRACTICE 不良作業方式

- No chemical label displayed
- 欠缺化學品安全標籤



7

Source: <https://www.housingauthority.gov.hk/mini-site/site-safety/en/index.html>

BAD PRACTICE 不良作業方式

- Construction waste accumulated
- 積存建築廢料



8

Source: <https://www.housingauthority.gov.hk/mini-site/site-safety/en/index.html>

BAD PRACTICE 不良作業方式

- Passageway was blocked
- 阻塞通道

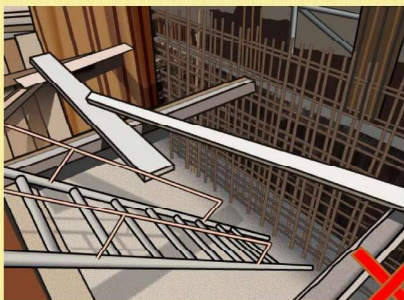


9

Source: <https://www.housingauthority.gov.hk/mini-site/site-safety/en/index.html>

BAD PRACTICE 不良作業方式

- Loose materials were found the top of excavation
- 鬆散的物料存放在挖坑的頂部



10

Source: <https://www.housingauthority.gov.hk/mini-site/site-safety/en/index.html>

BAD PRACTICE 不良作業方式

- Good housekeeping was not maintained
- 工作場所欠整理



11

Source: <https://www.housingauthority.gov.hk/mini-site/site-safety/en/index.html>

BAD PRACTICE 不良作業方式

- Protruding sharp bars observed on site
- 鐵枝突出物未有保護



12

Source: <https://www.housingauthority.gov.hk/mini-site/site-safety/en/index.html>

BAD PRACTICE 不良作業方式

- Poor housekeeping不良工場整理



13

Source: <https://www.housingauthority.gov.hk/mini-site/site-safety/en/index.html>

BAD PRACTICE 不良作業方式

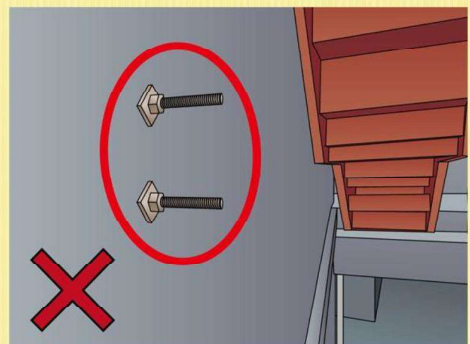
- Housekeeping was not properly maintained
- 工作場所沒有妥善整理



14

Source: <https://www.housingauthority.gov.hk/mini-site/site-safety/en/index.html>

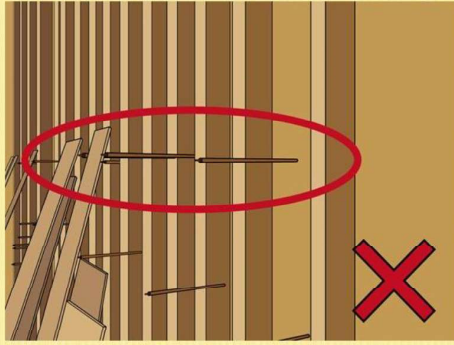
過山螺絲凸出於進出路徑 PROJECTING BOLTS WERE FOUND ON ACCESS ROUTE



15

Source: <https://www.housingauthority.gov.hk/mini-site/site-safety/en/index.html>

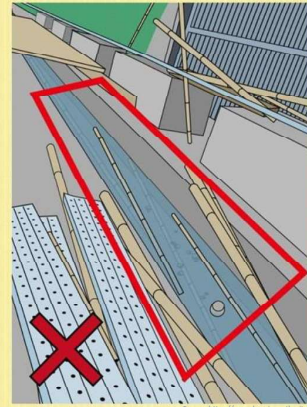
螺栓沒有作出保護
PROTRUDED BOLTS WERE NOT COVERED



16

Source: <https://www.housingauthority.gov.hk/mini-site/site-safety/en/index.html>

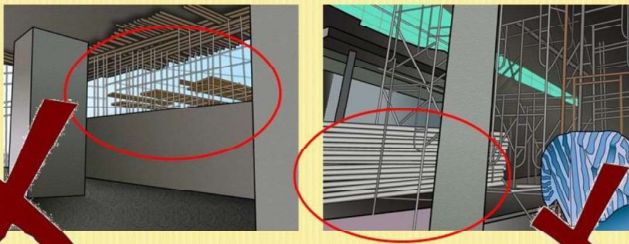
應清除積水以杜絕蚊患
STAGNANT WATER SHOULD BE REMOVED TO
ELIMINATE MOSQUITO BREEDING



17

Source: <https://www.housingauthority.gov.hk/mini-site/site-safety/en/index.html>

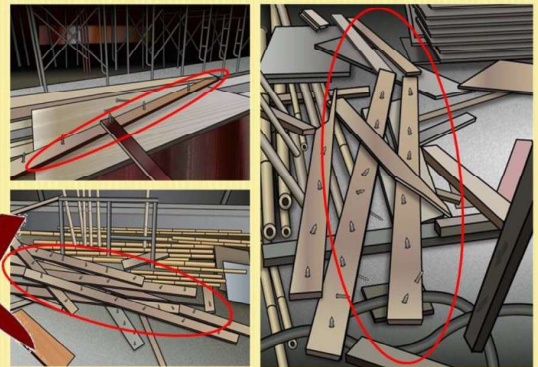
物料存放於臨時支架的門架上
MATERIALS WERE STORED ON PLANE FRAMES OF
FALSEWORK



18

Source: <https://www.housingauthority.gov.hk/mini-site/site-safety/en/index.html>

突出的鐵釘。
PROJECTING NAILS WERE FOUND.



19

Source: <https://www.housingauthority.gov.hk/mini-site/site-safety/en/index.html>

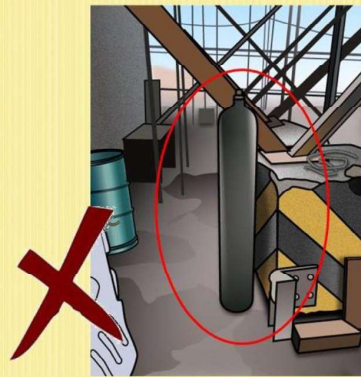
在通道上堆放雜物
MATERIAL WAS STORED ON THE PASSAGEWAY



20

Source: <https://www.housingauthority.gov.hk/mini-site/site-safety/en/index.html>

沒有為氣瓶提供保護以防倒下；氣瓶沒有存放於指定地方
GAS CYLINDER WITHOUT ANY PROTECTION AGAINST TOPPLING, AND
NOT STORED IN DESIGNATED AREA



21

Source: <https://www.housingauthority.gov.hk/mini-site/site-safety/en/index.html>

渠筒沒有楔好。
STACK OF PIPE SECTIONS WAS NOT WEDGED.



22

Source: <https://www.housingauthority.gov.hk/mini-site/site-safety/en/index.html>

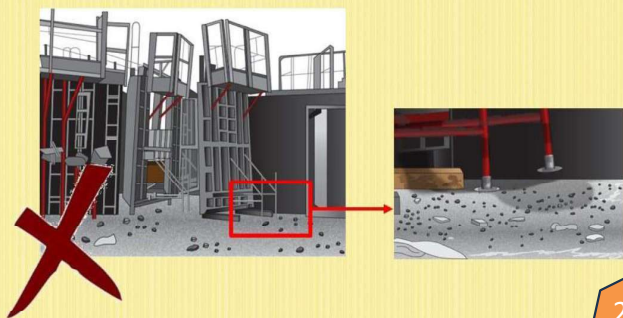
通往塔式起重機的通道有絆倒危害（木板）。
TRIPPING HAZARD/OBSTACLE (WOODEN PLANKS) WAS FOUND ON ACCESS
LADDER TO TOWER CRANE.



23

Source: <https://www.housingauthority.gov.hk/mini-site/site-safety/en/index.html>

鐵模板沒有足夠支撐。
PANEL FORMWORK WAS NOT SECURELY SUPPORTED.



24

Source: <https://www.housingauthority.gov.hk/mini-site/site-safety/en/index.html>

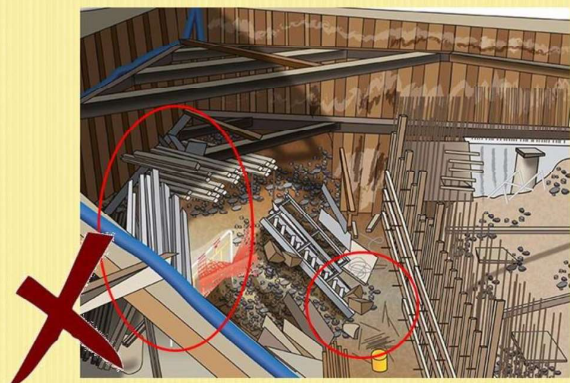
通道上放置物料。
MATERIAL WAS PLACED ON PASSAGEWAY.



25

Source: <https://www.housingauthority.gov.hk/mini-site/site-safety/en/index.html>

在通道上放置物料。
MATERIALS WERE PLACED ON THE PASSAGEWAY.



26

Source: <https://www.housingauthority.gov.hk/mini-site/site-safety/en/index.html>

Safe Working Cycle Handbook

Implementation of Safe Behaviour



職業安全健康局
OCCUPATIONAL SAFETY & HEALTH COUNCIL



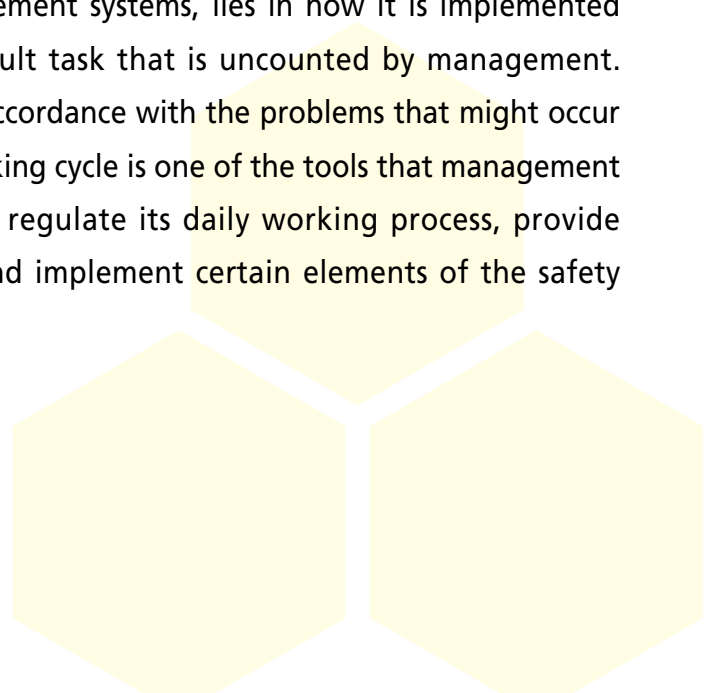


Preface

The enactment of the Factories and Industrial Undertakings (Safety Management) Regulation, by the Hong Kong SAR Legislative Council in November 1999, stated that effective safety management systems be established designated in specific industries to manage workplace safety systematically, subsequently providing a safe and healthy working environment. The construction industry, due to its high risk at work, is one of the trades, which is required by the law to establish a safety management system. The statistics for accidents in the construction industry are way above the average, and the consequence of such accidents is usually very serious. The main factors include:

- most work sites are temporary and subject to constant change according to the work progress;
- most of the work is done outdoor and the working environment is easily affected by weather;
- variety of activities is undertaken at the same time;
- dangerous equipment and tools are often used;
- most of the work is carried out by multi-tier sub-contractors and it is difficult to manage;
- a high turnover of workers makes control difficult.

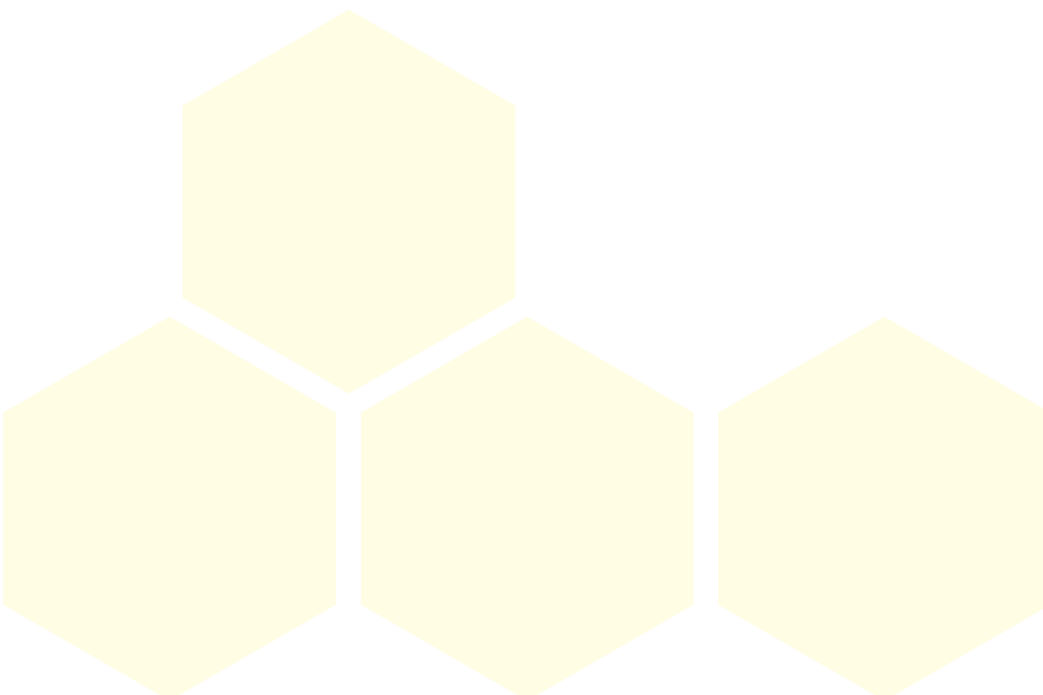
Due to the above factors, the construction industry is facing a number of problems in its attempt to implement the safety management system. The success of the safety management system, like other management systems, lies in how it is implemented and carried out. This is the most difficult task that is uncouncted by management. Different techniques are often used in accordance with the problems that might occur in the course of operation. The safe working cycle is one of the tools that management can use to enable the organization to regulate its daily working process, provide a model for management to follow, and implement certain elements of the safety management system.





The concept of safe working cycle (which originated in Japan), similar that of the 5S housekeeping management program (organization, orderliness, cleanliness, standardization, and discipline), is a type of management tool that can be used to solve difficulties in different aspects of the management systems. After implementation of the safe working cycle, the Japanese construction industry has made remarkable progress in safety and health, and the number of accidents declined significantly. In view of this and with reference to Hong Kong situation, the Occupational Safety and Health Council has specially prepared a series of material on the safe working cycle for the construction industry. The Council hopes that the materials will be able to help the organizations to implement the safety management system, and hence provide a safer working environment and finally reduce the number of accidents.

A chapter of 'Safe Behaviour' was added to this edition of 'Safe Working Cycle Handbook'. It explains how to instruct, monitor and correct at risk behaviour in construction sites to prevent accident from happening. We also aim to assist organizations to implement safety management system, provide safe working environment and establish safe working culture of the construction sites.



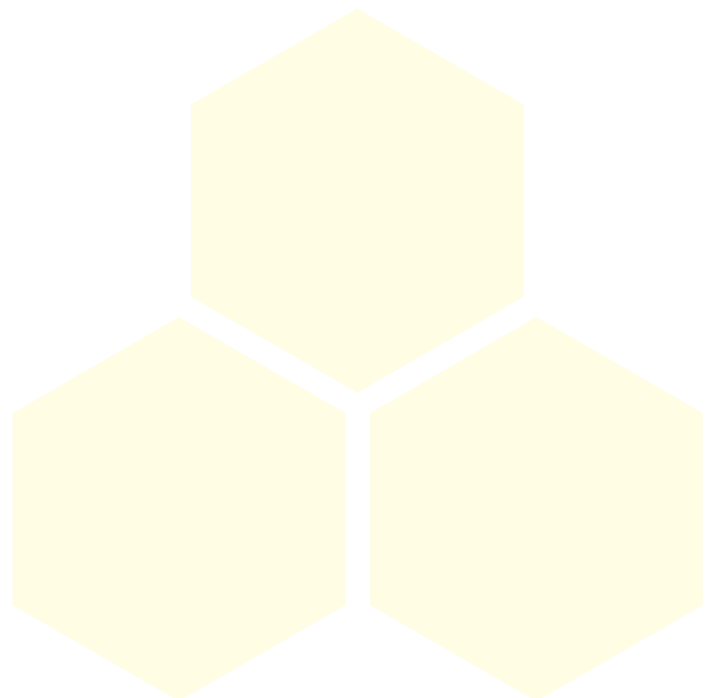


An Introduction to the Safe Working Cycle Handbook

This handbook aims to introduce the main concepts of the safe working cycle, and explain simply the procedures of this cycle in different time periods. Brief descriptions of major daily, weekly and monthly items are also provided. Organizations can make suitable adjustments according to their own situations such as individual needs, organization size, activities, type of worker, nature of hazards, and the degree of risks involved. The organization managerial staff can use this handbook as a reference and subsequently develop a safe working cycle suitable to their specific working environment.

The content of the handbook is divided into three parts. The main part is a general introduction to the safe working cycle covering various periods. The second part is a comparison between the safe working cycle and the safety management system. The last part contains supplementary forms relating to the safe working cycle.

The Handbook uses photos to explain every procedure and to list the required conditions and operation methods specified under five aspects: people, equipment, materials, methods, and environment. All these enable the users to easily understand how to implement the safe working cycle and its major points. The Handbook also includes samples for different types of forms for reference.





1. Safe Working Cycle

Safe Working Cycle:

The basic concept of the safe working cycle is to combine construction quality and construction safety. It stresses that through the safety policy and objectives, as well as the formulation of a safety management system, the company management can change the traditional enforcement on safety measures into a cooperative and coordinated method of dealing with safety issues. This cycle clearly indicates the responsibilities of different workers/ranks. It places particular emphasis on the leadership of the frontline management at construction sites, e.g. group leaders and foremen. The cycle encourages mutual trust between supervisors and workers at the construction sites and facilitates direct communication. In addition, the cycle enables workers to receive and accept relevant safety training and safety message, and finally creates a safety culture. The aim of the safe working cycle is to integrate quality and safety aspects of construction so that adequate considerations have been taken for each aspect to achieve a cost effective construction project.

The safe working cycles are classified into daily, weekly and monthly basis. The period is determined by the importance, and urgency of the construction activities. Daily cycle is comparatively thorough and detailed. The coverage of weekly and monthly procedures is more broadly.

Each item of the safe working cycle is shown in the following diagrams, and they will be explained in detail in Chapter 2 to Chapter 4 of the Handbook.

- Daily Safe Working Cycle
- Weekly Safe Working Cycle
- Monthly Safe Working Cycle





2. Daily Safe Working Cycle

The daily safe working cycle basically includes eight items. These items are arranged according to the daily schedule of the project, and can be shown on a time chart. This means that each person can carry out their responsibilities according to the schedule. Each organization should set the working hours of each item according to its own conditions and the characteristics of the project.





2.1 Morning Safety Meeting

The morning safety meeting is the first step of the daily safe working cycle. It includes:

- The announcement of important matters (such as project development/special activities, special safety information, etc.)
- Morning exercises such as stretching exercise
- Inspection on personal protective equipment and dressing

Benefits

1. Gives workers time to prepare themselves psychologically for work and pay special attention to the safety rules and the working environment of the work sites; and reminds them that they must check on their outfits and personal protective equipment.
2. Gives workers an opportunity to do stretching exercise before starting work so as to prepare their bodies for work, therefore reducing chance of injuries.
3. Promotes team spirit and cooperation by doing stretching exercise together in the morning safety meeting.
4. Provides an opportunity to convey safety message, and raises workers' vigilance.

Guidance on Practice



Participants : All workers including workers of the subcontractors.

Person in charge : Project managers or site agents.



Morning safety meeting – Example 1



Equipment : loudspeakers, or other PA systems, demonstration equipments, white boards, full-length mirrors, etc.



Morning safety meeting – Example 2



Information : posters, safety leaflets, safety publications, etc.



Method : 1. The project manager or the site agent gives a briefing on important issues such as the progress of the project, special activities (testing activities or visits), as well as introducing new staff and announcing the safety records of the previous day.
2. The project manager or the site agent alerts the workers the hazards and accident-prone activities as well as their precaution and preventive measures.



Stretching exercises – Example 1



Stretching exercises – Example 2



3. The project manager, the site agent or the foreman leads workers in morning exercises at the meeting place. (Please refer to the Poster for Exercise before Work in Appendix 1)
4. The safety supervisor or the foreman reminds workers to double check their personal protective equipment (please refer to the Poster for Personal Protective Equipment in Appendix 2).



Workers are checking their personal work uniforms and protective equipment
– Example 1



Workers are checking their personal work uniforms and protective equipment
– Example 2



- Venue : • An open area that can accommodate all workers.
• Free from outdoor or weather changes

Points to note

1. The person-in-charge of the morning safety meeting should have a thorough understanding of conditions at the site, be well informed of the safety inspection results and the content of the process safety discussions for the previous day.
2. The meeting should not exceed the time limit of 15 to 20 minutes
3. Ensure that the morning safety meetings do not fall into a tedious routine
4. Morning safety meeting on Monday may focus on major safety issues for that specific week. It can be implemented together with the monthly safety meeting.
5. Considering the differences in the nature of different projects or corporate cultures, morning safety meeting can be divided into several stages and implemented at various time periods, or changed into afternoon meeting in case not all workers can attend. The meeting can also be postponed further, in order to fit into the working schedule for specific activities.
6. Keep record of attendance of the subcontractor workers to encourage more workers to participate through process safety discussions and safety committee meetings.



2.2 Hazard Identification Activity:

Hazard Identification Activity is the second step in the Daily Safe Working Cycle. Team leaders or foremen lead team members to identify the hazards in the day's work, and make the workers aware of the degree of risks and measures for precaution.

Benefits

1. The participation of front-line workers reduces resistance to the implementation through recognition and acceptance of the safety measures by front-line workers themselves.
2. Team spirit can be enhanced (though the discussion at the working place) as part of practical safety training.
3. The safe working circle can be reinforced, and the safety consciousness increased.
4. It encourages the participation of individuals so as to make each one singularly and individually responsible.
5. It deepens the understanding of the working process.
6. It facilitates the contact between the principal contractors and other subcontractors in order to reduce possible adverse impact on efficiency and prevent accidents that may be induced by lack of communication and misunderstanding.
7. To manage the project properly so as to prevent accidents.
8. To enhance discipline (to wear safety equipment and proper clothing).

Implementation Methods



Participants : Every member of each group, every foreman from each trade.
Person in charge : Foreman (foremen can take turns).



Equipment : White board (if needed) for illustration.



Intorcrator :

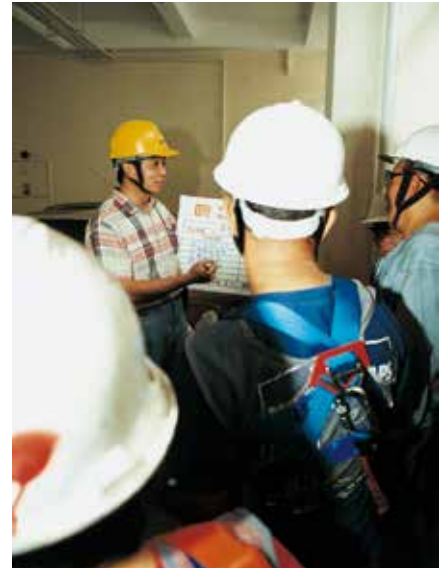
- Operating manuals of the required working tools and equipment.
- Sample of required materials and materials safety data sheet (MSDS) of chemicals.
- Forms for Hazard Identification Activity and supervisor focus (please refer to the Appendix 3).



- Methods : 1. Each morning before the start of work and after the morning safety meeting, the exercise should last for 5 to 10 minutes.
2. The foreman briefs the workers on a summary of the Process Safety Discussion for the previous day, and the arrangements for the work of the day.



Hazard Identification Activity at the worker's rest room



Hazard Identification Activity at subcontractor's office

3. Clearly and briefly explain the process of the day's work.
4. Ask group members to point out the potential hazards in their work, and come up with appropriate preventive measures against two or three of the major hazards
5. Make sure each member of the group understands the safety measures to be taken.
6. Fill in the "Hazard Identification Activity & Monitoring Form" (please refer to Appendix 4) with conclusions of the meeting.



The members of the group are actively participating in the Hazard Identification Activity



7. Make sure that workers of other traders are coordinated to avoid possible conflict.
8. Check the working uniforms and be aware of the workers physical conditions.



Checking proper dressing



Venue : Hazard Identification Activity could be carried out either in the site offices or at workplaces. If at the latter, watch out for dangers from external environment such as falling objects from above.

Points to note

1. The content of the Process Safety Discussion for the previous day and the information announced at the morning safety meeting will be helpful in initiating follow-up actions for the Hazard Identification Activity.
2. Foremen should be familiar with the procedures for the project, pre-arrange the work, set up guidelines for workers to follow, and try to understand the personalities for each worker.
3. Foremen should encourage workers to participate in the Hazard Identification Activity and make them aware of the importance of safe working.
4. Frequency of such activities
 - Depending on the complexity of work, one additional Hazard Identification Activity can be held before the start of work in the afternoon.
 - Depending on the arrangement of the work, it can be carried out on the previous day.
 - In case of any change in the working procedure, one special meeting may become necessary.



5. In the Morning Safety Meeting, the safety requirements are only mentioned in broad lines; relevant safety instructions should be explained in detail during the Hazard Identification Activity.
6. Foremen should be well prepared on the previous day in order to fulfill their responsibilities for supervision. They should, based on the working guidance of the Process Safety Discussion from the previous day, lay out the process of the work, provide guidance, make work arrangements, and carry out other duties such as training, inspections, reports as well as discussions.
7. Work guidance includes:
 - Objectives of the work, implementation methods, procedures, goals, necessity and importance thereof.
 - Construction area, passage layout, methods and the routes for transporting construction materials.
 - Working hours and sequence.
 - Allocation of responsibilities for workers and personnel arrangements (appropriate assignment).
 - Coordination with other trade people on site.
 - The use of construction materials.
 - Machinery, transporting equipments, tools, protective devices.
 - Highly hazardous situations at work.
 - Reporting channels.
 - General summary on working process upon completion of the project.
8. Making a summary after collecting workers' comments on the following:
 - Safety critical area.
 - Examples of the previous accidents in the same line of work.
9. Workers (including plant operators) should participate in the Hazard Identification Activity.
10. Personnel from the principal contractors should participate as much as possible.



2.3 Prior-to-work Inspection

As is said that “Good tools are indispensable for achieving good jobs”, a Prior-to-work Inspection is essential and should take place immediately after the Hazard Identification Activity. Before the start of work and the usage of equipment, all the tools, equipment, machineries and materials must be in safe and proper condition.

Benefits:

1. Tools and equipments in good working condition bring about better efficiency and help reduce accidents.
2. To identify problems before the start of work and rectify them and have prevent the problems from getting worse and thereby reduce losses.
3. Compliance with laws and regulations to avoid lawsuits.

Implementation Methods:



Participants : all workers.

Person in charge : Individuals, plant operators, foremen, competent persons, (electricians, mechanics, scaffolders), inspectors, maintenance groups, engineers, etc.

Principal contractors and subcontractors may appoint the persons-in-charge based on the following principles:

- If the machine or the tool is manned by a single operator, then he (she) will be the person-in-charge. If the equipment is used by a group of workers, one person should be appointed to take charge of the equipment.
- If the general equipment is temporarily used mainly by subcontractor workers, subcontractors should select someone to be responsible. If the equipment is used by workers from different subcontractors, the subcontractor for installation and for operation should jointly assign a person to take charge.
- Competent persons should be assigned to carry out inspectors on hazardous workplace such as confined spaces, excavations, scaffolds etc.



Equipment : Measuring/testing tools and repairing tools, etc.



- Materials :
- Operating manuals for machineries and equipments.
 - Inspection checklists.
 - Checklists compiled by engineers /safety officers.
 - Testing inspection checklists.



- Methods :
1. Inspection should take place: before the start of work in each morning and afternoon, especially after heavy rain or storm; when subcontractors move the equipment into construction sites; and when principal contractors provide machineries and equipment.
 2. The items to be inspected before the start of work include:
 - Mobile crane
 - Mobile construction machineries
 - On tracks Gantry cranes/ plant
 - Electrical machineries and equipment



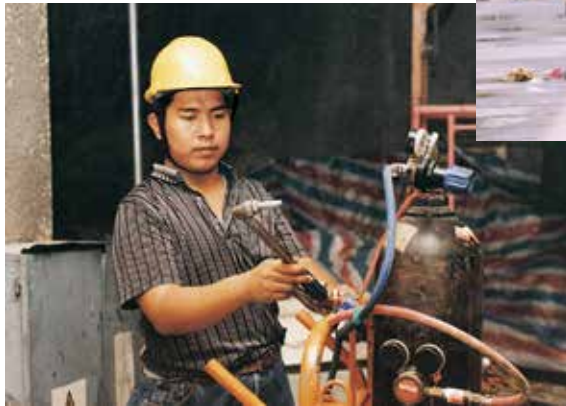
Inspecting an excavator prior-to-work

3. The following equipment and structures should also be inspected before the start of work apart from tools, materials and machineries:



Inspecting electrical installations prior-to-work

- Electrical installations
- Scaffoldings/excavators
- Welding/ cutting tools
- Fire prevention equipment installations



Inspecting gas welding set prior-to-work



Inspecting scaffoldings prior-to-work

4. Places to be inspected include:

- Within site
- Areas where machineries and equipment are installed
- Vicinity of site



Venue : Depending on circumstances, inspections can be both indoors and outdoors.

Points to note:

1. Keep a record of the inspection results of materials, equipment and machineries.
2. Carry out all the mandatory and other planned inspections.
3. Inspect the conditions of construction sites and the environment.
4. Make safety inspections on selected key areas, rectify problems discovered and stop work wherever appropriate.
5. Report results to the responsible persons after safety inspection. If necessary, the project manager of the principal contractor and the safety officer should also sign on the inspection reports and monitor the program of connective actions.
6. Regardless of the ownership of materials, equipment and machineries, the principal contractors must ensure that they are used only after proper inspection.
7. Inspections should be performed before the tools and equipment are moved to the sites.
8. If the inspection is done in places of high risk, the person must follow the Safety Procedures defined.



2.4 Guidance & Supervision at Work

Guidance and Supervision at Work is another aspect of safety monitoring. It mainly falls within the responsibilities of group leaders. This includes keeping track of implementation of the safety measures from the Hazard Identification Activity, checking the compliance and addressing problems that may occur during its implementation.

Benefits

1. Understanding the project progress and its characteristics facilitates gang leaders' communication with and acceptance by the workers.
2. Group leaders can solve problems directly.
3. Timely check on the compliance with safety instructions and procedures.
4. Coordinating all kinds of activities.

Implementation Method



Participants : Team members

Person in charge : Foreman, group leader or person in charge.



Equipments : Cameras (if needed).



Materials : Hazard Identification Activity and Monitoring Form.
Observation sheet for safe behaviour (please refer to Appendix 10)



Methods : 1. Foremen or ganger constantly give necessary directions and supervision to the workers during work.



The foreman is teaching workers how to use the safety belt correctly



The foreman is directing workers to abide by the safety operation procedure

2. To monitor whether the control measures identified during the Hazard Identification Activity have been implemented.
3. To ensure that workers carry out the work in accordance with the guidance for safe working.
4. To look out for on-going changes in the work conditions, such as excessive noise, smoke and dust.

5. To correct the at risk act of the workers and provide guidance.
6. To act in accordance to the comments given by project managers or site agents upon their safety inspection.
7. To resolve problems caused by other parties at work. If necessary, raise the problems at Process Safety Discussion so as to find a satisfactory solution.



The foreman is correcting the at risk act of the worker



Venues

: Workplace under the responsibility of each foreman/ganger. There should be timely safety measures taken, e.g. when a load is being lifted over workers and when the weather turns bad.



How to monitor safe behaviour in safe working cycle?

Management and staff can identify key safe and at risk behaviour together. These important safe behaviours could then be summarized in a form of observation sheet to establish standards for measuring safe behaviour. Each working group could use this 'Observation sheet for safe behaviour' to monitor each other daily and systemically to encourage safe behaviour. Afterwards, according to the results of monitoring, each working group could establish their own improvement targets. To measure the achievement of improvement targets, the safe behaviour of working groups should be measured by 'percentage of safe performance'. They should be accessible and traceable at any time. Measurement results should be distributed to working groups in a weekly basis to keep them updated on the achievement of improvement targets. The monitoring results of safe behaviour could be distributed to all staff in a monthly basis to keep them updated on the performance of safe behaviour. Tracing and publicizing 'percentage of safe performance' could achieve continual identification and improvement of safety problems.

Same as other control measures, planning and organizing is two important factors to success. The area of implementation should be decided prior to implementation.

1. Find out the problem

To achieve safe behaviour, the first step is to find out the at risk behaviours which account for most of the accident in the construction site. At the beginning stage, the organization could check their existing records of accidents, incidents, procedures and risk assessments. As safe working cycle is specific to individual construction project, site safety committee should be responsible for the planning, implementation and monitoring of the whole programme. The chairman of the committee has the responsibilities to ensure:

- Establishment of 'observation sheet for safe behaviour' for each working group;
- Selection of working group members and provide sufficient training;
- Meeting to discuss development of improvement targets;
- Weekly sharing sessions to review safety performance and develop proactive measures which could improve the safety performance; and
- Development of solutions to solve safety problems within the time limit.



2. Briefing meeting

The briefing meeting should be chaired by the project manager or the chairman of the safety committee to let management and staff understand the importance of the implementation of safe behaviour monitoring. The content of briefing meeting should include:

- Explanation to clarify that implementation of safe behaviour monitoring aims to enhance, but not replace, the existing safe working cycle
- How to implement and the co-operation of staff
- Selection of working group members
- Necessary resources, e.g. time for working groups to monitor safe behaviour, training course, etc

3. Form working groups to implement safe behaviour monitoring

Working groups should consist of staff from different positions. There should be two staff coming from the same position in each group. When one of the staff is absent, another can replace her/him. Senior management should be invited to monitor safe behaviour to demonstrate their concern and commitment on the implementation of safe behaviour monitoring.

4. Application

Working groups designated by the site safety committee can find out the safe and at risk behaviour that they want to monitor according to their responsible area. Working groups could also define the behavioural standard that they want to achieve, e.g. the use of PPE. The standard can be developed according to the operational procedures in the safety plan. If there is no corresponding procedures, the standard could be developed through working group meetings. These behavioural standards can be summarized in the observation sheet for safe behaviour (see Appendix 10). The group members have to monitor the workers for a period of time every day. They have to record the monitoring results on the observation sheet. The percentage of safe performance can be calculated from the observation sheet.



5. Review

After a period of time, when the workers have achieved a certain standard of percentage of safe performance, working groups should discuss for further programmes based on this achieved standard (baseline). Further programmes could be awarding scheme, training, modification of work design or procedures to encourage the safe behaviour. After implementing these programmes, working groups should review the effectiveness of these programmes, e.g. whether the targets can be achieved. When the percentage of certain safe performance can be kept at a high standard, the working group can try to solve other at risk behaviour.

6. Effectiveness of programmes

Site safety committee should analyze the monitoring records from each working group to discuss the effectiveness of safe behaviour monitoring programme. The issues that should be responded include:

- The increase/decrease of percentage of safe performance compared with that in the previous week
- Categorization of safe performance for each type of working groups ('safe' or 'at risk')
- Calculation of average percentage of safe performance for each type of working groups
- Calculation of percentage of monitoring time for each type of working groups

Points to note

1. As foremen play an important role, they require proper training in skills on safety management and coaching techniques.
2. When foremen are discharging their duties, they should follow the safety principles strictly and, maintain fairness to avoid damaging the working relationship with workers.
3. Effective guidance and supervision relies on teamwork and the cooperation among workers.



2.5 Safety Inspection

The safety inspection carried out by senior management at construction sites serves both as supervision, and assurance for the safe operator of daily work. Senior management can quickly solve any safety problems that may affect the progress of work.

Benefits

1. It demonstrates the company's commitments to safety.
2. It enables senior management to understand site safety problem and solve them.
3. It promotes cooperation among subcontractors to solve problems.
4. It can be used to assess the performance of subcontractors.

How to Implement



Participants : Safety officers/safety supervisors, foremen
Person in charge : Project manager or site agent.



Equipment : Cameras/Camcorders (if required)



Materials : For Hazard Identification Activity and Monitoring Forms.
Observation sheet for safe behaviour (please refer to Appendix 10)
The Safety Inspection Checklists (please refer to Appendix 5).



Methods : 1. Safety Inspection is to be carried out at least once everyday, before the Process Safety Discussion. If situation permits, it is to be carried out both in the morning and afternoon.



The Site Agent is conducting safety inspection



2. The scope of Safety Inspection should include the whole site and surrounding areas affected by the construction.

The foreman is accompanying the Project Manager to inspect a passenger hoist



The Safety Officer is accompanying the Project Manager to inspect the site

3. Major safety inspection focuses:
 - Whether the construction procedures conform to the work plan.
 - Whether the installation processing rise to at risk condition.
 - Whether the different types of work taking place simultaneously will create undue risks.
 - Whether operating heavy machinery will lead to dangers.
4. Emphasis should be placed on high risk and special activities.



Recording of key points while doing Inspection



5. Instruct foremen to remedy dangerous activities/conditions immediately.
6. To fill in the Safety Inspection Checklist



The Project Manager informed the foreman to rectify dangerous conditions immediately

The Project Manager rectified dangerous activity discovered during the Safety Inspection



Venues : Target areas for inspection

Points to note

1. Since the workplaces to be inspected are different, the person responsible for the Safety Inspection should take necessary safety measures accordingly.
2. The responsible project manager or site agent should be equipped with various personal protection equipment such as ear protectors, eye protectors, etc.
3. Special attention should be paid to these high risk activities mentioned in previous day's Process Safety Discussion.
4. The project manager/general foreman should set an example, communicate with the workers and listen to their opinions while doing the Safety Inspection.
5. The Safety Inspection should not be cancelled without a solid reason. The job can be assigned to some representatives instead when necessary.



2.6 Process Safety Discussion

Process Safety Discussion provides an opportunity for communication and cooperation in solving problems. Solutions are sought for problems identified during the day before these problems worsen or persist.

Benefits

1. Confirm the progress of the day's work and decide on the procedures of next process, including coordination of different activities, with an aim to solving problems quickly and enhancing efficiency.
2. Assign next day's work, with safety directions and measures to subcontractor.

How to Implement



Participants : Subcontractor representatives, safety officers.
Person in charge : Project manager, general foreman.



Equipment : Accessories such as white board, projector, TV, camcorders etc.



Materials : Record of Process Safety Discussion (please refer to Appendix 6).



Methods : 1. To organize Process Safety Discussion daily at a fixed time in the site office to review safety performance of the day, such as findings during inspections and the results from guidance and supervision.



The Site Agent summarized the inspection finding at the Process Safety Discussion



2. To announce next day's work, especially the new and high risk activities and to outline control measures required.
3. Each subcontractor puts forward suggestions for safety improvement and informs other subcontractors of next day's work and safety measures, especially activities that may affect the health and safety of other people, such as lifting operations, processes emitting poisonous gas, noise and radiation.
4. To resolve conflicts that may occur over the use of space, tools, equipment, materials and other resources.
5. Make sure all the tools/manpower needed for the next day's work are available, such as drawings, construction guides, measuring/testing tools, personal protective equipment, and competent persons (including electricians, operators and signalmen, etc.).
6. Record the results of the Process Safety Discussion on the forms for "Process Safety Discussion".



Venues : To be carried out in the site office.

Points to note

1. The Discussion must focus on site safety. Do not waste time on unrelated issues.
2. Subcontractors can put forward topics for review during the meeting.
3. The summaries of the Process Safety Discussion can be announced at the Morning Safety Meeting the next morning.
4. Project managers, general foremen and safety officers should make a full preparation of the safety materials for the Discussion.



2.7 Tidying up after Work

This step is designed to ensure that all the equipment, tools, instruments and environment of the workplace are tidied up after a day's work, in preparation for the next day's work. This process consists of more than a general cleaning. It is based on the 5S housekeeping practice. Everyone should have a clear understanding of the 5S concept. Based on the practice priorities, all required materials and tools are classified and stowed accordingly before the end of a day's work. Appendix 7 is a brief introduction to the 5S concept.

Benefits

1. Tidying up materials, equipment and tools help reduce accidents.
2. Efficiency is enhanced.
3. After-work tidying up assists to maintain a safe environment when workers return to work the next day.



Wastes are sorted and disposed of in different dumpsters

How to Implement



Participants : All workers.



Equipments : Brooms, shovels, garbage containers, wheel burrow and storage containers.



Materials : Materials Safety Data Sheets of cleaning agents.



Tools are used to help with the tidying up



Methods : 1. Each worker must tidy up his own work area after he finishes his work for the day, applying the 5S techniques.

- Basic principles:
 - Determine the location and the methods for storing the materials, equipment and tools.
 - Set aside storage stations for wastes.
 - Provide containers for different wastes.
 - Properly dispose of unused materials.
 - Keep the passageways clear.



Sorting out the remaining materials for future use



Tidying up one's own work areas



The worker is putting the tools in their designated area



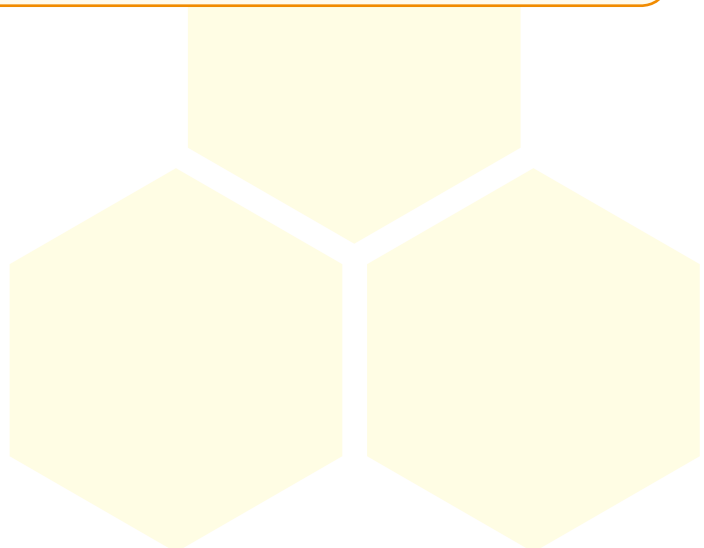
2. In order to meet standards set up by the organization for tidying up, special attention should be paid to the following:
 - Spilled oil.
 - Water source.
 - Drainage.
 - Rubbish.
 - Passageways.
 - Fire sources.
 - Power supplies.
 - Machineries locked.
 - Tools back in designated place.
3. There should be guidance in place for tidying up. If necessary, select specialist contractors to assist as early as possible.



Venues : Workplace under each worker's responsibility.

Points to note

1. Workers must understand the whole set of procedures for 5S good housekeeping practices. It is more than just discarding the trash.
2. Person-in-charge of the site must allocate sufficient space for stowing materials/wastes.
3. Since the workplace may pose a threat to safety & Health before tidying up, the tidying up crew must collect, store/discard wastes, especially hazardous materials and those with toxic property according to the safety instructions.
4. Proper labels should be affixed on containers for dangerous substance.
5. Rewards should be given to those workers who have done a good housekeeping work.





2.8 Final Check after Work

Daily Safe Working Cycle ends with Final Check after Work. The final check is to ensure that no accident will occur at construction sites after work, be it fire, flooding, scaffoldings collapse, theft, or trespassing, in order to prevent loss and affect the public.

Benefits

1. Prevention of accidents and energy conservation.
2. Assessment on workers' performances in housekeeping.
3. Compliance with laws and regulations.

How to Implement



Participants : Foremen and subcontractor representatives.
Person in charge : Foremen, site agents.



Equipments : Flashlights and key to the gates/doors.



Materials : Final Inspection Checklist (please refer to Appendix 8).



Final check up by the foreman



Methods : 1. Each worker checks his own work area. Foremen pay special attention to selected items on the checklists.



2. Key items for the check:
 - Whether the tidying up is properly conducted.
 - All fire sources are put out.
 - All keys on machines are pulled out and kept property.
 - The unused materials are properly stored.
 - All workers have left (except those who are working overtime).
 - All gates are locked.
 - The electricity has been shut down.
3. Fill in the Final Inspector Checklists.
4. Each foreman and subcontractor representative reports on the tidying up work to the project manager /site agent.



The foreman is ensuring that the materials are properly stored



The foreman is checking if all workers have left



The foreman is checking if the tidying up work has been conducted properly



The foreman is checking the switch box



The foreman is reporting to the Site Agent after he has finished the final check



Venues : own area of responsibility.

Points to note

1. Special check on workplaces and their vicinity hot works have been undertaken.
2. Watch out for people who may enter the construction sites through unlocked gates or broken hoarding boards.
3. Under harsh weather, double-check the drainage systems to see if they are blocked, if the scaffoldings are stable, and if the materials are stored in the right place. Make sure safeguards are in place against storm and rain.
4. Maintain supervision over those who are working overtime and ensure that they know the emergency procedures.
5. As the final check usually takes place late in the day, take a flashlight and avoid lone working if called for by the occasion.



3. Weekly Safe Working Cycle

Weekly Safe Working Cycle aims at making an interim review of the performance in the past week and making arrangements for the future. It consists of 3 steps as follows:

- Inspection & Check
- Process Safety Discussion
- Weekly Tidying Up





3.1 Weekly Safety Inspections and Weekly Check Up

The contractor and sub-contractors should jointly carry out a weekly inspection. They can therefore strengthen their cooperation and work on eliminating the safety problems found during inspection and define their respective responsibilities on-the-spot. This can provide information for the management in their self-appraisal and underline the commitment of the management.

The contractor and sub-contractors (competent persons) also need to inspect their own machines, electrical installation and scaffolding on site on a weekly basis to ensure the sound operation of such equipment and facilities.

Benefits

Weekly inspection can

1. Promote communication between the contractor and sub-contractors and clarify each party's responsibilities.
2. Underline the commitment of senior management.

Weekly check up can

1. Spot problems as early as possible before they get worse.
2. Conform to relevant laws and regulations.

How to Implement



Weekly inspection

Participants : project manager, site agent, safety officer, representatives of sub-contractors

Person in charge : project manager/site agent

Weekly check up

Person in charge : plant operators/competent persons, such as electricians and mechanics, etc.



The weekly inspection team is inspecting the lift shaft guard-rails



Equipment : **Weekly safety inspection** — camera (to record the inspection results and can also be used for future training)

Weekly check up — checking or repair tools as required



Materials : **Weekly safety inspection** — safety inspection checklist

Weekly check up — machinery/equipment inspection checklist



Method : to be carried out on a pre-determined day every week (usually on Monday)

Weekly safety inspection

1. To inspect the high-risk places where unsafe conditions/acts many occur.
2. To find and remedy at risk acts or conditions.
3. To record the results of safety inspection (Please refer to the checklist at Appendix 5).



Mechanic is conducting a weekly check up on the mobile crane

Weekly check up

1. To check the machinery and facilities on site and the safe operation of equipment for abnormal wear and tear, abuse or misuse.
2. To conduct timely repair as appropriate or to recommend suspension on use.
3. To fill in inspection checklist.



Venues : **Weekly safety inspection** — the construction site and its vicinity

Weekly check up — the places where machinery and facilities are located on site

Points to note

1. The contractor should encourage all sub-contractors to participate.
2. All participants must wear suitable personal protective equipment, such as reflective coat and dust masks.
3. If the project manager is unable to attend, a representative can be appointed. The manager must nevertheless be kept up to date with the inspection results to demonstrate his interest.



3.2 Weekly Process Safety Discussion

The weekly Process Safety Discussion aims at promoting the communication between people at various levels and sub-contractors, summarizing the safety performances in the last week and planning for construction work for next week.

Benefits

1. To promote communication and help sub-contractors improve their work.
2. To create opportunities for bringing problems to attention and for an early remedy.

How to Implement



Participants : worker representatives and sub-contractors representatives
Person in charge : project manager/site agent and safety officer



Equipment : meeting equipment, such as white board, projector.



Materials : inspection records of the past week and the current week



Methods : 1. To review the work in the last week and to plan for the work of coming week on weekly basis in the site office.
2. To coordinate different types of work in line with the progress.
3. To work out the weekly schedule of different types of work.
4. To make sure all parties know about the dangerous zones on site.
5. To inform all parties of any changes in the passageways and the setup of temporary structures plus work procedures.
6. To take minutes of the meeting.



Venue : site office

Points to note

1. The project manager or his representative should chair the meeting and all participants are encouraged to express their views at the meeting.
2. The minutes on the Weekly Process Safety Discussions should be distributed as soon as possible so as to take follow-up actions.



3.3 Weekly Tidying Up

The idea of this step is to thoroughly tidy up the site to prepare for work next week.

Benefits

1. To create a safe working environment;
2. To reduce accidents caused by at risk conditions;
3. To ensure required materials are ready for use;
4. To keep the site in good working order and discipline;
5. To improve efficiency.

How to Implement



Participants : all workers on site

Person in charge : foremen from the contractor and sub-contractors



Equipment : tools required for the weekly tidying up, such as brushes, brooms, towels, etc.



Materials : inspection checklist



Method : 1. To be carried out weekly on a week day and at a pre-determined time (normally on the last day of each week);
2. To put the excess materials at the collecting points;
3. To put the unused materials in the designated place.



4. To assign responsible personnel to take charge of the tidying up and to verify the result.
5. To implement an appraisal system & reward those who have done a good job of the tidying up.



Workers are tidying up the place of their responsibility thoroughly



Venues : selected places

Points to note

1. Avoid over or under work in the tidying up. The objective is to meet the standard set by the company.
2. During the weekly tidying up, the site may be wet and slippery and also involve handling of loads. Therefore, extra care must be taken in such cases.
3. Make sure adequate tidying up tools are available.
4. Machinery must be cleaned according to relevant safety instructions.
5. The weekly tidying up should conform to the 5S good housekeeping concept.
6. The tidying up results should be evaluated as a measure of motivation.
7. Ensure no place is left out.
8. Senior management's involvement makes it more persuasive.



4. Monthly Safe Working Cycle

Monthly Safe Working Cycle is to review the site performance and progress, to improve the workers' safety awareness through training and reward schemes, and to recognize their commitment and cooperation.



Monthly Safe Working Cycle should include the following :





4.1 Monthly Inspection

Monthly Inspection aims at improving the management of machines, equipment, tools and materials. It should be carried out in line with relevant rules and regulations.

Benefits

1. Regular in-depth inspections on machines and equipment serve to identify problems at the early stage. It could ensure the safety of workers to prolong the service life of the machinery.
2. Keeping the machines and equipment in constant serviceable condition also improves the productivity and quality.

How to Implement



Participants : Competent persons appointed by the contractors and sub-contractors

Person in charge : electricians, mechanics, etc.



Equipment : instruments specified for checking, e.g. testing meters



Materials/ documents :

- Materials specified for checking, e.g. degreasing agent, lubricant, etc.
- Maintenance manual for mechanical equipment



Methods :

1. Concerned facilities on site should be checked at least once a month.
2. The inspection frequency should be according to in-house rules and regulations.



A competent person is carrying out the monthly inspection on the mobile crane as required by the contractor



3. Use a checklist to assist the inspection work and enables it being done systematically.
4. Make repairs on the basis of the inspection findings and segregate the facilities that cannot be used any more till all problems have been solved.
5. Keep the monthly safety inspection records.

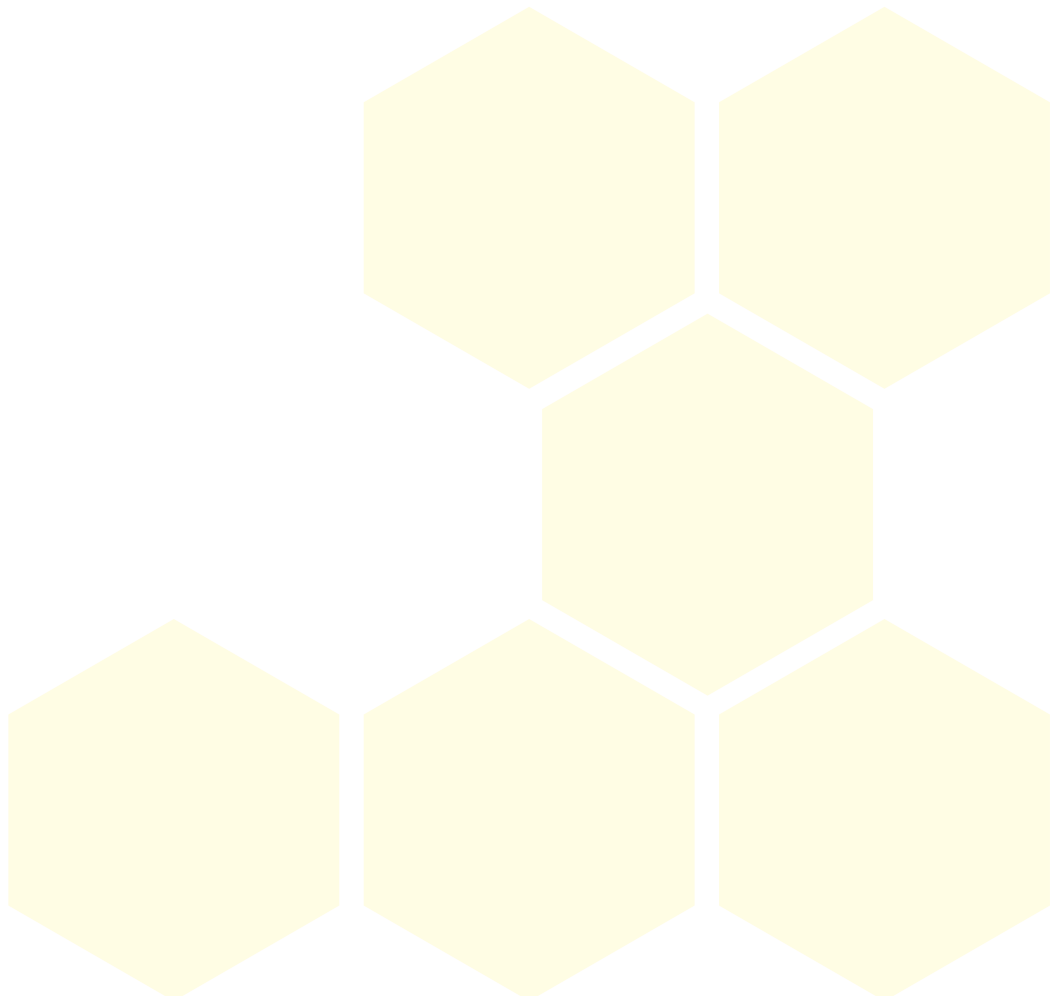


Venues

: all places on site with machines and equipment.

Points to note

1. The checking schedule and procedure should be worked out in advance.
2. If necessary, seek assistance from surveyor services companies.
3. The facilities to be checked include pile drivers, cranes, earth-moving equipment, heavy-duty transportation plants, pressure vessels, welding/cutting kits, electrical installation, etc.





4.2 Monthly Safety Training

Through Monthly Safety Training, workers can reinforce the concept and awareness of safety, sharpen necessary skills, gain relevant knowledge and foster a correct attitude. By studying the cause of accidents, the same or similar accidents can be avoided.

Benefits

1. Through safety training, workers will master the safety skills and knowledge required and foster positive attitude on safety.
2. Safety training underlines the importance senior management attaches to workers' safety and health.
3. Safety training is a legislative requirement.

How to Implement



Participants : safety officer will be in charge of the training and all workers (including the workers of sub-contractors) should participate.
Person in charge : safety officer



Equipment : All equipment required for training, e.g. projector, TV set, video recorders, etc.



Materials : Objects required for training, e.g. notes, materials for demonstration.



Method : 1. Safety training should be held at least once a month.
2. Discuss specific accident cases and appreciate their causes and preventive measures.



The safety officer is conducting the monthly safety training



3. Conduct the training in groups. Group leaders will explain the objective and methods. The discussion should be conducted in the following manner:
- To familiarize the accident case;
 - To dig out all the problems;
 - To determine the cause;
 - To work out measures for improvement;
 - To review the group discussion results;
 - To summarize the discussion results by group leaders.



Venue

: classroom or conference room (The safety training should be conducted in a quiet room to avoid distractions.)

Points to note

1. The training courses should meet the workers' needs.
2. The objective and methods of training should be determined.
3. Training programmes should be implemented according to plan.
4. The effectiveness of training should be evaluated.
5. The improvement actions required should be done after evaluation.
6. The training should be of appropriate duration and must not be too long.



4.3 Monthly Safety Meeting

Monthly Safety Meeting may be held together with the Daily Morning Safety Meetings and should include, in addition to the routine issues of morning meetings, the safety promotion activities to improve the workers' sense of safety awareness and to present awards.

Benefits

Other than benefits of Daily Morning Safety Meeting, the Monthly Safety Meeting can also boost the morale workers.

How to Implement



Participants : all workers on site
Person in charge : project manager/site agent



Equipment : refer to Daily Morning Safety Meetings.



Materials : refer to Daily Morning Safety Meetings.



- Methods :
1. Monthly Safety Meeting should be held at a predetermined time of each month.
 2. The issues of Daily Morning Safety Meetings should be dealt with.
 3. The safety records of last month should be reviewed.
 4. The safety promotion plan for the coming month should be announced.
 5. The safety measures formulated on work should be explained.
 6. Safety award should be given and the safety records of each group in each month should be announced.



Project Manager is presenting award to "Worker with Safe Performance" during the Monthly Safety Meeting



Venue : Suitable place on site that could house all workers

Points to note

1. Safety promotion should be designed to foster the safety culture of the organizations.
2. Safety award should be fair in commending those individuals, groups or departments with good safety performance.
3. Safety promotion should have well-defined topics and objectives.
4. Senior management should enthusiastically support the safety promotional activities.



4.4 Safety Committee Meeting

Monthly Safety Committee Meetings aim at strengthening communication among concerned persons on site, eliminating any misunderstandings or lack of coordination at work, reviewing the past safety records and planning for the coming month. As a result, the workers' safety awareness can be improved and accident reduction can be achieved.

Benefits

1. The communication among workers of different trades is strengthened, their work better coordinated and accidents avoided.
2. As members of the Safety Committee come from various trades, safety measures formulated at the meeting can be more practical and acceptable to them.



Participants : safety officer, representatives of sub-contractors and other relevant personnel (such as client's representative, architect, etc.)
Person in charge : project manager, site agent



Equipment : all equipment required for the meeting



Materials : all documents required for the meeting



- Methods** :
1. To monitor if the Safe Working Cycle has been implemented effectively.
 2. To formulate safety measures for the coming month.
 3. To assist in working out in house safety rules and safe system of work.
 4. To review the statistics on accidents/incidents/occupational diseases so as to identify trends, to supervise the safety performance and to report the Committee's conclusions and recommendations to the top management.
 5. To review the safety inspection reports and to report to senior management the Committee's conclusions and recommendations.
 6. To monitor if safety training for employees is sufficient and effective.
 7. To monitor if the dissemination and promotion of safety and health information sites are sufficient.



8. To organize safety promotion activities, such as safety competitions, exhibitions, safety promotion award and safety suggestion schemes.
9. To communicate with the external organization and to obtain their comments on site safety.



The Project Manager is chairing the Safety Committee Meeting



Venue : suitable place such as the conference room of the contractor

Points to note

1. The project manager should be Chairman of the Safety Committee and the safety officer should be secretary of the Committee.
2. The following issues will be discussed at the meeting: weekly and monthly construction progress; safety measures on special tasks; coordination on different types of work; and the instructions from the client or relevant government departments.
3. Discussion on the progress, special tasks and work cooperation could ensure safety at work.
4. Sub-contractors should raise any problems concerning their work and the coordination with other parties before and after work commencement. A safe construction method should be in place after discussion.
5. Before the meeting, the agenda should be studied and any other relevant issues should be added.
6. Each Safety Committee member should be fully understand all the issues discussed during the meeting.
7. The meeting minutes should be distributed as soon as possible, so that every worker will be informed of the meeting and their comments on the meeting can be collected.
8. The meeting should progress with the right pace & should not drag on too long.



5. Safe Working Cycle and Safety Management System

5.1 Relationship between Safe Working Cycle and Safety Management System

The basic causes for accidents at construction sites lie mostly with the problems in company management. Therefore, Hong Kong is following other developed countries in launching safety management systems as they have obtained considerable achievements. Although the scope of safety management (fourteen elements) has already been defined in the “Factories and Industrial Undertakings (Safety Management) Regulation” enacted in November 1999, and the Labor Department is drafting the Code of Practice for the industry, there may be resistance and difficulties when it comes to implementation. Besides, some elements may require certain tools for smooth implementation.

The main elements of safety management system in the “Factories and Industrial Undertakings (Safety Management) Regulation” are:

- Safety Policy : describing the commitments by contractors on safety and health at work;
- Safety Organization : ensuring the execution of commitments in relation to safety and health at work;
- Safety Training : equipping workers with knowledge about working safety.
- In-house Safety Rules : giving instructions on how to achieve objectives of safety management;
- Programme of inspection of hazardous : identifying hazards and make remedies regularly or at proper moments of any dangers;
- Personal Protection programme: identifying hazards workers may face and determining the risks may affect workers, and providing suitable personal protection equipment when engineering control measure out practically feasible;
- Accidents incidents investigation : finding out the causes of the accidents or incidents and making immediate emergency arrangements against reoccurrence of accidents incidents;



- Emergency Preparedness : A set of contingency management plans designed to come into effect in case of emergencies;
- Evaluation, Selection and Control of Subcontractors : ensuring that subcontractors are fully aware of their responsibilities and discharge these responsibilities ;
- Safety Committees : setting up communication/consultation channels for managers, staff members and subcontractors to address safety and health issues;
- Evaluation of job related hazards : evaluating work-related hazards or potential hazards and design safe working cycle accordingly;
- Promotion of safety and health awareness : improving, developing and maintaining consciousness of safety and health at work sites;
- Programme for Accident Control and Elimination of Hazards : a plan developed to control accidents and eliminate hazards before allowing workers to face any adverse working conditions;
- Programme on Protection of Occupational Health : preventing occupational diseases.

Each activity of Safe Working Cycle can be used as a tool to implement the safety management system thus fulfilling the requirements of some main elements of the Regulations. A comparison is given below between each item of the Safe Working Cycle and the fourteen elements in the Regulations.



Comparison Of Safety Working Cycle with Elements of Safety Management System

1. Daily Safe Working Cycle	Elements of Safety Management System
<ul style="list-style-type: none">• Morning Safety Meeting	<ul style="list-style-type: none">• Safety Organization (Communication)• Safety Promotion (Safety Awareness)• PPE programs
<ul style="list-style-type: none">• Hazard Identification Activity	<ul style="list-style-type: none">• Risk assessment and implantation of sites
<ul style="list-style-type: none">• Prior-to-work Inspection	<ul style="list-style-type: none">• Safety Inspection (daily inspection of site)• Process Control (daily inspection and maintenance of facilities/tools)• PPE (supervision)
<ul style="list-style-type: none">• Guidance & Supervision at Work	<ul style="list-style-type: none">• Safety Training (supervision)• Safety Organization (competence)• In-house Safety Rules• Safety Inspection (monitoring)
<ul style="list-style-type: none">• Safety Inspection	<ul style="list-style-type: none">• Safety Inspection (supervision)• Subcontractor Control
<ul style="list-style-type: none">• Process Safety Discussion	<ul style="list-style-type: none">• Safety Organization (communication & Cooperation)• Subcontractor Control• Process Control
<ul style="list-style-type: none">• Tidying up after Work	<ul style="list-style-type: none">• Process Control (housekeeping)
<ul style="list-style-type: none">• Final Check after Work	<ul style="list-style-type: none">• Safety Inspection (monitoring)



2. Weekly Safe Working Cycle	Elements of Safety Management System
<ul style="list-style-type: none">• Process Safety Discussion• Weekly Inspection• Weekly Check• Weekly Tidying up	<ul style="list-style-type: none">• Safety Organization (communication & cooperation)• Subcontractor Control• Safety Inspection (monitoring)• Subcontractor Control• Process Control• Process Control (housekeeping)
3. Monthly Safe Working Cycle	Elements of Safety Management System
<ul style="list-style-type: none">• Monthly Safety Committee Meeting• Monthly Inspection• Monthly Safety Training• Monthly Safety Meeting	<ul style="list-style-type: none">• Safety Committee• Safety Inspection (monitoring)• Subcontractor Control• Safety Training• Analysis/Prevention of Accidents• Safety Organization (communication)• Safety Promotion (safety awareness)



5.2 Other items of the Safe Working Cycle

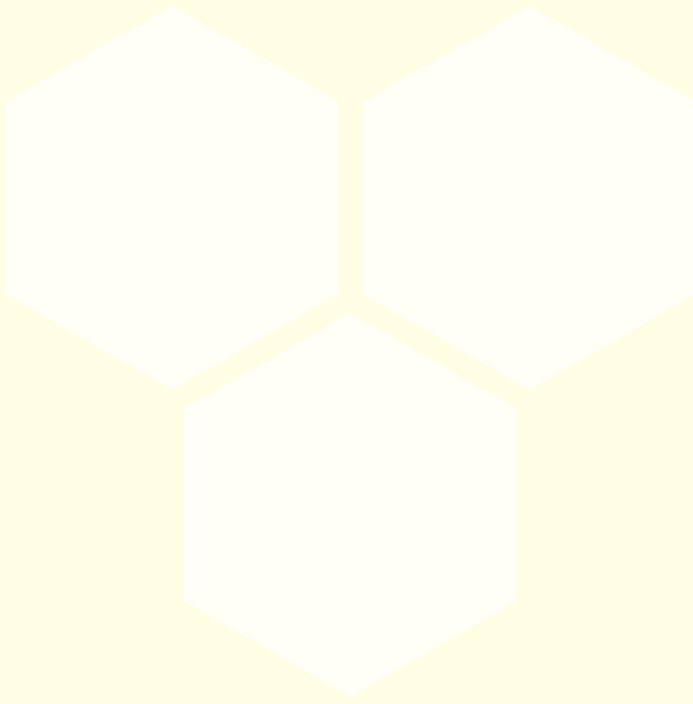
In addition to the above-mentioned regular activities of the Safe Working Cycle, there are also as required items to ensure site safety. Two of them are particularly important:

- Check and approval of subcontractor's machineries and equipment before use.
- Commencement meeting with subcontractors.

Close relationship between contractors and subcontractors facilitates communication and sincere cooperation between each other, as well as enhances the site safety and health on the basis of sound partnership.

5.3 Conclusion

Many companies certainly have already implemented parts of the Safe Working Cycle in this handbook. Further improvement of the existing measures and their integration with the corresponding aspects of the Safe Working Cycle will undoubtedly benefit site safety, especially once they are incorporated into the company's safety management system and implemented diligently.



Appendices





Prior-to-work Stretching Exercises

(Appendix 1)



工作前的伸展運動

每天工作之前做一些伸展運動，
可以使肌肉和關節系統易於適應工作的需要，
減少受傷的機會。



職業安全健康局
OCCUPATIONAL SAFETY & HEALTH COUNCIL

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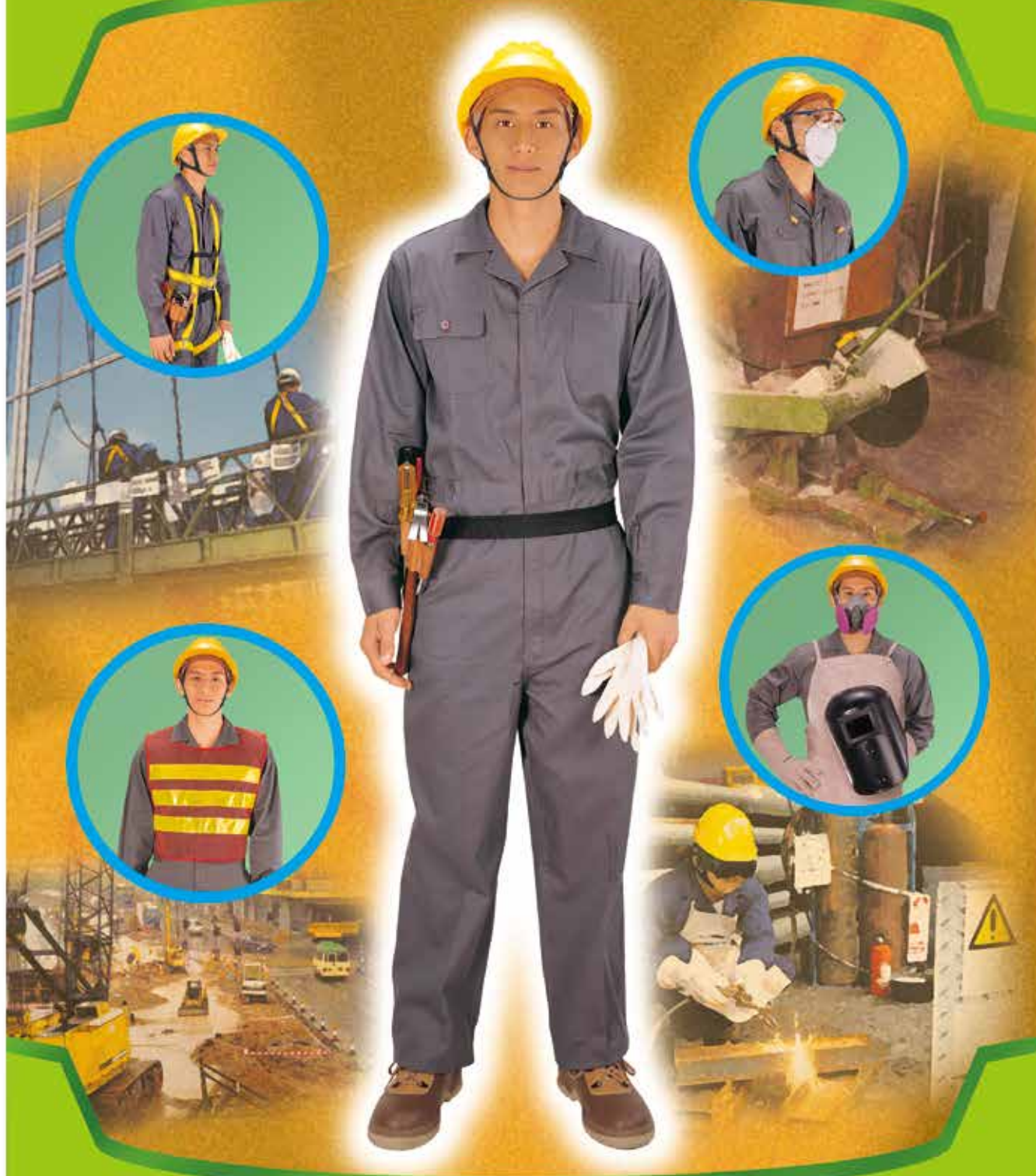


Personal Protective Equipment

(Appendix 2)



個人防護裝置



Hazard Identification Activity & Monitoring Form

Name of Principal Contractor:		Name of Site:		Monitoring Results				
Name of Work Team:		Date:	Time:					
Potential Hazard	Follow-up Actions	Satisfactory	Unsatisfactory	Remark	Date of Completion			
Company:	Number of Employees:	Name of Foreman:	Signature:	Name of Foreman/Supervisor:				Signature:

Hazard Identification Activity & Monitoring Form



Name of work team: Plastering		Time: 8:18 am		Monitoring Results		
Date: 18 August, 2000						
Potential Hazards	Follow-up Actions	Satisfactory	Unsatisfactory	Remarks	Date of Completion	
1 Cement mixing: a. Inhalation of dust (cement) b. Skin irritation (cement) c. Slip over (slippery floor)	1a. Wear dust mask 1b. Wear protective gloves 1c. • Maintain drainage in good condition • Wear non-slip safety shoes					
2 Tile cutting: a. Laceration of hands (cutter, sharp edges of tiles) b. Particles flown into eyes (tile chips) c. Inhalation of dust (tile dust) d. Hearing loss (noise) e. Electric shock (electric cutter)	2a. • Keep cutter in good condition • Install cutter guard • Wear protective gloves 2b. Wear eye protector 2c. • Adopt "wet cutting" • Wear dust mask 2d. Wear ear protectors 2e. Proper earthing of cutter and check cutter in safe operation					
3 Manual handling: a. Sprain injury (improper posture/overloading)	3a. • Use mechanical aid wherever possible • Adopt proper manual handling methods and posture • Wear protective gloves					
Name of Subcontractor:	Number of Employees:	Name of Foreman:	Signature:	Name of Foreman/Supervisor:	Signature:	

Sample



Safety Inspection Checklist (Appendix 5)



Name of Principal Contractor: _____ Name of site: _____

Name of Assessor: _____ Date: _____ Time: _____

<i>Today's key items of inspection (please tick 4)</i>	<i>Satisfactory/ Unsatisfactory</i>	<i>Follow-up Actions</i>
<i>Access and egress:</i>		
Gangways	Y / N	
Ladders	Y / N	
Passageways	Y / N	
<i>Working at height:</i>		
Scaffolding	Y / N	
Working platforms	Y / N	
Floor edge / openings	Y / N	
Lift shafts/openings	Y / N	
<i>Earthwork:</i>		
Excavations	Y / N	
Trenches	Y / N	
Caissons	Y / N	
Tunnels	Y / N	
Slopes	Y / N	
<i>Lifting Appliances and Lifting Gear:</i>		
Cranes	Y / N	
Winches	Y / N	
Pulley blocks	Y / N	
Passenger Hoists	Y / N	
Material or skip hoists	Y / N	
Suspended Working Platforms	Y / N	
Chains, ropes, hooks, slings	Y / N	
<i>Electricity:</i>		
Switches	Y / N	
Wiring	Y / N	
Fixed installations	Y / N	
Portable lighting	Y / N	
Portable tools	Y / N	
Welding Machinery	Y / N	
<i>Fire prevention:</i>		
Fire-fighting appliances	Y / N	
Means of escape	Y / N	
Dangerous goods stock	Y / N	
Gas welding cylinders	Y / N	



Safety Inspection Checklist (Appendix 5)



Today's key items of inspection (please tick 4)	Satisfactory/ Unsatisfactory	Follow-up Actions
Health:		
Asbestos control	Y / N	
Dust control	Y / N	
Noise control	Y / N	
Protection from dangerous substrates	Y / N	
First-Aid equipment	Y / N	
Washing facilities	Y / N	
Latrine	Y / N	
Machinery:		
Woodworking machines	Y / N	
Hoistway	Y / N	
Abrasive wheels	Y / N	
Power Presses	Y / N	
General:		
Housekeeping	Y / N	
Safety Net and Fans	Y / N	
Stacking of materials	Y / N	
Passageways	Y / N	
Lighting	Y / N	
Ventilation	Y / N	
Notice of employment of safety officer / Safety supervisor	Y / N	
Provision of Personal Protective Equipment:		
Helmets	Y / N	
Eye protectors	Y / N	
Ear Protections	Y / N	
Respirators	Y / N	
Safety belts	Y / N	
Gloves	Y / N	
Safety shoes	Y / N	
Other (please specify):		
	Y / N	
	Y / N	
	Y / N	
	Y / N	
	Y / N	

Name of assessor: _____

Signature of assessor: _____

Date of Inspection: _____



Records for Process Safety Discussion (Appendix 6)



Name of Principal Contractor: _____ Name of Site: _____

Item	Particulars	Person in Charge	Date of Completion
1	Safety performances for today/this week, e.g. access and egress, Working at height, electricity, fire prevention etc.		
2	The arrangement and collaboration for various construction activities for tomorrow: e.g. the electrician should clear the site for the paint spraying subcontractor.		
3	Potential hazard/arising from tomorrow's work/ special precaution measures: e.g. fire drill		
4			
5			
6			
7			
8			
9			
Summary:			
Items to be Announced in Morning Safety Meeting tomorrow:			

Name of Project manager/site agent: _____

Signature of Project manager/site agent: _____

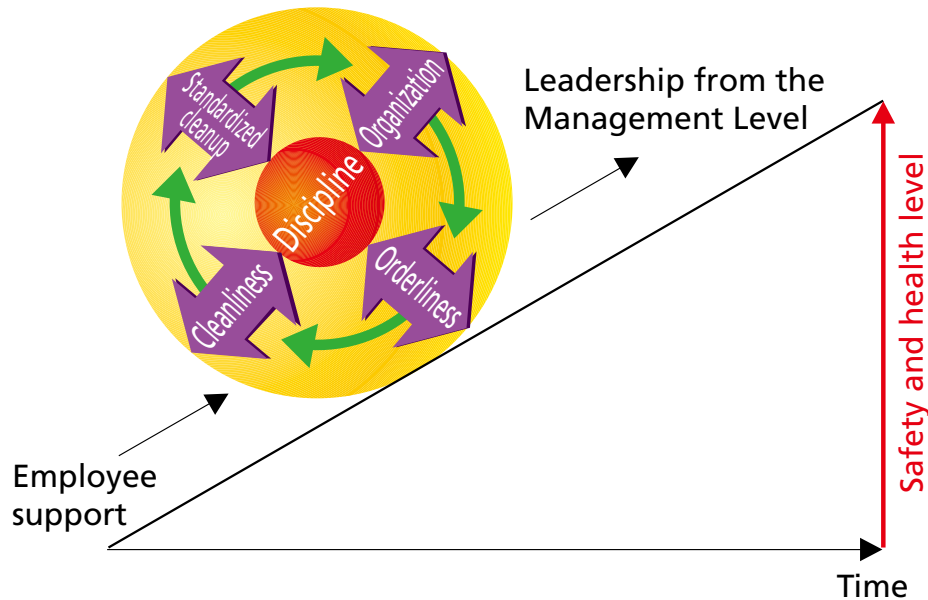
Date: _____



5S – Housekeeping (Appendix 7)



5S (organization, orderliness, cleanliness, standardization, and discipline) originated from Japan. It is a very effective method for housekeeping. In addition to the emphasis on site management, the idea of 5S is to cultivate in staff members a habit of keeping the site clean and in good order, with its ultimate goal to improve safety and health level at the work sites.



Organization, orderliness, cleanliness, standardized cleanup, and discipline

All steps in the 5S are intertwined with one another. Each should be implemented in synchronization with all others for a clean site and eventually for improvement in safety and health level.

Organization

In order to avoid the site from becoming chaotic useful stuffs should be clearly sorted out from those that are not needed. Organization is to remove unwanted stuffs from work site. It includes the following points:

- Criteria should be in place to determine the usage of materials. Thoughts are given to the frequency of use, time & quantity required.
- Procedures should be formulated to deal with all unwanted materials, e.g. disposed of returned store or sold away.



Mixed storage of empty & filled gas cylinders



After organization, Gas cylinders stored upright in trolley ready for use

Orderliness:

I "Orderliness" is to place all materials in good order and make it easy for workers to retrieve and return. It includes the following points:

- System should be established to clarify all materials and decide the storage location & quantity.
- All materials should be placed in designated places and easy to locate and retrieve



Hand tools are put back on the tool rack after use



Materials are stored properly at site



Cleanliness

“Cleanliness” is to sweep away the dirt from the work site. The emphasis is to not only keep the work site clean, but also to check all the facilities, tools and machines, to see whether they are in good conditions. It includes the following points:

- Mark out each specific area for the workers to clean up.
- Make sure that workers understand how to clean up their work areas, facilities and tools.
- Train workers on how to check all the facilities and tools, and how to identify whether they are in operating state.



All the passageways are cleaned up; trash and waste have been properly removed



Dirt and mud should be wiped off from the safety shoes after work in order to keep the workplace clean

Standardization

Standardization is to set up the standards for a clean work site in order to measure whether the site meets the safety requirements.



Testing the gases composition to make sure they meet the safety and health requirements



Transparent machine guards are used on machinery, making it convenient to check whether the equipment complies with necessary standards



Discipline

There must be guidelines for the workers to follow before they make them a habit. Each worker is given the opportunity to participate in the safe practices, and they are encouraged to follow every single safety guideline. By doing this, a safe working environment is established with contribution from each worker. In addition, they will be able to have firsthand experience of the benefits and improvements from implementing 5S. Thus, discipline turns into voluntary safety behaviors.



The worker clean up his own working area voluntarily after work



The site agent, through inspection programme, evaluates the effect of implementing 5S on a regular basis to decide on future improvements actions



Final Check Checklist (Appendix 8)



Name of Principal Contractor: _____ Name of site: _____

Name of Inspector: _____ Date: _____ Time: _____

Items to check	Satisfactory/ Unsatisfactory	Follow-up Actions
Housekeeping:		
Housekeeping removed	Y / N	
Trash in bins and removed regularly	Y / N	
All passageways are kept clear	Y / N	
Machinery:		
Dirts, chips and grease removed	Y / N	
Dirts on the gas pipe, wires, oil meter, pressure gauge removed	Y / N	
Electrical installations and facility:		
Dust and dirt in switch-room and switchbox removed	Y / N	
Dust and dirt on the electrical installation and wires removed	Y / N	
The power supply and switchboard turned off	Y / N	
Hand tools:		
Dust; dirt and grease removed	Y / N	
Dust; dirt and grease the tool rack / tool box removed	Y / N	
Hand tools returned to rack or tool box	Y / N	
Chemicals:		
Chemicals storage and usage area cleaned up	Y / N	
Lifting appliances:		
Dust, chips and dirt removed	Y / N	
Dust, chips and dirt on racks in storage area	Y / N	
Lifting appliances and mechanical equipment locked	Y / N	



Final Check Checklist (Appendix 8)



Items to check	Satisfactory/ Unsatisfactory	Follow-up Actions
Water supply and drainage system:		
Water supply shut off	Y / N	
Movable pumps turned on	Y / N	
Drainage system kept clear	Y / N	
Fire:		
All fires sources extinguished	Y / N	
Materials stacking:		
Excess materials returned to store & locked	Y / N	
Stacking height too high	Y / N	
Scaffolding:		
Bamboo scaffold fastened.	Y / N	
Trash on the scaffold safety net removed	Y / N	
Trash on the catch fan cleaned up	Y / N	
No gap in safety net	Y / N	
Metal scaffold and braces firmly erected	Y / N	
Other:		
Gate locked security posted	Y / N	

Name of Inspector: _____

Signature of Inspector: _____

Date: _____



An Overview of the Safe Working Cycle



(Appendix 9)

Note: ★ Priority Items

◆ Important Items

⊕ Planned Items

Daily Items	Weekly, monthly or intermittent items
<ul style="list-style-type: none">◆ Morning safety exercises◆ Morning Meeting★ Hazard Identification★ Prior-to-work Inspection equipment and electrical installation, etc.★ Inspection by Safety supervisor★ Guidance & supervision at work★ Inspection by Project manager/site agent <p>Lunch break</p> <ul style="list-style-type: none">★ Guidance and supervision at work★ Inspection by Project manager/site agent (When needed)★ Daily process safety discussion★ Tidying up after work★ Final check	<p>Weekly</p> <ul style="list-style-type: none">◆ Weekly process safety discussion◆ Weekly site tidying up★ Weekly inspection on mechanical equipment and electrical installation, etc.★ Weekly inspection <p>Monthly</p> <ul style="list-style-type: none">★ Safety Committee Meeting★ Monthly inspection on mechanical equipment and electrical installation, etc.★ Safety training◆ Safety meeting <p>On needed-basis</p> <ul style="list-style-type: none">★ Safety induction training courses for new staff★ Approval for new mechanical equipment⊕ Pre-commencement meeting with Subcontractors in advance⊕ Special meetings including safety meeting⊕ Various safety trainings



Observation Sheet for Safe Behaviour

(Appendix 10)



Contractor : _____

Project : _____

Address of construction site : _____

Working area inside building : _____

Date : _____ Working group : _____

Time : _____ Name of assessor : _____

Type (e.g. personal protective equipment) :

Item No.	Behaviour to be monitored	Safe	At risk	Not observable
% of safe performance = $\frac{\text{Total number of 'Safe'}}{(\text{'Safe' + 'At risk' + 'Not observable'})} \times 100$				

Comment/remark:



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