



24 February 2026

Dear Sir / Madam,

**Tender Reference No. (619) in P/AE/PUR/AGC**  
**Invitation to Tender for the License to Operate the Construction Industry Council -**  
**Zero Carbon Park (CIC-ZCP) Eco-Café and Shop**  
**for the Construction Industry Council**

You are invited to submit a tender for the License to Operate the Construction Industry Council - Zero Carbon Park (CIC-ZCP) Eco-Café and Shop for the Construction Industry Council 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 sealed envelope 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 27 March 2026.** Late tenders will NOT be considered.
  - a) Label with "Technical Proposal for License to Operate the Construction Industry Council - Zero Carbon Park (CIC-ZCP) Eco-Café and Shop 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.
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 D of the Conditions of Tender.
8. There will be a site visit **at 2:00 p.m. on 9 March 2026, CIC-ZCP, 8 Sheung Yuet Road, Kowloon Bay, Kowloon, Hong Kong**. Interested tenderers shall complete and return the reply slip in **Appendix E** by e-mail: [kelvinlee@cic.hk](mailto:kelvinlee@cic.hk) or fax 2100 9439 no later than 5:00 p.m. on 6 March 2026 confirming the attendance of the said site visit and state clearly the number of attendees for CIC's arrangement.
9. The tender documents can be downloaded from CIC's website: [http://www.cic.hk/eng/main/aboutcic/procurement/tender\\_details/](http://www.cic.hk/eng/main/aboutcic/procurement/tender_details/).
10. During the tender evaluation stage, the tenderer is requested to attend a tender interview which will tentatively schedule to be held in **Mid-April 2026** to present his/her tender proposals. Details of the interview may be announced to the shortlisted tenderers THREE (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. Kelvin LEE, Assistant Manager - Procurement, on telephone 2100-9425 or via e-mail: [kelvinlee@cic.hk](mailto:kelvinlee@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.

<b>Particulars</b>	<b><u>Reference</u></b>
<b>Technical Proposal</b>	
1. Organisation of Proposed Project Team	Conditions of Tender, Appendix A Clause 1.1
2. Qualifications of Proposed Project Team	Conditions of Tender, Appendix A Clause 1.2
3. Tenderer's Track Record & Project Reference	Conditions of Tender, Appendix A Clause 2.1 to 2.4
4. Approach and Work Programme to (i) fulfill the technical requirements and (ii) deliver all deliverables outlined in the Assignment Brief and its Annexes, included:  (a) Tender Programme  (b) Business Plan i. Response to Brief ii. Business Proposal including publicity and marketing plan iii. Management of the Eco-Café and Shop iv. Tenderer's Audited Financial Report v. Site Waste Management Plan vi. Health and Safety Plan	Conditions of Tender, Appendix A Clause 3.1
5. A duly completed Standard Letter for complying with Anti-Collusion Clause	Conditions of Tender, Appendix B
6. All documents mentioned in the Technical Assessment Marking Scheme	Conditions of Tender, Appendix C

Note: The tenderer is required to submit all information specified in Appendix A of the 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.”**

# Construction Industry Council

## License to Operate the Construction Industry Council - Zero Carbon Park (CIC-ZCP) Eco-Café and Shop for the Construction Industry Council

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

<b>“Confidential”</b>	<b>Construction Industry Council (CIC) The Tender Box</b>	<b>TENDER</b>
<b>Technical Proposal</b>	<b>G/F, Hong Kong Institute of Construction – Kowloon Bay Campus, 44 Tai Yip Street, Kowloon Bay, Kowloon, Hong Kong</b>	
<b>Ref. No.: [(619) in P/AE/PUR/AGC] License to Operate the Construction Industry Council - Zero Carbon Park (CIC-ZCP) Eco-Café and Shop for the Construction Industry Council</b>		
<b>Name of Tenderer:</b> _____		
<b>Closing Time and Date: <u>12:00 noon on 27 March 2026</u></b>		



## 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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### 建造業議會一般供應商名單申請表

(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)

## 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

- 1.30 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)  |

## 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"/> 4 | Petroleum & Fuel Products<br>(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<br>(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<br>(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<br>(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<br>(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<br>(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

- |                          |      |   |
|--------------------------|------|---|
| <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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### 建造業議會一般供應商名單申請表

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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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### 建造業議會一般供應商名單申請表

	<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

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

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### 建造業議會一般供應商名單申請表

- 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)

## 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  
License to Operate the Construction Industry  
Council - Zero Carbon Park (CIC-ZCP) Eco-Café  
and Shop For the Construction Industry Council

**Employer**

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

February 2026

License to Operate the Construction Industry Council-Zero

Carbon Park (CIC-ZCP)

Eco-Café and Shop for

the Construction Industry Council

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8. Guidelines On Work-Above-Ground	21 Pages

Conditions of Tender

for

License to Operate the Construction Industry

Council-Zero Carbon Park (CIC-ZCP)

Eco-Café and Shop 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) Assignment Brief and its Annexes;
  - d) Memorandum of Agreement;
  - e) General Conditions of Contract;
  - f) Special Conditions of Contract;
  - g) Contractor's Safety Requirements; and
  - h) Guidelines On Work-Above-Ground.

## 2 Invitation

- 2.1 Tenderers are invited by the Construction Industry Council (hereinafter referred to as the "CIC") to submit proposal and bid for **License to Operate the Construction Industry Council-Zero Carbon Park (CIC-ZCP) Eco-Café and Shop** for the Construction Industry Council. Further details are given in the **Assignment Brief and its Annexes**.
- 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 THREE (3) 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** 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**.
- 4.4 A single 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 letter annexed in **Appendix B** and mentioned in Clause 4.27 of the Conditions of Tender (collectively known as "technical proposal") in one envelope. Failure to do so will render the tender void.
- 4.5 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); If the tenderer would like to submit a video to assist in presenting the business plan or creative ideas, please submit the video within 3-minute length together with all information stored in an electronic medium of the technical proposal in a sealed envelope marked "Technical 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.
- 4.6 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 27 March 2026**. Late submission will NOT be considered. Failure to do so shall render the tender void.
- 4.7 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.
- 4.8 The CIC will not reimburse any cost incurred by tenderers for the preparation and submission of the tender.
- 4.9 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.

- 4.10 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.
- 4.11 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.
- 4.12 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.
- 4.13 The CIC reserves the right to negotiate with any or all tenderer(s) on the terms of the tender.
- 4.14 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.
- 4.15 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.
- 4.16 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.
- 4.17 The CIC will not consider quotations 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.
- 4.18 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.
- 4.19 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.
- 4.20 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.
- 4.21 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.

- 4.22 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.
- 4.23 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.
- 4.24 Tenderer shall comply with the CIC's General Conditions of Contract. The tender price shall deem to be included all cost incurred.
- 4.25 Any qualification of tender or of the tender documents may cause the tender to be disqualified.
- 4.26 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.
- 4.27 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.

4.28 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.

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

## **5 Site Visit**

5.1 Tenderer is invited to attend a site visit at the time and place as stated in the tender invitation. Interested tenderers should return the Reply Slip for site visit provided in Appendix E of the Conditions of Tender by fax or e-mail to the Procurement Officer at least ONE (1) working days before the stated time confirming the attendance of the said site visit and state clearly the number of attendees for the CIC's arrangement.

5.2 The CIC may record the queries raised by the tenderers attending the site visit 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 which will tentatively schedule to be held in **Mid-April 2026** to present his/her tender proposals. Details of the interview may be announced to the shortlisted tenderers THREE (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.

- 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 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 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 C** 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.
- 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 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. Kelvin LEE  
Assistant Manager – Procurement  
Construction Industry Council  
38/F, COS Centre,  
56 Tsun Yip Street, Kwun Tong,  
Kowloon, Hong Kong

Tel : (852) 2100-9425  
Fax: (852) 2100-9439  
Email: [kelvinlee@cic.hk](mailto:kelvinlee@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 Staff Resources

#### 1.1 Organization of Proposed Project Team

1.1.1 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 Manager and on-site person-in-charge as stated in Section 10 of the Assignment Brief.

#### 1.2 Qualification of Proposed Project Team Members

1.2.1 The project team members shall possess the required professional knowledge and relevant experience to supply the Deliverables as outlined in the Assignment Brief and its Annexes.

1.2.2 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) Language (Chinese/English/Both)
- d) Duties and Responsibilities in the Assignment
- e) Project knowledge and Years of Relevant Experience
- f) Relevant experience in projects of similar nature mentioned in the Assignment Brief

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

	<b>Proposed Roles / Title / Post in this project</b>		
<b>Name of Proposed Team Member</b>			
<b>Language</b>			
<b>Duties and responsibilities in the assignment</b>			
<b>Years of services in your company</b>		<b>Years of relevant experiences</b>	
<b>Project Knowledge and Relevant experience in projects of similar nature</b>			

## 2. Tenderer’s Track Record & Project Reference

- 2.1 The tenderer is required to provide company’s profile, background and expertise;
- 2.2 The tenderer is required to provide a full list of project references undertaken in the past 5 years (as of the tender closing date) for projects similar to this Assignment or with **operation management on Green and Low-carbon themed Restaurant, Food & Beverage experiences**, giving the details by adhering to the submission format as specified in Section 2.3 below.
- 2.3 The tenderer shall submit a list of **relevant project references of contract value not less than HK\$240,000 annually within the past 5 years** in the following format with support of copies of job references or recommendation letters from previous clients.

Brief Project Description	Scope of Services	Client	Contract Value (in HK\$)	Duration	Year

- 2.4 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 this information to the Assessment Panel during the tender interview.

## 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:-
- (i) **Tender 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) Licenses application
  - (b) Renovation design and approval
  - (c) Renovation period
  - (d) Estimated date for commencement of business operation

(ii) A completed **Business Plan** must be submitted to demonstrate a full understanding of the Assignment, the Business Plan should include but not limited to the followings:-

- a) Response to Brief;
  - i. Proposal of catering menu
  - ii. Proposal of product list for shop
- b) Business Proposal including publicity and marketing plans;
- c) Management of the Eco-Café and Shop;
- d) Tenderer's Audited Financial Report;
  - i. Submit at least TWO (2) years of audited financial reports. (*More than FOUR (4) years of audited financial reports with good balance sheets, solid earnings, and positive cash flows preferred*)
- e) Site Waste Management Plan.
- f) Outline Health & Safety Plan that contain sufficient information to demonstrate the tenderer's proposals for achieving effective and efficient health, food safety & occupational 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 Services,
  - ii. An outline of the health, food safety & occupational safety procedures and protective controls to be developed,
  - iii. Manner by which they would be implemented and monitored to ensure health, food safety & occupational safety on the Eco-Café and Shop.

3.2 The tender 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 as described in the technical submission as described in the tender documents:

<u>Particulars</u>	<u>Reference</u>
<b>Technical Proposal</b>	
1. Organisation of Proposed Project Team	Conditions of Tender, Appendix A Clause 1.1
2. Qualifications of Proposed Project Team	Conditions of Tender, Appendix A Clause 1.2
3. Tenderer's Track Record & Project Reference	Conditions of Tender, Appendix A Clause 2.1 to 2.4
4. Approach and Work Programme to (i) fulfill the technical requirements and (ii) deliver all deliverables outlined in the Assignment Brief and its Annexes, included:  (a) Tender Programme (b) Business Plan i. Response to Brief ii. Business Proposal including publicity and marketing plan iii. Management of the Eco-Café and Shop iv. Tenderer's Audited Financial Report v. Site Waste Management Plan vi. Health and Safety Plan	Conditions of Tender, Appendix A Clause 3.1
5. A duly completed Standard Letter for complying with Anti-Collusion Clause	Conditions of Tender, Appendix B
6. All documents mentioned in the Technical Assessment Marking Scheme	Conditions of Tender, Appendix C

**Note:** The tenderer is required to submit all information specified in Appendix A of the 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.

## 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: \_\_\_\_\_ (619) in P/AE/PUR/AGC \_\_\_\_\_

Tender Title: License to Operate the Construction Industry Council-Zero Carbon Park (CIC-ZCP) Eco-Café and Shop for the Construction Industry Council

\*[I/We], [( \_\_\_\_\_ )] of  
name of the tenderer

( \_\_\_\_\_ )<sup>1</sup>,  
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 4.27.

\*[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 [ \_\_\_\_\_ ]  
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– Tender Evaluation Procedures and Criteria**

### **1. INTRODUCTION**

- 1.1 A single 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 4.27 of the Conditions of Tender in one envelope.
- 1.2 A marking scheme as described below will be used for evaluating the tenders. Tender proposals shall be evaluated based on the technical assessment.
- 1.3 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.
- 1.4 The rejected tender proposal will NOT be included in the weighted technical assessment score formula in Clause 2.2 below. The CIC reserves its right to cancel this tender exercise and re-tender thereof without further notice to the tenderer.
- 1.5 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 EVALUATION**

- 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	Assessed Marks (%)	Maximum Marks (%)
<p>Assessment will be based on the following criteria:-</p> <ol style="list-style-type: none"> <li>1. Tenderer's profile, background and expertise <b>(5%)</b></li> <li>2. Job reference of the Tenderer in carrying out similar project nature and scale (e.g. operation management on Green and Low-carbon themed Restaurant, Food &amp; Beverage experiences). <b>(10%)</b></li> <li>3. Response to brief including appreciation of the business constraints and special requirements at CIC-ZCP; and presentation of creative and innovative ideas around sustainability that resonates with CIC-ZCP's themes. <b>(20%)</b></li> <li>4. Business Proposal to run and operate the Eco-Café and Shop including publicity and marketing plan <b>(30%)</b></li> <li>5. Management of the Eco-Café and Shop <b>(15%)</b></li> </ol> <p>The following sub-criteria shall be considered:</p> <ol style="list-style-type: none"> <li>(a) Hygiene, food safety and Site Waste management plan, Health and Safety Plan with an emergency response plan in case of any Food Safety, Hygiene and Occupational Safety and Health problems arising <b>(5%)</b></li> <li>(b) Quality assurance <b>(5 %)</b></li> <li>(c) Operation management with details of the proposed organisation chart and profile of the shop manager or person-in-charge for daily operation of the Eco-Café and Souvenir Shop <b>(5 %)</b></li> </ol> <ol style="list-style-type: none"> <li>6. Tender Programme illustrating <b>(5%)</b>: <ol style="list-style-type: none"> <li>(a) Licenses application</li> <li>(b) Renovation design and approval</li> <li>(c) Renovation period</li> <li>(d) Estimated date for commencement of business operation</li> </ol> </li> <li>7. Tenderer's Performance in CIC's Past Projects <b>(10%)</b></li> <li>8. Tenderer's Audited Financial Report <b>(5%)</b></li> </ol>		<p><b>5%</b></p> <p><b>10%</b></p> <p><b>20%</b></p> <p><b>30%</b></p> <p><b>15%</b></p> <p><b>5%</b></p> <p><b>5%</b></p> <p><b>10%</b></p> <p><b>5%</b></p>
<b>Total:</b>		<b>100%</b>

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

$$100 \times \frac{\text{Technical assessment mark of the subject tender}}{\text{Highest technical assessment mark of all tenders}}$$

## APPENDIX D – Reply Slip for Declining Bid

With reference to your tender invitation (Tender Reference: (619) in P/AE/PUR/AGC, Closing Date: 27 March 2026), 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 Email: [kelvinlee@cic.hk](mailto:kelvinlee@cic.hk) or fax no: 2100 9439 no later than 12:00 p.m. on 27 March 2026.
- 2) Please contact Mr. Kelvin LEE at Tele: 2100 9425 or email: [kelvinlee@cic.hk](mailto:kelvinlee@cic.hk) for any enquiry.

## APPENDIX E – Reply Slip for Site Visit

I/We would like to have the site visit for the **License to Operate the Construction Industry Council Zero Carbon Park (CIC-ZCP) Eco-Café and Shop for the Construction Industry Council at 2:00 p.m. to 3:00 p.m. on 9 March 2026 at CIC-ZCP, 8 Sheung Yuet Road, Kowloon Bay, Kowloon, Hong Kong.**

<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 Email: [kelvinlee@cic.hk](mailto:kelvinlee@cic.hk) or fax no: 2100 9439 no later than 5:00 p.m. on 6 March 2026.
3. Please contact Mr. Kelvin LEE at Tel: 2100 9425 or email: [kelvinlee@cic.hk](mailto:kelvinlee@cic.hk) for any enquiry.

## **Assignment Brief**

**of**

## **License to Operate the Construction Industry Council-Zero Carbon Park Eco-Café and Shop for the Construction Industry Council**

**February 2026**

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## **Assignment Brief**

### **License to Operate the Construction Industry Council-Zero Carbon Park (CIC-ZCP)**

#### **Eco-Café and Shop for the Construction Industry Council**

#### **Table of Contents**

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## 1. Background

- 1.1 In response to the government's initiatives to combat climate change and reduce greenhouse emissions, the Construction Industry Council (CIC) developed the Construction Industry Council-Zero Carbon Park - the first zero carbon building in Hong Kong in collaboration with the Hong Kong SAR Government to showcase the low carbon building technologies and practices located in the commercial and industrial district of Kowloon Bay, Hong Kong.
- 1.2 The missions of CIC-ZCP are:
  - (a) To serve as an Exhibition Centre - to showcase the state-of-the-art eco-building design and technologies to the construction industry locally and internationally with a view to promote their application in Hong Kong;
  - (b) To serve as an Education Centre - to raise community awareness of low carbon living in Hong Kong and promote behavioural changes towards low carbon living by providing guided CIC-ZCP tours and organising education programmes; and
  - (c) To serve as an Information Centre - to disseminate the latest low/zero carbon building technologies and practices to industry stakeholders.
- 1.3 CIC-ZCP, completed in June 2012, is located at 8 Sheung Yuet Road, Kowloon Bay, Kowloon, Hong Kong. Its total site area is 14,700m<sup>2</sup>. It is a 3 storey building with a footprint of approximately 1,400m<sup>2</sup> and CIC-ZCP is surrounded by an open landscape area of approximately 13,300m<sup>2</sup>. The site layout plan is referred Annex A for details.
- 1.4 Key components in CIC-ZCP are:
  - Exhibition area
  - Education area e.g., STEAM Lab
  - Eco-office
  - Multi-purpose hall

- 1.5 Key Components in the Landscape Area are:
- Eco-plaza;
  - Play Unit;
  - AIPV Kiosks;
  - Outdoor exhibition areas;
  - Hong Kong’s first urban native woodland - Biodiversity in urban area; and
  - Eco-Café.
- 1.6 The CIC (the “Licensor”) is engaging a service provider (the “Licensee”) to operate the Eco-café (the “Shop”).

## 2. Opening Hours

2.1 The opening hours of CIC-ZCP’s facilities are as follows:

CIC-ZCP	
Indoor Exhibition area	<p><u>Opening Hour:</u></p> <ul style="list-style-type: none"> <li>• Monday to Sunday, including Public Holiday (except 1<sup>st</sup> day to 3<sup>rd</sup> day of Chinese New Year) ;</li> <li>• 09:30 a.m. to 5:30 p.m.;</li> <li>• Receive 100-150 visitors per day on average for organised guided tours (about 25 visitors per tour, estimated 3 - 4 tours per day, 1.5 hours per tour); and</li> <li>• Key targeted visitors are the general public / students, and stakeholders in the construction industry</li> </ul>
Multi-purpose hall	<ul style="list-style-type: none"> <li>• Available for events / conferences / seminars / exhibition / weddings;</li> <li>• 9:00 a.m. to 6:00 p.m.; and</li> <li>• Capacity of up to 130 people per session</li> </ul>
CIC-ZCP	
Outdoor Exhibition area	<ul style="list-style-type: none"> <li>• Available for events / conferences / exhibition (from 9:00 a.m. to 6:00 p.m.); and</li> <li>• Capacity of up to 1,000 people per session.</li> </ul>

<p><u>Closing Date:</u></p> <p>1. 1<sup>st</sup> day to 3<sup>rd</sup> day of Chinese New Year;</p>
<p>Landscape Area</p>
<p><u>Opening Hour:</u></p> <ul style="list-style-type: none"> <li>• Monday to Sunday, including Public Holiday to the public; and</li> <li>• 7:00 a.m. to 8:00 p.m. every day.</li> </ul>

2.2 Special arrangements under inclement weather conditions shall, in general, follow that of similar facilities operated by the Hong Kong SAR Government.

2.3 The Licensor may, at its absolute discretion and from time to time, vary, extend, reduce or otherwise alter the opening hours of the Premises to suit its actual operational requirements or those of the CIC-ZCP.

2.4 The Licensee shall at all times strictly comply with and adhere to the opening hours as notified or directed by the Licensor from time to time. The Licensee shall have no claim, right of action, or entitlement to any compensation, reduction in licence fee, extension of the Licence Period, or any other relief whatsoever arising from or in connection with any change, variation, restriction, or suspension of the opening hours by the Licensor.

### 3. General Information of CIC-ZCP Eco-Café

3.1 The general information of the Eco-Café refers to Table 3.1 and Annex A.

<b>Estimated Floor Area of the Eco-Café</b>	10m <sup>2</sup> (107.64 sq. ft.)
<b>Estimated Floor Area of the Shop</b>	10m <sup>2</sup> (107.64 sq. ft.)
<b>Estimated Seating Area</b>	20 m <sup>2</sup> (215.278 sq. ft.)
<b>Equipment installed in Eco-Café</b>	Lighting system and water tap and sink
<b>Service provided by CIC-ZCP</b>	<p>Electricity and Water Supply</p> <p>The electricity and water bills will be sent to the Licensee on a monthly basis based on actual usage (as measured by the relevant meters).</p> <p>The internet network for Eco-Café and Shop operation shall be provided by the Licensee themselves and at no additional cost to CIC-ZCP.</p>
<b>Power Supply</b>	63A 3-phase electricity is provided in the Eco-Café and Shop respectively and the power supply cannot be upgraded.

**Table 3.1 - Facility Information for Eco-Café and Shop**

- 3.2 It should be noted that the proposed operating hours of the Shop shall be submitted by the Licensee for prior approval by the Licensor and CIC-ZCP. The approved operating hours shall align with the standard opening hours of the landscape area, which are from 7:00 a.m. to 8:00 p.m., Monday to Sunday and on Public Holidays.

Any subsequent change or amendment to the approved operating hours (including but not limited to temporary or permanent adjustments) shall require prior written notification to CIC-ZCP and the Licensor's prior written approval. The Licensee shall submit a written request detailing the proposed changes, reasons, and any potential impact at least thirty (30) days prior to the intended effective date of the change (or such shorter period as may be agreed by the Licensor in writing).

In the event that the Licensee wishes to extend the operating hours beyond the standard hours of the landscape area for any special events or activities, the Licensee must obtain prior written approval from the Licensor by submitting a detailed event plan at least sixty (60) days prior to the proposed date of the event.

- 3.3 The CIC-ZCP site layout plan in Annex A is for reference only and the Licensee is strongly recommended to visit the site before submitting the tender.

## 4. Scope of Services

### 4.1 Catering Services

#### 4.1.1 The Licensee shall provide:

- A comprehensive offer of hot and cold beverages including seasonal beverages cater for different seasons;
- A selection of hot and cold snacks, daily fresh pastries, seasonal salads, sandwiches, cakes and desserts;
- Simple Good-for-you dishes and low-calorie meals such as pasta, home-made soup, sandwiches, pizzas etc.; and
- Any other innovative ideas on top of the above are welcomed.

4.1.2 To be in line with the CIC-ZCP theme, the ingredients should preferably be healthy. For example, low-calorie recipes, vegetarian recipes, and the use of healthy cooking methods.

4.1.3 The Licensee may potentially be the catering partner with CIC/ CIC-ZCP for conferences, seminars and corporate functions held in CIC-ZCP, subject to approval of CIC/ CIC-ZCP.

4.1.4 The Licensee shall provide attractive breakfast/ lunch option(s) for the group of visitors at CIC-ZCP.

4.1.5 The Licensee shall provide environmentally friendly utensils.

### 4.2 Publicity

#### 4.2.1 The Licensee shall:

- Provide publicity and marketing initiatives of the Eco Café and Shop to attract crowd;
- The detailed proposal of promotional events based on the requirements listed out in Section 3.1 (ii), Appendix A of Conditions of Tender – A completed Business Plan in tender document, shall be submitted to CIC-ZCP for review prior to the date of events; and

- Work together with CIC-ZCP on social media to deliver joint marketing programs. The Licensee shall provide new concepts and cooperate with CIC-ZCP's partners in a proactive manner.

#### 4.3 Low Carbon Workshop and Products

- 4.3.1 The Licensee shall not sell any merchandise or items, or carry out any activity or do anything which may be considered a contravention or inconsistent with the statutory status of CIC / CIC-ZCP, image and theme of zero carbon living. The CIC reserves the right to require the Licensee to immediately cease such act and / or remove from display and sale any items or merchandise which the CIC in its absolute discretion considers to be in contravention of the CIC/ CIC-ZCP's image.
- 4.3.2 The Licensee shall offer low-carbon workshops and relevant products for visitors to choose from. The workshops and relevant products shall be in sync with the theme of zero-carbon living.
- 4.3.3 The Licensee shall submit price list for approval to ensure competitiveness and compliance with the CIC/CIC-ZCP's image.
- 4.3.4 The Licensee shall comply, and shall procure that every person employed or engaged by it complies, with all applicable laws and regulations in Hong Kong, including without limitation the Law of the People's Republic of China on Safeguarding National Security in the Hong Kong Special Administrative Region (Commonly referred to as the Hong Kong National Security Law). This compliance obligation applies to any and all conduct related to the activities at the venue (including, without limitation, promotions and the publication or dissemination of related information).
- 4.3.5 The Licensee shall not use the venue for any illegal, immoral or improper activities, or for any activities contrary to the purposes of the event.
- 4.3.6 The CIC/CIC-ZCP will conduct on-site inspections of the venue setup and related promotional materials. If any potential risks of contravening national security laws are identified, the CIC reserves the right to cancel the venue rental agreement and require the Licensee and any

related personnel to vacate the premises immediately.

#### 4.4 Design, Fitting Out Work, Repair and Handing Back of the Shops

- 4.4.1 The name, logo, displayed materials including but not limited to paper, audio, video and design of the Eco Café and Shop shall not look or conceived as in contravention of statutory status of CIC and shall match with the CIC-ZCP's mission (Refer to Section 1.2 of this Assignment Brief) and surrounding environment. Most importantly, the identity of the CIC-ZCP must be distinctive in the design so that the public can easily associate the Eco Café and Shop with the CIC-ZCP. The final Shop name, logo, displayed materials including but not limited to paper, audio, video and design should be subject to CIC/CIC-ZCP's approval.
- 4.4.2 The Licensee shall submit to the CIC detailed plans, drawings, and specifications of the proposed fitting-out works for approval prior to commencing any works at the Premises. The Licensee shall carry out the fitting-out, alterations, and other works in accordance with the detailed requirements set out in Clause 4.2 of the Special Conditions of Contract.
- 4.4.3 The Licensee shall at all times during the Licence Period keep and maintain the Premises in good, clean, substantial, and proper repair and condition, appropriate to the theme of low carbon living promoted by the CIC-ZCP, and shall properly preserve and decorate the Premises (fair wear and tear excepted). The detailed requirements for repair and maintenance are set out in Clause 4.3 of the Special Conditions of Contract.
- 4.4.4 Upon the expiry or earlier termination of the Licence Period, the Licensee shall hand back the Premises to the Construction Industry Council (CIC) in the condition required under Clause 4.3 of the Special Conditions of Contract (subject to fair wear and tear), and shall remove all of the Licensee's movable, unfixed, or unfitted personal chattels, fittings, fixtures, and effects from the Premises within 30 days after receipt of the official notice from the CIC/CIC-ZCP. The detailed requirements for handing back the Premises are set out in Clause 4.4 of the Special Conditions of Contract.

#### 4.5 Operation Structure

- 4.5.1 As a separate business entity, the Licensee will be responsible for his own business administration and operate as a wholly independent business.
- 4.5.2 If requested by the CIC-ZCP, the Licensee shall be responsible for keeping the keys to the Eco-toilet behind the Eco-Café. The Eco-toilet will be opened to the customers of the Eco-Café and Shop and the public during the opening hours of the landscape area. The Cleaning of the Eco-toilet will be responsible by CIC-ZCP's contractor. (Refer to Section 2.1 of this Assignment Brief).

#### 4.6 Commitment to Sustainability, Health and Safety

- 4.6.1 The Licensee is required to commit to sustainability, Health and Safety by following the House Rules provided in Annex B, whenever applicable.
- 4.6.2 The Licensee shall comply with the CIC Contractor's safety requirements and Guidelines On Work-Above-Ground, including but not limited to any applicable site safety protocols, procedures, and standards during the Licence Period.
- 4.6.3 The Licensee shall maintain health and safety standards in full accordance with the CIC's safety objectives, policies, and guidelines at all times. The Licensee shall ensure that all operations at the Premises are conducted without compromising safety in any manner, and no excuses, exceptions, or claims based on cost, resource constraints, or any other factors shall be permitted or accepted as justification for any failure to comply.
- 4.6.4 The Licensee shall obtain a BEAM Plus Food & Beverage (F&B) certificate from the BEAM Society Limited (BSL) during the Licence Period. The certificate shall achieve at least the "Green" Grade in the Theme Certification category (Sustainable F&B Operations) or at least the "Bronze" Grade in the overall performance category.

## **5. Licence Period, Regulating Actions and Licence Fee**

### 5.1 Licence Period

- 5.1.1 The Licence will be for a fixed term period of 2-year followed by a 2-year non-fixed term period and subsequent 1-year non-fixed term period which is renewable subject to the CIC's review of the Licensee's performance during the License period. The actual commencement date for the Licence is to be agreed between the CIC and the successful Licensee upon the award of the Licence.
- 5.1.2 Upon the expiry of the 2-year fixed term licence period, the 2-year non-fixed period and next 1-year non-fixed period will be renewed upon mutual agreement on a set of new or revised terms and conditions if applicable.
- 5.1.3 Save for the event mentioned under Clause 43(L) and (M) of the General Conditions of Contract, Clause 7.1 and 8.1 of the Special Conditions of Contract and Clause 5.2.1 of the Assignment Brief, termination of the Licence is subject to the written notification by either party with a minimum notice of SIX (6) months without affecting any other right, power or remedy of either party.

### 5.2 Regulating Actions on Unsatisfactory Performance

- 5.2.1 In the event the Licensee receives THREE (3) or more warning letters issued by the CIC/ CIC-ZCP during the Licence Period, the CIC/ CIC-ZCP reserves the right to terminate the Licence immediately without affecting any other right, power or remedy of the Licensor.
- 5.2.2 The Licensee can follow an appeal mechanism if disagree with the issue(s) stated in the warning letter by appeal in writing with substantiations and supporting evidence within FOURTEEN (14) calendar days from the date of issuance of the warning letter.

### 5.3 Licence Fee

- 5.3.1 The Licensee will be exempted from paying the licence fee for the first SIX (6) months after the award of the Licence. Upon the expiry of the SIX (6) months exemption period, the Licensee shall pay HK\$3,000 and an additional 5% of the gross sales when the monthly business turnover achieves \$20,000 (before any deductions of sales returns), to the CIC as the licence fee provided that the conditions stipulated in Clause 4.1 of the Special Conditions of Contract are fulfilled within the stipulated (i.e. 21 days from the date of issuance of debit note by CIC) timeline. The CIC reserves the right to access the books and records of the Licensee for audit purposes.
- 5.3.2 The Exemption Period shall only apply if the Licensee undertakes renovation works, assignment of the licence, preparation for business operations, or other similar activities requiring setup time. If no such activities are required or undertaken, the Licensee shall pay the full licence fee in accordance with section 5.3.1 from the commencement date of the Licence.
- 5.3.3 The Licensee could suggest other feasible licence fee models to the CIC, the final decision on the new suggestions shall be subject to mutual agreement between the parties. The Licensee shall submit the monthly sales report to CIC/CIC-ZCP by the first week of each month.
- 5.3.4 Utilities such as electricity, water, will be billed to the Licensee on a monthly basis based on the actual usage. For the avoidance of doubt, the utility charges are in addition to the licence fee payable as described above.
- 5.3.5 The Licensee is required to pay HK\$20,000 to the Licensor as the deposit upon Licence award. The amount, net of any required compensation fee to the CIC, shall be refunded to the Licensee by the Licensor within one month after the end of the License Period and handing back the Premises to the Licensor in accordance with this License or within one month of the settlement of the last outstanding claim by the Licensor against the Licensee (whichever is later) without interest.

- 5.3.6 The Licensee shall, prior to the commencement of any operations at the Premises, obtain and maintain in full force and effect all necessary licences, permits, approvals, and registrations required under applicable Hong Kong laws and regulations for the intended use of the Premises (including, without limitation, any food business licence or other relevant permits).
- 5.3.7 The Licensee shall submit copies of all licence applications and the official issued licences (including any renewals or amendments) to the CIC/CIC-ZCP for acknowledgement and record-keeping purposes. The Licensee shall keep such licences up to date and promptly provide CIC/CIC-ZCP with copies of any updated or renewed documents as and when they are obtained.

## **6. Presentations**

- 6.1 Refer to Section 4.2 of the Assignment Brief, 'Publicity', the Licensee shall provide publicity and marketing initiatives of the Eco Café and Shop to attract crowd, so as to undertake any marketing initiatives. For the event organised by the Licensee or co-organised with CIC-ZCP, the Licensee shall update its marketing/ promotion plan to CIC-ZCP, and attend all meetings with CIC-ZCP for the event preparation, development and execution.
- 6.2 To report the progress of the event to CIC-ZCP at least 1 week in advance.
- 6.3 For the event organised by CIC-ZCP, the Licensee is required to attend briefing sessions as required by CIC-ZCP which the CIC-ZCP considers appropriate.

## 7. Deliverables

Task	Description of Deliverables	Target Dates
1.	Renovation design and approval by CIC/CIC-ZCP	21 days upon award of License
2.	Attainment of relevant licenses application(s)	60 days upon award of License
3.	End of the Renovation period of the Eco-café and Shop	60 days upon award of License
4.	Commence of Operation of Eco-café and Shop	80 days upon award of License
5.	Obtain the BEAM Plus Food & Beverage (F&B) Certificate	The first submission must be submitted to the BEAM Society 365 days after the licence is awarded.

## 8. Brief Programme

- 8.1 The Licensee carries out the operation of the Shop and submits deliverables as stipulated in the Assignment Brief, Business Plan and its Appendixes to CIC-ZCP in accordance with the tentative Tender Programme specified in Section 3.1 (i), Annex A of Conditions of Tender and Section 7 of the Assignment Brief or as directed / agreed by CIC/ZCP from time to time.
- 8.2 Supplementary information or reports other than the deliverables stated above shall be prepared and delivered at such time upon request by CIC-ZCP.

## 9. Management of the Licensee

- 9.1 The Licensee shall submit to the CIC a complete and accurate monthly statement (The “Monthly Sales Statement”) no later than the seventh 7<sup>th</sup> days of each calendar month. Upon receipt of the monthly statement, the CIC shall issue a debit note to the Licensee based on the reported sales figures. The Licensee shall fully settle the debit note within twenty-one (21) days from the date of issuance in accordance with section 5.3.1.
- 9.2 The Licensee shall attend the monthly meeting with CIC-ZCP to review its operation and update its marketing/ promotion plan to ZCB.

9.3 Failure by the Licensee to:

- (i) Submit the monthly statement within the prescribed timeframe; or
- (ii) Settle any debit note within the stipulated payment period,

shall constitute a material breach of this Licence Agreement. In such event, the CIC reserves the absolute right, without prejudice to any other rights or remedies available to it at law or in equity, to impose penalties, charge interest on overdue amounts at the rate and in the manner prescribed in the Special Conditions of Contract, suspend any rights granted under this Licence Agreement, or take any other action it deems appropriate.

- 9.4 The Licensee shall submit to the CIC/ CIC-ZCP a valid Business Registration Certificate and the Licence issued by the Food and Environmental Hygiene Department, and shall provide copies of all subsequent renewals of these documents from time to time. The Licensee must ensure that these documents remain valid throughout the Licence Period in accordance with section 5.3.6.

## **10. Licensee Office & Staffing**

- 10.1 The Eco Café and Shop shall be led by a Manager with at least 7 years of management experience in similar services (i.e. Catering, Food & Beverage, Retail, Fast-Moving Consumer Goods (FMCG) with related marketing, publicity, and launches for similar events). The Manager will act as the main contact point for ZCB and relevant stakeholders for all stages of services delivery.
- 10.2 The Licensee shall arrange for an on-site person-in-charge during the Eco Café and Shop operating hours. The Licensee shall provide the details of the on-site person-in-charge to CIC-ZCP.
- 10.3 The Licensee shall provide all specialist and sub-consultant/ sub-contractor services required for the satisfactory commencement and completion of the services. No additional fees or expenses for the provision of such services rendered locally or overseas shall be payable by the CIC.

- 10.4 The Licensee shall maintain at least one staff member on site during the Eco Café and Shop operation hours.
  
- 10.5 For reasons beyond the Licensee's control, the Licensee is unlikely to provide or maintain any key staff as specified in the services, the Licensee should report to CIC-ZCP as soon as practicable and propose for CIC-ZCP's approval of a substitute staff having qualifications and experience comparable to the staff who is leaving the team.

License to Operate the  
CIC-ZCP  
Eco-Café and Shop  
for the Construction Industry Council

Ref.

Annex A  
CIC-ZCP Site Layout Plan and  
Reference Photo

德福花園 Telford Garden

德福廣場  
Telford Plaza

德藝會  
Telford Club

牛頭角警署  
Police Station

偉業街 Wai Yip Street

德福大廈  
Telford House

其士工程服務中心  
Chevalier Engineering  
Service Centre

其士商業中心  
Chevalier Commercial centre

宏開道 Wang Hoi Road

常悅道 Sheung Yuet Road

宏遠街 Wang Yuen Street

宏泰道 Wang Tai Road

瑞興中心  
Shui Hing Centre

國際交易中心  
Exchange Tower

宏照道 Wang Chiu Road

新明大廈  
New Bright Building

建造業零碳天地  
CIC-ZCP

MegaBox

宏冠道 Wang Kwun Road

企業廣場  
Enterprise  
Square

企業廣場2期  
Enterprise  
Square 2

常怡道 Sheung Yee Road

宏力工業大廈  
Flourish Ind. Building

臨興街 Lam Hing Street

臨樂街 Lam Lok Street

臨興街 Lam Lok Street

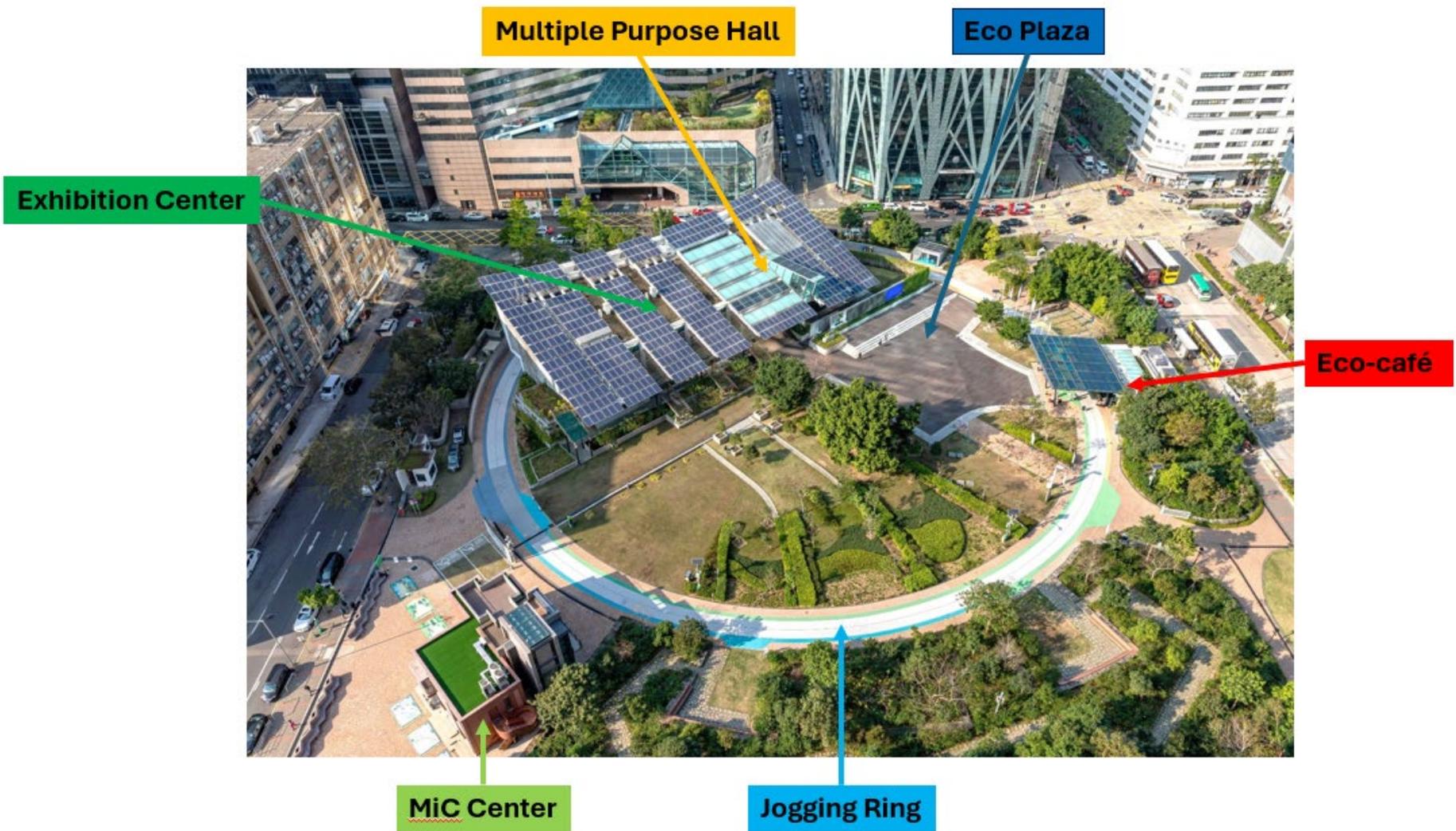
臨豐街 Lam Fung Street

榮福道 Kai Fuk Road

九龍巴士廠  
Kowloon Motor Bus  
Depot

建造業零碳天地

CIC-ZCP



**Multiple Purpose Hall**

**Eco Plaza**

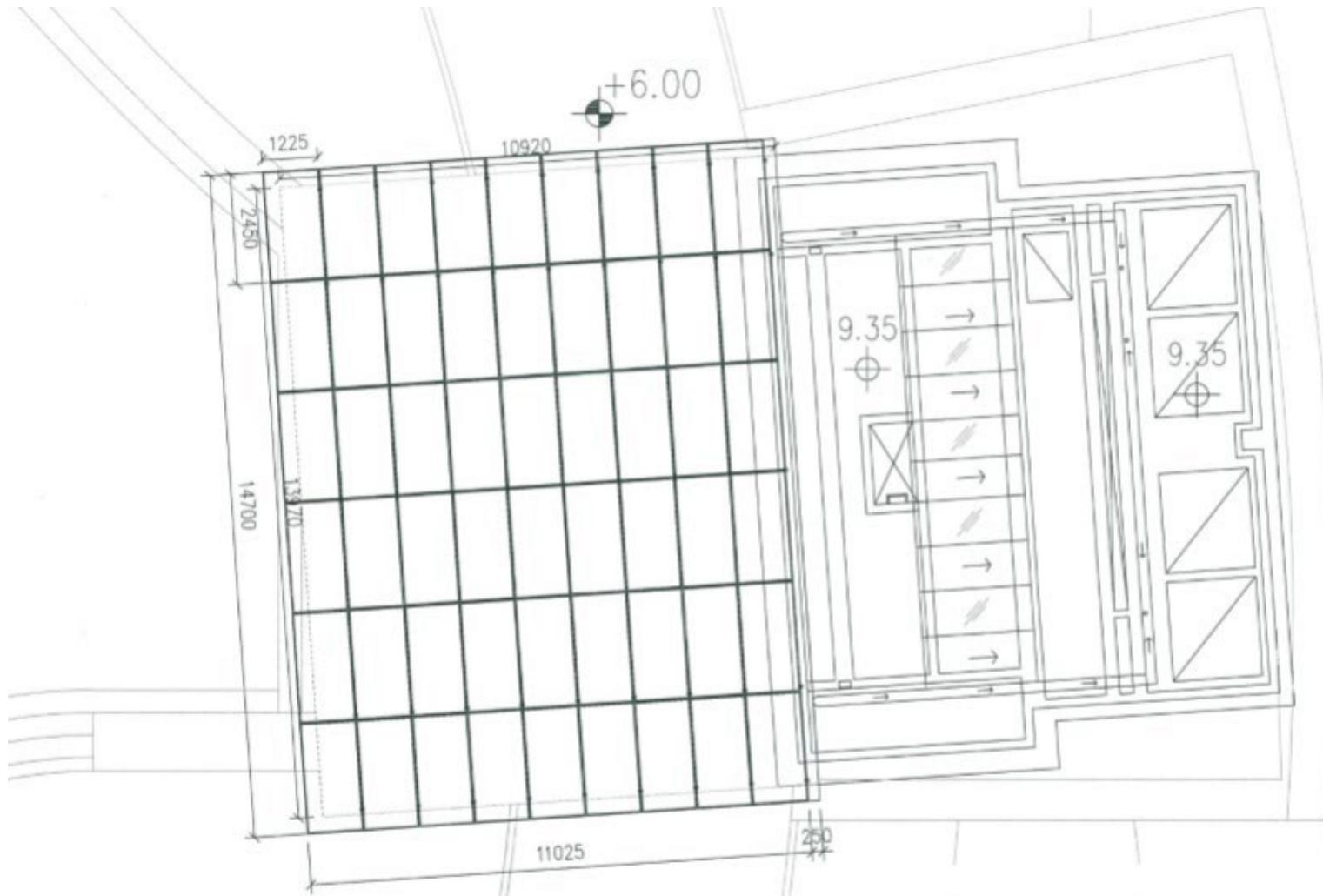
**Exhibition Center**

**Eco-café**

**MiC Center**

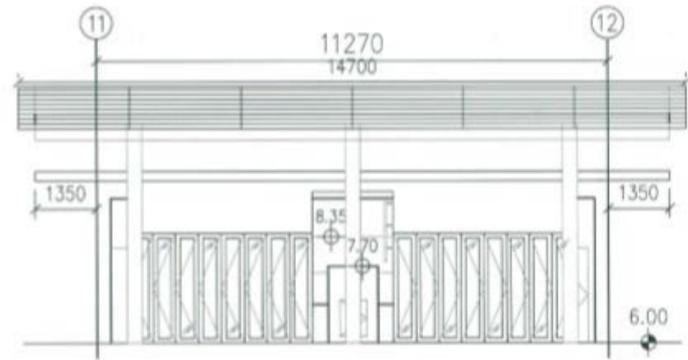
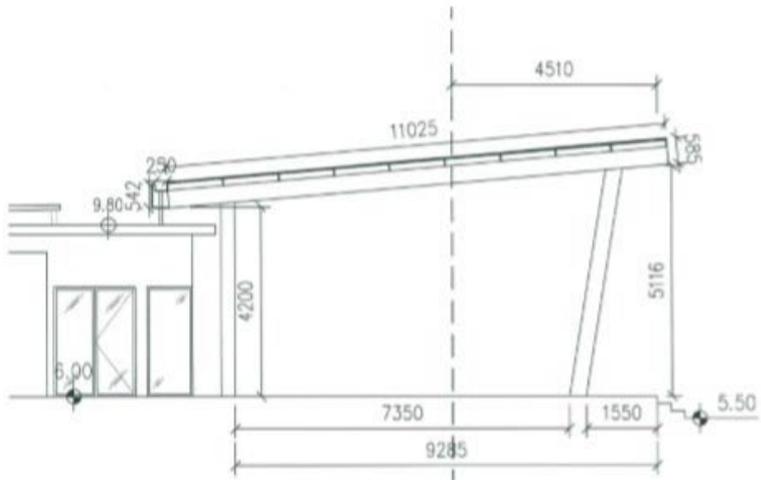
**Jogging Ring**

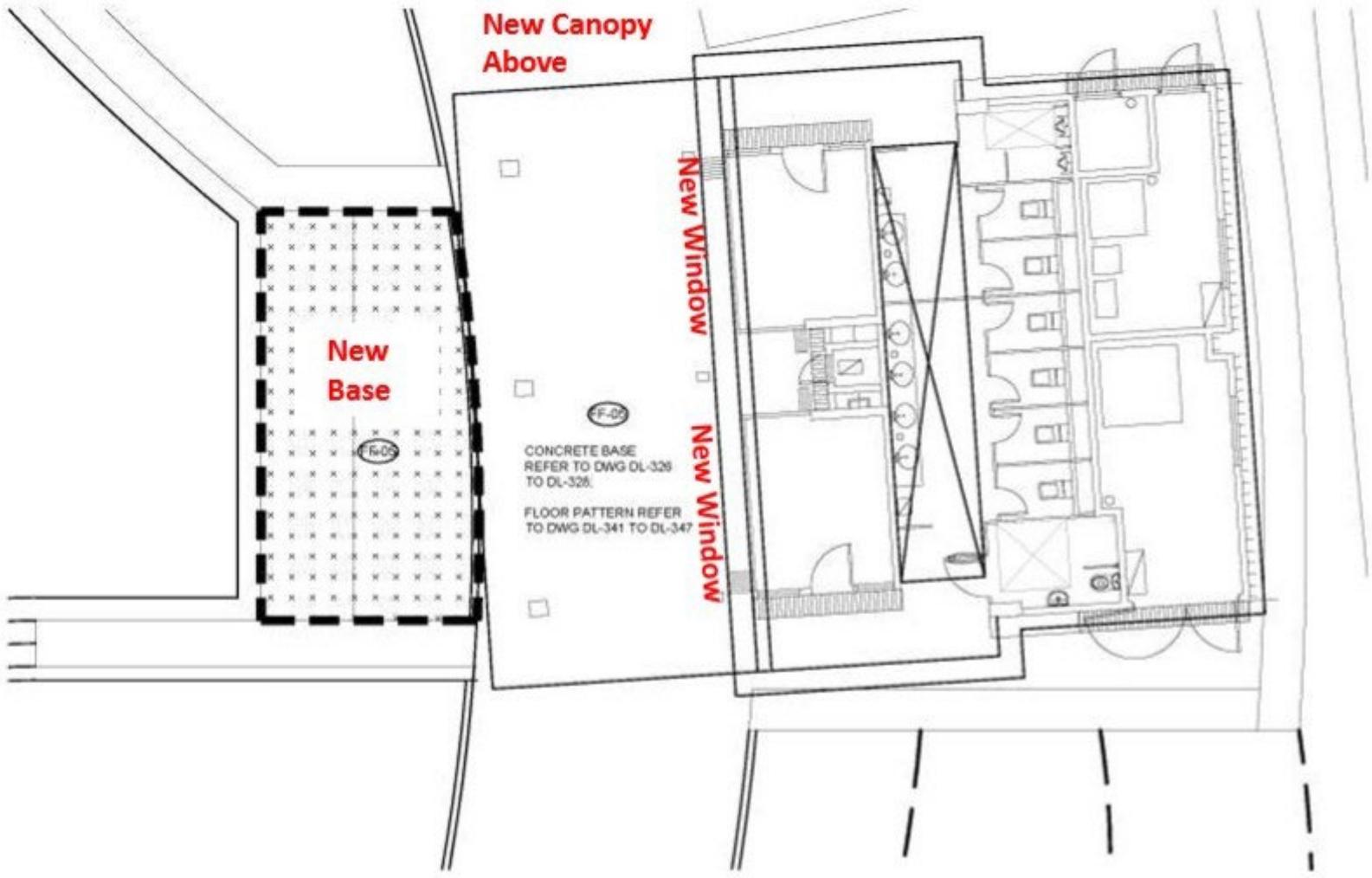




R INFORMATION ONLY

**1** ECO CAFE CANOPY - PLAN: BIPV LAYOUT  
Scale 1:100





## **Provision of License to operate the CIC-ZCP Eco-Café and Shop for the Construction Industry Council**

### **Annex B - House Rules**

The Licensee shall comply with these House Rules at all times to support the CIC-ZCP's zero carbon emissions objective, low-carbon living promotion, health and safety standards, and sustainable building identity, in line with its passive design and operational principles.

#### **Key Areas:**

1. Natural Ventilation Operating Principles
2. Internal Layout and Clear Air Flow Paths
3. Education of Users
4. Procurement of Environmentally Friendly Equipment to Minimise Energy Consumption and Heat Gain
5. Dress Code
6. Use of Low Carbon Construction Materials
7. Use of Water-Saving Equipment
8. Minimising Waste
9. Safety and Health
10. Housekeeping

The CIC reserves the right to amend these House Rules from time to time to ensure the achievement of the CIC-ZCP's zero carbon emissions objective.

#### **1. Natural Ventilation Operating Principles**

- When external conditions are suitable (e.g., mild temperature, low humidity, good air quality), windows shall be opened to facilitate natural ventilation. This removes internal heat build-up, reduces pollutant accumulation, and enhances air movement for occupant cooling.
- The building features cross-ventilation with openings on multiple façades to enable effective through-flow of air.
- Three key factors enhance natural ventilation effectiveness: (i) clear air flow paths from one façade to another; (ii) proactive operation by occupants; and (iii) minimisation of internal heat gains (discussed in subsequent sections).

## **2. Internal Layout and Clear Air Flow Paths**

- Air flow from one façade to another shall be maintained to maximise natural ventilation efficiency.
- Display boards, signs, and partitions shall be positioned perpendicular to the main air flow direction (not longitudinally along the building axis) to minimise obstruction.
- Partitions shall be kept low (below 1.2 m height where possible). Storage furniture shall be placed along perimeters only.
- Cellular or enclosed spaces (e.g., storage rooms) shall be opened when not in use to allow air circulation.
- No items (e.g., junk, stock, or equipment) shall be placed in front of windows, vents, or other openings.

## **3. Education of Users**

- Staff shall actively promote the benefits of natural ventilation, such as opening windows on opposite façades for cross-flow.
- Staff shall have flexibility in dress code to accommodate varying thermal comfort preferences (see Section 5).
- Easy access to manual window controls and other environmental adjustments shall be ensured.
- Windows should be opened early in the morning (before staff arrival) to pre-cool the space using cooler external air.
- At the end of each operating day, procedures shall be established to close all windows securely to prevent weather ingress and maintain security.
- Occupants are more satisfied with the environment when they understand and can control it; staff shall educate visitors and customers on CIC-ZCP's sustainable features.

## **4. Procurement of Environmentally Friendly Equipment to Minimise Energy Consumption and Heat Gain**

- Internal heat gains shall be minimised to extend the periods during which natural ventilation is effective. In the Eco-Café and Shop, major sources include electrical equipment and appliances.

- All electrical equipment and appliances shall be Energy Star-rated (or equivalent) where available. ICT loads shall be limited to approximately 15-25 W/m<sup>2</sup>.
- Centralised network printers shall be used instead of multiple individual printers.
- Low-energy laptops or thin clients shall be prioritised over full desktop PCs.
- Use of personal ICT equipment (e.g., additional monitors, tablets) shall be minimised.
- All unused equipment shall be turned off or powered down.

## **5. Dress Code**

- Staff and users shall dress appropriately for thermal comfort in a naturally ventilated environment.
- Outside winter months, a CLO value of less than 0.7 is recommended (e.g., trousers/long-sleeved shirt; knee-length skirt/long-sleeved shirt; no suit jacket or tie).
- In summer (June to September) or when thermally acceptable, a CLO value of less than 0.5 is encouraged (e.g., walking shorts/short-sleeved shirt).
- Staff and visitors shall be encouraged to remove jackets when possible and comfortable.

## **6. Use of Low Carbon Construction Materials**

- Wherever possible and appropriate, low-carbon materials and construction methods (e.g., recycled, locally sourced, or low-embodied carbon options) shall be used for any decoration, renovation, fittings, and furniture.

## **7. Use of Water-Saving Equipment**

- Wherever possible and appropriate, water-saving devices registered under the HKSAR Government's Voluntary Water Efficiency Labelling Scheme (WELS) shall be used for taps, showers (if applicable), and other fixtures.

## **8. Minimising Waste**

- Waste shall be minimised through reduction, reuse, and recycling practices.
- Wherever possible and appropriate, materials and products shall be recycled or sourced sustainably.

## 9. Safety and Health

- A minimum 1200 mm clearance width for access to plant rooms adjacent to the Eco-Café and Shop shall be maintained at all times.
- Gratings under shelving outside the Eco-Café and Shop shall remain openable for U-channel cleaning, with at least 150 mm clearance height from the bottom of shelving.
- No obstructions shall block access to CIC-ZCP facilities, including MCBs at the Eco-Café and Shop, Fire Service Installations, and Equipment between the Café and Shop.
- All MCB boards and fuses shall be correctly and clearly labelled.
- Schematic Diagrams of WR1 shall be resubmitted in digital format (no hand sketches permitted).
- Outdoor air-conditioning units shall be securely fixed. A waterproof “Emergency Stop Push Button” shall be installed at each unit. Drawings for fixing details and a method statement shall be submitted for CIC approval.
- Fire Drill Participation — Representatives from the Eco-Café and Shop (including the Licensee or designated staff) shall attend all regular fire drills and emergency exercises organized by CIC/CIC-ZCP to enhance safety awareness and ensure familiarity with evacuation procedures and fire safety protocols.
- Typhoon and Adverse Weather Procedures — In the event of a typhoon signal (including No. 3 or higher), black rainstorm warning, or any other incidents/emergencies, the Licensee shall immediately follow all instructions issued by CIC/CIC-ZCP (including Facility Management Office directions). This includes securing all loose items and outdoor equipment, suspending operations if directed, closing the premises safely, and restricting access until clearance is given by CIC/CIC-ZCP. The Licensee shall ensure staff are briefed on these procedures in advance.

## 10. Housekeeping

The Licensee shall maintain high standards of housekeeping to support CIC-ZCP's zero-carbon, low-maintenance, and healthy indoor environment objectives.

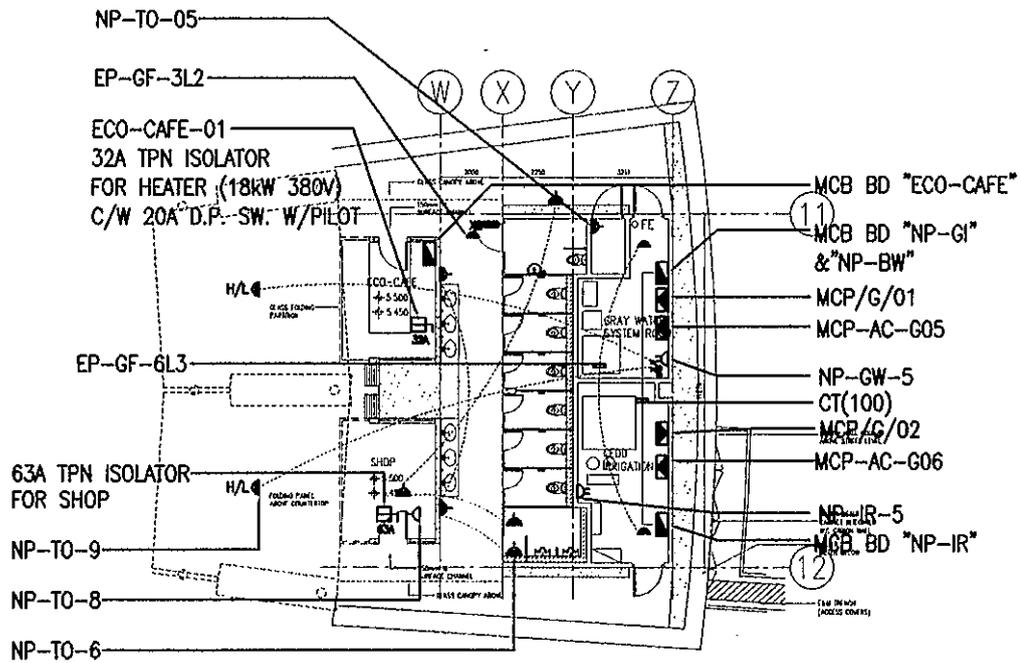
- The Licensee shall be responsible for regular cleaning of any affected areas, including soiling of granite cavity walls or other surfaces caused by their operations.
- Daily cleaning shall use environmentally friendly, low-VOC, non-toxic cleaning products to avoid indoor air quality degradation and support natural ventilation effectiveness.

- Floors, counters, display areas, and windows shall be kept clean and free of dust/debris to maintain clear air flow paths and maximise daylighting/ natural ventilation.
- Waste bins shall be segregated for recyclables, food waste, general waste, and (where applicable) compostables; The waste bins shall prevent odours, pests, or blockages.
- Spillages (e.g., from café operations) shall be cleaned immediately to prevent slippery surfaces, staining, or attraction of pests.
- Pest control measures shall use non-chemical or low-impact methods (e.g., sealing entry points, proper waste management) to avoid compromising indoor air quality.
- High-touch surfaces (e.g., handles, counters) shall be sanitised regularly using eco-friendly disinfectants.
- Energy-efficient practices shall be followed, such as turning off lights and equipment when areas are unoccupied, and ensuring cleaning does not obstruct vents or windows.
- The Licensee shall conduct regular inspections (at least monthly) to ensure housekeeping complies with these rules and report any issues affecting building performance to the CIC/CIC-ZCP promptly.
- No harsh chemicals or high-water-use cleaning methods shall be used unless unavoidable and approved.

For Reference Use Only

Annex

Layout of Electricity Supply in the CIC-ZCP Eco-Café and Shop



# BEAM Plus

# Food & Beverage

Version 1.0 (Beta 0)

12.2025



**Disclaimers of BEAM Plus Food & Beverage v1.0 (Beta 0)**

The BEAM Plus Food & Beverage v1.0 (Beta 0) is released as a beta version for pilot use. This must not be taken as an official launch of the final version which is subject to changes in due course.

In no circumstances shall a reader rely on this version for any purpose other than treating this as a beta version for pilot use.

BEAM Society Limited, its commissioned consultants, participants of Steering Committee and all individuals involved in the development of BEAM Plus Food & Beverage accept no liability for any loss or damage arising any use or misuse of or reliance on any information in this draft manual.

Beta 0

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## 1. Introduction

### 1.1 Overview

#### BEAM Plus

Building Environmental Assessment Method (BEAM) Plus is a comprehensive environmental assessment tool for buildings which is carried out on a voluntary basis. It defines the best practice criteria for a range of sustainability issues across the whole life cycle of buildings and projects, such as how buildings shall be designed, constructed and operated, etc. Recognised as one of the world's leading green building assessment tools, it provides a comprehensive set of performance standards that can be pursued by developers and owners.

BEAM Plus Food & Beverage Version 1.0 (F&B v1.0), owned and operated by the BEAM Society Limited (BSL), is a rating tool that falls under the BEAM Plus framework. It specifically focuses on the management, operation, maintenance, and environmental performance of food & beverage (F&B) premises.

It aims to reduce the environmental impacts of F&B operations whilst improving quality and user satisfaction by the adoption of the best techniques available. It also drives the society to achieve carbon neutrality.

#### BEAM Plus F&B Version 1.0

Hong Kong is renowned as a food paradise and boasts its comprehensive range of exquisite cuisines. However, the associated problem in the form of used cooking oil, fume, noise, plastic and food waste is staggering. Thousands of tons of food waste are thrown away each day. According to Government statistics, such food waste accounts for more than 30% of Hong Kong's municipal solid waste- one of the largest percentages in the world. Over the course of the COVID 19, the number of restaurant takeaway orders has increased tremendously. As a result, enormous amount of single-use plastic containers, disposable cutlery, plastic carrier bags etc. end up in our landfills.

BEAM Plus F&B v1.0 aims to monitor, incentivise, and standardise green practices across the F&B sector from energy efficiency and waste reduction to ethical sourcing and circular economy innovations. By addressing the dual imperatives of economic growth and ecological preservation, BEAM Plus F&B seeks to transform Hong Kong's culinary landscape into a model of sustainable excellence, ensuring its legacy as a food paradise while pioneering solutions for a greener future.

BEAM Plus F&B v1.0 is unique in the way with the following features:

- i. adapts to the diverse operational models, space constraints, and high-turnover nature of the F&B industry to ease adoption and long-term sustainability management;
- ii. is pioneering in its focused approach on kitchen operations and holistic themed certifications, setting a precedent for sector-specific sustainability worldwide;
- iii. incorporates new initiatives to improve efficiency and performance in critical areas such as food waste, water usage, energy consumption, and waste management;
- iv. aligns with global environmental targets by prioritising measurable reductions in carbon emissions, air pollution, waste, and water use;
- v. shapes operational practices and promotes staff wellness through sustainable commitments and demand-side management within the F&B environment;
- vi. encourages environmental enhancement for all F&B establishments, regardless of size or age, including fast-food outlets and virtual kitchens;

- vii. embraces the entire F&B sector, from restaurants, cafes, and bars to canteens, ghost kitchens, and catering services;
- viii. contains various levels of achievement within its credit system to accommodate the specific needs of different types and sizes of establishments;
- ix. provides flexible implementation through prescriptive and performance approaches, plus a streamlined assessment pathway, to encourage widespread participation.

**BEAM Society  
Limited  
(BSL)**

BEAM is owned and operated by BSL, an independent non-profit public body whose membership is drawn from many professional and interest groups in Hong Kong's building construction and real estate sectors. BSL is committed to developing and implementing the BEAM Plus assessment tools, assessing green buildings and training professionals.

**Hong Kong Green  
Building Council  
(HKGBC)**

HKGBC was established in 2009 as Hong Kong's industry body that coordinates efforts towards green building. HKGBC certifies BEAM Plus projects, accredits BEAM Professional (BEAM Pro), BEAM Affiliate (BA) and BEAM Assessor (BAS).

**Development of  
BEAM Plus  
F&B Version 1.0**

The development of F&B v1.0 was led by the BSL Steering Committee, comprising industry practitioners and experts. Industry stakeholders have been consulted through engagement workshops to gather feedback and opinions on various aspects, including but not limited to, the overall framework, performance categories and their relative emphasis, assessment criteria, submission requirements and rating methodology. The Steering Committee comprises:

Convener – Mr Calvin CL KWAN

Members – Ir Timmy KWAN, Ir KS KWAN, Ir Colin CHUNG, Sr Kenny WONG, Ir Wing HO, Ir Fredrick LEONG, Mr Jack TSANG, Mr Steven TSE, Ms Catherine CHEUNG, Mr Winston YEUNG, Mr Sammy KONG, Ir WONG Kwok On, Ms Li Hiu Yan, Mr Peter FUNG, Mr Marcus TANG

**Disclaimer**

BEAM Plus has been prepared with the assistance and participation of many individuals and representatives from various organisations. The outcome represents a general consensus, but unanimous support from each and every organisation and individual consulted is not implied. The BEAM Plus documentation shall be reviewed on a regular basis and as frequently as necessary. BSL reserves the right to amend, update and change this Manual from time to time without prior notice. Where changes in regulations necessitate changes to the assessment criteria, they will be issued to all parties involved in an assessment and will be announced in the BSL's website. An appropriate transitional period shall be allowed for projects undergoing assessment process.

It shall be noted that none of the parties involved in the funding of BEAM, including BSL and its members, provide any warranties or assume any liability or responsibility to the users of BEAM, or any third parties for the accuracy, completeness or use of, or reliance on, any information contained in BEAM, or from any injuries, losses, or damages arising out of such use or reliance.

As a condition of use, users covenant not to sue and agree to waive and release BSL and its members from any and all claims, demands and causes of actions for any injuries, losses and damages that users may now or hereafter have a right to assert against such parties as a result of the use of, or reliance of BEAM.

**Limitations**

BSL does not endorse any self-assessed rating awarded by the use of BEAM Plus F&B Version 1.0.

HKGBC offers a formal certification process of rating. Any users or parties without a formal certification are not entitled to issue any rating certification of BEAM Plus F&B Version 1.0.

**Application and Eligibility**

BEAM Plus F&B v1.0 is designed to cover the environmental assessment of all types and scales of food and beverage operations, from small independent cafes to large chain restaurants, including but not limited to restaurants, cafes, bars, fast-food outlets, canteens, food courts, ghost kitchens, virtual kitchens, food factories, and catering services.

F&B establishments that have not been certified by BEAM Plus or other green building or sustainability certificates are strongly encouraged to participate in this Scheme. For assessment criteria that reference specific local or national policies, guidelines, or targets, the Applicants may substitute these with equivalent policies, regulations, or targets applicable in their own local or national context. The Applicants are required to provide appropriate documentation or evidence to demonstrate the equivalency and relevance of any substituted requirements. If there are no applicable local or national policies, guidelines, or targets, the Applicant is required to adopt the requirement as stipulated in this Manual.

BEAM Plus does not assess any F&B operations or portions of any operations that are unauthorised by local ordinances and regulations of their respective region. In case any non-compliance works or unauthorised portions in an operation are reported, both HKGBC and BSL reserve the right to deprive the awarded rating from the Applicant.

**Assessment Boundaries**

BEAM Plus F&B v1.0 concerns the interactions between the assessed F&B establishment, its neighbouring properties, and the neighbourhood in general. The assessment seeks to reduce negative impacts on neighbours, such as those from emissions, waste, noise, and odour, and rewards efforts to improve the quality of the immediate surroundings to the benefit of the neighbourhood: the concept of a 'good neighbour' establishment.

Under normal circumstances, BEAM Plus F&B v1.0 assesses the entire F&B operation, which typically includes the Front of House, Back of House, and Kitchen areas under the control of the Applicant. It is understood that the involvement of staff, suppliers, and customers also plays an important role in improving the establishment's environmental performance. Therefore, credit points can be awarded when the Applicant demonstrates the adoption of sustainable practices that engage these parties and extend influence into the supply chain. Details shall be referred to the assessment criteria of the individual credit head.

## 1.2 Framework

### Certification Framework

The BEAM Plus F&B v1.0 certification framework is designed to support the continuous improvement of food and beverage establishments through a flexible and accessible assessment process. It enables applicants to align their sustainability efforts with operational priorities, budget constraints, and technical capabilities.

The framework consists of a One-stage Assessment process, which provides a comprehensive evaluation of all performance categories in a single submission, leading directly to a full certification rating.

It culminates in one of two certification types: a Holistic Certification, which awards an overall rating of Platinum, Gold, Silver, or Bronze; or a Themed Certification, which recognises excellence in a specific area, i.e. Operation.

### Certification Process

Independent BEAM Assessors (BAS) or BSL in-house BAS would be assigned to each project to undertake the assessment works. The Assessment Sub-committee (ASC) of BSL will review the assessment reports done by the BAS, endorse the assessment results, and HKGBC to subsequently issue the certification. Detail assessment procedures can be found in the BEAM Plus Procedures Manual (Assessment) which is available in the HKGBC and BSL websites.

### Documentation

The Applicant has the obligation to provide evidence demonstrating credit compliance. In BEAM Plus F&B v1.0, only sufficient amount of material (by way of example) is required for submission. However, the Applicant must make sure all supporting information is timely collected and properly documented. If the BEAM assessor deems it necessary to request additional materials of the same sort for clarification, the Applicant is obligated to produce such materials upon request.

### Certification Fees

BEAM Plus F&B v1.0 certification fee comprises 2 parts, namely Registration Fee and Assessment Fee which are payable to HKGBC and BSL respectively. Optional processes like Credit Interpretation Request (CIR) and Appeals are subject to separate published charges. Details on the fee structure can be found in the HKGBC and BSL websites.

### Certificate Validity

The validity of the BEAM Plus F&B v1.0 Certificate can be referenced on the HKGBC's website.

If the Applicant fails to submit the required ongoing data report on an annual basis, the certificate will become invalid until the necessary data is submitted. This does not impact the grading, as the submission of ongoing data is solely required to maintain the certificate's validity.

### On-going Data Report

The ongoing data report, which contains key sustainability data of the building, must be submitted annually by the Applicant following the issuance of the BEAM Plus F&B v1.0 Certificate. This report demonstrates the ongoing tracking and monitoring of building performance. Notably, only those credits submitted for assessment will require annual submission of ongoing data. Details can be found in the submittal criteria for individual credits. Submittals that require ongoing data reports are denoted with the symbol "A".

### Buffer Period for Record- Related Submittals

All record-related submissions such as building records, certificates, and measurement reports, are granted a 6-month buffer period unless otherwise specified.

For instance, MAN-03-01 on Staff Training and Resources requires the staff

training records for the past 12 months. Suppose the Applicant is making an initial submission on 1 January 2025. In that case, the Applicant may opt to provide a continuous 12-month record from either 1 July 2023 to 30 June 2024 or from 1 January 2024 to 31 December 2024 to fulfill the credit requirement. Initial submission refers to the first submission

To maintain uniformity throughout the assessment process, the assessment period selected for record-related submissions must remain consistent across all credits and aspects. For example, if an Applicant opts to provide a continuous 12-month record from 1 July 2023 to 30 June 2024 for one credit, the same assessment period should be applied to all other credits requiring similar documentation.

### **Compliance Standards for Existing Provisions**

BEAM Plus F&B v1.0 assesses current building conditions. Pre-existing provisions that meet the stipulated requirements are acceptable for credit compliance. New installations for assessment are not mandatory.

### **Performance Categories**

In BEAM Plus F&B v1.0, credit heads are grouped into the following categories:

- i. Integrated Design & Construction Management (IDCM);
- ii. Management (MAN);
- iii. Materials and Waste (MW);
- iv. Energy Use (EU);
- v. Water Use (WU);
- vi. Health and Wellbeing (HWB);
- vii. Innovations and Additions (IA).

While BEAM Plus F&B v1.0 adopts similar categories as in other BEAM Plus tools, the number and nature of credit heads within each category are specific to the context of operation, maintenance and management of existing buildings in different locations.

### **Integrated Design and Construction Management (IDCM)**

IDCM focuses on the integration between design and operation, integrated design between design team members and the client, and integration throughout the development process from design to construction. The core objectives of IDCM are as follows:

- i. Integrated Design Process; and
- ii. Green Construction Practices.

### **Management (MAN)**

MAN focuses on the sustainable management of the F&B establishment during operation. The main objectives of MAN are as follows:

- i. Green Building Environment;
- ii. Environmental Management & Disclosure;
- iii. Operation and Maintenance; and
- iv. Green and Healthy Management.

### **Materials and Waste (MW)**

MW focuses on the green procurement practice and minimisation of waste generation. The main objectives of MW are as follows:

- i. Selection of Materials;
- ii. Recycling & Waste Reduction; and
- iii. Best Practice on Material Usage.

### **Energy Use (EU)**

EU focuses on the evaluation of energy performance and reduction of energy consumption during operation. The main objectives of EU are as follows:

- i. Energy Use Reduction and Control;
- ii. Energy Efficient Equipment;
- iii. Renewable and Alternative Energy Generation; and
- iv. Energy Management and Analysis.

**Water Use (WU)**

WU focuses on the reduction of water consumption and discharge management during operation. The main objectives of WU are as follows:

- i. Water Conservation;
- ii. Effluent; and
- iii. Water Management.

**Health and Wellbeing (HWB)**

HWB focuses on human development and indoor environmental quality. It is designed to expand the scope of previous indoor environmental quality (IEQ) category and adopt human-centric design elements. The main objectives of HWB are as follows:

- i. Green & Healthy Living;
- ii. Human Scaled Living;
- iii. Indoor Environmental Quality; and
- iv. Good Hygiene Practices.

**Innovations and Additions (IA)**

IA focuses on promoting and rewarding true innovations. The main objective of IA is as follows:

- i. Innovation Techniques.

**Credit Point Allocation**

Credits points have been broadly allocated to each assessment criterion by taking into account other internationally recognised green building assessment tools as well as the sensitivity analysis and the comments received during the stakeholder engagement workshops.

**Credit Code**

All BEAM Plus tools will adopt the same nomenclature. The classification of each credit is divided into three levels which includes: i) Performance category, ii) Performance sub-category and iii) Credit head.

**IDCM – 01 – 01**

Abbreviation of the performance category

Order of the corresponding performance sub-category

Order of the credit head of the corresponding performance sub-category

The coding system of each credit consists of English letters and Arabic numbers. The first level of the coding system is the performance category which adopts the abbreviation. The second level is coded by Arabic numbers to present the corresponding performance sub-category. The third level represents the order of credit head.

**Absolute Point-Based Scoring**

Having reviewed the local and international assessment schemes as well as echoing the design principle of “Simple”, the assessment result is calculated based on the total credit points achieved across the performance categories without category weighting or averaging scores.

**IA Credit Point**

The IA credit points in BEAM Plus F&B v1.0 contribute to the total credit points earned across various performance categories. Each successful IA

credit adds one (1) point to the total, with a maximum of ten (10) IA credit points available in the IA performance category for achieving a higher overall score in the assessment.

### Determination of Overall Rating

The rating for projects certified under BEAM Plus F&B v1.0 is calculated with the absolute point-based scoring system and subject to the following conditions:

- i. Achieving the overall credit points required;
- ii. Obtaining the minimum credit points in each performance category listed below.

F&B v1.0 Certification		
Overall Credit Points Achieved	Minimum credit points required in each performance category (excluding IA)	Rating
75 points	MAN, MW, EU, WU, HWB: 4	Platinum
65 points		Gold
55 points		Silver
40 points		Bronze

If a project fails to meet the minimum credit points required in each performance category (excluding IA) and/ or does not achieve the overall credit points necessary for at least a Bronze rating, it will be regarded as "Assessment Completed Without Any Rating."

The maximum attainable score for any project is 100 credit points plus 10 IA credit points.

### 1.3 Summary of Credits

	Credit Head	Credit Requirement	Credit Point(s)										
<b>1</b>	<b>Integrated Design and Construction Management (IDCM)</b>		<b>9</b>										
IDCM-00-01	Sustainability Champions – Project	<p>1 credit point for demonstrating that an accredited BEAM Professional (BEAM Pro) with a valid credential for F&amp;B v1.0 is engaged as the Project BEAM Pro.</p> <p><b>Alternatively,</b></p> <ul style="list-style-type: none"> <li>1 credit point for involving at least two (2) members from the project team who have accredited with BEAM Affiliate (BA) qualification.</li> </ul>	1										
IDCM-01-03	Integrated Design Process	<p>1 credit point for considering an integrated design process to explore the interrelationships among different green interior design strategies and systems in the conceptual design stage, by comparing preliminary sustainable design benefits for at least one (1) issue for each consideration in the following table with a baseline scenario.</p> <table border="1"> <thead> <tr> <th>Considerations</th> <th>Issues</th> </tr> </thead> <tbody> <tr> <td>Indoor environmental quality</td> <td>Air ventilation/ thermal comfort Daylighting access</td> </tr> <tr> <td>Energy use/ saving</td> <td>Energy efficient design Smart energy controls</td> </tr> <tr> <td>Biophilic design options</td> <td>Visual connection with outdoor nature Presence of water Interior green wall Ecological value</td> </tr> <tr> <td>Material selection</td> <td>Recycled materials Reuse of materials Sustainable sourced furniture</td> </tr> </tbody> </table> <p>1 credit point for organising at least one (1) multi-disciplinary design charrette to formulate passive and active design strategies in the conceptual/ schematic design stage, involving at least three (3) participants from diverse disciplines as follows:</p> <ol style="list-style-type: none"> <li>1. Architect / Interior designer;</li> <li>2. Engineer;</li> <li>3. Kitchen consultant;</li> <li>4. Licensing consultant;</li> <li>5. Contractor;</li> <li>6. Operator;</li> <li>7. Other related professional.</li> </ol>	Considerations	Issues	Indoor environmental quality	Air ventilation/ thermal comfort Daylighting access	Energy use/ saving	Energy efficient design Smart energy controls	Biophilic design options	Visual connection with outdoor nature Presence of water Interior green wall Ecological value	Material selection	Recycled materials Reuse of materials Sustainable sourced furniture	2
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IDCM-02-02 Measure to Reduce Site Emissions

**(a) Minimisation of Air Pollution**

3

1 credit point for implementing mitigation measures to minimise air pollution during the entire fit-out period, by adopting at least six (6) measures below:

Minimisation of Air Pollution	
i	Erect containment barriers and seal all openings with plastic sheeting to enclose work areas and prevent the escape of dust and odours.
ii	Select and store low-VOC, water-based products in air-tight containers to minimise the release of hazardous fumes.
iii	Apply wet methods and dampen stored materials to suppress dust at the source during cutting, grinding, or storage.
iv	Utilise engineered controls by attaching vacuum extraction systems to power tools and using filtered ventilation to capture dust at the point of generation.
v	Manage ventilation to exhaust contaminated air directly outside, away from neighbouring premises, and never through common areas.
vi	Implement rigorous housekeeping by increasing cleaning frequency with wet methods or vacuums and covering all external debris piles.
vii	Employ source extraction for all high-risk tasks like grinding and sanding, ensuring equipment is fitted with vacuum cleaners.
viii	Schedule disruptive activities in coordination with neighbours and advise them on how to seal their premises for protection.
ix	Minimise waste generation and cover all materials to reduce potential secondary dust sources.

**(b) Minimisation of Noise Pollution**

1 credit point for implementing mitigation measures to minimise noise pollution during the entire fit-out period, by adopting at least six (6) measures below:

Minimisation of Noise Pollution	
i	Schedule and restrict all noisy work to permitted daytime hours (e.g., 9 am to 7 pm), strictly prohibiting operations on Sundays, public holidays, and outside legal times.
ii	Select, maintain, and equip machinery with low-noise specifications, proper mufflers, and regular servicing to prevent excess noise from wear and tear.
iii	Implement engineering controls using anti-vibration mounts, rubber mats, and damping materials on equipment to reduce vibration and structure-borne noise at the source.
iv	Erect physical barriers such as movable acoustic screens or full enclosures around noisy equipment to block and absorb sound waves from spreading.
v	Utilize sound-absorptive materials like acoustic blankets to line work areas and barriers, reducing reverberation and overall noise levels within the site.
vi	Maximize distance by positioning noisy activities far from sensitive receivers and using on-site structures or terrain as natural sound buffers.
vii	Liaise and communicate proactively with neighbouring residents to inform them of schedules and agree on timing for the most disruptive activities.
viii	Plan and sequence work to minimize the duration and intensity of noise, grouping loud operations together to create extended periods of quiet.
ix	Establish a managed work zone by creating a dedicated, shielded area for noisy activities and training all workers on noise management protocols.

Credit Head	Credit Requirement	Credit Point(s)																				
	<p><b>(c) Minimisation of Chemical Waste</b></p> <p>1 credit point for implementing mitigation measures to minimise pollution from chemical waste during the entire fit-out period, by adopting at least six (6) measures below:</p> <table border="1"> <thead> <tr> <th colspan="2" style="text-align: center;">Minimisation of Chemical Waste</th> </tr> </thead> <tbody> <tr> <td style="text-align: center;">i</td> <td>Plan material quantities carefully to minimize over-purchasing and prioritize the reuse of leftover paints and solvents.</td> </tr> <tr> <td style="text-align: center;">ii</td> <td>Select low-VOC or water-based paints, adhesives, and solvents to generate less hazardous chemical waste.</td> </tr> <tr> <td style="text-align: center;">iii</td> <td>Store all chemicals in airtight, labelled containers to prevent evaporation, degradation, and spills.</td> </tr> <tr> <td style="text-align: center;">iv</td> <td>Segregate chemical waste from general construction debris and correctly identify non-hazardous waste, like fully dried paint, to reduce disposal volume.</td> </tr> <tr> <td style="text-align: center;">v</td> <td>Dispose of all chemical waste strictly through licensed collectors, ensuring full compliance with legal protocols and avoiding any illegal drain discharge.</td> </tr> <tr> <td style="text-align: center;">vi</td> <td>Fulfil regulatory duties by registering as a chemical waste producer with the relevant authority if required and maintaining all necessary documentation.</td> </tr> <tr> <td style="text-align: center;">vii</td> <td>Implement a centralized collection point for small-quantity chemical waste to ensure proper disposal from all tenants or subcontractors.</td> </tr> <tr> <td style="text-align: center;">viii</td> <td>Train all site workers on correct procedures to identify, handle, segregate, and store chemical waste safely.</td> </tr> <tr> <td style="text-align: center;">ix</td> <td>Maintain detailed records, including waste transfer notes, to track all chemical waste and demonstrate legal compliance.</td> </tr> </tbody> </table>	Minimisation of Chemical Waste		i	Plan material quantities carefully to minimize over-purchasing and prioritize the reuse of leftover paints and solvents.	ii	Select low-VOC or water-based paints, adhesives, and solvents to generate less hazardous chemical waste.	iii	Store all chemicals in airtight, labelled containers to prevent evaporation, degradation, and spills.	iv	Segregate chemical waste from general construction debris and correctly identify non-hazardous waste, like fully dried paint, to reduce disposal volume.	v	Dispose of all chemical waste strictly through licensed collectors, ensuring full compliance with legal protocols and avoiding any illegal drain discharge.	vi	Fulfil regulatory duties by registering as a chemical waste producer with the relevant authority if required and maintaining all necessary documentation.	vii	Implement a centralized collection point for small-quantity chemical waste to ensure proper disposal from all tenants or subcontractors.	viii	Train all site workers on correct procedures to identify, handle, segregate, and store chemical waste safely.	ix	Maintain detailed records, including waste transfer notes, to track all chemical waste and demonstrate legal compliance.	
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IDCM-02-03	<p><b>(a) Waste Management Plan</b></p> <p>Construction and Demolition Waste Recycling</p> <p>1 credit point for implementing the Waste Management Plan (WMP) with at least six (6) measures below:</p> <table border="1"> <thead> <tr> <th colspan="2" style="text-align: center;">Waste Management Plan</th> </tr> </thead> <tbody> <tr> <td style="text-align: center;">i</td> <td>Provide clearly labelled bins to segregate inert, recyclable, chemical, and general waste at source.</td> </tr> <tr> <td style="text-align: center;">ii</td> <td>Prioritize waste prevention by reusing materials like off-cuts and packaging within the project.</td> </tr> <tr> <td style="text-align: center;">iii</td> <td>Store waste in covered, designated containers to prevent odour, litter, and contamination.</td> </tr> <tr> <td style="text-align: center;">iv</td> <td>Conduct regular waste sorting to maximize recovery of recyclable materials before disposal.</td> </tr> <tr> <td style="text-align: center;">v</td> <td>Hire licensed waste collectors and maintain records (waste transfer notes) for all waste disposal.</td> </tr> <tr> <td style="text-align: center;">vi</td> <td>Implement frequent cleaning of work and waste storage areas to prevent debris accumulation and pests.</td> </tr> <tr> <td style="text-align: center;">vii</td> <td>Train all personnel on waste segregation, storage procedures, and recycling protocols.</td> </tr> <tr> <td style="text-align: center;">viii</td> <td>Prevent pollution during handling by covering waste vehicles and prohibiting burning of any waste.</td> </tr> <tr> <td style="text-align: center;">ix</td> <td>Assign a responsible person to monitor practices, audit storage areas, and maintain waste logs.</td> </tr> </tbody> </table>	Waste Management Plan		i	Provide clearly labelled bins to segregate inert, recyclable, chemical, and general waste at source.	ii	Prioritize waste prevention by reusing materials like off-cuts and packaging within the project.	iii	Store waste in covered, designated containers to prevent odour, litter, and contamination.	iv	Conduct regular waste sorting to maximize recovery of recyclable materials before disposal.	v	Hire licensed waste collectors and maintain records (waste transfer notes) for all waste disposal.	vi	Implement frequent cleaning of work and waste storage areas to prevent debris accumulation and pests.	vii	Train all personnel on waste segregation, storage procedures, and recycling protocols.	viii	Prevent pollution during handling by covering waste vehicles and prohibiting burning of any waste.	ix	Assign a responsible person to monitor practices, audit storage areas, and maintain waste logs.	3
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	<p><b>(b) Construction Waste Recycling</b></p> <p>1 to 2 credit points for recycling at least 10%/ 30% of waste arising from fit-out activities.</p>																					

	<b>Credit Head</b>	<b>Credit Requirement</b>	<b>Credit Point(s)</b>
<b>2</b>	<b>Management (MAN)</b>		<b>33</b>

MAN-01-02	Building Environmental Excellence	<b>(a) Complimentary Certification</b>	5
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1 to 2 credit point(s) for the building being certified with a final certification rating by any of the following BEAM Plus Assessment Tools:

<b>BEAM Plus Assessment Tools</b>	<b>Bronze or Silver Rating</b>	<b>Gold or Platinum Rating</b>
New Buildings (NB)	1	2
Existing Buildings (EB)		
Interiors (BI)		
The certification shall remain valid within 6 months prior to the date of the first assessment submission.		
If the Applicant is making an initial submission on 1 January 2026, they shall ensure that the certificate is still valid on 1 July 2025 to fulfill the credit requirement.		

**(b) Environmental Excellence Certificate**

Maximum 3 credit points can be achieved, with 1 credit point awarded for each environmental recognition obtained. The certificate shall cover all Applicant-controlled areas within the assessment boundary.

1. Wastewi\$e Certificate under The Hong Kong Green Organisation Certification (HKGOC);
2. Energywi\$e Certificate under HKGOC;
3. IAQwi\$e Certificate under HKGOC;
4. Carbon Reduction Certificate;
5. ISO 14001 Certificate;
6. ISO 50001 Certificate;
7. Other green building related awards/ certification schemes/ campaigns which are not listed above.

MAN-01-03	Sustainable Leadership and Recognition	<b>(a) Environmental / ESG Policy</b>	10
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1 credit point for providing an endorsed environmental policy.

1 credit point for providing an endorsed environmental, social and governance (ESG) policy.

1 credit point for publicising the environmental/ ESG policy, initiatives and accomplishments from time to time.

**(b) Environmental Targets**

1 credit point for setting up at least three (3) environmental objectives and targets below for F&B operation.

<b>Environmental Objectives</b>		
Energy saving	Water saving	Carbon reduction
Waste reduction	Sustainable sourcing	

Credit Head	Credit Requirement	Credit Point(s)
<b>(c) Environmental Management Plan</b>	1 credit point for providing an endorsed environmental management plan for F&B operation.	
<b>(d) Green Restaurant Leader</b>	1 credit point for appointing a responsible person for coordinating the environmental programme.	
	1 credit point for either establishing an Environmental Task Force to steer and facilitate the environmental programme, or	
	demonstrating active participation in a group-level environmental or sustainability task force, committee, or programme.	
<b>(e) Green Restaurant Recognition</b>	Maximum 3 credit points, with 1 credit point awarded for each green restaurant recognition obtained.	
	<ol style="list-style-type: none"> <li>1. Hong Kong Awards for Environmental Excellence (HKAEE) – Restaurant Sector Award (3 credit points for Gold; 2 credit points for Silver; 1 credit point for Bronze or Merit);</li> <li>2. Environment and Conservation Fund - Food and Beverage Industry Carbon Neutral Programme;</li> <li>3. Food Wise Eateries;</li> <li>4. EatSmart Restaurant Star+;</li> <li>5. Sustainable Restaurant Award;</li> <li>6. FHKI Q-Mark Low Carbon Restaurant Award;</li> <li>7. Michelin Green Star;</li> <li>8. Food Made Good;</li> <li>9. Hong Kong Smart Catering - Sustainable Restaurant &amp; Retailer Awards;</li> <li>10. Other local/ global green restaurant related awards/ certification schemes/ campaigns which are not listed above.</li> </ol>	

MAN-02-03	Credit Head Resilience Strategy	Credit Requirement (a) <b>Resilience to Adverse Weather</b>	Credit Point(s) 5																				
		<p>1 credit point for maintaining operations during adverse weather conditions (e.g., typhoons, rainstorms), supported by a documented policy that explicitly safeguards staff safety.</p> <p>1 credit point for implementing a flood resilience plan. For F&amp;B establishments with street-level access or facing outdoor spaces, this must include the maintenance of effective protective measures to minimize water ingress and damage.</p>																					
		<p><b>(b) Climate-related Physical Risks and Opportunities</b></p>																					
		<p>1 credit point for detailing the climate related physical risks and opportunities identified, the methodology used for the assessment and the key metrics where applicable.</p>																					
		<p><b>Alternatively,</b></p> <ul style="list-style-type: none"> <li>1 credit point for implementing at least six (6) strategies below:</li> </ul>																					
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MAN-04-05	<p>Tenant Engagement Programme(s)</p> <p>1 to 2 credit points for demonstrating active collaboration with landlord in at least 2 or 4 tenant engagement programme(s) focused on environmental sustainability.</p> <ol style="list-style-type: none"> <li>Full compliance of green lease requirement.</li> <li>Recognition of sustainability excellence such as certificate or award issued by the landlord.</li> <li>Engage with landlord to implement green fit-out practices such as reuse existing building elements and furniture.</li> <li>Participation in environmental programme(s)</li> </ol>	2																																						

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MAN-04-06	Staff and Customer Engagement Programme	3
	<p>organised by landlord.</p> <ol style="list-style-type: none"> <li>5. Collaborate with landlord to share environmental performance data (e.g. energy, water, waste) for joint sustainability reporting or benchmarking.</li> <li>6. Co-organise educational sessions, webinars, or workshops on green practices in collaboration with the landlord.</li> <li>7. Other tenant engagement programmes for environmental sustainability, which are not listed above.</li> </ol> <p>1 to 3 credit points for adopting at least three (3), six (6) or nine (9) of the applicable staff and customer engagement practices and programmes during operation.</p> <ol style="list-style-type: none"> <li>1. Promote sustainable dining choices, such as organic, plant-based, and low-carbon footprint menu items.</li> <li>2. Educate customers on proper waste disposal (e.g., clear signage to prevent contaminating recyclables or food waste streams).</li> <li>3. Implement a discount incentive for customers who bring their own reusable containers (BYO).</li> <li>4. Launch zero-waste campaigns and track customer participation rates.</li> <li>5. Charge for single-use takeaway utensils and containers to discourage waste.</li> <li>6. Optimise logistics by maintaining a low-emission vehicle fleet and planning efficient delivery routes.</li> <li>7. Serve and refill water only upon customers' request.</li> <li>8. Replace bone plates and dining utensils only upon customers' request.</li> <li>9. Display water saving notices to raise customers' awareness on water conservation.</li> <li>10. Incentivise staff-generated green ideas.</li> <li>11. Offer a discount incentive to customers who opt for reduced portion of rice or noodles.</li> <li>12. Other staff and customer engagement practices or campaigns for environmental sustainability, which are not listed above.</li> </ol>	

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<b>3</b>	<b>Materials and Waste (MW)</b>		<b>42</b>																																
MW-01-01	Building Re-use	1 to 9 credit point(s) for demonstrating the percentage of the reuse from salvaged or existing furniture/ components and/ or electrical appliances are over the settings shown below:	9																																
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MW-02-05	Use of Green Products	<p><b>(a) Green Building Components</b></p> <p>1 to 3 credit point(s) shall be awarded when renovations use certified green building components equivalent to 10%, 20% or 30% of the total building components cost. The products shall be certified under CIC Green Product Certification or other internationally recognised standards.</p> <p>Types of building components are shown below:</p> <table border="1"> <thead> <tr> <th colspan="4">Building Components</th> </tr> </thead> <tbody> <tr> <td>Panel Board</td> <td>Ceramic Tile</td> <td>Adhesive &amp; Sealant</td> <td>Stone</td> </tr> <tr> <td>Paint &amp; Coating</td> <td>Pavement Block</td> <td>Thermal Insulation</td> <td>Ready-mixed Concrete</td> </tr> <tr> <td>Glazing</td> <td>Plant-based Fibre Composite</td> <td>Block for Internal Partition</td> <td>Other products proposed by the Applicant</td> </tr> </tbody> </table> <p><b>(b) Green Building Services Systems</b></p> <p>1 to 3 credit point(s) shall be awarded when major retrofitting works use certified green building services systems equivalent to 10%, 20% or 30% of the total building services systems cost. The products shall be certified under CIC Green Product Certification or other internationally recognised standards.</p> <p>Types of building services systems are shown below:</p> <table border="1"> <thead> <tr> <th colspan="4">Building Services Systems</th> </tr> </thead> <tbody> <tr> <td>Thermal Insulations</td> <td>VRF Split Type System</td> <td>Cooling Tower</td> <td>Air-handling Unit</td> </tr> <tr> <td>Fan Coil Unit</td> <td>Chiller</td> <td>Water Pump</td> <td>Cable &amp; Wire</td> </tr> <tr> <td colspan="2">Lighting (LED lighting, Compact Fluorescent Lamp Bulb, Electronic Ballast)</td> <td colspan="2">Other products proposed by the Applicant</td> </tr> </tbody> </table>	Building Components				Panel Board	Ceramic Tile	Adhesive & Sealant	Stone	Paint & Coating	Pavement Block	Thermal Insulation	Ready-mixed Concrete	Glazing	Plant-based Fibre Composite	Block for Internal Partition	Other products proposed by the Applicant	Building Services Systems				Thermal Insulations	VRF Split Type System	Cooling Tower	Air-handling Unit	Fan Coil Unit	Chiller	Water Pump	Cable & Wire	Lighting (LED lighting, Compact Fluorescent Lamp Bulb, Electronic Ballast)		Other products proposed by the Applicant		6
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MW-02-07	Elimination of Single-Use Plastic	1 credit point for prohibiting the provision of all single-use plastic takeaway packaging and tableware, specifically cups, cup lids, food containers, and food container covers.	2																																

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	1 credit point for prohibiting the sale and provision of all single-use plastic beverage bottles (including water, soda, and juice) to both customers and staff.																			
MW-02-08	Circular Packaging Systems	2																		
	1 credit point for providing only reusable takeaway packaging systems or providing only certified commercially compostable packaging for all takeaway items, with verified commercial composting access.																			
	1 credit point for installing and promoting specific, high-quality facilities to actively support a reuse-based model.																			
MW-02-09	Menu Paper Usage	1																		
	1 credit point for using FSC-certified/ recycled paper for menus, or electronic menus.																			
MW-03-02	Enhanced Waste Handling Facilities	6																		
	<p><b>(a) Recyclables Collection</b></p> <p>1 to 3 credit point(s) for demonstrating the provisions of collection services or on-site recycling facilities/ designated storage area of any three (3), five (5) or seven (7) of the following waste streams:</p> <table border="1" data-bbox="608 956 1278 1314"> <thead> <tr> <th colspan="3">Waste Streams</th> </tr> </thead> <tbody> <tr> <td>Rechargeable Batteries</td> <td>Regulated Electrical Equipment (REE)</td> <td>Beverage Cartons</td> </tr> <tr> <td>Fluorescent Lamps and Tubes</td> <td>Restaurant Waste (Used Cooking Oils, Grease Trap Waste)</td> <td>Small Electrical Appliances (cookers, toasters, ovens, etc.)</td> </tr> <tr> <td>Dried/ Canned Food</td> <td>Food Waste</td> <td>Paper/ Carboard, Metal and Plastics</td> </tr> <tr> <td>Glass</td> <td colspan="2">Seasonal items (e.g. mooncake box)</td> </tr> <tr> <td colspan="3">Other recyclables may be proposed at the discretion of the Applicant</td> </tr> </tbody> </table> <p><b>Alternatively,</b></p> <ul style="list-style-type: none"> <li>1 to 3 credit point(s) for utilizing off-site recycling facilities of any three (3), five (5) or seven (7) of the above waste streams, such as those within a host building, at Green@Community stations, or other designated locations. The Applicant must provide sample recycling records to demonstrate that recycling activities have been conducted.</li> </ul> <p><b>(b) Recycling Performance</b></p> <p>1 to 3 credit point(s) for demonstrating the annual recycling percentage by weight over the past 12 months meeting 5%, 10% or 15% annual recycling percentage.</p>	Waste Streams			Rechargeable Batteries	Regulated Electrical Equipment (REE)	Beverage Cartons	Fluorescent Lamps and Tubes	Restaurant Waste (Used Cooking Oils, Grease Trap Waste)	Small Electrical Appliances (cookers, toasters, ovens, etc.)	Dried/ Canned Food	Food Waste	Paper/ Carboard, Metal and Plastics	Glass	Seasonal items (e.g. mooncake box)		Other recyclables may be proposed at the discretion of the Applicant			
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MW-03-04	Action to Waste Reduction	4																		
	<p><b>(a) Waste Management Plan</b></p> <p>1 credit point for developing and implementing Waste Management Plan (WMP) for F&amp;B operations.</p> <p><b>(b) Waste Stream Audit</b></p>																			

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	<b>(c) Food Waste Reduction</b>													
	1 credit point for demonstrating processes that reduce food waste at source, such as utilizing food by-products for other purposes.													
	1 credit point for demonstrating that unsold, edible food is donated to charities.													
MW-03-05	Waste Reduction Performance	6												
	<b>(a) Reduction at Source</b>													
	1 to 5 credit point(s) for demonstrating a waste reduction by weight for the past 6 months meeting the prescribed requirements. Baseline year can be any year in the past 36 months.													
	<table border="1"> <thead> <tr> <th>Credit Point(s)</th> <th>Waste Reduction Percentage</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>2%</td> </tr> <tr> <td>2</td> <td>4%</td> </tr> <tr> <td>3</td> <td>6%</td> </tr> <tr> <td>4</td> <td>8%</td> </tr> <tr> <td>5</td> <td>10% or above</td> </tr> </tbody> </table>	Credit Point(s)	Waste Reduction Percentage	1	2%	2	4%	3	6%	4	8%	5	10% or above	
Credit Point(s)	Waste Reduction Percentage													
1	2%													
2	4%													
3	6%													
4	8%													
5	10% or above													
	<b>(b) Continuous Improvement</b>													
	1 credit point for demonstrating a continuous reduction trend of waste generation over the past 18 months.													
MW-04-02	Bulk Purchasing & Green Procurement	2												
	1 to 2 credit point(s) for adopting at least three (3) or six (6) of the applicable sustainable purchasing practices during operation.													
	<ol style="list-style-type: none"> <li>1. Source ingredients from local or regional suppliers to reduce transport emissions.</li> <li>2. Prioritize bulk purchasing to minimize packaging waste.</li> <li>3. Negotiate with suppliers to use returnable/refillable containers for deliveries (e.g., cooking oil, sauces).</li> <li>4. Select products with recognized eco-labels or environmental certifications.</li> <li>5. Choose suppliers that demonstrate corporate sustainability (e.g., ESG policies).</li> <li>6. Purchase from certified organic farms.</li> <li>7. Implement a "take-back" program for specific packaging or products (e.g., beverage cartons, used cooking oil).</li> <li>8. Favor products with minimal, reusable, or compostable packaging.</li> <li>9. Other sustainable purchasing practices not listed above.</li> </ol>													
MW-04-03	Sustainable Seafood Sourcing	2												
	1 to 2 credit point(s) for adopting at least three (3) or six (6) of the sustainable seafood sourcing and practices.													

Credit Head	Credit Requirement	Credit Point(s)
MW-04-04	Menu Optimisation	2
	<b>(a) Portioning Control</b>	
	1 credit point for demonstrating smaller portion sizes is offered to the customer.	
	<b>(b) Whole-ingredient Utilisation</b>	
	1 credit point for demonstrating at least 3 menu items are designed for in accordance with "nose to tail" or "root to stem" cooking principles.	

	Credit Head	Credit Requirement	Credit Point(s)
<b>4</b>	<b>Energy Use (EU)</b>		<b>38</b>

EU-01-02	Reduction of CO <sub>2</sub> Emissions	<b>(A) Pathway 1 – Prescriptive Approaches (max. 15 credit points)</b>	18
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- (a) Maximum 2 credit points for using energy efficient systems and controls that reduce carbon emissions from energy use by general systems.

	Item	Credit Point(s)
<b>General</b>		
i	Apply energy saving reminders at common spaces/ near switches of all building services systems/ appliances	1
ii	Arrange routine cleaning schedule for equipment/ systems to ensure operational efficiency of equipment/ systems	1
iii	Install at least 30% or 50% of total window areas with direct access to daylight with solar window films (windows that are heavily shaded or do not have a direct sky view are excluded)	1 or 2
iv	Provide a smart power strip or smart socket, which is capable of pre-setting a schedule or creating countdown timer lists for connected electrical appliances to automatically manage devices for at least 50% of power socket outlet (irrespective of number of gang) within the assessment boundary	2

- (b) Maximum 4 credit points for using energy efficient systems and controls that reduce carbon emissions from energy use by kitchen systems.

	Item	Credit Point(s)
<b>Kitchen</b>		
v	Install heat recovery system	2
vi	Provide scheduled timer control for kitchen exhaust fans	1
vii	Provide variable speed drives (VSDs) on kitchen exhaust and makeup air fans with manual control	2
viii	Provide automatic demand-controlled ventilation (DCV) for kitchen exhaust	2
ix	Install heat pump solution for hot water supply	2
x	Implement automatic control for kitchen equipment	1

- (c) Maximum 5 credit points for using energy efficient systems and controls that reduce carbon emissions from energy use by mechanical ventilation and air conditioning (MVAC) systems.

	Item	Credit Point(s)
<b>MVAC</b>		
xi	Provide a reduction of Coefficient of Performance (COP) by: 2%, 4%, 6% or 8% respectively (compared to the latest Building Energy Code in the same category) for split-type and window-type air conditioners	1 to 4
xii	Provide an appropriate zoning and thermostat distribution	1
xiii	Provide occupancy sensors and/ or programmable timers for controlling HVACR operation	2
xiv	Provide at least one (1) ceiling or wall mounted fan for normally occupied spaces within the assessment boundary to increase air circulation hence reducing demand for air conditioning	1

Credit Head	Credit Requirement	Credit Point(s)
xv	Provide variable speed drive fan coil units (FCU) or high efficiency motors or variable air volume (VAV) box for normally occupied spaces within the assessment boundary	3
xvi	Provide openable windows for mixed mode/ natural ventilation	1
xvii	Install air curtain at the main entrance of the premises	1

(d) Maximum 4 credit points for using energy efficient systems and controls that reduce carbon emissions from energy use by lighting systems.

	Item	Credit Point(s)
<b>Lighting</b>		
xviii	Provide a reduction of Lighting Power Density (LPD) by: 2%, 4% or 6% respectively (compared to the latest Building Energy Code in the same category). Decorative lighting is excluded	1 to 3
xix	Provide appropriate zoning and manual control distribution. Switches are clearly labelled and easily accessible by the occupants	1
xx	Provide daylight dimming/ separate lighting controls of all areas accessible to daylight	2
xxi	Provide occupancy sensors/ timer controls of all public areas such as corridors, toilets, etc.	2
xxii	Provide master switch (main switch) within the assessment boundary for the occupants to switch off all the lighting systems before leaving (room for single user could be exempted from master switch requirement with substantiation)	1
xxiii	Apply dual circuit with a timer at shop front/ signboards and non-essential lighting in order to have a separate control for switching off these lighting after operating hours, or no later than 23:00 hours	1

**(B) Pathway 2 – Performance-based Approaches (max. 18 credit points)**

**(a) Benchmarking**

1 credit point for conducting benchmarking by EMSD Benchmarking Tool “Energy Consumption Indicators and Benchmark” or Energy Star Portfolio Manager for the energy performance of the F&B establishment.

**(b) Benchmarking Ranking**

1 to 4 credit point(s) when the energy performance of the F&B establishment achieves the below percentile under EMSD Benchmarking Tool “Energy Consumption Indicators and Benchmark”.

Credit Point(s)	Percentile under EMSD Benchmarking Tool
1	40 <sup>th</sup>
2	30 <sup>th</sup>
3	20 <sup>th</sup>
4	10 <sup>th</sup>

**Alternatively,**

1 to 4 credit point(s) when the energy performance of the F&B establishment achieves the benchmarking

Credit Head	Credit Requirement	Credit Point(s)
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results obtained from Energy Star Portfolio Manager.

Credit Point(s)	Percentage of Reduction of Project Energy Use Intensity (EUI) Compared with Median Weather Normalised Source EUI Obtained from Energy Star Portfolio Manager
1	EUI Improvement $\leq$ 10%
2	$10\% <$ EUI Improvement $\leq$ 30%
3	$30\% <$ EUI Improvement $\leq$ 50%
4	EUI Improvement $>$ 50%

### (c) Self-improvement of Energy Utilisation Index

1 to 13 credit point(s) when the annual energy utilisation index (EUI) is reduced in a percentage below compared with that of the past 5 years.

For (1) Benchmarking result  $\geq$  30<sup>th</sup> Percentile under EMSD Benchmarking or (2) Percentage of Reduction of Project Source EUI under Energy Star Portfolio Manager  $\leq$  30% or (3) project only attempting EU-01-02(a):

Credit Point(s)	Percentage of reduction in Annual EUI
1	$\geq$ 2%
2	$\geq$ 3%
3	$\geq$ 5%
4	$\geq$ 7%
5	$\geq$ 10%
6	$\geq$ 13%
7	$\geq$ 17%
8	$\geq$ 21%
9	$\geq$ 25%
10	$\geq$ 29%
11	$\geq$ 34%
12	$\geq$ 39%
13	$\geq$ 45%

For (1) Benchmarking result of 20<sup>th</sup> Percentile under EMSD Benchmarking / (2) Percentage of Reduction of Project Source EUI under Energy Star Portfolio Manager  $>$  30% and  $\leq$  50%:

Credit Point(s)	Percentage of reduction in Annual EUI
1	$\geq$ 1%
2	$\geq$ 2%
3	$\geq$ 3%
4	$\geq$ 4%
5	$\geq$ 5%
6	$\geq$ 7%
7	$\geq$ 9%
8	$\geq$ 11%
9	$\geq$ 13%

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	10	≥ 15%																												
	11	≥ 17%																												
	12	≥ 20%																												
	13	≥ 23%																												
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EU-01-04	<p>Metering and Monitoring</p> <p><b>(a) Real-time Monitoring System</b></p> <p>1 credit point for installing separate electrical meters for Front-of-House (FOH) and Back-of-House (BOH) areas.</p> <p>1 to 2 credit point(s) for installing electrical meters to monitor energy and town gas (if applicable) consumption for one (1) or two (2) of the following specific systems:</p> <ul style="list-style-type: none"> <li>i) Mechanical ventilation and air-conditioning (MVAC)</li> <li>ii) Lighting</li> <li>iii) Small power</li> <li>iv) Kitchen equipment</li> <li>v) Other systems proposed by the Applicant</li> </ul> <p><b>(b) Data Collection Record</b></p> <p>1 credit point for demonstrating that energy meters (and town gas meters, if applicable) can record and store consumption data at hourly intervals for a minimum of one year.</p> <p><b>(c) Local Display Unit or Tablet</b></p> <p>1 credit point for installing a local display unit (or tablet) to review collected data and facilitate continuous monitoring and improvement.</p>	5																												

	<b>Credit Head</b>	<b>Credit Requirement</b>	<b>Credit Point(s)</b>								
EU-02-01	Renewable and Alternative Energy Systems	<p><b>(a) On-site Renewable Energy Application</b></p> <p>1 credit point for using on-site renewable energy systems to offset annual energy consumption.</p> <p><b>(b) Off-site Green Power</b></p> <p>1 credit point purchasing Local Renewable Energy Certificate, Energy Attribute Certificate (EAC) and/ or establishing Power Purchase Agreement (PPA) to offset annual energy consumption.</p>	2								
EU-03-03	Kitchen Equipment Efficiency	<p>Maximum 10 credit points for installation of each of the energy efficient kitchen equipment and/ or control that reduce carbon emissions from energy use by kitchen equipment.</p> <ol style="list-style-type: none"> <li>1. Dish washing machines;</li> <li>2. Ice makers;</li> <li>3. Refrigeration units;</li> <li>4. Walk-in cold-room and blast chillers;</li> <li>5. Western cooking ranges;</li> <li>6. Chinese cooking ranges;</li> <li>7. Food processing machines;</li> <li>8. Food and beverage dispensers;</li> <li>9. Steamers;</li> <li>10. Exhaust hoods;</li> <li>11. Others proposed by the Applicant.</li> </ol>	10								
EU-04-02	Smart Devices	<p>2 credit points for adopting network of smart devices with at least two (2) of the following sensors, which are capable of connecting to the internet, gathering information from their environments and exchanging data with other smart devices for analysis to maximise energy efficiency, optimise comfort and productivity of the F&amp;B operation.</p> <table border="1" data-bbox="555 1328 1273 1552"> <thead> <tr> <th colspan="2">Sensors for Smart Control</th> </tr> </thead> <tbody> <tr> <td>Air quality sensor for MVAC control</td> <td>Temperature and humidity sensor for AC control</td> </tr> <tr> <td>Sensor for exhaust hood control</td> <td>Sensor for cooking equipment</td> </tr> <tr> <td colspan="2">Others proposed by the Applicant</td> </tr> </tbody> </table>	Sensors for Smart Control		Air quality sensor for MVAC control	Temperature and humidity sensor for AC control	Sensor for exhaust hood control	Sensor for cooking equipment	Others proposed by the Applicant		2
Sensors for Smart Control											
Air quality sensor for MVAC control	Temperature and humidity sensor for AC control										
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Others proposed by the Applicant											
EU-04-03	Energy Management	1 credit point for implementing energy management plan within the assessment boundary.	1								

	Credit Head	Credit Requirement	Credit Point(s)
<b>5</b>	<b>Water Use (WU)</b>		<b>31</b>
WU-01-01	Use of Water Efficient Flow Devices	<p>1 to 2 credit point(s) when 80% or 100% of all installed water taps for hand washing and shower heads (if any) in customer and staff washrooms are certified with the Water Efficiency Labelling Scheme (WELS) Grade 1 or are equipped with WELS Grade 1 flow controllers.</p> <p>1 to 2 credit point(s) when 80% or 100% of all installed water taps in kitchen and food preparation areas are equipped with hands-free operation (e.g., foot pedal control valves, infrared sensors).</p>	4
WU-01-03	Efficient Kitchen Water Use	<p><b>(a) Kitchen Operation</b></p> <p>1 to 3 credit points for adopting at least 50%, 70% or 100% of the applicable kitchen operation practices below.</p> <ol style="list-style-type: none"> <li>1. Wash vegetables in a basin of water instead of under a running tap.</li> <li>2. Soak utensils and dishes in a basin of water before cleaning for easy removal of food residues.</li> <li>3. Use pressure sprays to wash dishes effectively and reduce water consumption.</li> <li>4. Adopt suitable detergent and avoid excessive use of detergent.</li> <li>5. Turn off dishwashers when not in use. Run dishwashers with a full load.</li> <li>6. Recycle rinse water from dishwashers to wash away food residues on dishes.</li> <li>7. For manual dishwashing, install 3-compartment washing basins for handling cleaning processes with different levels of water consumption including soaking, washing and rinsing separately to reduce water use and to recycle rinse water more easily.</li> <li>8. Use condensed water from steam cabinets for general cleaning purpose.</li> <li>9. Turn off steam cabinets if not in use during off-peak hours.</li> <li>10. Install an air pump to assist in defrosting to reduce water consumption.</li> </ol> <p><b>(b) Water Saving Kitchen Appliances</b></p> <p>1 credit point for the water consumption of dishwasher is 2.6L/rack or less or installing of 3 compartment washing basins or pressure spray system for manual dishwashing.</p> <p><b>Alternatively,</b>  1 credit point is awarded when the project utilizes commercial flight-type dishwashers that are certified to ENERGY STAR with a maximum water consumption of:</p> <ul style="list-style-type: none"> <li>• <math>\leq</math> 29.3 Gallons per Hour (GPH) for high-temperature sanitizing models, or</li> <li>• <math>\leq</math> 36.4 Gallons per Hour (GPH) for low-temperature sanitizing models.</li> </ul>	8

Credit Head	Credit Requirement	Credit Point(s)
	<p>1 credit point for the water consumption of pre-rinse spray valve is 6 L/min or less.</p> <p>1 credit point for the water consumption of steam cabinet is 7.5 L/hr or less.</p> <p>1 credit point for the water consumption of ice maker is 1.1 L/lb.</p> <p>1 credit point for installing air-cooled wok stove.</p>	
WU-02-01	<p>Effluent Discharge to Foul Sewers</p> <p><b>(a) Water Closets</b></p> <p>1 credit point for demonstrating all installed water closets are dual flush with Water Efficiency Labelling Scheme (WELS) Grade 1.</p> <p><b>(b) Urinals</b></p> <p>1 credit point for demonstrating all urinals are sensor types with Water Efficiency Labelling Scheme (WELS) Grade 1.</p>	2
WU-02-02	<p>Grease Trap Management</p> <p>1 credit point for implementing a documented grease trap maintenance program that exceeds the basic recommendations of the EPD guideline, including regular servicing by a licensed contractor and the use of preventative measures (e.g., enzyme treatments, staff best-practice training).</p>	1
WU-04-01	<p>Smart Water Metering</p> <p><b>(a) Smart Water Metering – Feasibility</b></p> <p>1 credit point for conducting feasibility study of installing smart water meter(s) to monitor the total fresh water consumption for kitchen operation.</p> <p><b>(b) Smart Water Metering – Implementation</b></p> <p>1 credit point for demonstrating the provision of smart water meter(s) to monitor the total fresh water consumption for kitchen operation.</p>	2

	<b>Credit Head</b>	<b>Credit Requirement</b>	<b>Credit Point(s)</b>								
WU-04-02	Fresh Water Consumption Monitoring and Reduction	<p><b>(a) Basic Monitoring and WEI Calculation</b></p> <p>1 credit point for providing disclosure of annual freshwater consumption (data from water bills) and declaration of total number of seats. For establishments without seating, such as fast-food outlets, virtual/ghost kitchens, catering services, or similar F&amp;B operations, the number of covers/meals produced or annual revenue may be used as an alternative metric.</p> <p>1 credit point for calculating an annual WEI (m<sup>3</sup> per seat) by using disclosed data.</p> <p><b>(b) Performance Benchmarking against Industry Distribution</b></p> <p>2, 4 or 6 credit point(s) for demonstrating WEI position within sector-specific percentile bands for the F&amp;B in operation over the past 12 months.</p> <table border="1"> <thead> <tr> <th>Credit Point(s)</th> <th>Sector-specific Percentile Bands</th> </tr> </thead> <tbody> <tr> <td>2</td> <td>Below 80th percentile</td> </tr> <tr> <td>4</td> <td>Below 75th percentile</td> </tr> <tr> <td>6</td> <td>Below the median (i.e., 50th percentile):</td> </tr> </tbody> </table> <p><b>(c) Longitudinal and Peer Comparison</b></p> <p>1 credit point for comparing the current WEI against the site's own historical WEI.</p> <p>1 credit point for chain operators to demonstrate comparison of WEI across multiple branch sites to identify outliers and recognize internal best practices.</p> <p><b>(d) Application of WEI in Water Management and Improvement</b></p> <p>2 credit points for providing a Water Conservation Plan that is informed by WEI analysis (identifying major end-uses, priority areas, and action plans).</p> <p>2 credit points for demonstrating improvement in WEI compared to previous year's position (no fixed percentage required).</p>	Credit Point(s)	Sector-specific Percentile Bands	2	Below 80th percentile	4	Below 75th percentile	6	Below the median (i.e., 50th percentile):	14
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<b>6</b>	<b>Health and Wellbeing (HWB)</b>		<b>35</b>												
HWB-01-02	Biophilic Design	1 credit point for providing at least three (3) of the following biophilic design features/ strategies.	1												
<table border="1"> <thead> <tr> <th colspan="3">List of amenities for biophilic design features/ strategies</th> </tr> </thead> <tbody> <tr> <td>Provision of indoor plants (e.g. potted plants, plant walls)</td> <td>Incorporate water elements (e.g. water features, fountain)</td> <td>Maximise natural lighting (e.g. skylights, large windows)</td> </tr> <tr> <td>Use of natural materials (e.g. wood, bamboo, rattan or cork) for flooring, tabletops, and other surfaces</td> <td>Use patterns inspired by leaves, waves, or other natural forms in textiles, wall treatments, or flooring.</td> <td>Establish visual connections to nature (e.g. views of natural environment within/ outside assessment boundary)</td> </tr> <tr> <td colspan="3" style="text-align: center;">Others to be proposed by the Applicant</td> </tr> </tbody> </table>				List of amenities for biophilic design features/ strategies			Provision of indoor plants (e.g. potted plants, plant walls)	Incorporate water elements (e.g. water features, fountain)	Maximise natural lighting (e.g. skylights, large windows)	Use of natural materials (e.g. wood, bamboo, rattan or cork) for flooring, tabletops, and other surfaces	Use patterns inspired by leaves, waves, or other natural forms in textiles, wall treatments, or flooring.	Establish visual connections to nature (e.g. views of natural environment within/ outside assessment boundary)	Others to be proposed by the Applicant		
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HWB-01-03	Physical Activity and Mental Health Programme	1 credit point for organising at least three (3) of the physical activities and/ or mental health programmes below. <ol style="list-style-type: none"> <li>1. Organize group exercise programmes for staff.</li> <li>2. Offer subsidies for gym memberships or fitness classes.</li> <li>3. Arrange team sports activities (e.g., ball games, hiking, sports competitions).</li> <li>4. Provide access to professional counselling services.</li> <li>5. Conduct workshops on mental health awareness and stress management.</li> <li>6. Other proposed initiatives that promote physical or mental well-being.</li> </ol>	1												
HWB-01-04	Food Hygiene & Safety Practices	1 credit point for adopting at least three (3) of the food hygiene & safety practices below. <ol style="list-style-type: none"> <li>1. Clean and sanitise all work surfaces, equipment, utensils, and storage areas regularly.</li> <li>2. Prevent any accumulation of dirt, grease, or food debris in kitchen, storage, and dining areas.</li> <li>3. Provide clean uniforms or aprons for all food handlers.</li> <li>4. Require the use of gloves, masks, or hairnets as needed.</li> <li>5. Prohibit jewellery, painted nails, or other accessories for staff handling food.</li> <li>6. Separate raw and cooked foods clearly to prevent cross-contamination.</li> <li>7. Maintain proper storage temperatures for all perishable food.</li> <li>8. Implement a regular pest control programme.</li> <li>9. Others to be proposed by the Applicant.</li> </ol>	1												
HWB-01-05	Nutrition and Menu	1 credit point for adopting at least three (3) of the nutrition and menu below. <ol style="list-style-type: none"> <li>1. Include a variety of nutritious choices, such as fruits, vegetables, whole grains, lean proteins, and low-fat dairy.</li> <li>2. Offer balanced meal options with appropriate portion</li> </ol>	1												

Credit Head	Credit Requirement	Credit Point(s)								
	<p>sizes and variety to support dietary guidelines.</p> <ol style="list-style-type: none"> <li>3. Display nutritional information clearly for all menu items (e.g., calories, macronutrients, allergens).</li> <li>4. Provide easy access to ingredient details and allergen warnings to help customers make informed choices.</li> <li>5. Use menu design or labelling to highlight healthier items (e.g., chef's recommendations for nutritious choices).</li> <li>6. Utilise cooking techniques that minimise added fats, salt, and sugars.</li> <li>7. Others to be proposed by the Applicant.</li> </ol>									
HWB-02-01	<p><b>Inclusive Design</b></p> <p><b>(a) Universal Accessibility</b></p> <p>1 to 2 credit point(s) for adopting 50% or 70% of the applicable items, respectively, from the Accessibility Checklist in "How to Support Persons with Disabilities: Practical Guide on Universal Design for Catering Services," issued by the Equal Opportunities Commission.</p> <p><b>(b) Family Friendly Facilities</b></p> <p>1 credit point for providing at least three (3) family friendly facilities in the communal areas of the building.</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th colspan="2" style="text-align: center;">List of family friendly features</th> </tr> </thead> <tbody> <tr> <td style="width: 50%; text-align: center;">Dedicated play areas for children with shaded seating areas for care-takers</td> <td style="width: 50%; text-align: center;">At least one washroom (excluding accessible toilets) is equipped with a child protection seat with a safety belt</td> </tr> <tr> <td style="text-align: center;">At least one standalone family washroom</td> <td style="text-align: center;">At least one baby care room for the staffs and customers</td> </tr> <tr> <td style="text-align: center;">At least one lactation room for staff</td> <td style="text-align: center;">Others to be proposed by the Applicant</td> </tr> </tbody> </table>	List of family friendly features		Dedicated play areas for children with shaded seating areas for care-takers	At least one washroom (excluding accessible toilets) is equipped with a child protection seat with a safety belt	At least one standalone family washroom	At least one baby care room for the staffs and customers	At least one lactation room for staff	Others to be proposed by the Applicant	3
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At least one lactation room for staff	Others to be proposed by the Applicant									
HWB-03-01	<p><b>Ventilation Performance</b></p> <p><b>(a) Minimum Ventilation (Calculation)</b></p> <p>1 credit point for demonstrating that the design outdoor airflow rate for all front-of-house (FOH) dining and general occupied spaces meets or exceeds the minimum requirements of ANSI/ASHRAE Standard 62.1-2022 (Ventilation Rate Procedure).</p> <p>1 credit point for demonstrating that the design outdoor airflow rate (makeup air) for BOH kitchen areas is calculated to meet or exceed the requirements of ASHRAE 62.1-2022, Section 6.5.7, and that kitchen exhaust hoods are selected in accordance with ANSI/ASHRAE Standard 154-2022 for effective source capture.</p> <p><b>(b) Minimum Ventilation (Measurement)</b></p> <p>1 credit point for conducting measurement to verify that the actual outdoor airflow rates delivered to FOH spaces are equal to or greater than the calculated design rates.</p>	4								

Credit Head	Credit Requirement	Credit Point(s)
HWB-03-02	Pollution Control	2
	<p>1 credit point for conducting measurement to verify that the actual outdoor airflow rates (makeup air) delivered to BOH kitchen areas are equal to or greater than the calculated design rates required by ASHRAE 62.1-2022, Section 6.5.7.</p>	
	<p>1 or 2 credit points for adopting at least three (3) or six (6) of the pollution control measures below.</p> <ol style="list-style-type: none"> <li>1. Use cooking equipment (e.g., closed-design fryers, induction woks) designed to avoid the direct contact of cooking oil or animal fat with an open flame or excessively hot surfaces.</li> <li>2. Install an appropriate number of cooking appliances based on business volume to avoid significant over-capacity and idle energy use.</li> <li>3. Install grease removal equipment (e.g., high-performance baffle filters, electrostatic precipitators) with a minimum documented efficiency of 90% per ASHRAE guidelines, sized for the connected exhaust capacity.</li> <li>4. Install separate exhaust systems with dedicated pollution control for high fume-generating (e.g., frying) and odorous (e.g., grilling) procedures. Systems must have individual controls to reduce energy use.</li> <li>5. Position exhaust outlets a minimum of 7.5 meters from property lines, fresh air intakes, or operable windows to ensure dispersion and prevent re-entrainment.</li> <li>6. Demonstrate compliance with exhaust emission limits (Oil &amp; Grease <math>\leq 2.0 \text{ mg/m}^3</math>) via testing per GB 18483-2001 by a qualified third-party.</li> <li>7. Implement and adhere to a strict maintenance plan for all pollution control equipment, with logs records kept on-site for a minimum of 12 months.</li> <li>8. Stock adequate spare parts (e.g., filter sets, ultraviolet lamps, electrostatic precipitator cells) for critical pollution control equipment to ensure continuous operation.</li> <li>9. Others to be proposed by the Applicant.</li> </ol>	
HWB-03-03	Indoor Acoustic Environment	5
	<p><b>(a) Quiet Kitchen Equipment</b></p> <p>1 credit point for installing at least two (2) primary cooking appliances (e.g., wok ranges, high-speed ovens, dishwashers, blast chillers) with models that incorporate verifiable noise-reduction features.</p> <p><b>(b) Background Noise Level</b></p> <p>2 credit point for demonstrating background noise levels within the prescribed criteria for occupied spaces, with specific allowances for high-ventilation areas like kitchens.</p>	

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	<table border="1"> <thead> <tr> <th>Types of Space</th> <th>Required NR/NC</th> </tr> </thead> <tbody> <tr> <td>Fine Dining / Private Dining Room</td> <td>35</td> </tr> <tr> <td>Main Dining Area / Casual Restaurant</td> <td>40</td> </tr> <tr> <td>Bar Area / Lively Restaurant</td> <td>45</td> </tr> <tr> <td>Kitchen (staff areas / transition zones)</td> <td>50</td> </tr> </tbody> </table>	Types of Space	Required NR/NC	Fine Dining / Private Dining Room	35	Main Dining Area / Casual Restaurant	40	Bar Area / Lively Restaurant	45	Kitchen (staff areas / transition zones)	50	
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	<p><b>(c) Reverberation Time</b></p> <p>1 credit point for adopting acoustic materials</p> <p>1 credit point for demonstrating that the reverberation time in the applicable areas meets the prescribed criteria of given types of space.</p> <table border="1"> <thead> <tr> <th>Types of Space</th> <th>RT (second)</th> </tr> </thead> <tbody> <tr> <td>Fine Dining / Private Dining Room</td> <td>0.6</td> </tr> <tr> <td>Main Dining Area / Bar Area</td> <td>0.8</td> </tr> <tr> <td>Restaurant</td> <td>1.0</td> </tr> </tbody> </table>	Types of Space	RT (second)	Fine Dining / Private Dining Room	0.6	Main Dining Area / Bar Area	0.8	Restaurant	1.0			
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HWB-03-05	Indoor Air Quality	7										
	<p><b>(a) Design for Good IAQ</b></p> <p>1 credit point for providing air treatment methods, i.e. sizable standalone air purifier or exhaust system, to indoor pollution source areas, such as kitchen/ washrooms/ locations, where significant indoor pollution is generated.</p> <p>1 credit point for demonstrating that the fresh air louvre is at least 15m from exhaust air louvre and that kitchen exhaust outlets are at least 7.5m from fresh air intakes, operable windows, or property lines.</p> <p>1 credit point if all air handling units serving the assessment boundary are equipped with UV-C lighting for air-stream disinfection.</p> <p><b>(b) IAQ Measurement</b></p> <p>2 credit points for submitting an IAQ Certification Scheme (Good Class) report of the assessment boundary endorsed by an accredited IAQ CIB.</p> <p>OR</p> <p>3 credit point for submitting an IAQ Certification Scheme (Excellent Class) report of the assessment boundary endorsed by an accredited IAQ CIB.</p> <p>1 credit point if the IAQ testing protocol explicitly includes sampling within commercial kitchens during operational hours and demonstrates compliance with health-based targets for key pollutants (e.g., CO ≤ 9 ppm, PM<sub>2.5</sub> ≤ 25 µg/m<sup>3</sup>).</p>											

	<b>Credit Head</b>	<b>Credit Requirement</b>	<b>Credit Point(s)</b>																																		
HWB-03-06	Thermal Comfort Monitoring	<p><b>(a) Temperature and Humidity Control</b></p> <p>1 credit point for demonstrating the temperature and the relative humidity meet the prescribed criteria in the dining and kitchen areas with air conditioning.</p> <p><b>(b) Continuous Monitoring</b></p> <p>1 credit point for installing sensors for continuous monitoring.</p>	2																																		
HWB-03-07	Acceptable Lighting Performance	<p><b>(a) Lighting Performance in Dining Areas</b></p> <p>1 credit point for demonstrating the illuminance level, unified glare rating limit and uniformity in dining areas meet the prescribed criteria.</p> <p><b>(b) Lighting Performance in Kitchen Areas</b></p> <p>1 credit point for demonstrating the illuminance level and unified glare rating limit in kitchen and back of house areas meet the prescribed criteria.</p>	2																																		
HWB-03-10	Water Quality Survey and Access to Drinking Water	<p><b>(a) Water Quality Survey</b></p> <p>1 credit point for demonstrating that the quality of water for drinking purpose meets WSD's latest guideline [1].</p> <table border="1"> <thead> <tr> <th>Parameter(s)</th> <th>Criteria</th> </tr> </thead> <tbody> <tr> <td colspan="2"><b>Chemical and Physical</b></td> </tr> <tr> <td>Turbidity</td> <td>≤ 3.0 NTU</td> </tr> <tr> <td>Colour</td> <td>≤ 5 Hazen Unit</td> </tr> <tr> <td>pH at 25°C</td> <td>≥ 6.5 and ≤ 9.5</td> </tr> <tr> <td>Free Residual Chlorine</td> <td>&gt; 0 mg/L and ≤ 1.5 mg/L</td> </tr> <tr> <td>Conductivity at 25°C</td> <td>≤ 500 µS/cm</td> </tr> <tr> <td colspan="2"><b>Metals</b></td> </tr> <tr> <td>Lead</td> <td>≤ 10 µg/L</td> </tr> <tr> <td>Chromium</td> <td>≤ 50 µg/L</td> </tr> <tr> <td>Nickel</td> <td>≤ 70 µg/L</td> </tr> <tr> <td>Cadmium</td> <td>≤ 3 µg/L</td> </tr> <tr> <td>Copper</td> <td>≤ 2000 µg/L</td> </tr> <tr> <td>Antimony</td> <td>≤ 20 µg/L</td> </tr> <tr> <td colspan="2"><b>Bacteriological</b></td> </tr> <tr> <td>Heterotrophic Plate Count</td> <td>≤ 20 cfu/mL</td> </tr> <tr> <td>E. Coli</td> <td>0 cfu/100 mL</td> </tr> </tbody> </table> <p>The water quality survey shall be conducted by a HOKLAS accredited laboratory and water sampling shall follow the latest WSD's water sampling protocol. Drinking purpose means that the potable water serving the F&amp;B, kitchen, and pantry areas is intended solely for drinking purposes, excluding the potable water for</p>	Parameter(s)	Criteria	<b>Chemical and Physical</b>		Turbidity	≤ 3.0 NTU	Colour	≤ 5 Hazen Unit	pH at 25°C	≥ 6.5 and ≤ 9.5	Free Residual Chlorine	> 0 mg/L and ≤ 1.5 mg/L	Conductivity at 25°C	≤ 500 µS/cm	<b>Metals</b>		Lead	≤ 10 µg/L	Chromium	≤ 50 µg/L	Nickel	≤ 70 µg/L	Cadmium	≤ 3 µg/L	Copper	≤ 2000 µg/L	Antimony	≤ 20 µg/L	<b>Bacteriological</b>		Heterotrophic Plate Count	≤ 20 cfu/mL	E. Coli	0 cfu/100 mL	2
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	lavatories.																
	<p><b>(b) Access to Drinking Water</b></p> <p>1 credit point for providing at least one water dispenser within assessment boundary which is accessible to the customers and staff.</p>																
HWB-03-11	<p><b>(a) Particle Filtration</b></p> <p>1 credit point for installing air filters with MERV rating of 12 in all landlord's controlled fresh air intake system serving normally occupied spaces as defined under Section 9.2 of the Appendices.</p> <p><b>(b) Air Purification Treatment</b></p> <p>1 credit point for providing an air purification technique in the centralised mechanical ventilation system (i.e. ventilation fan/ air handling unit with air ducting serving multiple spaces) or a standalone air purification device for the localised mechanical ventilation system (i.e. ventilation fan serving a single space) in all normally occupied spaces as defined under Section 9.2 of the Appendices.</p>	2															
HWB-04-02	<p>1 to 2 credit point(s) for providing at least three (3) or six (6) of the following health protection measures/ features.</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th colspan="3" style="text-align: center;">List of health protection measures/ features</th> </tr> </thead> <tbody> <tr> <td style="text-align: center;">Blood pressure meter</td> <td style="text-align: center;">Oximeter</td> <td style="text-align: center;">Face mask</td> </tr> <tr> <td style="text-align: center;">Hand-held thermometer</td> <td style="text-align: center;">Automated External Defibrillator (AED)</td> <td style="text-align: center;">Automatic hand sanitizer or disinfection stations at key locations (entrance, exit).</td> </tr> <tr> <td style="text-align: center;">Hand washing stations (other than those in washroom)</td> <td style="text-align: center;">Comprehensive First Aid Kit, including enhanced supplies for burns and cuts</td> <td style="text-align: center;">Contactless door release button for at least 50% of the main doors of entrances/ exits</td> </tr> <tr> <td colspan="3" style="text-align: center;">Others to be proposed by the Applicant</td> </tr> </tbody> </table>	List of health protection measures/ features			Blood pressure meter	Oximeter	Face mask	Hand-held thermometer	Automated External Defibrillator (AED)	Automatic hand sanitizer or disinfection stations at key locations (entrance, exit).	Hand washing stations (other than those in washroom)	Comprehensive First Aid Kit, including enhanced supplies for burns and cuts	Contactless door release button for at least 50% of the main doors of entrances/ exits	Others to be proposed by the Applicant			2
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	<b>Credit Head</b>	<b>Credit Requirement</b>	<b>Credit Point(s)</b>
<b>7</b>	<b>Innovations and Additions (IA)</b>		<b>10</b>
IA-01-01	Innovations and Additions	Maximum 10 credit points for IA.	10

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## 2. Integrated Design and Construction Management

This section outlines the fundamental role of integrated design and construction management in championing sustainable practices for F&B establishments. It focuses on establishing expert sustainability leadership, fostering a collaborative multi-disciplinary design process, and implementing stringent measures to minimise site emissions and enhance construction waste recycling, thereby ensuring significant environmental and occupant wellbeing benefits.

The following Credit Heads are not applicable under F&B v1.0:

Credit Code	Credit Head
IDCM-00-02	Environmental Management Plan
IDCM-00-03	Timber Used for Temporary Works
IDCM-01-01	Sustainability Champions - Design
IDCM-01-02	Complimentary Certification
IDCM-01-04	Life Cycle Costing
IDCM-01-05	Commissioning
IDCM-02-01	Sustainability Champion - Constructions
IDCM-02-04	Construction Indoor Air Quality (IAQ) Management
IDCM-02-05	Construction Safety/ Considerate Construction
IDCM-02-06	Building Management Manuals
IDCM-02-07	Operator Training plus Chemical Storage and Mixing Room
IDCM-03-01	Digital Facility Management Interface
IDCM-03-02	Occupant Engagement Platform
IDCM-03-03	Document Management System
IDCM-03-04	BIM Integration
IDCM-04-01	Design for Engagement and Education on Green Buildings

**2 Integrated Design and Construction Management****IDCM-00 Basic Requirement****IDCM-00-01 Sustainability Champions - Project****Objective**

Facilitate the application of the F&B v1.0 certification process and ensure the compliance of relevant requirements of the F&B v1.0 Manual.

**Credit point(s) Attainable** 1**Credit Requirement**

1 credit point for demonstrating that an accredited BEAM Professional (BEAM Pro) with a valid credential for F&B v1.0 is engaged as the Project BEAM Pro.

**Alternatively,**

- 1 credit point for involving at least two (2) members from the project team who have accredited with BEAM Affiliate (BA) qualification.

**Assessment**

1. Provide a copy of the meeting minutes (date and content of the minutes will be reviewed for compliance) highlighting the attendance of the Project BEAM Pro/ BAs in the following meetings:
  - a. Introductory workshop/ multi-disciplinary design charrette;
  - b. Kick-off meeting with fit-out contractor; and
  - c. Review meeting with fit-out contractor.

Confidential/ sensitive project information on the minutes is not required and could be excluded.

**Submittals**

<b>Supporting Documents</b>	
<i>Please provide softcopies with filename prefix as indicated in the leftmost column below.</i>	
IDCM-00-01_00	F&B submission form for IDCM-00-01
IDCM-00-01_01	Project BEAM Pro/ BAs qualification details
IDCM-00-01_02	A copy of the meeting minutes of introductory workshop/ multi-disciplinary design charrette
IDCM-00-01_03	A copy of the meeting minutes of kick-off meeting
IDCM-00-01_04	A copy of the meeting minutes of review meeting

**Remarks****(a) Additional Information**

Hong Kong Green Building Council publishes the latest registers of BEAM Professionals and BEAM Affiliates on its website. [ONLINE] Available at:

<https://www.practitioner.hkgbc.org.hk/beam-professional>  
[Accessed XXX 2025]

**(b) Related Credit Head(s)**

IDCM-01-03 Integrated Design Process

**2 Integrated Design and Construction Management****IDCM-01 Integrated Design Process****IDCM-01-03 Integrated Design Process****Objective**

Encourage early consideration of an integrated interior design process and operational issues to support holistic and cost-effective outcomes of interior design performance, human health and environmental benefits.

**Credit point(s) Attainable 2****Credit Requirement**

1 credit point for considering an integrated design process to explore the interrelationships among different green interior design strategies and systems in the conceptual design stage, by comparing preliminary sustainable design benefits for at least one (1) issue for each consideration in the following table with a baseline scenario.

Considerations	Issues
Indoor environmental quality	Air ventilation/ thermal comfort Daylighting access
Energy use/ saving	Energy efficient design Smart energy controls
Biophilic design options	Visual connection with outdoor nature Presence of water Interior green wall Ecological value
Material selection	Recycled materials Reuse of materials Sustainable sourced furniture

1 credit point for organising at least one (1) multi-disciplinary design charrette to formulate passive and active design strategies in the conceptual/ schematic design stage, involving at least three (3) participants from diverse disciplines as follows:

8. Architect / Interior designer;
9. Engineer;
10. Kitchen consultant;
11. Licensing consultant;
12. Contractor;
13. Operator;
14. Other related professional.

**Assessment**

1. Provide a design review report in comparing preliminary sustainable design benefits with a baseline scenario.
  - 1.1 The report should include the following contents as minimum. Strategies addressing multiple considerations and issues are acceptable.
    - 1.2.1. Executive Summary;
    - 1.2.2. Project Program;
    - 1.2.3. Workshop for integrated design process (with date of workshop, record of attendance);

- 1.2.4. Comparison between a baseline scenario and one (1)/ multiple design options with graphical support at conceptual level and calculation in supporting the argument; and  
1.2.5. Conclusion.

Note: Materials reused from other sites are acceptable to demonstrate as the strategy for reuse of materials.

2. Provide a copy of the meeting minutes (date and content of the minutes will be reviewed for compliance) highlighting the attendance of project team members in least one (1) multi-disciplinary design charrette to formulate passive and active design strategies in the conceptual/ schematic design stage.

The charrette with minutes provided shall, at minimum, address the following issues:

- a. Introduce fundamentals of an integrated design process [1]; and
- b. Review and agree on the principal design strategies for each of the considerations and issues as stated above.

### Submittals

<b>Supporting Documents</b>	
<i>Please provide softcopies with filename prefix as indicated in the leftmost column below.</i>	
IDCM-01-03_00	F&B submission form for IDCM-01-03
IDCM-01-03_01	Design review report on preliminary sustainable design benefits
IDCM-01-03_02	A copy of the meeting minutes of introductory workshop/ multi-disciplinary design charrette

### Remarks

#### (a) Additional Information

[1] Essentials of integrated design, Greenspace, NCR, Inc. [ONLINE]. Available at:  
[https://www.greenspacencr.org/building/pros/how\\_b/plan\\_b/integrate.html](https://www.greenspacencr.org/building/pros/how_b/plan_b/integrate.html)  
[Accessed XXX 2025].

#### (b) Related Credit Head(s)

IDCM-00-01 Sustainability Champions – Project

**2 Integrated Design and Construction Management****IDCM-02****Green Construction Practices****IDCM-02-02****Measures to Reduce Site Emissions****Objective**

Minimise nuisance to the immediate neighbourhood caused by air, noise and chemical usage during fit-out activities.

**Credit point(s) Attainable** 3**Credit Requirement****(a) Minimisation of Air Pollution**

1 credit point for implementing mitigation measures to minimise air pollution during the entire fit-out period, by adopting at least six (6) measures below:

<b>Minimisation of Air Pollution</b>	
i	Erect containment barriers and seal all openings with plastic sheeting to enclose work areas and prevent the escape of dust and odours.
ii	Select and store low-VOC, water-based products in air-tight containers to minimise the release of hazardous fumes.
iii	Apply wet methods and dampen stored materials to suppress dust at the source during cutting, grinding, or storage.
iv	Utilise engineered controls by attaching vacuum extraction systems to power tools and using filtered ventilation to capture dust at the point of generation.
v	Manage ventilation to exhaust contaminated air directly outside, away from neighbouring premises, and never through common areas.
vi	Implement rigorous housekeeping by increasing cleaning frequency with wet methods or vacuums and covering all external debris piles.
vii	Employ source extraction for all high-risk tasks like grinding and sanding, ensuring equipment is fitted with vacuum cleaners.
viii	Schedule disruptive activities in coordination with neighbours and advise them on how to seal their premises for protection.
ix	Minimise waste generation and cover all materials to reduce potential secondary dust sources.

**(b) Minimisation of Noise Pollution**

1 credit point for implementing mitigation measures to minimise noise pollution during the entire fit-out period, by adopting at least six (6) measures below:

<b>Minimisation of Noise Pollution</b>	
i	Schedule and restrict all noisy work to permitted daytime hours (e.g., 9 am to 7 pm), strictly prohibiting operations on Sundays, public holidays, and outside legal times.
ii	Select, maintain, and equip machinery with low-noise specifications, proper mufflers, and regular servicing to prevent excess noise from wear and tear.
iii	Implement engineering controls using anti-vibration mounts, rubber mats, and damping materials on equipment to reduce vibration and structure-borne noise at the source.

iv	Erect physical barriers such as movable acoustic screens or full enclosures around noisy equipment to block and absorb sound waves from spreading.
v	Utilize sound-absorptive materials like acoustic blankets to line work areas and barriers, reducing reverberation and overall noise levels within the site.
vi	Maximize distance by positioning noisy activities far from sensitive receivers and using on-site structures or terrain as natural sound buffers.
vii	Liaise and communicate proactively with neighbouring residents to inform them of schedules and agree on timing for the most disruptive activities.
viii	Plan and sequence work to minimize the duration and intensity of noise, grouping loud operations together to create extended periods of quiet.
ix	Establish a managed work zone by creating a dedicated, shielded area for noisy activities and training all workers on noise management protocols.

**(c) Minimisation of Chemical Waste**

1 credit point for implementing mitigation measures to minimise pollution from chemical waste during the entire fit-out period, by adopting at least six (6) measures below:

<b>Minimisation of Chemical Waste</b>	
i	Plan material quantities carefully to minimize over-purchasing and prioritize the reuse of leftover paints and solvents.
ii	Select low-VOC or water-based paints, adhesives, and solvents to generate less hazardous chemical waste.
iii	Store all chemicals in airtight, labelled containers to prevent evaporation, degradation, and spills.
iv	Segregate chemical waste from general construction debris and correctly identify non-hazardous waste, like fully dried paint, to reduce disposal volume.
v	Dispose of all chemical waste strictly through licensed collectors, ensuring full compliance with legal protocols and avoiding any illegal drain discharge.
vi	Fulfil regulatory duties by registering as a chemical waste producer with the relevant authority if required and maintaining all necessary documentation.
vii	Implement a centralized collection point for small-quantity chemical waste to ensure proper disposal from all tenants or subcontractors.
viii	Train all site workers on correct procedures to identify, handle, segregate, and store chemical waste safely.
ix	Maintain detailed records, including waste transfer notes, to track all chemical waste and demonstrate legal compliance.

**Assessment**

1. Provide a summary report that includes the following content as minimum:
  - a. Implementation of mitigation measures [1], [2], [3] to minimise air, noise and chemical waste pollution throughout the entire fit-out period; and
  - b. There are no convictions/ complaints about air emissions from the site that have been upheld by the Environmental Protection Department/ police leading to an issue of a fine/ prosecution.

The report(s) shall be endorsed by BEAM Pro/ BAs.

2. Provide a declaration letter, signed by the fit-out contractor, stating that no written complaints have been received during the entire fit-out period.

### Submittals

#### (a) Minimisation of Air Pollution

<b>Supporting Documents</b>	
<i>Please provide softcopies with filename prefix as indicated in the leftmost column below.</i>	
IDCM-01-02-02a_00	F&B submission form for IDCM-02-02a
IDCM-01-02-02a_01	Endorsed summary report demonstrating the monthly implementation of air minimisation
IDCM-01-02-02a_02	Declaration letter stating that no written complaints have been received during the fit-out period

#### (b) Minimisation of Noise Pollution

<b>Supporting Documents</b>	
<i>Please provide softcopies with filename prefix as indicated in the leftmost column below.</i>	
IDCM-01-02-02b_00	F&B submission form for IDCM-02-02b
IDCM-01-02-02b_01	Endorsed summary report demonstrating the monthly implementation of noise minimisation
IDCM-01-02-02b_02	Declaration letter stating that no written complaints have been received during the fit-out period

#### (c) Minimisation of Chemical Waste

<b>Supporting Documents</b>	
<i>Please provide softcopies with filename prefix as indicated in the leftmost column below.</i>	
IDCM-01-02-02c_00	F&B submission form for IDCM-02-02c
IDCM-01-02-02c_01	Endorsed summary report demonstrating the monthly implementation of chemical waste minimisation
IDCM-01-02-02c_02	Declaration letter stating that no written complaints have been received during the fit-out period

### Remarks

#### (a) Additional Information

[1] Environmental Protection Department, Pollution Problems & Practical Solutions: Air [ONLINE] Available at:  
[https://www.epd.gov.hk/epd/english/greenproperty/poll\\_pro/popup\\_ren\\_air.html](https://www.epd.gov.hk/epd/english/greenproperty/poll_pro/popup_ren_air.html)  
 [Accessed XXX 2025].

[2] Environmental Protection Department, Pollution Problems & Practical Solutions: Noise [ONLINE] Available at:  
[https://www.epd.gov.hk/epd/english/greenproperty/poll\\_pro/popup\\_ren\\_noise.html](https://www.epd.gov.hk/epd/english/greenproperty/poll_pro/popup_ren_noise.html)

[Accessed XXX 2025].

[3] Environmental Protection Department, Pollution Problems & Practical Solutions: Waste and Water [ONLINE] Available at: [https://www.epd.gov.hk/epd/english/greenproperty/poll\\_pro/popup\\_ren\\_paint.html](https://www.epd.gov.hk/epd/english/greenproperty/poll_pro/popup_ren_paint.html)  
[Accessed XXX 2025].

Hong Kong Construction Association. Best Practice Guide for Environmental Protection on Construction Sites. [ONLINE] Available at: <https://www.hkca.com.hk/publications>  
[Accessed XXX 2025].

**(b) Related Credit(s)**

IDCM-02-03 Construction and Demolition Waste Recycling

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**2 Integrated Design and Construction Management****IDCM-02 Green Construction Practices****IDCM-02-03 Construction and Demolition Waste Recycling**

**Objective** Minimise nuisance to the immediate neighbourhood caused by air, noise and chemical usage during fit-out activities.

**Credit point(s) Attainable** 3

**Credit Requirement (a) Waste Management Plan**

1 credit point for implementing the Waste Management Plan (WMP) with at least six (6) measures below:

<b>Waste Management Plan</b>	
i	Provide clearly labelled bins to segregate inert, recyclable, chemical, and general waste at source.
ii	Prioritize waste prevention by reusing materials like off-cuts and packaging within the project.
iii	Store waste in covered, designated containers to prevent odour, litter, and contamination.
iv	Conduct regular waste sorting to maximize recovery of recyclable materials before disposal.
v	Hire licensed waste collectors and maintain records (waste transfer notes) for all waste disposal.
vi	Implement frequent cleaning of work and waste storage areas to prevent debris accumulation and pests.
vii	Train all personnel on waste segregation, storage procedures, and recycling protocols.
viii	Prevent pollution during handling by covering waste vehicles and prohibiting burning of any waste.
ix	Assign a responsible person to monitor practices, audit storage areas, and maintain waste logs.

**(b) Construction Waste Recycling**

1 to 2 credit points for recycling at least 10%/ 30% of waste arising from fit-out activities.

**Assessment****(a) Waste Management Plan**

1. Implement a WMP demonstrating waste management and recycling works have been considered within the assessment boundary during the entire fit-out period. Proactive waste management provisions shall refer to the Good Housekeeping Checklist in Appendix 8.2 of Hong Kong Construction Association's Best Practice Guide for Environmental Protection on Construction Sites [1].
2. The WMP shall be endorsed by the fit-out contractor.

**(b) Construction Waste Recycling**

1. Provide an endorsed summary report demonstrating the implementation as stipulated in the WMP that includes the following content as minimum:

- a. Waste flow table showing the quantity of waste generated and the percentage of recycled construction waste (either by weight/ by volume), prepared and declared by the contractor; and
- b. All waste and recycling records.

**Submittals****(a) Waste Management Plan**

<b>Supporting Documents</b>	
<i>Please provide softcopies with filename prefix as indicated in the leftmost column below.</i>	
IDCM-01-02-03a_00	F&B submission form for IDCM-02-03a
IDCM-01-02-03a_01	Endorsed WMP

**(b) Construction Waste Recycling**

<b>Supporting Documents</b>	
<i>Please provide softcopies with filename prefix as indicated in the leftmost column below.</i>	
IDCM-01-02-03b_00	F&B submission form for IDCM-02-03b
IDCM-01-02-03b_01	Endorsed summary report on the implementation of waste management and recycling

**Remarks****(a) Additional Information**

[1] Hong Kong Construction Association (HKCA), Best Practice Guide for Environmental Protection on Construction Sites. [ONLINE]. Available at: <https://www.epd.gov.hk/epd/english/greenconstruction/links/links.html> [Accessed XXX 2025].

**(b) Related Credit(s)**

None

### 3. Management

The 'Management' section establishes the strategic framework and operational protocols essential for the ongoing environmental excellence of F&B establishments. It assesses the overarching management system, including the pursuit of recognised certifications, the formulation of endorsed environmental and ESG policies, the appointment of green leadership, and the implementation of comprehensive staff and customer engagement programmes. This ensures a holistic approach to sustainable operations, resilience planning, and continuous improvement in health, safety, and environmental performance.

The following Credit Heads are not applicable under F&B v1.0:

Credit Code	Credit Head
MAN-00-01	Green Purchasing Plan
MAN-01-01	EHS and Energy Management System
MAN-02-01	Environmental, Social and Governance (ESG) Disclosure
MAN-02-02	Net-zero Transition Plan
MAN-03-02	Building and Site Operation and Maintenance
MAN-03-03	Building Services Operation and Maintenance
MAN-03-05	BIM Integration
MAN-04-01	Green Lease
MAN-04-02	Green Cleaning
MAN-04-03	User Guidance

- 3 Management**                      **MAN-01**                      **Green Building Environment**
- MAN-01-02**                      **Building Environmental Excellence**

**Objective**                                      Recognise the effort of achieving previous BEAM Plus certifications and/or similar awards organised by other organisations.

**Credit point(s) Attainable**    5

**Credit Requirement**                      **(a) Complimentary Certification**

1 to 2 credit point(s) for the building being certified with a final certification rating by any of the following BEAM Plus Assessment Tools:

BEAM Plus Assessment Tools	Bronze or Silver Rating	Gold or Platinum Rating
New Buildings (NB)	1	2
Existing Buildings (EB)		
Interiors (BI)		
The certification shall remain valid within 6 months prior to the date of the first assessment submission.		
If the Applicant is making an initial submission on 1 January 2026, they shall ensure that the certificate is still valid on 1 July 2025 to fulfill the credit requirement.		

**(b) Environmental Excellence Certificate**

Maximum 3 credit points can be achieved, with 1 credit point awarded for each environmental recognition obtained. The certificate shall cover all Applicant-controlled areas within the assessment boundary.

1. Wastewi\$e Certificate under The Hong Kong Green Organisation Certification (HKGOC);
2. Energywi\$e Certificate under HKGOC;
3. IAQwi\$e Certificate under HKGOC;
4. Carbon Reduction Certificate;
5. ISO 14001 Certificate;
6. ISO 50001 Certificate;
7. Other green building related awards/ certification schemes/ campaigns which are not listed above.

**Assessment**                                      **(a) Complimentary Certification**

1. Provide supporting documentation showing the attainment of BEAM Plus NB/ EB/ BI certification.
2. The certification shall remain valid within 6 months prior to the date of the first assessment submission.

**(b) Environmental Excellence Certificate**

1. Provide supporting documentation showing the attainment of the certificate(s).
2. The certification(s) shall remain valid within 6 months prior to the date of the first assessment submission.
3. The document shall clearly indicate the following certification information for validity verification:

- a. Expiry date; or
  - b. Issuance date; or
  - c. List of certification participants.
4. The certification(s) shall be issued by a recognised association.
  5. Any submitted certificate must fully encompass the entire assessment boundary.
  6. The Applicant may propose other green building related awards/ certification schemes/ campaigns which are not listed in part (b) of Credit Requirement, and each will be considered by its own merits. However, awards/ certification schemes/ campaigns incorporated in other credits e.g. Compliance Method 2 by certificate under Quality Water Supply Scheme for Buildings – Fresh Water (Management System) in WU-04-04a and alternative path by certificate of participation for the building being awarded with a Diamond/ Platinum Award under “Charter on External Lighting in SS-02-01 will not be accepted to avoid double counting.
  7. The other green building-related awards, certification schemes, or campaigns not listed above may also be considered, provided they are obtained through demonstrable efforts by the Applicant toward environmental or sustainability initiatives. Certificates or awards that are merely achieved by registration and payment, without substantive actions or contributions, will not be accepted.

**Submittals****(a) Complimentary Certification**

<b>Supporting Documents</b>	
<i>Please provide softcopies with filename prefix as indicated in the leftmost column below.</i>	
MAN-01-02a_00	F&B submission form for MAN-01-02a
MAN-01-02a_01	Supporting documentation showing: i) The attainment of BEAM Plus NB/ EB certification.

**(b) Environmental Excellence Certificate**

<b>Supporting Documents</b>	
<i>Please provide softcopies with filename prefix as indicated in the leftmost column below.</i>	
MAN-01-02b_00	F&B submission form for MAN-01-02b
MAN-01-02b_01	Supporting documentation showing: i) The attainment of the certificate(s). ii) The expiration date or issuance date or list of certification participants of the certificate. iii) The certificate(s) to be issued by a recognised association

**Remarks****(a) Additional Information**

BEAM Plus Project Directory & Statistics. Hong Kong Green Building Council [ONLINE] <https://www.hkgbc.org.hk/eng/beam-plus/beam-plus-dirstat/index.jsp> [Accessed XXX 2025]

**(b) Related Credit Head(s)**

None

**3 Management                      MAN-01                      Green Building Environment****MAN-01-03                      Sustainable Leadership and Recognition**

**Objective** Encourage the F&B operator to demonstrate sustainable leadership by establishing a formal commitment, implementing actionable plans, and achieving recognition for their environmental performance.

**Credit point(s) Attainable** 10

**Credit Requirement                      (a) Environmental / ESG Policy**

1 credit point for providing an endorsed environmental policy.

1 credit point for providing an endorsed environmental, social and governance (ESG) policy.

1 credit point for publicising the environmental/ ESG policy, initiatives and accomplishments from time to time.

**(b) Environmental Targets**

1 credit point for setting up at least three (3) environmental objectives and targets below for F&B operation.

Environmental Objectives		
Energy saving	Water saving	Carbon reduction
Waste reduction		Sustainable sourcing

**(c) Environmental Management Plan**

1 credit point for providing an endorsed environmental management plan for F&B operation.

**(d) Green Restaurant Leader**

1 credit point for appointing a responsible person for coordinating the environmental programme.

1 credit point for either establishing an Environmental Task Force to steer and facilitate the environmental programme, or

demonstrating active participation in a group-level environmental or sustainability task force, committee, or programme.

**(e) Green Restaurant Recognition**

Maximum 3 credit points, with 1 credit point awarded for each green restaurant recognition obtained.

1. Hong Kong Awards for Environmental Excellence (HKAEE) – Restaurant Sector Award (3 credit points for Gold; 2 credit points for Silver; 1 credit point for Bronze or Merit);
2. Environment and Conservation Fund - Food and Beverage Industry Carbon Neutral Programme;
3. Food Wise Eateries;
4. EatSmart Restaurant Star+;
5. Sustainable Restaurant Award;

6. FHKI Q-Mark Low Carbon Restaurant Award;
7. Michelin Green Star;
8. Food Made Good;
9. Hong Kong Smart Catering - Sustainable Restaurant & Retailer Awards;
10. Other local/ global green restaurant related awards/ certification schemes/ campaigns which are not listed above.

**Assessment****(a) Environmental / ESG Policy**

To claim the credit point for an environmental policy, provide a copy of the endorsed policy document.

To claim the credit point for an ESG policy, provide a copy of the endorsed policy document that covers environmental, social, and governance aspects.

Policies on ESG Issues:

1. Provide at least five (5) different policies on ESG issues. At least one (1) policy shall be covered for each aspect.

Environmental

- a. Emissions
- b. Use of Resources
- c. The Environment and Natural Resources
- d. Climate Change

Social

- a. Employment
- b. Health and Safety
- c. Development and Training
- d. Labour Standards
- e. Supply Chain Management
- f. Product Responsibility
- g. Anti-corruption
- h. Community Investment

Governance

- a. Board Diversity
- b. Whistleblowing

To claim the credit point for publicising the policy:

1. Provide evidence of communication, such as screenshots of the policy published on the official website, within the restaurant, or in annual/sustainability reports.
2. Provide at least two (2) different examples from the last 12 months that demonstrate how initiatives and accomplishments related to the policy have been publicised (e.g., social media posts, press releases, customer newsletters, posters displayed on-site).

The policies shall be endorsed by the F&B outlet manager or the top management of the parent company.

**(b) Environmental Targets**

Provide a documented set of environmental objectives and targets specific to the F&B operation.

The documentation shall include, as a minimum:

1. The environmental aspects addressed (e.g., energy, water, waste, carbon, sustainable sourcing).
2. Measurable targets (e.g., "reduce electricity consumption by 5% per cover in the next year").
3. The timeframe for achieving the targets.

The objectives and targets shall be endorsed by the F&B outlet manager or the top management of the parent company.

**(c) Environmental Management Plan**

Provide a copy of the endorsed environmental management plan (EMP) specific to the F&B operation.

The EMP shall include, as a minimum:

1. The defined environmental objectives and targets.
2. Specific action plans and initiatives to achieve the targets.
3. Responsibilities for implementing the actions.
4. A resource allocation plan (e.g., budget, personnel).
5. A monitoring and review mechanism.

**(d) Green Restaurant Leader**

To claim the credit point for a responsible person:

1. Provide the name and position of the appointed individual.
2. Provide a copy of a document (e.g., job description, organisational chart) outlining their role and responsibilities in coordinating the environmental programme.

To claim the credit point for an Environmental Task Force:

1. Provide a list of the task force members indicating their names and positions.
2. Provide the Terms of Reference or a similar document for the task force, which shall include at a minimum its purpose, membership, meeting frequency, and duties.

**(e) Green Restaurant Recognition**

1. Provide a valid certificate, award notification letter, or official website listing as proof of obtaining the recognition.
2. The recognition must be current and valid at the time of assessment.
3. A maximum of 3 credit points can be awarded, with 1 point for each distinct recognition from the provided list or other substantiated local/global schemes. Recognitions for the same award in different years count as distinct recognitions.

**Submittals**

**(a) Environmental / ESG Policy**

<b>Supporting Documents</b>	
<i>Please provide softcopies with filename prefix as indicated in the leftmost column below.</i>	
MAN-01-03a_00	F&B submission form for MAN-01-03a
MAN-01-03a_01	Supporting documentation showing: i) The endorsed environmental policy and/or environmental, social and governance (ESG) policy.

	ii) Evidence of public dissemination, such as website screenshots, social media posts, newsletter clippings, or published report excerpts showcasing the policy and related initiatives from the last 12 months.
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**(b) Environmental Targets**

<b>Supporting Documents</b> <i>Please provide softcopies with filename prefix as indicated in the leftmost column below.</i>	
MAN-01-03b_00	F&B submission form for MAN-01-03b
MAN-01-03b_01	Supporting documentation showing: i) The documented environmental objectives and targets specific to the F&B operation. ii) Proof of endorsement by the F&B outlet manager or top management.

**(c) Environmental Management Plan**

<b>Supporting Documents</b> <i>Please provide softcopies with filename prefix as indicated in the leftmost column below.</i>	
MAN-01-03c_00	F&B submission form for MAN-01-03c
MAN-01-03c_01	Supporting documentation showing: i) The full endorsed environmental management plan for the F&B operation.

**(d) Green Manager / Environmental Task Force**

<b>Supporting Documents</b> <i>Please provide softcopies with filename prefix as indicated in the leftmost column below.</i>	
MAN-01-03d_00	F&B submission form for MAN-01-03d
MAN-01-03d_01	Supporting documentation showing: i) For the Green Manager: a job description and an organisational chart identifying the appointed individual and their responsibilities. ii) For the Environmental Task Force: a member list and the Terms of Reference.

**(e) Green Restaurant Recognition**

<b>Supporting Documents</b> <i>Please provide softcopies with filename prefix as indicated in the leftmost column below.</i>	
MAN-01-03e_00	F&B submission form for MAN-01-03e
MAN-01-03e_01	Supporting documentation showing: i) A valid certificate, award notification letter, or official website listing for each recognition claimed. ii) The validity period or issuance date of each certificate/award.

	iii) Confirmation of the issuing body as a recognised association.
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**Remarks****(a) Additional Information**

GRESB, 2023 Real Estate Standard and Reference Guide. [ONLINE]  
[https://documents.gresb.com/generated\\_files/real\\_estate/2023/real\\_estate/reference\\_guide/complete.html#management-policies](https://documents.gresb.com/generated_files/real_estate/2023/real_estate/reference_guide/complete.html#management-policies)  
 [Accessed XXX 2025]

HKEX, Environmental, Social and Governance Reporting Guide.  
 [ONLINE]  
[https://enrules.hkex.com.hk/sites/default/files/net\\_file\\_store/HKEX4476\\_3841\\_VER18584.pdf](https://enrules.hkex.com.hk/sites/default/files/net_file_store/HKEX4476_3841_VER18584.pdf) [Accessed XXX 2025]

**(b) Related Credit Head(s)**

None

**3 Management**                      **MAN-02**                      **Environmental Management & Disclosure****MAN-02-03**                      **Resilience Strategy****Objective**

Encourages consideration of the F&B operation's exposure to a range of climate-related risks, such as identifying supply chain disruptions and extreme weather impacts, and implementing mitigation measures to ensure operational continuity.

**Credit point(s) Attainable** 5**Credit Requirement****(a) Resilience to Adverse Weather**

1 credit point for maintaining operations during adverse weather conditions (e.g., typhoons, rainstorms), supported by a documented policy that explicitly safeguards staff safety.

1 credit point for implementing a flood resilience plan. For F&B establishments with street-level access or facing outdoor spaces, this must include the maintenance of effective protective measures to minimize water ingress and damage.

**(b) Climate-related Physical Risks and Opportunities**

1 credit point for detailing the climate-related physical risks and opportunities identified for the F&B operation, the methodology used for the assessment, and the key metrics where applicable.

**Alternatively,**

- 1 credit point for implementing all strategies below:

<b>Climate-related Physical Risks and Opportunities</b>	
i	Conduct a simplified climate risk assessment by holding a team meeting to identify top risks from sudden weather and long-term shifts, with manager endorsement.
ii	Prepare for sudden disruptions by installing surge protectors on critical equipment and creating a basic emergency kit for power outages or storms.
iii	Build a resilient supply chain by communicating with key suppliers on their climate plans and identifying backup suppliers for essential ingredients.
iv	Adapt to long-term climate shifts by diversifying menu offerings to incorporate alternative, more readily available, or sustainably sourced ingredients.
v	Increase resource efficiency through installing water-saving devices and switching to LED lighting to reduce costs and conserve resources.
vi	Implement energy conservation measures by maintaining refrigeration and AC units and ensuring proper door seals to reduce energy use.
vii	Review and update plans annually to ensure climate risk lists and adaptation actions remain relevant and effective.
viii	Communicate actions to customers by promoting seasonal menus and efficiency measures on menus or chalkboards.
ix	Train staff on new protocols for extreme weather procedures and the reasons behind menu and efficiency changes.

**(c) Transition Risks and Opportunities**

1 credit point for detailing the transition risks and opportunities identified for the F&B operation, the methodology used for the assessment, and the key metrics where applicable (Metrics shall include energy, water, waste, and sustainable sourcing where relevant).

**Alternatively,**

- 1 credit point for implementing all strategies below:

Transition Risks and Opportunities	
i	Conduct a simplified transition assessment by holding a team meeting to identify risks from regulations and consumer trends, with manager endorsement.
ii	Plan for regulatory changes by auditing and reducing single-use plastics and exploring sustainable alternatives.
iii	Audit resource efficiency by identifying and fixing sources of waste like leaks and inefficient lighting.
iv	Explore sustainable sourcing by identifying one key ingredient from a certified or local sustainable provider.
v	Adapt to market preferences by developing and featuring plant-based or climate-friendly menu options.
vi	Invest in technology upgrades by prioritizing cost-effective green tech like LED lighting and water aerators.
vii	Train staff on sustainability to explain sourcing and waste reduction efforts to customers.
viii	Improve waste segregation by implementing a simple, labelled system for recyclables and organic waste.
ix	Review and communicate annually by reassessing risks and opportunities and sharing progress with customers.

**(d) Evaluation of Climate Resilience**

1 credit point for conducting climate-related scenario analysis to evaluate their climate resilience in the face of extreme weather events.

**Alternatively,**

- 1 credit point for implementing all strategies below:

Evaluation of Climate Resilience	
i	Define a simple climate scenario such as "+2°C Warming" or "Increased Extreme Weather" to focus the evaluation.
ii	Assess supply chain impact by evaluating cost, availability, and quality changes for top 3 critical ingredients.
iii	Evaluate operational disruptions by estimating potential closure days per year due to extreme weather events.
iv	Review physical asset vulnerabilities and propose one low-cost mitigation action for the most critical risk.
v	Analyse shifts in customer demand under the scenario and identify one menu adaptation to address it.
vi	Summarize financial implications including increased ingredient costs, lost revenue, and potential savings.
vii	Document conclusions in a one-page summary with key risks, opportunities, and financial implications, endorsed by manager.
viii	Integrate findings into action plans for updating both physical and transition risk strategies.

ix	Schedule an annual resilience review to update assumptions and ensure plans remain effective.
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**Assessment****(a) Resilience to Adverse Weather**

1. Provide a documented policy that maintains operations during adverse weather conditions (e.g., typhoons, rainstorms) and explicitly safeguards staff safety.
2. Provide a flood resilience plan that includes the effective protective measures to minimize water ingress and damage.
3. The documents shall be endorsed by the F&B outlet manager or the top management of the parent company.

**(b) Climate Related Physical Risks and Opportunities**

1. Conduct an F&B operation-specific climate change risk and adaptation assessment, aligned to the principles outlined by the International Sustainability Standards Board (ISSB) IFRS S2.
2. The assessment shall distinguish climate-related physical risks as either event-driven (acute) risks or longer-term shifts (chronic) risks relevant to F&B.
3. Event-driven (acute) risks shall refer to storms, floods, droughts, or heatwaves that could disrupt supply chains, damage property, force temporary closures, or compromise food safety (e.g., cold chain failure).
4. Longer-term shifts (chronic) risks shall refer to changes in precipitation and temperature affecting agricultural yield, ingredient availability, quality, and cost, as well as long-term water scarcity impacting operations.
5. The assessment report shall be endorsed by the F&B outlet manager or the top management of the parent company.

**(c) Transition Risks and Opportunities**

1. Conduct an F&B operation-specific assessment for transition risks and opportunities, aligned to the principles of ISSB IFRS S2.
2. The assessment shall focus on risks associated with moving to a lower-carbon economy.
3. Transition Risks shall refer to policy risks (e.g., carbon taxes, single-use plastic bans), legal risks, technological risks (e.g., adoption of green tech), market risks (e.g., changing consumer preferences towards sustainable products), and reputational risks.
4. Opportunities shall include assessment of resource efficiency (energy, water, waste), sustainable sourcing, development of climate-resilient menus, and access to new markets or green financing.
5. The assessment report shall be endorsed by the F&B outlet

manager or the top management of the parent company.

**(d) Evaluation of Climate Resilience**

1. Conduct a project-specific climate-related scenario analysis for the F&B operation, aligned to ISSB IFRS S2 and TCFD guidance.
2. The analysis shall evaluate resilience against at least one plausible climate scenario (e.g., a +1.5°C or +2°C world) and its impact on the operation.
3. Scenarios must be applied to assess impacts on key areas such as supply chain viability, ingredient cost and availability, operational continuity (e.g., closure days due to extreme heat/flooding), physical asset integrity, and changes in customer demand.
4. The analysis can be quantitative, partially quantitative, or qualitative, but must outline the potential financial and operational implications.
5. The scenario analysis report shall be endorsed by the F&B outlet manager or the top management of the parent company.

**Submittals**

**(a) Resilience to Adverse Weather**

<b>Supporting Documents</b>	
<i>Please provide softcopies with filename prefix as indicated on the leftmost column below.</i>	
MAN-02-03a_00	F&B submission form for MAN-02-03a
MAN-02-03a_01	A documented policy (with endorsement if applicable)
MAN-02-03a_02	A flood resilience plan (with endorsement if applicable)

**(b) Climate Related Physical Risks and Opportunities**

<b>Supporting Documents</b>	
<i>Please provide softcopies with filename prefix as indicated on the leftmost column below.</i>	
MAN-02-03b_00	F&B submission form for MAN-02-03a
MAN-02-03b_01	An assessment report for climate related physical risks and opportunities (with endorsement if applicable)

**(c) Transition Risks and Opportunities**

<b>Supporting Documents</b>	
<i>Please provide softcopies with filename prefix as indicated on the leftmost column below.</i>	
MAN-02-03c_00	F&B submission form for MAN-02-03b
MAN-02-03c_01	An assessment report for transition risks and opportunities (with endorsement if applicable)

**(d) Evaluation of Climate Resilience**

<b>Supporting Documents</b>	
<i>Please provide softcopies with filename prefix as indicated on the leftmost column below.</i>	
MAN-02-03d_00	F&B submission form for MAN-02-03c
MAN-02-03d_01	An assessment report for climate resilience (with endorsement if applicable)

**Remarks****(a) Additional Information**

The IFRS Foundation, IFRS S2 Climate-related Disclosures.  
[ONLINE]

<https://www.ifrs.org/issued-standards/ifrs-sustainability-standards-navigator/ifrs-s2-climate-related-disclosures.html/content/dam/ifrs/publications/html-standards-issb/61nglish/2023/issued/issbs2/>  
[Accessed XXX 2025]

**(b) Related Credit Head(s)**

None



water saving for new staff.

6. Provide a copy of the documented program designed to incentivize employee-generated green ideas.

### Submittals

#### (a) BEAM Accredited Personnel

<b>Supporting Documents</b>	
<i>Please provide softcopies with filename prefix as indicated in the leftmost column below.</i>	
MAN-03-01a_00	F&B submission form for MAN-03-01a
MAN-03-01a_01	Undertaking letter from the F&B outlet manager or the top management of the parent company
MAN-03-01a_02	BEAM Professional certificate
MAN-03-01a_03	Organisation chart

#### (b) Staff Training

<b>Supporting Documents</b>	
<i>Please provide softcopies with filename prefix as indicated in the leftmost column below.</i>	
MAN-03-01b_00	F&B submission form for MAN-03-01b
MAN-03-01b_01	Summary table and corresponding training records
MAN-03-01b_02	Organisation chart

### Remarks

#### (a) Additional Information

Property Management Services Authority, register of licensees (online version). [ONLINE]  
<https://eapplication.pmsa.org.hk/registers/#m-practitioners>  
 [Accessed XXX 2025]

Hong Kong Green Building Council publishes the latest registers of BEAM Professionals and BEAM Affiliates on its website. [ONLINE]  
<https://app.powerbi.com/view?r=eyJrIjoieUxMDUwMWMtNWl3OS00YmQxLTgxYTYtMDZkMjc2NDE1N2ZlIiwidCI6ImQwMTUyOGY5LTQ3NDItNGJjYS05MDVmLUU3ZjlxZTJhNmM5MmI5MmMiOjEwJmVwYyQ%3D>  
 [Accessed XXX 2025]

#### (b) Related Credit Head(s)

None

**3 Management MAN-04 Green and Healthy Management****MAN-04-04 Occupational Health and Safety (OHS)**

**Objective** F&B establishments and operations that embrace healthiness and safety.

**Credit point(s) Attainable** 4

**Credit Requirement** 1 to 3 credit points for scoring at least four (4), eight (8) or twelve (12) of the applicable OSH measures and facilities within the assessment boundary.

**Alternatively,**

- 3 credit points will be awarded if the assessment boundary has been certified with ISO 45001 certification.

1 credit point for providing OHS training at least twice per year.

**Assessment** 1. Provide a summary of the percentage of OHS measures and facilities that are provided within the assessment boundary.

OHS Measures	Percentage of Provision
<b>Ergonomics</b>	
Anti-fatigue mats at cooking, dishwashing, and cashier workstations	50% of kitchen/ service workstations
Worktables, counters, and bar tops with rounded corners (no sharp edges)	100% of prep and service stations
Slip-resistant flooring finishes in kitchen, storage, and service areas	100% of back-of-house circulation areas
Heat/ fume resistant protective partitions or shields near fryers/grills	100% of applicable hot cooking stations
Adequate lighting ( $\geq 500$ lux in prep/ cooking areas)	100% of food prep and cooking zones
<b>Fire &amp; Gas Safety</b>	
Wet Chemical Fire Suppression System	100% of applicable cooking equipment
Fixed Gas Detection System	100% coverage of kitchen and gas storage
<b>Storage</b>	
Closed-lid bins for segregated food, recyclables, and general waste	N/A
$\geq 1.2$ m clearance in front of refrigeration, cold rooms, and dry storage shelving	N/A
Safe access tools (step ladders/anti-slip stools) for storage above 2m	N/A
<b>Interior Layout</b>	
No exposed/loose electrical extension cords crossing kitchen passageways	N/A
No combustible materials stored near fryers, stoves, or oven exhausts	N/A
<b>Others</b>	
Others as proposed by the Applicant	N/A

Note:

1. Applicant should provide justification for any not applicable sub-items

above. Not applicable sub-items would not be counted towards the total number of applicable items.

2. For the sub-item “Others as proposed by the Applicant”, only successfully claimed items would be counted towards the total number of applicable items.

**Alternatively,**

- Provide a copy of ISO 45001 Certificate and the certification should be valid at the time of project registration for F&B v1.0.

2. Provide corresponding OHS training records (e.g., certificates, attendance sheets, internal training logs) for the staff members responsible for the F&B operation.

**Submittals**

<b>Supporting Documents</b>	
<i>Please provide softcopies with filename prefix as indicated in the leftmost column below.</i>	
MAN-04-04_00	F&B submission form for MAN-04-04
MAN-04-04_01	Summary on OHS measures and facilities
MAN-04-04_02	Photo record(s)
MAN-04-04_03	ISO 45001 certificate
MAN-04-04_04	Summary on OHS training records

**Remarks**

**(a) Additional Information**

International Organization for Standardization. ISO 45001:2018 Occupational health and safety management systems — Requirements with guidance for use. [ONLINE]. Available at: <https://www.iso.org/standard/63787.html> [Accessed XXX 2025].

**(b) Related Credit Head(s)**

None

**Management**                      **MAN-04**                      **Green and Healthy Management**

**MAN-04-05**                      **Tenant Engagement Programme**

**Objective**

Encourage the F&B operator to proactively cooperate with landlord to improve sustainability performance

**Credit point(s) Attainable**    2

**Credit Requirement**

1 to 2 credit points for demonstrating active collaboration with landlord in at least 2 or 4 tenant engagement programme(s) focused on environmental sustainability.

1. Full compliance of green lease requirement.
2. Recognition of sustainability excellence such as certificate or award issued by the landlord.
3. Engage with landlord to implement green fit-out practices such as reuse existing building elements and furniture.
4. Participation in environmental programme(s) organised by landlord.
5. Collaborate with landlord to share environmental performance data (e.g. energy, water, waste) for joint sustainability reporting or benchmarking.
6. Co-organise educational sessions, webinars, or workshops on green practices in collaboration with the landlord.
7. Other tenant engagement programmes for environmental sustainability, which are not listed above.

**Assessment**

1. Provide a summary report detailing the applicable tenant engagement programmes participated from the provided list.

**Submittals**

<b>Supporting Documents</b>	
<i>Please provide softcopies with filename prefix as indicated in the leftmost column below.</i>	
MAN-04-05_00	F&B submission form for MAN-04-05
MAN-04-05_01	Summary on tenant engagement programmes
MAN-04-05_02	Evidence of organising or participating the tenant engagement programme(s) such as photo record, attendance record, relevant certificate etc.

**Remarks**

**(a) Additional Information**

None

**(b) Related Credit Head(s)**

None

**3 Management****MAN-04 Green and Healthy Management****MAN-04-06 Staff and Customer Engagement Programme**

<b>Objective</b>	Encourage the F&B operator to proactively implement and promote structured engagement practices that educate and incentivize both staff and customers, fostering a shared culture of environmental responsibility.
<b>Credit point(s) Attainable</b>	3
<b>Credit Requirement</b>	<p>1 to 3 credit points for adopting at least three (3), six (6) or nine (9) of the applicable staff and customer engagement practices and programmes during operation.</p> <ol style="list-style-type: none"> <li>1. Promote sustainable dining choices, such as organic, plant-based, and low-carbon footprint menu items.</li> <li>2. Educate customers on proper waste disposal (e.g., clear signage to prevent contaminating recyclables or food waste streams).</li> <li>3. Implement a discount incentive for customers who bring their own reusable containers (BYO).</li> <li>4. Launch zero-waste campaigns and track customer participation rates.</li> <li>5. Charge for single-use takeaway utensils and containers to discourage waste.</li> <li>6. Optimise logistics by maintaining a low-emission vehicle fleet and planning efficient delivery routes.</li> <li>7. Serve and refill water only upon customers' request.</li> <li>8. Replace bone plates and dining utensils only upon customers' request.</li> <li>9. Display water saving notices to raise customers' awareness on water conservation.</li> <li>10. Incentivise staff-generated green ideas.</li> <li>11. Offer a discount incentive to customers who opt for reduced portion of rice or noodles.</li> <li>12. Other staff and customer engagement practices or campaigns for environmental sustainability, which are not listed above.</li> </ol>
<b>Assessment</b>	<ol style="list-style-type: none"> <li>1. Provide a summary report detailing the applicable staff and customer engagement practices and programmes adopted from the provided list. The engagement practices and programmes must have been actively implemented and promoted during the operational period under assessment.</li> </ol>

**Submittals**

<b>Supporting Documents</b>	
<i>Please provide softcopies with filename prefix as indicated in the leftmost column below.</i>	
MAN-04-06_00	F&B submission form for MAN-04-06
MAN-04-06_01	Summary on customer engagement practices and programmes
MAN-04-06_02	Photo record(s)

**Remarks****(a) Additional Information**

None

**(b) Related Credit Head(s)**

None

Beta 0

#### 4. Materials and Waste

The procurement of materials and the generation of waste within the food and beverage sector represent a significant environmental burden, from resource extraction to landfill contributions. Opportunities exist to substantially reduce these impacts through mindful material selection, sustainable operational practices, and a comprehensive approach to waste management. Enhancing the circularity of F&B operations not only minimises waste but also promotes the reuse and recycling of resources, contributing to a more sustainable lifecycle. This section addresses these impacts by encouraging the use of green products, responsible refrigerant management, the elimination of single-use plastics, and robust waste handling facilities. It is crucial for stakeholders to recognise the importance of integrating these practices to improve the environmental performance of existing F&B premises.

The following Credit Heads are not applicable under F&B v1.0:

Credit Code	Credit Head
MW-00-01	Minimum Waste Handling Facilities
MW-01-02	Modular and Standardised Design
MW-01-03	Prefabrication
MW-01-04	Design for Durability and Resilience
MW-01-05	Design for Maintainability
MW-01-06	Germ-resistance Management
MW-02-01	Sustainable Forest Products
MW-02-02	Recycled Materials
MW-02-03	Ozone Depleting Substances
MW-02-04	Regional Materials
MW-02-06	Life Cycle Costing
MW-03-01	Adaptability and Deconstruction
MW-03-03	No Bottled Water
MW-04-01	Best Practice on Material Usage

**4 Materials and Waste MW-01 Use of Materials****MW-01-01 Building Re-use****Objective**

Encourage the reuse of major elements of the existing interior spaces to conserve resources and reduce waste and environmental impacts during fit-out activities.

**Credit point(s) Attainable** 9

**Credit Requirement**

1 to 9 credit point(s) for demonstrating the percentage of the reuse from salvaged or existing furniture/ components and/ or electrical appliances are over the settings shown below:

Category	Unit	Credit Point(s)		
		1	2	3
(a) Interior Furniture	Mass/ Cost/ Volume/ Number of Pieces	20%	40%	60%
(b) Interior Components	Surface Area/ Volume			
(c) Electrical Appliances	Number of Pieces	50%	80%	100%

Percentage of the reuse of the above existing elements(%) should be calculated by the below equation:

**Reuse of Existing Elements (%)**

$$= \left( \frac{\sum \text{Existing Elements Reused}}{\sum \text{Existing Elements}} \right) \times 100\%$$

**Assessment**

1. Provide a narrative outlining the extent of reused major elements from the existing interior spaces.
2. Provide calculation with details of pre and post fit-out activities, drawings, and supporting documentation. Elements which are not allowed to be removed under covenants, conditions and provisions of the tenancy agreement between the landlord and project owner, (e.g. wall in between the assessment boundary and interior space of other tenants), should not be included in the calculation.
3. Demonstrate the percentage calculation (a) interior furniture, (b) interior components and/ or (c) electrical appliances of the retained and reused portions of the existing major elements being used in the new interior spaces (equation as outlined above). The interior components include non-structural wall, non-structural glazing, ceilings, doors, flooring and existing wall panel.
4. The unit should be consistent throughout the assessment of each part of this credit. For surface area, only the exposed surface area should be considered in the calculation and the inner area should be excluded.

**Submittals**

<b>Supporting Documents</b>	
<i>Please provide softcopies with filename prefix as indicated on the leftmost column below.</i>	
MW-01-01_00	F&B submission form for MW-01-01

MW-01-01_01	Pre and post construction details, structural drawings that demonstrate the re-use of interior components
MW-01-01_02	Pre and post schedule of interior furniture and electrical appliances that demonstrate the re-use of the interior furniture and electrical appliances
MW-01-01_03	Calculation showing the percentage of interior furniture, interior components and electrical appliances being reused

**Remarks****(a) Additional Information**

None

**(b) Related Credit Head(s)**

None

**4 Materials and Waste MW-02 Selection of Materials****MW-02-05 Use of Green Products**

**Objective** Encourage the use of certified green products during renovation/ major retrofitting works that have low environmental impacts.

**Credit point(s) Attainable** 6

**Credit Requirement (a) Green Building Components**

1 to 3 credit point(s) shall be awarded when renovations use certified green building components equivalent to 10%, 20% or 30% of the total building components cost. The products shall be certified under CIC Green Product Certification or other internationally recognised standards.

Types of building components are shown below:

Building Components			
Panel Board	Ceramic Tile	Adhesive & Sealant	Stone
Paint & Coating	Pavement Block	Thermal Insulation	Ready-mixed Concrete
Glazing	Plant-based Fibre Composite	Block for Internal Partition	Other products proposed by the Applicant

**(b) Green Building Services Systems**

1 to 3 credit point(s) shall be awarded when major retrofitting works use certified green building services systems equivalent to 10%, 20% or 30% of the total building services systems cost. The products shall be certified under CIC Green Product Certification or other internationally recognised standards.

Types of building services systems are shown below:

Building Services Systems			
Thermal Insulations	VRF Split Type System	Cooling Tower	Air-handling Unit
Fan Coil Unit	Chiller	Water Pump	Cable & Wire
Lighting (LED lighting, Compact Fluorescent Lamp Bulb, Electronic Ballast)		Other products proposed by the Applicant	

**Assessment****(a) Green Building Components**

- Only renovated building components that are completed within the past 12 months at the time of first submission shall be assessed.
- Provide the percentage calculation of all the items including certified green building products.

3. Include a summary table listing the types of renovated building components, product name/ model, manufacturer, certification body, calculation and reference source. The summary table shall be endorsed by the F&B engineering manager, outlet manager or the top management of the parent company.
4. Provide layout with demarcation of the renovated area and highlighting all renovated building components.
5. Provide supporting document (e.g. catalogues, technical data sheets) and/ or certificates of the green building products.
6. Provide photo records showing each of the green building products.
7. For any green products, which have been certified under other internationally recognised schemes, the Applicant shall refer to the list of worldwide recognised Green Building Product Certifications and Standards under HKGBC's Eco-Product Directory (<https://epdir.hkgbc.org.hk/isubpagex.php?serial=31>) or provide the product's technical information with justification for BSL's consideration.

**(b) Green Building Services Systems**

1. Only additional/ replaced building services systems in major retrofitting works completed within the past 12 months at the time of first submission shall be assessed. The Applicant shall make reference to Buildings Energy Efficiency Ordinance (Cap. 610) for the definition of major retrofitting works.
2. Provide the percentage calculation of all items including certified green building services systems.
3. Include a summary table listing the type of retrofitted building services systems, product name/ model, manufacturer, certification body, calculation and reference source. The summary table shall be endorsed by the F&B engineering manager, outlet manager or the top management of the parent company.
4. Provide layout plan with demarcation of the retrofitted area and highlighting all retrofitted building services system(s).
5. Provide supporting document (e.g. catalogue, technical data sheet) and/ or certificate(s) of the green building services systems.
6. Provide photo record(s) showing the provision(s).
7. For any green products, which have been certified under other internationally recognised schemes, the Applicant shall refer to the list of worldwide recognised Green Building Product Certifications and Standards under HKGBC's Eco-Product Directory (<https://epdir.hkgbc.org.hk/isubpagex.php?serial=31>) or provide the product's technical information with justification for BSL's consideration.

**Submittals****(a) Green Building Components**

<b>Supporting Documents</b> <i>Please provide softcopies with filename prefix as indicated on the leftmost column below.</i>	
MW-02-05a_00	F&B submission form for MW-02-05a
MW-02-05a_01	Endorsed summary table listing the type of renovated building components, product name/model, manufacturer, certification body, percentage calculation and reference source
MW-02-05a_02	Layout drawing(s) showing the provision(s)
MW-02-05a_03	Photo record(s) showing the provision(s)
MW-02-05a_04	Supporting document and/ or certificate(s) of the green building product(s)

**(b) Green Building Services Systems**

<b>Supporting Documents</b> <i>Please provide softcopies with filename prefix as indicated on the leftmost column below.</i>	
MW-02-05b_00	F&B submission form for MW-02-05b
MW-02-05b_01	Endorsed summary table listing the type of retrofitted building services systems, product name/model, manufacturer, certification body, percentage calculation and reference source
MW-02-05b_02	Layout drawing(s) showing the provision(s)
MW-02-05b_03	Photo record(s) showing the provision(s)
MW-02-05b_04	Supporting document and/ or certificate(s) of the green building services product(s)

**Remarks****(c) Additional Information**

CIC Green Product Certification  
[ONLINE] <http://cicgpc.hkgbc.org.hk>  
[Accessed XXX 2025]

HKGBC's Eco-Product Directory  
[ONLINE] <https://epdir.hkgbc.org.hk/isubpagex.php?serial=31>  
[Accessed XXX 2025]

Environment and Ecology Bureau – Green Specifications [ONLINE]  
[https://www.eeb.gov.hk/en/susdev/green\\_procure/green\\_spec.html](https://www.eeb.gov.hk/en/susdev/green_procure/green_spec.html)  
[Accessed XXX 2025]

**(d) Related Credit Head(s)**

None

**4 Materials and Waste MW-02 Selection of Materials****MW-02-07 Elimination of Single-Use Plastics**

**Objective** Eliminate single-use plastics in food service operations by transitioning to reusable systems and sustainable material alternatives.

**Credit point(s) Attainable** 2

**Credit Requirement** 1 credit point for prohibiting the provision of all single-use plastic takeaway packaging and tableware, specifically cups, cup lids, food containers, and food container covers.

1 credit point for prohibiting the sale and provision of all single-use plastic beverage bottles (including water, soda, and juice) to both customers and staff.

**Assessment**

1. Declare compliance with the prohibition of all specified single-use plastic takeaway items and beverage bottles.
2. List all alternative takeaway packaging and beverage solutions provided, stating the material type for each.
3. Provide photographs of the alternative packaging in use and the water dispensers or other alternatives available.
4. Submit product specification sheets or certification labels for any compostable materials used.

**Submittals**

<b>Supporting Documents</b>	
<i>Please provide softcopies with filename prefix as indicated on the leftmost column below.</i>	
MW-02-07_00	F&B submission form for MW-02-07
MW-02-07_01	Endorsed summary table listing all tableware with product name/ model, manufacturer, certification body, percentage calculation and reference source
MW-02-07_02	Photo record(s)
MW-02-07_03	Supporting document and/ or certificate(s)

**Remarks****(a) Additional Information**

None

**(b) Related Credit Head(s)**

None

**4 Materials and Waste MW-02 Selection of Materials****MW-02-08 Circular Packaging Systems**

**Objective** Reduce environmental impact by transitioning to sustainable packaging solutions for takeaway items.

**Credit point(s) Attainable** 2

**Credit Requirement** 1 credit point for providing only reusable takeaway packaging systems (e.g., deposit-return schemes, partner programs with pooling services) or providing only certified commercially compostable packaging (e.g., meets ASTM D6400/EN 13432 standards) for all takeaway items, with verified commercial composting access.

1 credit point for installing and promoting specific, high-quality facilities to actively support a reuse-based model. This includes:

- i) On-site commercial dishwashing equipment for reusable dine-in tableware.
- ii) Publicly accessible water refill stations.
- iii) Dedicated storage and handling protocols for customer-owned containers.
- iv) A visible and promoted discount for customers who use reusable cups or containers.

**Assessment**

1. List all takeaway packaging items and state the material type for each.
2. Submit product specification sheets or certification labels for all packaging claims.
3. Describe the reusable packaging program and any supporting facilities.
4. Provide photographs of all installed facilities.
5. Submit evidence of the commercial composting agreement for compostable items.

**Submittals**

<b>Supporting Documents</b>	
<i>Please provide softcopies with filename prefix as indicated on the leftmost column below.</i>	
MW-02-08_00	F&B submission form for MW-02-08
MW-02-08_01	Endorsed summary table listing all packaging items with product name/ model, manufacturer, certification body, percentage calculation and reference source
MW-02-08_02	Layout drawing(s) showing the facilities
MW-02-08_03	Photo record(s)
MW-02-08_04	Supporting document and/ or certificate(s)

**Remarks** (a) **Additional Information**

None

(b) **Related Credit Head(s)**

None

**4 Materials and Waste MW-02 Selection of Materials****MW-02-09 Menu Paper Usage**

**Objective** Minimize environmental impact by reducing paper consumption and promoting sustainable sourcing for all menu materials.

**Credit point(s) Attainable** 1

**Credit Requirement** 1 credit point for using FSC-certified/ recycled paper for menus, or electronic menus.

**Assessment**

1. For paper menus: Submit a copy of all menu versions and a supplier invoice or declaration confirming the paper is either FSC-certified or contains 100% recycled content.
2. Provide photographs of the physical menus and a close-up of the FSC or recycled content certification logo printed on them.
3. For electronic menus: Submit a description of the paperless system (e.g., digital QR code menus, tablets).
4. Provide photographs showing the implementation (e.g., table placards with QR codes, available tablets).

**Submittals**

<b>Supporting Documents</b>	
<i>Please provide softcopies with filename prefix as indicated on the leftmost column below.</i>	
MW-02-09_00	F&B submission form for MW-02-09
MW-02-09_01	Photo record(s)
MW-02-09_02	Supporting document and/ or certificate(s)

**Remarks****(a) Additional Information**

None

**(b) Related Credit Head(s)**

None

**4 Materials and Waste MW-03 Recycling & Waste Reduction****MW-03-02 Enhanced Waste Segregation**

**Objective** Reduce pressure on landfill sites by promoting recycling of waste materials, fostering sustainable recycling habits, and raising public awareness through convenient and reliable recycling facilities.

**Credit point(s) Attainable** 6

**Credit Requirement (a) Recyclables Collection**

1 to 3 credit point(s) for demonstrating the provisions of collection services or on-site recycling facilities/ designated storage area of any three (3)/ five (5) or seven (7) of the following waste streams:

Waste Streams		
Rechargeable Batteries	Regulated Electrical Equipment (REE)	Beverage Cartons
Fluorescent Lamps and Tubes	Restaurant Waste (Used Cooking Oils, Grease Trap Waste)	Small Electrical Appliances (cookers, toasters, ovens, etc.)
Dried/ Canned Food	Food Waste	Paper/ Carboard, Metal and Plastics
Glass	Seasonal items (e.g. mooncake box)	
Other recyclables may be proposed at the discretion of the Applicant		

**Alternatively,**

- 1 to 3 credit point(s) for utilizing off-site recycling facilities of any three (3), five (5) or seven (7) of the above waste streams, such as those within a host building, at Green@Community stations, or other designated locations. The Applicant must provide sample monthly recycling records to demonstrate that recycling activities have been conducted.

**(b) Recycling Performance**

1 to 3 credit point(s) for demonstrating the annual recycling percentage by weight over the past 12 months meeting 5%, 10% or 15% annual recycling percentage.

**Assessment (a) Recyclables Collection**

1. Provide on request recycling services or at least one recycling facility/ designated storage area for each recyclable stream.
2. If recycling facility/ designated storage area for each recyclable stream is provided, same type of recycling facilities in multiple locations can only be counted once. The size of the recycling facilities, collection frequency are not regulated.
3. If on-request recycling services are proposed by the Applicant, at least one public signage or notice shall be provided to notify the building users about the provision of services. If a recycling facility/ designated storage area is provided, the recycling

facilities shall be placed in a location that is accessible to all building users.

4. Provide sample receipts from recyclers/ photos showing collection of recyclables by recyclers of each applicable waste stream.
5. On-site food waste processing can be treated as recyclable collection, provided that the by-products from the processes can be used for other usage.

**Alternatively,**

6. Provide sample recycling records from Green@Community stations or other designated locations to demonstrate that recycling activities have been conducted.

**(b) Recycling Performance**

1. Provide waste flow table detailing the monthly waste generation and recycling for each waste stream for the past 12 months. The waste flow table shall be endorsed by the F&B outlet manager or the top management of the parent company.
2. Calculate the annual recycling percentage:

**Submittals**

**(a) Recyclables Collection**

<b>Supporting Documents</b>	
<i>Please provide softcopies with filename prefix as indicated on the leftmost column below.</i>	
MW-03-02b_00	F&B submission form for MW-03-02b
MW-03-02b_01	Drawings showing the locations of the recycling facility/ designated storage area
MW-03-02b_02	Photo records showing the provision of recycling facility/ designated storage area and/ or evidence of on request recycling services
MW-03-02b_03	Sample receipts from recyclers/ photos showing collection of recyclables by recyclers of each applicable waste stream/ photos showing application of on-site food waste processing and the use of by-products from the processes
MW-03-02b_04	Justifications for by-products from food waste processing can be used for other usage and accessible by all building users (if applicable)
MW-03-02a_05	Provide sample recycling records from Green@Community stations or other designated locations

**(b) Recycling Performance**

<b>Supporting Documents</b>	
<i>Please provide softcopies with filename prefix as indicated on the leftmost column below.</i>	
MW-03-02c_00	F&B submission form for MW-03-02c
MW-03-02c_01^	Endorsed waste flow table

MW-03-02c_02	Calculation on annual recycling percentage
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**(c) Recycling Transparency and Disclosure**

<b>Supporting Documents</b> <i>Please provide softcopies with filename prefix as indicated on the leftmost column below.</i>	
MW-03-02d_00	F&B submission form for MW-03-02d
MW-03-02d_01	Photos or screenshots of digital links demonstrating the public disclosure

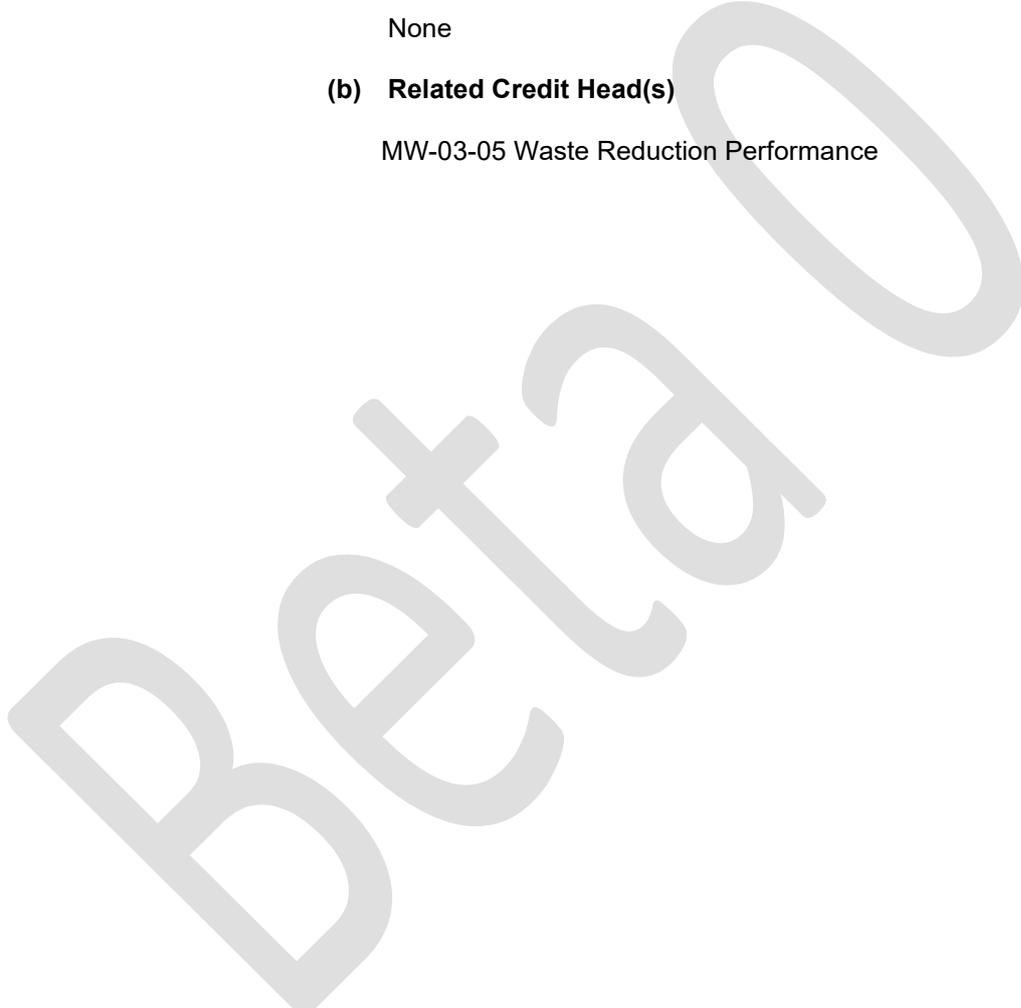
**Remarks**

**(a) Additional Information**

None

**(b) Related Credit Head(s)**

MW-03-05 Waste Reduction Performance



**4 Materials and Waste MW-03 Recycling & Waste Reduction****MW-03-04 Action to Waste Reduction**

**Objective** Encourage best practices for the management of waste, including minimising, sorting, recycling and disposal of waste.

**Credit point(s) Attainable** 4

**Credit Requirement (a) Waste Management Plan**

1 credit point for developing and implementing Waste Management Plan (WMP) for building operations.

**(b) Waste Stream Audit**

1 credit point for conducting waste stream audit.

**(c) Food Waste Reduction**

1 credit point for demonstrating processes that reduce food waste at source, such as utilizing food by-products for other purposes.

1 credit point for demonstrating that unsold, edible food is donated to charities.

**Assessment****(a) Waste Management Plan**

1. Provide a WMP endorsed by the F&B outlet manager or the top management of the parent company, including the following content as minimum:

- 1.1. Objectives;
- 1.2. Responsibility;
- 1.3. Waste minimisation programme;
- 1.4. Waste recycle/ reuse programme;
- 1.5. Waste data collection system;
- 1.6. Influence on building users (e.g. training/ workshop/ campaign);
- 1.7. Resource allocation;
- 1.8. Training for staff;
- 1.9. Reporting to top management.

2. Provide records such as monthly reports or photo records showing the WMP was properly implemented.

**(b) Waste Stream Audit**

1. Provide a waste audit report that identifies the types and quantities of waste that are expected regularly (from day to day use) etc. The audit shall determine the amounts of materials that have potential for reducing or recycling. Site survey and recommendations are required.

2. The waste stream audit shall be conducted within the past 6 months at the time of first submission.

- The waste audit report shall be endorsed by a professional member of a recognised institution specialising in waste management.

**(c) Food Waste Reduction**

- Provide a formal agreement or memorandum of understanding with a registered charity or food rescue organisation that outlines the terms for the regular donation of surplus food.
- Submit a log or record of all food donations for a minimum period of three (3) consecutive months. The log shall include for each donation:
  - Date of donation
  - Type and description of donated food items
  - Quantity
  - Name of the receiving charity and a signature from their representative
- Provide photographs showing the condition of the food at the time of packaging for donation and the handover process to the charity representative.

**Submittals**

**(a) Waste Management Plan**

<b>Supporting Documents</b>	
<i>Please provide softcopies with filename prefix as indicated on the leftmost column below.</i>	
MW-03-04a_00	F&B submission form for MW-03-04a
MW-03-04a_01	Endorsed WMP
MW-03-04a_02	Implementation records of WMP

**(b) Waste Stream Audit**

<b>Supporting Documents</b>	
<i>Please provide softcopies with filename prefix as indicated on the leftmost column below.</i>	
MW-03-04b_00	F&B submission form for MW-03-04b
MW-03-04b_01	Endorsed Waste Audit Report
MW-03-04b_01	Professional Membership Certificate of the waste audit report endorser

**(c) Food Waste Reduction**

<b>Supporting Documents</b>	
<i>Please provide softcopies with filename prefix as indicated on the leftmost column below.</i>	
MW-03-04c_00	F&B submission form for MW-03-04c
MW-03-04c_01	Action plan/ implementation records for food donation
MW-03-04c_02	Photo record(s)

**Remarks**

**(a) Additional Information**

Environmental Protection Department – Green Office and Property Management – Waste Reduction and Recycling Information Booklet [ONLINE]

[https://www.wastereduction.gov.hk/sites/default/files/resources\\_centre/Green\\_Office\\_and\\_Property\\_Management-Waste\\_Reduction\\_and\\_Recycling\\_Information\\_Booklet.pdf](https://www.wastereduction.gov.hk/sites/default/files/resources_centre/Green_Office_and_Property_Management-Waste_Reduction_and_Recycling_Information_Booklet.pdf)  
[Accessed XXX 2025]

Environmental Protection Department – Waste Reduction Programme – Waste Reduction and Recycling Charter [ONLINE]  
<https://www.wastereduction.gov.hk/en-hk/waste-reduction-programme/waste-reduction-and-recycling-charter>  
[Accessed XXX 2025]

**(b) Related Credit Head(s)**

None

Beta 0

**4 Materials and Waste MW-03 Recycling & Waste Reduction****MW-03-05 Waste Reduction Performance**

**Objective** Promote waste reduction and advocate the continual improvement for waste management.

**Credit point(s) Attainable** 6

**Credit Requirement (a) Reduction at Source**

1 to 5 credit point(s) for demonstrating a waste reduction by weight for the past 6 months meeting the prescribed requirements. Baseline year can be any year in the past 36 months.

Credit Point(s)	Waste Reduction Percentage
1	2%
2	4%
3	6%
4	8%
5	10% or above

**(b) Continuous Improvement**

1 credit point for demonstrating a continuous reduction trend of waste generation over the past 18 months.

**Assessment****(a) Reduction at Source**

1. Provide waste flow table detailing the monthly waste disposed to landfill for the past 6 months and the baseline year. The waste flow table shall be endorsed by building-in-charge/ team lead of building management team or the top management of building owner/ building management company.
2. Calculate the annual waste reduction percentage.

**(b) Continuous Improvement**

1. Provide waste flow table detailing the monthly waste disposed to landfill for the past 18 months. The waste flow table shall be endorsed by the F&B outlet manager or the top management of the parent company.
2. Calculate the annual waste disposed to landfill for the past 18 months and demonstrate there are continuous waste reduction for each year, i.e.
  - i) Waste disposed to landfill for past 1<sup>st</sup> to 6<sup>th</sup> month
  - ii) < Past 7<sup>th</sup> to 12<sup>th</sup> month
  - iii) < Past 13<sup>th</sup> to 18<sup>th</sup> month

**Submittals****(a) Reduction at Source****Supporting Documents**

*Please provide softcopies with filename prefix as indicated on the leftmost column below.*

MW-03-05a_00	F&B submission form for MW-03-05a
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MW-03-05a_01^	Endorsed waste flow table
MW-03-05a_02	Calculation on annual waste reduction percentage

**(b) Continuous Improvement**

<b>Supporting Documents</b> <i>Please provide softcopies with filename prefix as indicated on the leftmost column below.</i>	
MW-03-05b_00	F&B submission form for MW-03-05b
MW-03-05b_01	Endorsed waste flow table
MW-03-05b_02	Calculation on annual waste reduction for the past 18 months

**Remarks****(a) Additional Information**

None

**(b) Related Credit Head(s)**

MW-03-02 Enhanced Waste Handling Facilities

**4 Materials and Waste MW-04 Best Practice on Material Usage****MW-04-02 Bulk Purchasing & Green Procurement**

**Objective** Reduce environmental impact by implementing sustainable procurement policies and prioritising bulk purchasing to minimize packaging waste.

**Credit point(s) Attainable** 2

**Credit Requirement** 1 to 2 credit point(s) for adopting at least three (3) or six (6) of the applicable sustainable purchasing practices during operation.

1. Source ingredients from local or regional suppliers to reduce transport emissions.
2. Prioritize bulk purchasing to minimize packaging waste.
3. Negotiate with suppliers to use returnable/ refillable containers for deliveries (e.g., cooking oil, sauces).
4. Select products with recognized eco-labels or environmental certifications.
5. Choose suppliers that demonstrate corporate sustainability (e.g., ESG policies).
6. Purchase from certified organic farms.
7. Implement a "take-back" program for specific packaging or products (e.g., beverage cartons, used cooking oil).
8. Favor products with minimal, reusable, or compostable packaging.
9. Other sustainable purchasing practices not listed above.

**Assessment**

1. Submit a Sustainable Procurement Policy or official statement endorsed by management that outlines the commitment to the selected practices.
2. Provide a completed table listing the four (4) and/ or six (6) sustainable purchasing practices adopted. For each practice, include:
  - 2.1 A brief description of its implementation.
  - 2.2 A list of specific products or suppliers affected.
  - 2.3 Corresponding supporting evidence (e.g., supplier contracts highlighting take-back clauses, invoices showing bulk purchases, copies of eco-label certifications for purchased products).

**Submittals****Supporting Documents**

*Please provide softcopies with filename prefix as indicated on the leftmost column below.*

MW-04-02a_00	F&B submission form for MW-04-02a
MW-04-02a_01^	Endorsed summary of the selected practices

MW-04-02a_02	Supporting documents showing the environmental attributes
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**Remarks****(a) Additional Information**

[1] Environment and Ecology Bureau – Green Specifications  
[ONLINE]  
[https://www.eeb.gov.hk/en/susdev/green\\_procure/green\\_spec.html](https://www.eeb.gov.hk/en/susdev/green_procure/green_spec.html)  
[Accessed XXX 2025]

[2] Swedish Competition Authority – Find Sustainability Criteria  
[ONLINE]  
<https://www.upphandlingsmyndigheten.se/en/criteria/>  
[Accessed XXX 2025]

[3] GPN Japan – Green Purchasing Guidelines  
[ONLINE]  
<https://www.gpn.jp/english/index.html>  
[Accessed XXX 2025]

**(b) Related Credit Head(s)**

None

**4 Materials and Waste      MW-04      Best Practice on Material Usage****MW-04-03      Sustainable Seafood Sourcing****Objective**

Promote marine conservation and responsible resource management by prioritising sustainably sourced seafood throughout procurement and customer offerings.

**Credit point(s) Attainable    2****Credit Requirement**

1 to 2 credit point(s) for adopting at least three (3) or six (6) of the sustainable seafood sourcing and practices.

1. Formalize a sustainable seafood commitment in a company policy.
2. Provide regular staff training on sustainable seafood guidelines.
3. Prioritize seafood bearing recognized eco-labels (e.g., MSC, ASC).
4. Give preference to suppliers with Chain of Custody (CoC) certification.
5. Remove ecologically unsustainable species (e.g., shark fin, bluefin tuna) from all menus.
6. Feature and promote sustainable seafood options to customers.
7. Participate in the "Eat Local" restaurant members list.
8. Publicly disclose sustainable seafood efforts (e.g., on menus, website).
9. Other verifiable sustainable seafood actions not listed above.

**Assessment**

1. Submit a completed summary table listing all applicable sustainable practices for this credit. For each practice adopted, provide:
  - 1.1 A brief description of its implementation.
  - 1.2 A clear reference to the corresponding supporting evidence.
2. Provide any overarching policy documents or official statements endorsed by management that are relevant to the credit's objective.
3. For each practice claimed, provide appropriate verification. This may include, but is not limited to:
  - 3.1 Copies of certifications, eco-labels, or policy documents.
  - 3.2 Supplier agreements, invoices, or tender documents.
  - 3.3 Photographs of facilities, signage, menu items, or implemented practices.
  - 3.4 Training records, promotional materials, or public disclosures (e.g., website screenshots).
  - 3.5 Data logs, tracking reports, or receipts from third parties (e.g., recyclers, charities).

**Submittals**

<b>Supporting Documents</b>	
<i>Please provide softcopies with filename prefix as indicated on the leftmost column below.</i>	
MW-04-03_00	F&B submission form for MW-04-03
MW-04-03_01	Summary report of justifications
MW-04-03_02	Photo record(s)
MW-04-03_03	Supporting document(s)

**Remarks****(a) Additional Information**

[1] MSC, ASC, AFFS, WWF Sustainable Seafood Guide

[2] "Eat Local" restaurant members list

[ONLINE]

<https://hkoceanparkmissionr.com/en-eat-local/>

[Accessed XXX 2025]

**(b) Related Credit Head(s)**

None

**4 Materials and Waste MW-04 Best Practice on Material Usage****MW-04-04 Menu Optimisation****Objective**

Minimise food waste and environmental impact by implementing portion control strategies and maximizing the utilisation of whole ingredients.

**Credit point(s) Attainable** 2

**Credit Requirement****(a) Portioning Control**

1 credit point for demonstrating smaller portion sizes is offered to the customer.

**(b) Whole-ingredient Utilisation**

1 credit point for demonstrating at least 3 menu items are designed for in accordance with "nose to tail" or "root to stem" cooking principles.

**Assessment****(a) Portioning Control**

1. Provide a written description of the portion control program, including its objectives and implementation guidelines.
2. Submit copies of menus or menu sections that clearly indicate the availability of smaller portion options, including their pricing.
3. Provide photographs comparing the standard portion size and the smaller portion size for at least three (3) different menu items.
4. Submit sales data or reports from the past 3 months demonstrating customer uptake of the smaller portion options.

**(b) Whole-ingredient Utilisation**

1. Provide a list of at least three (3) menu items designed under "root to stem" (plant-based) or "nose to tail" (animal-based) principles.
2. For each menu item, submit a detailed description and recipe that explicitly lists the specific parts of the ingredients that are utilized (e.g., carrot tops used in pesto, broccoli stems used in slaw, fish bones used for stock).
3. Provide photographs of each of the three (3) menu items.

**Submittals****(a) Portioning Control****Supporting Documents**

*Please provide softcopies with filename prefix as indicated on the leftmost column below.*

MW-04-04a_00	F&B submission form for MW-04-04a
MW-04-04a_01	Photo record(s)
MW-04-04a_02	Supporting document(s)

**(b) Whole-ingredient Utilisation**

<b>Supporting Documents</b>	
<i>Please provide softcopies with filename prefix as indicated on the leftmost column below.</i>	
MW-04-04b_00	F&B submission form for MW-04-04b
MW-04-04b_01	Photo record(s)
MW-04-04b_02	Supporting document(s)

**Remarks**

**(a) Additional Information**

None

**(b) Related Credit Head(s)**

None

Beta 0

## 5. Energy Use

BEAM Plus F&B v1.0 aims to reduce the significant energy consumption and associated emissions of food and beverage premises by promoting greater investment in high-efficiency equipment, smart controls, and optimised operations. The assessment encourages a thorough evaluation of energy performance, awarding credits for quantifiable reductions in carbon emissions, the specification of efficient kitchen appliances and HVAC&R systems, and effective metering. Furthermore, credits are granted for the adoption of robust energy management practices to achieve continual improvements in environmental performance.

The following Credit Heads are not applicable under F&B v1.0:

Credit Code	Credit Head
EU-00-01	Minimum Energy Performance
EU-01-01	Low Carbon Passive Design
EU-01-03	Peak Electricity Demand Reduction
EU-01-05	Energy Performance Certificate
EU-03-01	Air-Conditioning Units
EU-03-02	Clothes Drying Facilities
EU-03-04	Cooling System Efficiency
EU-03-05	Air Management System
EU-04-01	Best Practice on Energy Use
EU-04-04	Retro-commissioning (RCx)
EU-05-01	Energy Benchmarking and System Improvement
EU-05-02	Enhancements

**5 Energy Use**                      **EU-01**                      **Energy Use Reduction and Control****EU-01-02**                      **Reduction of CO<sub>2</sub> Emissions**

**Objective**                      Reduce the consumption of non-renewable energy and the associated carbon dioxide (CO<sub>2</sub>) emissions to the atmosphere.

**Credit point(s) Attainable**    18

**Credit Requirement**                      **(A) Pathway 1 – Prescriptive Approaches (max. 15 credit points)**

Maximum 14 credit points for using energy efficient systems and controls that reduce carbon emissions from energy use by HVAC&R and/ or lighting systems.

(a) Maximum 2 credit points for using energy efficient systems and controls that reduce carbon emissions from energy use by general systems.

	Item	Credit Point(s)
<b>General</b>		
i	Apply energy saving reminders at common spaces/ near switches of all building services systems/ appliances	1
ii	Arrange routine cleaning schedule for equipment/ systems to ensure operational efficiency of equipment/ systems	1
iii	Install at least 30% or 50% of total window areas with direct access to daylight with solar window films (windows that are heavily shaded or do not have a direct sky view are excluded)	1 or 2
iv	Provide a smart power strip or smart socket, which is capable of pre-setting a schedule or creating countdown timer lists for connected electrical appliances to automatically manage devices for at least 50% of power socket outlet (irrespective of number of gang) within the assessment boundary	2

(b) Maximum 4 credit points for using energy efficient systems and controls that reduce carbon emissions from energy use by kitchen systems.

	Item	Credit Point(s)
<b>Kitchen</b>		
v	Install heat recovery system	2
vi	Provide scheduled timer control for kitchen exhaust fans	1
vii	Provide variable speed drives (VSDs) on kitchen exhaust and makeup air fans with manual control	2
viii	Provide automatic demand-controlled ventilation (DCV) for kitchen exhaust	2
ix	Install heat pump solution for hot water supply	2
x	Implement automatic control for kitchen equipment	1

(c) Maximum 5 credit points for using energy efficient systems and controls that reduce carbon emissions from energy use by mechanical

ventilation and air conditioning (MVAC) systems.

	Item	Credit Point(s)
<b>MVAC</b>		
xi	Provide a reduction of Coefficient of Performance (COP) by: 2%, 4%, 6% or 8% respectively (compared to the latest Building Energy Code in the same category) for split-type and window-type air conditioners	1 to 4
xii	Provide an appropriate zoning and thermostat distribution	1
xiii	Provide occupancy sensors and/ or programmable timers for controlling HVACR operation	2
xiv	Provide at least one (1) ceiling or wall mounted fan for normally occupied spaces within the assessment boundary to increase air circulation hence reducing demand for air conditioning	1
xv	Provide variable speed drive fan coil units (FCU) or high efficiency motors or variable air volume (VAV) box for normally occupied spaces within the assessment boundary	3
xvi	Provide openable windows for mixed mode/ natural ventilation	1
xvii	Install air curtain at the main entrance of the premises	1

- (d) Maximum 4 credit points for using energy efficient systems and controls that reduce carbon emissions from energy use by lighting systems.

	Item	Credit Point(s)
<b>Lighting</b>		
xviii	Provide a reduction of Lighting Power Density (LPD) by: 2%, 4% or 6% respectively (compared to the latest Building Energy Code in the same category). Decorative lighting is excluded	1 to 3
xix	Provide appropriate zoning and manual control distribution. Switches are clearly labelled and easily accessible by the occupants	1
xx	Provide daylight dimming/ separate lighting controls of all areas accessible to daylight	2
xxi	Provide occupancy sensors/ timer controls of all public areas such as corridors, toilets, etc.	2
xxii	Provide master switch (main switch) within the assessment boundary for the occupants to switch off all the lighting systems before leaving (Room for single user could be exempted from master switch requirement with substantiation)	1
xxiii	Apply dual circuit with a timer at shop front/ signboards and non-essential lighting in order to have a separate control for switching off these lighting after operating hours, or no later than 23:00 hours	1

**(B) Pathway 2 – Performance-based Approaches (max. 18 credit points)**

**(a) Benchmarking**

1 credit point for conducting benchmarking by EMSD Benchmarking Tool “Energy Consumption Indicators and Benchmark” or Energy Star Portfolio Manager for the energy performance of the F&B establishment.

**(b) Benchmarking Ranking**

1 to 4 credit point(s) when the energy performance of the F&B establishment. achieves the below percentile under EMSD Benchmarking Tool “Energy Consumption Indicators and Benchmark”.

Credit Point(s)	Percentile under EMSD Benchmarking Tool
1	40 <sup>th</sup>
2	30 <sup>th</sup>
3	20 <sup>th</sup>
4	10 <sup>th</sup>

**Alternatively,**

1 to 4 credit point(s) when the energy performance of the F&B establishment. achieves the benchmarking results obtained from Energy Star Portfolio Manager.

Credit Point(s)	Percentage of Reduction of Project Energy Use Intensity (EUI) Compared with Median Weather Normalised Source EUI Obtained from Energy Star Portfolio Manager
1	EUI Improvement $\leq$ 10%
2	10% < EUI Improvement $\leq$ 30%
3	30% < EUI Improvement $\leq$ 50%
4	EUI Improvement > 50%

**(c) Self-improvement of Energy Utilisation Index**

1 to 13 credit point(s) when the annual energy utilisation index (EUI) is reduced in a percentage below compared with that of the past 5 years.

For (1) Benchmarking result  $\geq$  30<sup>th</sup> Percentile under EMSD Benchmarking or (2) Percentage of Reduction of Project Source EUI under Energy Star Portfolio Manager  $\leq$  30% or (3) project only attempting EU-01-02(a):

Credit Point(s)	Percentage of reduction in Annual EUI
1	$\geq$ 2%
2	$\geq$ 3%
3	$\geq$ 5%
4	$\geq$ 7%
5	$\geq$ 10%
6	$\geq$ 13%
7	$\geq$ 17%

8	≥ 21%
9	≥ 25%
10	≥ 29%
11	≥ 34%
12	≥ 39%
13	≥ 45%

For (1) Benchmarking result of 20<sup>th</sup> Percentile under EMSD Benchmarking / (2) Percentage of Reduction of Project Source EUI under Energy Star Portfolio Manager > 30% and ≤ 50%:

Credit Point(s)	Percentage of reduction in Annual EUI
1	≥ 1%
2	≥ 2%
3	≥ 3%
4	≥ 4%
5	≥ 5%
6	≥ 7%
7	≥ 9%
8	≥ 11%
9	≥ 13%
10	≥ 15%
11	≥ 17%
12	≥ 20%
13	≥ 23%

For (1) Benchmarking result of 10<sup>th</sup> Percentile under EMSD Benchmarking / (2) Percentage of Reduction of Project Source EUI under Energy Star Portfolio Manager > 50%:

Credit Point(s)	Percentage of reduction in Annual EUI
1	≥ 0.5%
2	≥ 1%
3	≥ 2%
4	≥ 3%
5	≥ 4%
6	≥ 5%
7	≥ 6%
8	≥ 7%
9	≥ 8%
10	≥ 9%
11	≥ 10%
12	≥ 11%
13	≥ 12%

**Assessment****(A) Pathway 1 – Prescriptive Approaches**

1. Provide the following supporting documents for each item:

ID	Supporting Documents
<b>General</b>	
i	Photo record(s) showing application of energy saving reminders at the common spaces/ near switches of all building services systems/ appliances
ii	Routine cleaning schedule for equipment/ systems
iii	Calculation showing the percentage of power socket outlet with smart power strip or smart socket, electrical drawings power socket outlet with smart power strip or smart socket, catalogue(s) of smart power strip or smart socket and photo record(s)
<b>HVAC&amp;R</b>	
iv	Catalogues of air-conditioning equipment highlighting model and COP and photo record(s) of the overview and nameplate of installed air-conditioning equipment that show showing model and COP
v	MVAC drawings highlighting all thermostats and their coverage area/ zone and project brief or declaration letter from project owner to demonstrate the as-built provisions could fulfil the user requirements
vi	Catalogues of occupancy sensors and/or programmable timers and control schematic highlighting the control logic of sensors and/ or timers
vii	Catalogues and photo record(s) of ceiling or wall mounted fans
viii	Catalogues, MVAC drawings and photo record(s) of variable speed drive FCU or high efficiency motors or VAV box
ix	Elevation drawings and photo record(s) of openable windows
x	Calculation showing the percentage of applicable total window areas with solar window film, elevation drawings highlighting extent of application of solar window films, catalogues and test report of solar window films and photo record(s)
xi	Catalogues and photo record(s) of air curtains
xii	Catalogues and photo record(s) of heat recovery system
xiii	Catalogues and photo record(s) of timer control for kitchen exhaust fans
xiv	Catalogues, MVAC drawings and photo record(s) of variable speed drives (VSDs) on kitchen exhaust and makeup air fans with manual control
xv	Catalogues, MVAC drawings and photo record(s) of automatic demand-controlled ventilation (DCV) for kitchen exhaust
<b>Lighting</b>	
xvi	Calculation showing a reduction of LPD, supported by lighting layout, lighting catalogues and photo record(s)
xvii	Lighting drawings highlighting all lighting switches and their coverage area/ zone, photo record(s) and project brief or declaration letter from project owner to demonstrate the as-built provisions could fulfil the user requirements

xviii	Catalogues and lighting drawings highlighting all daylight dimming/ separate lighting controls of all areas accessible to daylight, their coverage area/ zone and photo record(s)
xix	Catalogues and lighting drawings highlighting occupancy sensors / timer controls of all public spaces, such as corridors, toilets, etc., their coverage area/ zone and photo record(s)
xx	Electrical drawings highlighting master switch (main switch) and photo record(s)
xxi	Electrical drawings highlighting dual circuit with timer and photo record(s)

2. All submittals shall be endorsed by the F&B engineering manager, outlet manager or the top management of the parent company.

### **(B) Pathway 2 – Performance-based Approaches**

#### **(a) Benchmarking**

1. Conduct benchmarking by EMSD Benchmarking Tool “Energy Consumption Indicators and Benchmark” or Energy Star Portfolio Manager for the F&B establishment.
2. The data used for the benchmarking shall be within the past 12 months from the date of submission.
3. Provide screenshot of input and benchmarking result obtained from EMSD or Energy Star Portfolio Manager.

#### **(b) Benchmarking Ranking**

1. Provide screenshot of input and benchmarking result obtained from EMSD or Energy Star Portfolio Manager.
2. Provide evidence for each input of benchmarking.

#### **(c) Self-improvement of Energy Utilisation Index**

1. Provide summary table with supporting documents such as electricity bills, metering records for the energy consumption of past 1<sup>st</sup> to 12<sup>th</sup> months (assessment period) and any 12 months of past 13<sup>th</sup> to 60<sup>th</sup> months (baseline period).
2. Provide calculation for the percentage of reduction of energy utilisation index of the F&B establishment of the assessment period compared with that of baseline period.

### **Submittals**

#### **(A) Pathway 1 – Prescriptive Approaches**

<b>Supporting Documents</b>	
<i>Please provide softcopies with filename prefix as indicated on the leftmost column below.</i>	
EU-01-02(A)_00	F&B submission form for EU-01-02(A)
EU-01-02(A)_01	Photo record(s) showing application of energy saving reminders at the common spaces/ near switches of all building services systems/ appliances

EU-01-02(A)_02	Routine cleaning schedule for equipment/ systems
EU-01-02(A)_03	Catalogues of air-conditioning equipment highlighting model and COP and photo record(s) of the overview and nameplate of installed air-conditioning equipment that show model and COP
EU-01-02(A)_04	MVAC drawings highlighting all thermostats and their coverage area/ zone
EU-01-02(A)_05	Project brief or declaration letter from project owner for thermal zoning
EU-01-02(A)_06	Catalogues of occupancy sensors and/or programmable timers and control schematic highlighting the control logic of sensors and/ or timers
EU-01-02(A)_07	Catalogue and photo record(s) of ceiling or wall mounted fans
EU-01-02(A)_08	Catalogues, MVAC drawings and photo record(s) of variable speed drive FCU or high efficiency motors or VAV box
EU-01-02(A)_09	Elevation drawings and photo record(s) of openable windows
EU-01-02(A)_10	Calculation showing the percentage of applicable total window areas with solar window film, elevation drawings highlighting extent of application of solar window films, catalogue and test report of solar window films and photo record(s)
EU-01-02(A)_11	Catalogues and photo record(s) of air curtains
EU-01-02(A)_12	Catalogues and photo record(s) of heat recovery system
EU-01-02(A)_13	Calculation showing a reduction of LPD, supported by lighting layout, lighting catalogue and photo record(s)
EU-01-02(A)_14	Lighting drawings highlighting all lighting switches and their coverage area/ zone and photo record(s)
EU-01-02(A)_15	Catalogues and lighting drawings highlighting all daylight dimming/ separate lighting controls of all areas accessible to daylight, their coverage area/ zone and photo record(s)
EU-01-02(A)_16	Project brief or declaration letter from project owner for lighting zoning
EU-01-02(A)_17	Catalogues and lighting drawings highlighting occupancy sensors / timer controls of all public spaces such as corridors, toilets, etc., their coverage area/ zone and photo record(s)
EU-01-02(A)_18	Electrical drawings highlighting master switch (main switch) and photo record(s)
EU-01-02(A)_19	Electrical drawings highlighting dual circuit with timer and photo record(s)
EU-01-02(A)_20	Lighting drawings highlighting all task lighting and photo record(s)
EU-01-02(A)_21	Calculation showing the percentage of power socket outlet with smart power strip or smart socket,

	electrical drawings power socket outlet with smart power strip or smart socket, catalogue(s) of smart power strip or smart socket and photo record(s)
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**(B) Pathway 2 – Performance-based Approaches****(a) Benchmarking**

<b>Supporting Documents</b> <i>Please provide softcopies with filename prefix as indicated on the leftmost column below.</i>	
EU-01-02(B)a_00	F&B submission form for EU-01-02(B)a
EU-01-02(B)a_01	Screenshot showing the input parameters for EMSD benchmarking tool/ Energy Star Portfolio Manager
EU-01-02(B)a_02	Result from EMSD Benchmarking Tool/ Energy Star Portfolio Manager

**(b) Benchmarking Ranking**

<b>Supporting Documents</b> <i>Please provide softcopies with filename prefix as indicated on the leftmost column below.</i>	
EU-01-02(B)b_00	F&B submission form for EU-01-02(B)b
EU-01-02(B)b_01	Screenshot showing the input parameters for EMSD benchmarking tool/ Energy Star Portfolio Manager
EU-01-02(B)b_02	Result from EMSD Benchmarking Tool/ Energy Star Portfolio Manager
EU-01-02(B)b_03	Supporting documents of each input parameter

**(c) Self-improvement of Energy Utilisation Index**

<b>Supporting Documents</b> <i>Please provide softcopies with filename prefix as indicated on the leftmost column below.</i>	
EU-01-02(B)c_00	F&B submission form for EU-01-02(B)c
EU-01-02(B)c_01	Summary table of energy consumption of baseline and assessment period
EU-01-02(B)c_02	Calculation of percentage of reduction of EUI
EU-01-02(B)c_03	Electricity consumption records of baseline and assessment period
EU-01-02(B)c_04	Evidence of Internal Floor Area (IFA) for EUI calculation

**Remarks****(a) Additional Information**

Electrical and Mechanical Services Department. Energy Consumption Indicators & Benchmarking Tools [ONLINE]  
<https://ecib.emsd.gov.hk/index.php/en/>  
 [Accessed XXX 2025]

**Energy Utilisation Index - Commercial Sector (EMSD, 2025)**

Principal Group	Sub-Group	Annual Energy Consumption per Internal Floor Area (MJ/m <sup>2</sup> )
C2. Restaurant	C21. Chinese Restaurant	9,679
	C22. Non-Chinese Restaurant	6,798
	C23. Fast Food Shops	7,941
	C24. Bars	4,343
	C25. Other Eating and Drinking Places	7,999

Energy Star. Portfolio Manager Quick Start Guide

[ONLINE]

[https://www.energystar.gov/sites/default/files/2025-](https://www.energystar.gov/sites/default/files/2025-01/Portfolio%20Manager%20Quick%20Start%20Guide_December%202024.pdf)

[01/Portfolio%20Manager%20Quick%20Start%20Guide\\_December%202024.pdf](https://www.energystar.gov/sites/default/files/2025-01/Portfolio%20Manager%20Quick%20Start%20Guide_December%202024.pdf)

[Accessed XXX 2025]

**(b) Related Credit Head(s)**

None

**5 Energy Use****EU-01 Energy Use Reduction and Control****EU-01-04 Metering and Monitoring****Objective**

Enhance efficiency of energy generation and distribution through demand side management and achieve peak demand reduction.

**Credit point(s) Attainable** 5

**Credit Requirement****(a) Real-time Monitoring System**

1 credit point for installing separate electrical meters for Front-of-House (FOH) and Back-of-House (BOH) areas.

1 to 2 credit point(s) for installing electrical meters to monitor energy and town gas (if applicable) consumption for one (1) or two (2) of the following specific systems:

- i) Mechanical ventilation and air-conditioning (MVAC)
- ii) Lighting
- iii) Small power
- iv) Kitchen equipment
- v) Other systems proposed by the Applicant

**(b) Data Collection Record**

1 credit point for demonstrating that energy meters (and town gas meters, if applicable) can record and store consumption data at hourly intervals for a minimum of one year.

**(c) Local Display Unit or Tablet**

1 credit point for installing a local display unit (or tablet) to review collected data and facilitate continuous monitoring and improvement.

**Assessment****(a) Real-time Monitoring System**

1. Provide electrical schematics highlighting real-time monitoring system(s) for listed installations under the Applicant's access or control. (Allow a minimum of one single meter for each system).
2. Provide the catalogue(s) of all metering. The monitoring provision requirements (Datapoint, Sensors or Meters) are listed below:
  - a. Electricity metering should comply with BS EN [1] accuracy class 1 or equivalent; and
  - b. Sensors for performance sub-metering should meet the minimum accuracy requirements in ASHRAE Guideline 13 [2] or equivalent.
3. Provide photo record(s) of the electrical meter.

**(b) Data Collection Record**

1. Provide the energy consumption data on an hourly basis for at least one year. The unit of the energy consumption (both electricity and gas (if applicable)) of the equipment, should be

in kWh.

2. Provide the catalogue of the data collection facilities. All data recorded by the sub-metering system and monitoring system should be transferred to a Building Management System (BMS) or other data collection system.
3. The BMS or other data collection system should have sufficient capacity to store for at least 6 months.

**(c) Local Display Unit or Tablet**

1. Provide photo record(s) of the installed local display unit or tablet.
2. Provide a specification sheet or catalogue for the installed display unit or tablet.
3. Demonstrate the unit's functionality to access and display the collected energy consumption data.

**Submittals**

**(a) Real-time Monitoring System**

<b>Supporting Documents</b>	
<i>Please provide softcopies with filename prefix as indicated on the leftmost column below.</i>	
EU-01-04a_00	F&B submission form for EU-01-04a
EU-01-04a_01	Electrical schematics highlighting all locations of metering
EU-01-04a_02	Catalogues of all metering and measurement equipment
EU-01-04a_03	Photo record(s) of the electrical meters

**(b) Data Collection Record**

<b>Supporting Documents</b>	
<i>Please provide softcopies with filename prefix as indicated on the leftmost column below.</i>	
EU-01-04b_00	F&B submission form for EU-01-04b
EU-01-04b_01	Energy consumption data
EU-01-04b_02	Electrical schematics highlighting BMS or data collection facilities
EU-01-04b_03	Catalogue(s) of BMS or data collection facilities

**(c) Local Display Unit or Tablet**

<b>Supporting Documents</b>	
<i>Please provide softcopies with filename prefix as indicated on the leftmost column below.</i>	
EU-01-04c_00	F&B submission form for EU-01-04c
EU-01-04c_01	Specification sheet or catalogue for the installed display unit or tablet
EU-01-04c_02	Photo record(s) of the installed display unit or tablet

**Remarks****(a) Additional Information**

[1] British Standard BS EN 62053-11:2003. Electricity metering equipment (a.c.). Particular requirements. Electromechanical meters for active energy (classes 0.5, 1 and 2)

[2] ASHRAE Guideline 13: Specifying Building Automation Systems, American Society of Heating, Refrigerating and Air-conditioning Engineers, Inc., USA. 2015.

Code of Practice for Building Energy Audit – Electrical and Mechanical Services Department HKSAR, 2018.

**(b) Related Credit Head(s)**

None

**5 Energy Use**                      **EU-02**                      **Renewable and Alternative Energy Generation****EU-02-01**                      **Renewable and Alternative Energy Systems****Objective**                      Encourage the wider application of renewable energy sources in buildings.**Credit point(s) Attainable**    2**Credit Requirement**            **(a) On-site Renewable Energy Application**

1 credit point for using on-site renewable energy systems to offset annual energy consumption.

**(b) Off-site Green Power**

1 for purchasing Local Renewable Energy Certificate, Energy Attribute Certificate (EAC) and/ or establishing Power Purchase Agreement (PPA) to offset annual energy consumption.

**Assessment**                      **(a) On-site Renewable Energy Application**

1. Provide endorsed design brief or actual energy generation record to demonstrate the amount of energy generation from renewable energy system(s).
2. The design brief shall be endorsed by the F&B engineering manager, outlet manager or the top management of the parent company.
3. Provide organisation chart to demonstrate the line of authority of the F&B engineering manager, outlet manager or the top management of the parent company.
4. Provide electricity bills as energy generation record if the project applied for Feed-in Tariff Scheme;
5. Provide monthly meter record of renewable energy system if the project does not apply for Feed-in Tariff Scheme;

**(b) Off-site Green Power**

1. Provide valid Local Renewable Energy Certificate (REC), Energy Attribute Certificate (EAC) and/ or establishing Power Purchase Agreement (PPA)
  2. Minimum tenor of local REC/ EAC/ PPA purchasing contract shall be 3 years as a long-term commitment to net-zero ready operations.
  3. Provide undertaking letter from the top management of building owner/ building management company showing the commitment of purchasing off-site green power for consecutive 3 years in minimum, if purchasing contract is not available.
1. Provide organisation chart to demonstrate the line of authority of the F&B engineering manager, outlet manager or the top management of the parent company.

**Submittals****(a) On-site Renewable Energy Application**

<b>Supporting Documents</b> <i>Please provide softcopies with filename prefix as indicated on the leftmost column below.</i>	
EU-02-01a_00	F&B submission form for EU-02-01a
EU-02-01a_02	Endorsed design brief showing annual energy generation by each on-site renewable energy system
EU-02-01a_03	Organisation chart
EU-02-01a_04	Electrical bills and/ or metering records for annual on-site renewable energy generation and annual electricity consumption
EU-02-01a_05	Manufacturer specification/ catalogue of the renewable energy system(s)
EU-02-01a_06	As-built drawings of the renewable energy system(s)
EU-02-01a_07	On-site photos of the renewable energy system(s)
EU-02-01a_00	F&B submission form for EU-02-01a

**(b) Off-site Green Power**

<b>Supporting Documents</b> <i>Please provide softcopies with filename prefix as indicated on the leftmost column below.</i>	
EU-02-01b_00	F&B submission form for EU-02-01b
EU-02-01b_02	REC/ EAC issued by the Authority or duly signed PPA
EU-02-01b_03	Duly Signed off-site green power purchasing contract [or] Undertaking letter from the F&B engineering manager, outlet manager or the top management of the parent company .for off-site green power purchasing commitment

**Remarks****(a) Additional Information**

None

**(b) Related Credit Head(s)**

None

**5 Energy Use**                      **EU-03**                      **Energy Efficiency Equipment****EU-03-03**                      **Kitchen Equipment Efficiency**

**Objective**                      Recognise and encourage the procurement of energy-efficient kitchen equipment to ensure optimum performance and energy savings.

**Credit point(s) Attainable**    10

**Credit Requirement**                      Maximum 10 credit points for using installation of each of the energy efficient kitchen equipment and/ or controls that reduce carbon emissions from energy use by kitchen equipment.

1. Dish washing machines;
2. Ice makers;
3. Refrigeration units;
4. Walk-in cold-room and blast chillers;
5. Western cooking ranges;
6. Chinese cooking ranges;
7. Food processing machines;
8. Food and beverage dispensers;
9. Steamers;
10. Exhaust hoods;
11. Others proposed by the Applicant.

**Assessment**

1. Conduct an appraisal report for each piece of equipment claimed demonstrating energy efficient kitchen equipment and/ or control is installed to reduce carbon emission. The appraisal report shall include the following:
2.
  - i) Summary table of energy efficient kitchen equipment and/ or control;
  - ii) Narrative of the energy saving feature(s); and
  - iii) Comparison to at least one alternative kitchen equipment of same category and with similar capacity or manufacturer's declared energy consumption data demonstrating superior performance compared to standard market equivalents.
3. Provide technical data (e.g. equipment specification, catalogue) to substantiate the energy saving feature and energy performance of the claimed equipment.

***Alternatively,***

4. Provide supporting documentation verifying the energy efficiency of each piece of equipment claimed. Acceptable proof includes official manufacturer cut-sheets, product data sheets, or energy labels. The following certifications and data are recognised:
  - i) Energy Star certification (for applicable product categories).
  - ii) Equivalent or superior efficiency standards from other internationally recognised programmes.

**Submittals**

<b>Supporting Documents</b>	
<i>Please provide softcopies with filename prefix as indicated on the leftmost column below.</i>	
EU-03-03_00	F&B submission form for EU-03-03
EU-03-03_01	Appraisal report on energy efficient kitchen equipment
EU-03-03_02	Technical data of the equipment
EU-03-03_03	On-site photos of the equipment
EU-03-03_00	F&B submission form for EU-03-03

**Remarks****(a) Additional Information**

USEPA ENERGY STAR website [ONLINE] Available at:  
<https://www.energystar.gov/products>  
 [Accessed XXX 2025]

**(b) Related Credit Head(s)**

None

**5 Energy Use**                      **EU-04**                      **Energy Management and Monitoring****EU-04-02**                      **Smart Devices**

**Objective**                      Maximise energy efficiency, optimise comfort and productivity via smart devices.

**Credit point(s) Attainable**    2

**Credit Requirement**            2 credit points for adopting network of smart devices with at least two (2) of the following sensors, which are capable of connecting to the internet, gathering information from their environments and exchanging data with other smart devices for analysis to maximise energy efficiency, optimise comfort and productivity of the F&B operation.

<b>Sensors for Smart Control</b>	
Air quality sensor for MVAC control	Temperature and humidity sensor for AC control
Sensor for exhaust hood control	Sensor for cooking equipment
Others proposed by the Applicant	

**Assessment**                      1. Provide drawing for the location of the devices, catalogues and photo record(s) of the network of smart devices with sensors provided within the assessment boundary.

**Submittals**

<b>Supporting Documents</b>	
<i>Please provide softcopies with filename prefix as indicated on the leftmost column below.</i>	
EU-04-02_00	F&B submission form for EU-04-02
EU-04-02_01	Drawings showing details and location of network of smart devices with sensors
EU-04-02_02	Catalogue(s)/ information of the network of smart devices with sensors
EU-04-02_03	Photo record(s) showing the provision(s)

**Remarks****(a) Additional Information**

None

**(b) Related Credit Head(s)**

None

**5 Energy Use**                      **EU-04**                      **Energy Management and Monitoring****EU-04-03**                      **Energy Management**

**Objective**                      Encourage high level management to involve in the improvement of energy efficiency and conservation.

**Credit point(s) Attainable**    1

**Credit Requirement**            1 credit point for implementing energy management plan within the assessment boundary.

**Assessment**

1. Provide an energy management plan endorsed by either the project owner, project owner's representative including the following items:
  - b. High level commitment with duty of energy management team and the organisation chart;
  - c. Methodology and frequency of future energy audit;
  - d. Available documents for energy management; and
  - e. List of all energy saving features.
2. Provide implementation records of energy management practice.
3. It is not necessary that all energy management practices as specified in the energy management plan to be implemented.

**Submittals**

<b>Supporting Documents</b>	
<i>Please provide softcopies with filename prefix as indicated on the leftmost column below.</i>	
EU-04-03_00	F&B submission form for EU-04-03
EU-04-03_01	Endorsed energy management plan
EU-04-03_02	Implementation records of energy management practice

**Remarks****(a) Additional Information**

None

**(b) Related Credit Head(s)**

None

**6. Water Use**

Water conservation represents a critical focus for the F&B sector due to its intensive consumption in kitchen processes, cleaning, and sanitation. Substantial opportunities exist to reduce potable water use through the specification of efficient fixtures, adoption of water-wise kitchen practices, and implementation of recycling systems. This section encourages a holistic approach to water management, aiming to minimise consumption and effluent discharge while maintaining the highest standards of operation and hygiene.

The following Credit Heads are not applicable under F&B v1.0:

<b>Credit Code</b>	<b>Credit Head</b>
WU-00-01	Minimum Water Saving Performance
WU-01-02	Water Efficient Irrigation
WU-01-04	Water Leakage Detection
WU-01-05	Twin Tank System
WU-01-06	Cooling Tower Water
WU-02-01	Effluent Discharge to Foul Sewers
WU-03-01	Water Recycling
WU-04-03	Water Quality Survey
WU-04-04	Quality and Safety of Water Supply

**6 Water Use****WU-01 Water Conservation****WU-01-01 Use of Water Efficient Flow Devices**

**Objective** Reduce the consumption of fresh water through the application of water saving devices that have proven performance and reliability.

**Credit point(s) Attainable** 4

**Credit Requirement** 1 to 2 credit point(s) when 80% or 100% of all installed water taps for hand washing and shower heads (if any) are certified with Water Efficiency Labelling Scheme (WELS) Grade 1 or equipped with WELS Grade 1 flow controllers.

1 to 2 credit point(s) when 80% or 100% of all installed water taps are equipped with hands-free operation (e.g. foot pedal control valve, infrared sensor).

**Assessment**

1. Demonstrate that at least 80% or 100% of all water taps for hand washing and shower heads (if any) installed within the assessment area are certified with WELS Grade 1 or equipped with WELS Grade 1 flow controllers.
2. Demonstrate that at least 80% or 100% of all water taps installed within the assessment area are equipped with hands-free operation (e.g. foot pedal control valve, infrared sensor).

**Submittals**

<b>Supporting Documents</b>	
<i>Please provide softcopies with filename prefix as indicated on the leftmost column below.</i>	
WU-01-01_00	F&B submission form for WU-01-01
WU-01-01_01	Schedule and/ or calculation of water taps and shower heads (if any) installed, indicating if the model of water taps and shower heads for bathing are certified with WELS Grade 1 or equipped with WELS Grade 1 flow controllers
WU-01-01_02	Manufacturer's specification or catalogues of water taps and shower heads for bathing (if any) with WELS certificate [or] Manufacturer's specification or catalogues of flow controllers with WELS certificate
WU-01-01_03	Schedule and/ or calculation of water taps installed, indicating the method of operation
WU-01-01_04	Manufacturer's specification or catalogues of water taps showing the method of operation
WU-01-01_05	On-site photographs of the water efficient flow devices and/ or hands-free operation water taps

**Remarks****(a) Additional Information**

None

**(b) Related Credit Head(s)**

None

**6 Water Use****WU-01 Water Conservation****WU-01-03 Efficient Kitchen Water Use****Objective**

Encourage the implementation of water-efficient operational practices and the use of high-efficiency appliances in kitchen operations to significantly reduce potable water consumption.

**Credit point(s) Attainable** 8

**Credit Requirement****(a) Kitchen Operation**

1 to 3 credit points for adopting at least 50%, 70% or 100% of the applicable kitchen operation practices below.

1. Wash vegetables in a basin of water instead of under a running tap.
2. Soak utensils and dishes in a basin of water before cleaning for easy removal of food residues.
3. Use pressure sprays to wash dishes effectively and reduce water consumption.
4. Adopt suitable detergent and avoid excessive use of detergent.
5. Turn off dishwashers when not in use. Run dishwashers with a full load.
6. Recycle rinse water from dishwashers to wash away food residues on dishes.
7. For manual dishwashing, install 3-compartment washing basins for handling cleaning processes with different levels of water consumption including soaking, washing and rinsing separately to reduce water use and to recycle rinse water more easily.
8. Use condensed water from steam cabinets for general cleaning purpose.
9. Turn off steam cabinets if not in use during off-peak hours.
10. Install an air pump to assist in defrosting to reduce water consumption.

**(b) Water Saving Kitchen Appliances**

1 credit point for the water consumption of dishwasher is 2.6L/rack or less or installing of 3 compartment washing basins or pressure spray system for manual dishwashing.

***Alternatively,***

1 credit point is awarded when the project utilizes commercial flight-type dishwashers that are certified to ENERGY STAR with a maximum water consumption of:

- ≤ 29.3 Gallons per Hour (GPH) for high-temperature sanitizing models, or
- ≤ 36.4 Gallons per Hour (GPH) for low-temperature sanitizing models.

1 credit point for the water consumption of pre-rinse spray valve is 6 L/min or less.

1 credit point for the water consumption of steam cabinet is 7.5 L/hr or less.

1 credit point for the water consumption of ice maker is 1.1 L/lb.

1 credit point for installing air-cooled wok stove.

**Assessment****(a) Kitchen Operation**

1. Provide a summary table illustrating the adoption of the kitchen operation practices/ features/ strategies and their locations.

**(b) Water Saving Kitchen Appliances**

1. Provide manufacturer's specifications or catalogues of the water efficient appliances.
2. Provide on-site photographs of the water efficient appliances.

**Submittals****(a) Kitchen Operation**

<b>Supporting Documents</b>	
<i>Please provide softcopies with filename prefix as indicated on the leftmost column below.</i>	
WU-01-03a_00	F&B submission form for WU-01-03a
WU-01-03a_01	Summary table of the kitchen operation practices/ features/ strategies and their locations.
WU-01-03a_02	Photo record(s) of the kitchen operation practices/ features/ strategies adopted

**(b) Water Saving Kitchen Appliances**

<b>Supporting Documents</b>	
<i>Please provide softcopies with filename prefix as indicated on the leftmost column below.</i>	
WU-01-03b_00	F&B submission form for WU-01-03b
WU-01-03b_01	Specification/ catalogues of the water efficient appliances
WU-01-03b_02	On-site photographs of the water efficient appliances

**Remarks****(a) Additional Information**

None

**(b) Related Credit Head(s)**

None

**6 Water Use****WU-02 Effluent****WU-02-01 Effluent Discharge to Foul Sewers**

**Objective** Reduce the volumes of sewage discharged from premises thereby reducing burdens on municipal sewage supply and treatment facilities.

**Credit point(s) Attainable** 2

**Credit Requirement****(a) Water Closets**

1 credit point for demonstrating all water closets are dual flush with Water Efficiency Labelling Scheme (WELS) Grade 1.

**(b) Urinals**

1 credit point for demonstrating all urinals are sensor types with Water Efficiency Labelling Scheme (WELS) Grade 1.

**Assessment****(a) Water Closets**

1. Demonstrate that all water closets installed at the locations under the control of the landlord are dual flush with WELS Grade 1.
2. Single flush water closets with WELS Grade 1 are acceptable in accessible toilets.

**(b) Urinals**

1. Demonstrate that all installed urinals at the locations under the control of the landlord are sensor types with WELS Grade 1.

**Submittals****(a) Water Closets****Supporting Documents**

*Please provide softcopies with filename prefix as indicated on the leftmost column below.*

WU-02-01a_00	F&B submission form for WU-02-01a
WU-02-01a_01	Schedule of water closets installed at the locations under the control of the landlord
WU-02-01a_02	Manufacturer's specification or catalogues of water closets with WELS certificate
WU-02-01a_03	On-site photographs of the water closets

**(b) Urinals****Supporting Documents**

*Please provide softcopies with filename prefix as indicated on the leftmost column below.*

WU-02-01b_00	F&B submission form for WU-02-01b
WU-02-01b_01	Schedule of urinals installed at the locations under the control of the landlord
WU-02-01b_02	Manufacturer's specification or catalogues of urinals with WELS certificate
WU-02-01b_03	On-site photographs of the urinals

**Remarks**

**(a) Additional Information**

None

**(b) Related Credit Head(s)**

None

Beta 0

**6 Water Use****WU-02 Effluent****WU-02-02 Grease Trap Management**

**Objective** Prevent grease waste from overflow and blockage, exceedance of discharge limit and causing pollution.

**Credit point(s) Attainable** 1

**Credit Requirement** 1 credit point for implementing a documented grease trap maintenance program that exceeds the basic recommendations of the EPD guideline, including regular servicing by a licensed contractor and the use of preventative measures (e.g., enzyme treatments, staff best-practice training).

**Assessment** 1. Demonstrate a grease trap maintenance program that exceeds the basic recommendations of the guideline on Grease Traps for Restaurants and Food Processors issued by EPD.

**Submittals****Supporting Documents**

*Please provide softcopies with filename prefix as indicated on the leftmost column below.*

WU-02-02_00	F&B submission form for WU-02-02
WU-02-02_01	Documents of a grease trap maintenance program

**Remarks****(c) Additional Information**

[1] Environmental Protection Department - Grease Traps for Restaurants and Food Processors [ONLINE]  
[https://www.epd.gov.hk/epd/english/environmentinhk/water/guide\\_ref/guide\\_wpc\\_gt\\_3.html](https://www.epd.gov.hk/epd/english/environmentinhk/water/guide_ref/guide_wpc_gt_3.html)

**(d) Related Credit Head(s)**

None

**6 Water Use****WU-04 Water Management****WU-04-01 Smart Water Metering**

**Objective** Enable operators to measure, monitor and develop measures for improving water consumption performance of the F&B premises.

**Credit point(s) Attainable** 2

**Credit Requirement** 1 credit point for installing smart water meter(s) to monitor the total fresh water consumption in the F&B premises.

1 credit point for providing digital interface to review the hourly averaged water consumption for in F&B premises.

- Assessment**
1. Demonstrate the provision of smart water meter(s) to monitor and collect the total fresh water consumption in the & premises.
  2. Provide schematic diagrams showing the location of the provision.
  3. The smart water meter(s) shall be able to display metered data, trending of water consumption and relevant parameters, and with data logging capability/ connected to Building Management System (BMS) or any cloud sever serving the purpose of monitoring the water consumption performance.
  4. The provision of smart water meter(s) shall cover each water sub-system of the F&B premises, e.g. general ablution, cleansing, cooking, etc. as minimum.
  5. Provide report demonstrating the monthly water consumption trend.
  6. Provide on-site photo records showing the smart water meter(s) and digital interface (if applicable).

**Submittals****Supporting Documents**

*Please provide softcopies with filename prefix as indicated on the leftmost column below.*

WU-04-01_00	F&B submission form for WU-04-01
WU-04-01_01	Catalogue of the smart water meter(s) installed
WU-04-01_02	Plumbing schematic drawings showing the provision of smart water meter(s)
WU-04-01_03	On-site photographs of the water meters and data logging system

**Remarks****(a) Additional Information**

None

**(b) Related Credit Head(s)**

None

**6 Water Use****WU-04 Water Management****WU-04-02 Fresh Water Consumption Monitoring and Reduction****Objective**

Enable operators to measure and monitor the freshwater consumption of different water sub-systems and develop measures to encourage continuous improvement in reducing fresh water consumption.

**Credit point(s) Attainable** 14

**Credit Requirement****(a) Basic Monitoring and WEI Calculation**

1 credit point for providing disclosure of annual freshwater consumption (data from water bills) and declaration of total number of seats. For establishments without seating, such as fast-food outlets, virtual/ghost kitchens, catering services, or similar F&B operations, the number of covers/meals produced or annual revenue may be used as an alternative metric.

1 credit point for calculating an annual WEI (m<sup>3</sup> per seat) by using disclosed data.

**(b) Performance Benchmarking against Industry Distribution**

2, 4 or 6 credit point(s) for demonstrating WEI position within sector-specific percentile bands for the F&B in operation over the past 12 months.

Credit Point(s)	Sector-specific Percentile Bands
2	Below 80th percentile
4	Below 75th percentile
6	Below the median (i.e., 50th percentile):

**(c) Longitudinal and Peer Comparison**

1 credit point for comparing the current WEI against the site's own historical WEI.

1 credit point for chain operators to demonstrate comparison of WEI across multiple branch sites to identify outliers and recognize internal best practices.

**(d) Application of WEI in Water Management and Improvement**

2 credit points for providing a Water Conservation Plan that is informed by WEI analysis (identifying major end-uses, priority areas, and action plans).

2 credit points for demonstrating improvement in WEI compared to previous year's position (no fixed percentage required).

**Assessment**

A Water Efficiency Index (WEI) is a tool to compare the amount of water used, per unit of business activity, across a number of sites of the same industry sector. A WEI can thus serve to provide a benchmark, a point of

reference, for private sector enterprises to make sense of their water-use efficiency status.

**(a) Basic Monitoring and WEI Calculation**

1. Provide the past 12 months of water utility bills or a consolidated statement from the utility provider to verify annual freshwater consumption (in m<sup>3</sup>).
2. Provide a signed declaration stating the total annual number of:
  - (i) Seats for dine-in establishments, OR

For establishments without seating, such as fast-food outlets, virtual/ghost kitchens, catering services, or similar F&B operations,

  - (ii) Sets covers/produced (e.g., meals, catering boxes, or a defined standard unit of production), OR
  - (iii) Revenue (in dollars) for applicable business models.
3. Calculate and submit the annual Water Efficiency Index (WEI) using the formula:  

$$\text{WEI} = \frac{\text{Total Annual Water Consumption (m}^3\text{)}}{\text{Declared Annual Metric (Seats)}}$$

**(b) Performance Benchmarking against Industry Distribution**

1. Using the calculated WEI from (a), demonstrate its percentile ranking against the provided sector-specific benchmark distribution.
2. To claim 2 credit points, provide a declaration confirming the WEI is below the 80th percentile.
3. To claim 4 credit points, provide a declaration confirming the WEI is below the 75th percentile.
4. To claim 6 credit points, provide a declaration confirming the WEI is below the median (50th percentile).

**(c) Longitudinal and Peer Comparison**

1. For 1 credit point (Longitudinal Comparison):  
Provide a comparison table or chart showing the current year's WEI against the WEI from at least the previous year.
2. For 1 credit point (Peer Comparison for Chain Operators): Provide a comparative summary report of the WEI for the subject site against the WEI of at least two other branch sites within the same operator's portfolio, identifying the best-performing site.

**(d) Application of WEI in Water Management and Improvement**

1. For 2 credit points (Water Conservation Plan): Submit a Water Conservation Plan document. The plan must explicitly reference the WEI analysis from part (a) and include:
  - (i) Identification of major water end-uses.
  - (ii) Priority areas for improvement based on the analysis.
  - (iii) Specific action plans, targets, and responsibilities for water

conservation.

2. For 2 credit points (Demonstrated Improvement):  
Provide evidence (e.g., calculated WEI values, supporting water bills) demonstrating a reduction in the WEI for the current assessment period compared to the WEI from the immediate preceding 12-month period.

### Submittals

<b>Supporting Documents</b>	
<i>Please provide softcopies with filename prefix as indicated on the leftmost column below.</i>	
WU-04-02_00	F&B submission form for WU-04-02c
WU-04-02_01	Plumbing schematic diagrams or layout drawings showing the water meters
WU-04-02_02	Water bills/ metering data with summary for fresh water consumption [or] Endorsed standard data log sheet with summary for fresh water consumption
WU-04-02_03	Calculation on WEI on fresh water consumption and reduction

### Remarks

**(a) Additional Information**

None

**(b) Related Credit Head(s)**

None

## 7. Health and Wellbeing

This section addresses the critical intersection of sustainable interior environments and the health and wellbeing of both occupants and staff within F&B premises. Given the unique operational demands of restaurants and kitchens, characterized by high occupant density, heat-generating equipment, and specific hygiene requirements, the indoor environmental quality has a profound impact on comfort, safety, and productivity. These spaces must provide a safe, healthy, and efficient environment that safeguards occupants from potential hazards like poor indoor air quality, cross-contamination, and excessive noise.

The design, management, and operation of F&B interiors should proactively promote occupant wellbeing through enhanced ventilation, pollution control, and access to amenities. This encompasses rigorous food hygiene and safety protocols, thermal comfort, acceptable lighting, and acoustic performance, all while managing energy and resource use efficiently. Considerations extend beyond physical health to include mental wellbeing through biophilic design, staff support programmes, and inclusive facilities, ensuring a holistic approach to creating pleasant culinary environments.

The following Credit Heads are not applicable under F&B v1.0:

Credit Code	Credit Head
HWB-00-01	Minimum Ventilation Performance
HWB-01-01	Healthy and Active Living
HWB-02-02	Amenities for Operation and Maintenance
HWB-03-04	Indoor Vibration
HWB-03-08	Daylight
HWB-03-09	Biological Contamination
HWB-04-01	Touchless Environment

**7 Health and Wellbeing      HWB-01      Green and Healthy Living****HWB-01-02      Biophilic Design****Objective**

Encourage F&B staff and diners to have constant interaction with natural surroundings to nurture the innate human-nature connection and to address human psychological need to be around life and life-like processes.

**Credit point(s) Attainable**    1

**Credit Requirement**            1 credit point for providing at least three (3) of the following biophilic design features/ strategies.

<b>List of biophilic design features/ strategies</b>		
Provision of indoor plants (e.g. potted plants, plant walls)	Incorporate water elements (e.g. water features, fountain)	Maximise natural lighting (e.g. skylights, large windows)
Use of natural materials (e.g. wood, bamboo, rattan or cork) for flooring, tabletops, and other surfaces	Use patterns inspired by leaves, waves, or other natural forms in textiles, wall treatments, or flooring.	Establish visual connections to nature (e.g. views of natural environment within/ outside assessment boundary)
Others to be proposed by the Applicant		

**Assessment**

1. Provide a summary table illustrating the provision of the biophilic design features/ strategies.

**Submittals**

<b>Supporting Documents</b>	
<i>Please provide softcopies with filename prefix as indicated on the leftmost column below.</i>	
HWB-01-02_00	F&B submission form for HWB-01-02
HWB-01-02_01	Summary table of the biophilic design features/ strategies adopted and their locations
HWB-01-02_02	Photo record(s) of the biophilic design features/ strategies adopted

**Remarks****(a) Additional Information**

Biophilic Design Case Studies. Terrapin Bright Green  
[ONLINE]  
<https://www.terrapinbrightgreen.com/report/biophilic-design-case-studies/>  
[Accessed XXX 2025]

Biophilic Restaurant Design  
[ONLINE]  
<https://blog.materialbank.com/biophilic-restaurant-design/>  
[Accessed XXX 2025]

**(b) Related Credit Head(s)**

None

**7 Health and Wellbeing      HWB-01      Green and Healthy Living****HWB-01-03      Physical Activity and Mental Health Programme****Objective**      Promote physical activity and mental health to the staff.**Credit point(s) Attainable**      1**Credit Requirement**      1 credit point for organising at least three (3) of the physical activities and/or mental health programmes below.

1. Organize group exercise programmes for staff.
2. Offer subsidies for gym memberships or fitness classes.
3. Arrange team sports activities (e.g., ball games, hiking, sports competitions).
4. Provide access to professional counselling services.
5. Conduct workshops on mental health awareness and stress management.
6. Other proposed initiatives that promote physical or mental well-being.

- Assessment**
1. Submit on-site photos for the exercise facilities.
  2. Provide a schedule to illustrate the group exercises and/ or mental health programme held in the past 12 months.
  3. Policy for subsidies for gym membership.
  4. Physical activity is defined as any movement that engages the body's muscles and requires energy expenditure, including activities such as ball games, hiking, running, cycling, or sports.
  5. A mental health program is a structured initiative designed to promote mental well-being, provide support, and enhance coping strategies through various activities, workshops, or counselling.

**Submittals**

<b>Supporting Documents</b>	
<i>Please provide softcopies with filename prefix as indicated on the leftmost column below.</i>	
HWB-01-03_00	F&B submission form for HWB-01-03
HWB-01-03_01	On-site photos for the exercise facilities
HWB-01-03_02	Schedule illustrating the physical activity and/ or mental health programme held in the past 12 months
HWB-01-03_03	Policy for subsidies for gym membership.
HWB-01-03_04	Photo(s) of each organised event

**Remarks****(a) Additional Information**

As defined by the World Health Organisation, mental health is a state of well-being in which an individual realises his or her own abilities, can cope with the normal stresses of life, can work productively and is able to make a contribution to his or her community. Mental health is fundamental to maintaining personal health as well as the

functioning of the community. There is no health without mental health.

[1] World Health Organisation. Mental health

[ONLINE]

<https://www.who.int/news-room/fact-sheets/detail/mental-health-strengthening-our-response>

[Accessed XXX 2025]

**(b) Related Credit Head(s)**

None

Beta 0

**7 Health and Wellbeing      HWB-01      Green and Healthy Living****HWB-01-04      Food Hygiene & Safety Practices****Objective**

Ensure that all F&B operations consistently maintain the highest standards of hygiene and safety.

**Credit point(s) Attainable      1****Credit Requirement**

1 credit point for adopting at least three (3) of the food hygiene & safety practices below.

1. Clean and sanitise all work surfaces, equipment, utensils, and storage areas regularly.
2. Prevent any accumulation of dirt, grease, or food debris in kitchen, storage, and dining areas.
3. Provide clean uniforms or aprons for all food handlers.
4. Require the use of gloves, masks, or hairnets as needed.
5. Prohibit jewellery, painted nails, or other accessories for staff handling food.
6. Separate raw and cooked foods clearly to prevent cross-contamination.
7. Maintain proper storage temperatures for all perishable food.
8. Implement a regular pest control programme.
9. Others to be proposed by the Applicant.

**Assessment**

1. Records for past 3 months demonstrating regular cleaning and sanitisation are performed.
2. Inspection report or photographic records evidencing no accumulation of dirt, grease, or food debris in kitchen, storage, and dining spaces.
3. Photos or procurement record confirming provision of clean uniforms or aprons for all food handlers.
4. Photos records showing staff use of gloves, masks, or hairnets in food preparation areas.
5. Photos or policy confirming prohibition of jewellery, painted nails, or other accessories for staff involved in food preparation.
6. Photos illustrating clear separation of raw and cooked food.
7. Temperature logs for refrigerators, freezers, and/or other hot-holding equipment.
8. Regular pest control service.

**Submittals****Supporting Documents**

*Please provide softcopies with filename prefix as indicated on the leftmost column below.*

HWB-01-04_00	F&B submission form for HWB-01-04
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HWB-01-04_01	Cleaning and sanitisation records in the past 3 months.
HWB-01-04_02	Photographic records
HWB-01-04_03	Temperature logs records
HWB-01-04_04	Pest control records in the past 3 months.

**Remarks**

**(a) Additional Information**

None

**(b) Related Credit Head(s)**

None

Beta 0

**7 Health and Wellbeing      HWB-01      Green and Healthy Living****HWB-01-05      Nutrition and Menu****Objective**

Ensure the food and beverage menu supports the health and wellbeing of customers by offering nutritious options, transparent nutritional information and accommodating diverse dietary needs.

**Credit point(s) Attainable      1****Credit Requirement**

1 credit point for adopting at least three (3) of the nutrition and menu below.

1. Include a variety of nutritious choices, such as fruits, vegetables, whole grains, lean proteins, and low-fat dairy.
2. Offer balanced meal options with appropriate portion sizes and variety to support dietary guidelines.
3. Display nutritional information clearly for all menu items (e.g., calories, macronutrients, allergens).
4. Provide easy access to ingredient details and allergen warnings to help customers make informed choices.
5. Use menu design or labelling to highlight healthier items (e.g., chef's recommendations for nutritious choices).
6. Utilise cooking techniques that minimise added fats, salt, and sugars.
7. Others to be proposed by the Applicant.

**Assessment**

1. Menu with narrative to demonstrate the compliance of the claimed items.

**Submittals****Supporting Documents**

*Please provide softcopies with filename prefix as indicated on the leftmost column below.*

HWB-01-04_00	F&B submission form for HWB-01-04
HWB-01-04_01	Menu with narrative

**Remarks****(c) Additional Information**

None

**(d) Related Credit Head(s)**

None

**7 Health and Wellbeing      HWB-02      Human Scaled Living****HWB-02-01      Inclusive Design****Objective**

Encourage user-friendly features in the design of outdoor or semi-outdoor communal and private spaces at different levels of a building.

**Credit point(s) Attainable**    3

**Credit Requirement****(a) Universal Accessibility**

1 to 2 credit point(s) for adopting 50% or 70% of the applicable items, respectively, from the Accessibility Checklist in "How to Support Persons with Disabilities: Practical Guide on Universal Design for Catering Services," issued by the Equal Opportunities Commission.

**(b) Family Friendly Facilities**

1 credit point for providing at least three (3) family friendly facilities in the premises.

List of family friendly facilities	
Dedicated play areas for children with shaded seating areas for care-takers	At least one washroom (excluding accessible toilets) is equipped with a child protection seat with a safety belt
At least one standalone family washroom	At least one baby care room for the public
At least one lactation room for staff	Others to be proposed by the Applicant

**Assessment****(a) Universal Accessibility**

1. Provide a summary table, drawings and photos detailing applicable items as stipulated in the Accessibility Checklist in "How to Support Persons with Disabilities: Practical Guide on Universal Design for Catering Services," issued by the Equal Opportunities Commission.
2. All customers and/ or visitors shall have access to all provided items.

**(b) Family Friendly Facilities**

1. Provide a summary table, drawings and photos detailing the provided family friendly facilities.
2. All customers and/ or visitors shall have access to all provided family friendly facilities, except lactation room for staff.

**Submittals****(a) Universal Accessibility**

Supporting Documents	
<i>Please provide softcopies with filename prefix as indicated on the leftmost column below.</i>	
HWB-02-01a_00	F&B submission form for HWB-02-01a

HWB-02-01a_01	Summary table listing the adopted items and their locations
HWB-02-01a_02	Drawings and photos of the adopted items

**(b) Family Friendly Facilities**

<b>Supporting Documents</b>	
<i>Please provide softcopies with filename prefix as indicated on the leftmost column below.</i>	
HWB-02-01b_00	F&B submission form for HWB-02-01b
HWB-02-01b_01	Summary table listing the family friendly features and their locations
HWB-02-01b_02	Drawings and photos of the family friendly features

**Remarks****(a) Additional Information**

"How to Support Persons with Disabilities: Practical Guide on Universal Design for Catering Services," issued by the Equal Opportunities Commission. [ONLINE]  
[https://www.eoc.org.hk/Upload/content/Catering%20Guide%20PPT\\_Eng\\_301023.pdf](https://www.eoc.org.hk/Upload/content/Catering%20Guide%20PPT_Eng_301023.pdf)  
 [Accessed XXX 2025]

**(b) Related Credit Head(s)**

None

**7 Health and Wellbeing      HWB-03      Indoor Environmental Quality****HWB-03-01      Ventilation Performance****Objective**

Ensure through calculation and performance verification that minimum quantities of outdoor air are supplied to all spaces, with enhanced strategies to protect staff in kitchen areas.

**Credit point(s) Attainable**    4

**Credit Requirement****(c) Minimum Ventilation (Calculation)**

1 credit point for demonstrating that the design outdoor airflow rate for all front-of-house (FOH) dining and general occupied spaces meets or exceeds the minimum requirements of ANSI/ASHRAE Standard 62.1-2022 (Ventilation Rate Procedure).

1 credit point for demonstrating that the design outdoor airflow rate (makeup air) for BOH kitchen areas is calculated to meet or exceed the requirements of ASHRAE 62.1-2022, Section 6.5.7, and that kitchen exhaust hoods are selected in accordance with ANSI/ASHRAE Standard 154-2022 for effective source capture.

**(d) Minimum Ventilation (Measurement)**

1 credit point for conducting measurement to verify that the actual outdoor airflow rates delivered to FOH spaces are equal to or greater than the calculated design rates.

1 credit point for conducting measurement to verify that the actual outdoor airflow rates (makeup air) delivered to BOH kitchen areas are equal to or greater than the calculated design rates required by ASHRAE 62.1-2022, Section 6.5.7.

**Assessment****(a) Minimum Ventilation (Calculation)**

1. Provide calculation of minimum amount of outdoor air of the F&B premise area as required by ANSI/ASHRAE Standard 62.1-2022.
2. The calculation shall be endorsed by the F&B engineering manager, outlet manager or the top management of the parent company.

**(b) Minimum Ventilation (Measurement)**

1. Measure the total amount of outdoor air being delivered to individual tenant space and normally occupied landlord area. Measurements can be made directly or by installed flow measurement devices in the air side system. The instruments/ sensors for measurement shall be calibrated in accordance with manufacturer's recommendation.
2. Demonstrate that the measured results shall be equal or larger than calculated minimum amount of outdoor air of the F&B premise area.
3. For direct measurement, a minimum of 5 points across each sectional area of duct shall be taken.
4. The measurement shall be conducted within the past 12 months prior to the first assessment submission.

5. The measured results and calculation shall be endorsed by the F&B engineering manager, outlet manager or the top management of the parent company.

**Submittals****(a) Minimum Ventilation (Calculation)**

<b>Supporting Documents</b>	
<i>Please provide softcopies with filename prefix as indicated on the leftmost column below.</i>	
HWB-03-01a_00	F&B submission form for HWB-03-01a
HWB-03-01a_01	Calculation of minimum outdoor air
HWB-03-01a_02	MVAC layout plan / schematic diagram showing fresh air flow rate of fresh air equipment

**(b) Minimum Ventilation (Measurement)**

<b>Supporting Documents</b>	
<i>Please provide softcopies with filename prefix as indicated on the leftmost column below.</i>	
HWB-03-01b_00	F&B submission form for HWB-03-01b
HWB-03-01b_01	Calculation of minimum outdoor air
HWB-03-01b_02	MVAC layout plan / schematic diagram showing fresh air flow rate of fresh air equipment
HWB-03-01b_03	Measurement results of total amount of outdoor air for each tenancy area and normally occupied area
HWB-03-01b_04	Layout plan indicating the measurement points

**Remarks****(a) Additional Information**

ANSI/ASHRAE Standard 62.1-2022 - Ventilation and Acceptable Indoor Air Quality  
[ONLINE]  
<https://webstore.ansi.org/standards/ashrae/ansiashrae622022>  
[Accessed XXX 2025]

ANSI/ASHRAE Standard 154-2022 - Ventilation for Commercial Cooking Operations  
[ONLINE]  
<https://webstore.ansi.org/standards/ashrae/ansiashrae1542022>  
[Accessed XXX 2025]

**(b) Related Credit Head(s)**

None

**7 Health and Wellbeing      HWB-03      Indoor Environmental Quality****HWB-03-02      Pollution Control****Objective**

Encourage the implementation of effective pollution control measures in kitchen operations that mitigate airborne contaminants, reduce environmental impact, and maintain a safe and healthy indoor and outdoor environment.

**Credit point(s) Attainable    2****Credit Requirement**

1 or 2 credit points for adopting at least three (3) or six (6) of the pollution control measures below.

1. Use cooking equipment (e.g., closed-design fryers, induction woks) designed to avoid the direct contact of cooking oil or animal fat with an open flame or excessively hot surfaces.
2. Install an appropriate number of cooking appliances based on business volume to avoid significant over-capacity and idle energy use.
3. Install grease removal equipment (e.g., high-performance baffle filters, electrostatic precipitators) with a minimum documented efficiency of 90% per ASHRAE guidelines, sized for the connected exhaust capacity.
4. Install separate exhaust systems with dedicated pollution control for high fume-generating (e.g., frying) and odorous (e.g., grilling) procedures. Systems must have individual controls to reduce energy use.
5. Position exhaust outlets a minimum of 7.5 meters from property lines, fresh air intakes, or operable windows to ensure dispersion and prevent re-entrainment.
6. Demonstrate compliance with exhaust emission limits (Oil & Grease  $\leq 2.0 \text{ mg/m}^3$ ) via testing per GB 18483-2001 by a qualified third-party.
7. Implement and adhere to a strict maintenance plan for all pollution control equipment, with logs records kept on-site for a minimum of 12 months.
8. Stock adequate spare parts (e.g., filter sets, ultraviolet lamps, electrostatic precipitator cells) for critical pollution control equipment to ensure continuous operation.
9. Others to be proposed by the Applicant.

**Assessment**

1. Submit a detailed implementation report describing the adopted pollution control measures and identifying the specific practices implemented.
2. Provide manufacturer's cut-sheets, product data sheets, or installation certificates for all installed pollution control equipment.
3. Include documented operational procedures, maintenance schedules, cleaning logs, and spare parts inventories for relevant practices.
4. Provide floor plans and exhaust system diagrams to verify the

placement of emission points.

5. Present clear photographs showing the implemented measures and equipment.

**Submittals**

<b>Supporting Documents</b>	
<i>Please provide softcopies with filename prefix as indicated on the leftmost column below.</i>	
HWB-03-02_00	F&B submission form for HWB-03-02
HWB-03-02_01	Summary report describing all implemented pollution control measures/ systems and verifications
HWB-03-02_02	Layout plan/ schematic diagram showing all installed pollution control systems
HWB-03-02_03	Photos record of all implemented pollution control measures/ systems

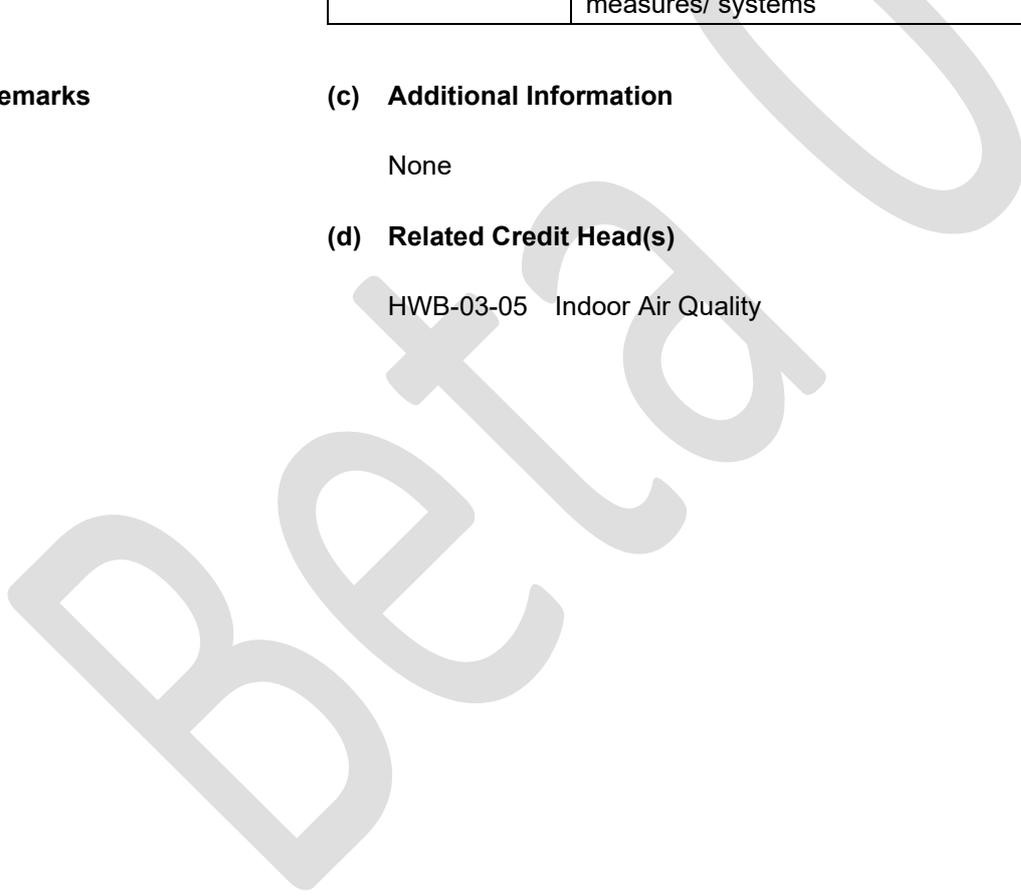
**Remarks**

**(c) Additional Information**

None

**(d) Related Credit Head(s)**

HWB-03-05 Indoor Air Quality



**7 Health and Wellbeing      HWB-03      Indoor Environmental Quality****HWB-03-03      Indoor Acoustic Environment****Objective**

Ensure that normally occupied spaces have a comfortable and functional acoustic environment that supports well-being, speech communication, and does not compromise other critical health and safety requirements.

**Credit point(s) Attainable**    5

**Credit Requirement****(a) Quiet Kitchen Equipment**

1 credit point for installing at least two (2) primary cooking appliances (e.g., wok ranges, high-speed ovens, dishwashers, blast chillers) with models that incorporate verifiable noise-reduction features.

**(b) Background Noise Level**

2 credit point for demonstrating background noise levels within the prescribed criteria for occupied spaces, with specific allowances for high-ventilation areas like kitchens.

**(c) Reverberation Time**

1 credit point for adopting sound absorbing materials that reducing reverberation time in dining areas.

1 credit point for demonstrating that the reverberation time in the applicable areas meets the prescribed criteria of given types of space.

**Assessment****(a) Quiet Kitchen Equipment**

1. Provide manufacturer's cut-sheets, product data sheets, or certificates for at least two (2) primary cooking appliances (e.g., wok ranges, high-speed ovens, dishwashers, blast chillers) with models that incorporate verifiable noise-reduction features.

**(b) Background Noise Level**

1. Demonstrate the background noise level of the normally occupied space arising from external noise source and internal building services equipment is within below criteria by computer simulation or measurement depending on the Applicant's preference. NR and NC value shall be consistently used in the project.

Types of Space	Required NR/NC
Fine Dining / Private Dining Room	35
Main Dining Area / Casual Restaurant	40
Bar Area / Lively Restaurant	45
Kitchen (staff areas / transition zones)	50

2. Recognizing the critical need for high-volume ventilation in kitchens, the acoustic assessment for these areas must not compromise minimum ventilation rates as required by HWB-03-01 and safety codes. Compliance for the kitchen area can be achieved through one of the following two pathways:

- (B) Performance Pathway: The kitchen is deemed compliant if the designed ventilation system meets ANSI/ASHRAE Standard 154 and the measured background noise level is the lower of either:
- i. NR 55, or
  - ii. The level achieved by the system sized to meet the minimum required ventilation and exhaust flow rates.
- (C) Design & Mitigation Pathway: Alternatively, projects can achieve compliance by implementing at least two (2) of the following noise control measures, designed to protect staff without reducing airflow:
- i. Specify low-noise makeup air units (MAUs) and supply fans with a certified sound power level below 85 dB(LwA) at design conditions.
  - ii. Install duct silencers in the supply and/or exhaust ductwork near the fans.
  - iii. Apply acoustic lagging to ductwork and plenums within and leading to the kitchen.
  - iv. Mount all relevant fans and units on vibration isolators with flexible connections.
  - v. Install acoustic baffles or sound-absorbing panels on the kitchen ceiling.
3. For on-site measurement, the Leq (5 mins) shall be taken with all HVAC&R and kitchen ventilation systems operating under normal conditions.
  4. Measurements in kitchens shall be taken in staff work zones (e.g., at the chef's line) but away from immediately adjacent to individual appliances.
  5. The measurement shall be conducted within the past 12 months prior to the first assessment submission.
  6. The assessment shall include at least one sample from each type of normally occupied space, including the kitchen.

**(c) Reverberation Time**

1. Demonstrate the sound absorbing materials that reducing reverberation time has been installed in dining areas.
2. Demonstrate the mid-frequency reverberation time (RT) of the interior spaces is within below criteria by computer simulation or measurement depending on the Applicant's preference. The average reverberation time for mid frequencies (500Hz, 1kHz and 2kHz) shall not exceed:

Types of Space	RT (second)
Fine Dining / Private Dining Room	0.6
Main Dining Area / Bar Area	0.8
Restaurant	1.0
Kitchen	1.2

3. The measurement shall be conducted within the past 12 months prior to the first assessment submission.
4. The assessment shall include at least one sample from each type of normally occupied space.

**Submittals****(a) Quiet Kitchen Equipment**

<b>Supporting Documents</b>	
<i>Please provide softcopies with filename prefix as indicated on the leftmost column below.</i>	
HWB-03-03a_00	F&B submission form for HWB-03-03a
HWB-03-03a_01	Photo record and layout plan highlighting the kitchen equipment to be assessed
HWB-03-03a_02	Manufacturer's cut-sheets, product data sheets, or certificates

**(b) Background Noise Level**

<b>Supporting Documents</b>	
<i>Please provide softcopies with filename prefix as indicated on the leftmost column below.</i>	
HWB-03-03b_00	F&B submission form for HWB-03-03b
HWB-03-03b_01	Layout plan highlighting the representative locations to be assessed
HWB-03-03b_02	Measurement report for background noise level
HWB-03-03b_03	Calibration certificate for all sound level meters
HWB-03-03b_04	Simulation report for background noise level

**(c) Reverberation Time**

<b>Supporting Documents</b>	
<i>Please provide softcopies with filename prefix as indicated on the leftmost column below.</i>	
HWB-03-03c_00	F&B submission form for HWB-03-03c
HWB-03-03c_01	Layout plan highlighting the installation locations of sound absorbing materials
HWB-03-03c_02	Technical data (e.g. catalogue) of the sound absorbing materials
HWB-03-03c_03	Layout plan highlighting the representative locations to be assessed
HWB-03-03b_04	Measurement report for reverberation time
HWB-03-03b_05	Calibration certificate for all sound level meters
HWB-03-03b_06	Calculation sheets/ Simulation report for reverberation time

**Remarks****(a) Additional Information**

None

**(b) Related Credit Head(s)**

HWB-03-01

<b>7 Health and Wellbeing</b>	<b>HWB-03</b>	<b>Indoor Environmental Quality</b>
	<b>HWB-03-05</b>	<b>Indoor Air Quality</b>
<b>Objective</b>	Promote staff and customers' comfort, wellbeing and productivity by continuous monitoring of indoor air quality , with specific considerations for areas where significant pollutants are generated.	
<b>Credit point(s) Attainable</b>	7	
<b>Credit Requirement</b>	<p><b>(a) Design for Good IAQ</b></p> <p>1 credit point for providing air treatment methods, i.e. sizable standalone air purifier or exhaust system, to indoor pollution source areas, such as kitchen / washrooms / locations, where significant indoor pollution is generated.</p> <p>1 credit point for demonstrating that the fresh air louvre is at least 15m from exhaust air louvre and that kitchen exhaust outlets are at least 7.5m from fresh air intakes, operable windows, or property lines.</p> <p>1 credit point if all air handling units serving the assessment boundary are equipped with UV-C lighting for air-stream disinfection.</p> <p><b>(b) IAQ Measurement</b></p> <p>2 credit points for submitting an IAQ Certification Scheme (Good Class) report of the assessment boundary endorsed by an accredited IAQ CIB.</p> <p>OR</p> <p>3 credit point for submitting an IAQ Certification Scheme (Excellent Class) report of the assessment boundary endorsed by an accredited IAQ CIB.</p> <p>1 credit point if the IAQ testing protocol explicitly includes sampling within commercial kitchens during operational hours and demonstrates compliance with health-based targets for key pollutants (e.g., CO ≤ 9 ppm, PM2.5 ≤ 25 µg/m<sup>3</sup>).</p>	
<b>Assessment</b>	<p><b>(a) Design for Good IAQ</b></p> <ol style="list-style-type: none"> <li>1. Provide a narrative demonstrating compliance with the separation distance between fresh air louvre and exhaust air louvre.</li> <li>2. Prepare a schedule of air treatment methods being applied to the assessment boundary.</li> <li>3. Specify the air treatment methods being used and the corresponding indoor air pollutants that have been tackled.</li> <li>4. Demonstrate that all air handling units serving the assessment boundary are equipped with UV-C lighting.</li> <li>5. Area coverage of the standalone air purifier to meet sizable requirement should be referred to manufacturer's recommendation.</li> </ol>	

**(b) IAQ Measurement**

1. Submit the certificate issued by IAQ Information Centre that covers the assessment boundary; or

Submit the submission record to IAQ Information Centre for issuance of IAQ certification.

**Submittals****(a) Design for good IAQ**

<b>Supporting Documents</b>	
<i>Please provide softcopies with filename prefix as indicated on the leftmost column below.</i>	
HWB-03-05a_00	F&B submission form for HWB-03-05a
HWB-03-05a_01	HVAC schedule
HWB-03-05a_02	HVAC drawings showing the location of the fresh air louvre and exhaust air louvre
HWB-03-05a_03	Narrative demonstrating compliance with the separation distance between fresh air louvre and exhaust air louvre
HWB-03-05a_04	Narrative demonstrating compliance with the appropriate use and area coverage of air purifier used
HWB-03-05a_05	Catalogue(s) of air purifiers being used
HWB-03-05a_06	Schedule of air treatment methods being used and corresponding indoor air pollutants that have been tackled
HWB-03-05a_07	Catalogue(s) of all the air treatment methods being used
HWB-03-05a_08	Specification of UV-C lighting
HWB-03-05a_09	Photo record(s) of all air handling units serving the assessment boundary are equipped with UV-C lighting

**(b) IAQ Measurement**

<b>Supporting Documents</b>	
<i>Please provide softcopies with filename prefix as indicated on the leftmost column below.</i>	
HWB-03-05b_00	F&B submission form for HWB-03-05b
HWB-03-05b_01	IAQ certificate issued by IAQ Information Centre
HWB-03-05b_02	Submission record to IAQ Information Centre for the issuance of IAQ certificate

**Remarks****(a) Additional Information**

None

**(b) Related Credit Head(s)**

None

**7 Health and Wellbeing      HWB-03      Indoor Environmental Quality****HWB-03-06      Thermal Comfort Monitoring**

**Objective**      Provide an acceptable thermal environment to the staff and customers.

**Credit point(s) Attainable**      2

**Credit Requirement      (a) Temperature and Humidity Control**

1 credit point for demonstrating the temperature and the relative humidity meet the prescribed criteria in the communal areas with air conditioning.

**(b) Continuous Monitoring**

1 credit point for installing sensors for continuous monitoring.

**Assessment****(a) Temperature and Humidity Control**

1. Provide on-site measurement reports or data from sensors to demonstrate the temperature and relative humidity meet the following criteria:

Temperature	Relative humidity
25.5°C ± 1.5 °C	40% to 70%

2. The measurements shall be conducted in summer (June to August) only.
3. The measurement method shall make reference to ANSI/ASHRAE Standard 55-2023.
4. The assessment shall include at least one sample from each type of normally occupied space as defined under Section 9.2 of the Appendices if applicable.
5. The measurement shall be conducted within the past 12 months prior to the first assessment submission.
6. The measured results shall be endorsed by building-in-charge/ team lead of building management team.

**(b) Continuous Monitoring**

1. Submit the technical specification of the sensor to demonstrate the sensor is capable to measure temperature and relative humidity.
2. All data collected would be available to the building users by means of display screen or website/ mobile application.
3. The measured data shall be able to update every 15 minutes.
4. The assessment shall include at least one sample from each type of normally occupied space as defined under Section 9.2 of

the Appendices if applicable.

**Submittals**

**(a) Temperature and Humidity Control**

<b>Supporting Documents</b> <i>Please provide softcopies with filename prefix as indicated on the leftmost column below.</i>	
HWB-03-06a_00	F&B submission form for HWB-03-06a
HWB-03-06a_01	Thermal comfort measurement report

**(b) Continuous Monitoring**

<b>Supporting Documents</b> <i>Please provide softcopies with filename prefix as indicated on the leftmost column below.</i>	
HWB-03-06b_00	F&B submission form for HWB-03-06b
HWB-03-06b_01	Technical specification of the sensor
HWB-03-06b_02	Layout plan showing the installation location of the sensor
HWB-03-06b_03	Photo records of the installed sensor
HWB-03-06b_04	Screen capture of display screen or website/ mobile application

**Remarks**

**(a) Additional Information**

ANSI/ASHRAE Standard 55-2023 - Thermal Environmental Conditions for Human Occupancy  
[ONLINE]  
<https://webstore.ansi.org/standards/ashrae/ansiashraestandard552023>  
[Accessed XXX 2025]

**(b) Related Credit Head(s)**

None

**7 Health and Wellbeing      HWB-03      Indoor Environmental Quality****HWB-03-07      Acceptable Lighting Performance****Objective**      Ensure optimal visual comfort for the staff and customers.**Credit point(s) Attainable**      2**Credit Requirement      (a) Lighting Performance in Dining Areas**

1 credit point for demonstrating the illuminance level, unified glare rating limit and uniformity in dining areas meet the prescribed area.

**(b) Lighting Performance in Kitchen Areas**

1 credit point for demonstrating the illuminance level and unified glare rating limit in kitchen and back of house areas meet the prescribed criteria.

**Assessment      (a) Lighting Performance in Dining Areas**

1. Demonstrate the illuminance level, UGR limit and uniformity in dining area regarding the lighting performance criteria complied with the requirements as stipulated in the SLL Lighting Handbook or equivalent.
2. The Applicant can choose to demonstrate the compliance by either measurements or modelling.

**(b) Lighting Performance in Kitchen Areas**

1. Demonstrate the illuminance level, UGR limit and uniformity in kitchen and back of house areas regarding the lighting performance criteria complied with the requirements as stipulated in the SLL Lighting Handbook or equivalent.
2. The Applicant can choose to demonstrate the compliance by either measurements or modelling.

**Submittals      (a) Lighting Performance in Dining Areas**

<b>Supporting Documents</b>	
<i>Please provide softcopies with filename prefix as indicated on the leftmost column below.</i>	
HWB-03-07a_00	F&B submission form for HWB-03-07a
HWB-03-07a_01	Lighting layout plan
HWB-03-07a_02	Light fitting schedule
HWB-03-07a_03	Measurement or modelling report

**(b) Lighting Performance in Kitchen Areas**

<b>Supporting Documents</b>	
<i>Please provide softcopies with filename prefix as indicated on the leftmost column below.</i>	
HWB-03-07b_00	F&B submission form for HWB-03-07b
HWB-03-07b_01	Lighting layout plan

HWB-03-07b_02	Light fitting schedule
HWB-03-07b_03	Measurement or modelling report

**Remarks**

**(a) Additional Information**

None

**(b) Related Credit Head(s)**

None

Beta 0

**7 Health and Wellbeing      HWB-03      Indoor Environmental Quality****HWB-03-10      Water Quality Survey and Access to Drinking Water****Objective**      Safeguard the quality of drinking water.**Credit point(s) Attainable**      2**Credit Requirement      (a) Water Quality Survey**

1 credit point for demonstrating that the quality of drinking water meets WSD's latest guideline [1].

Parameter(s)	Criteria
<b>Chemical and Physical</b>	
Turbidity	≤ 3.0 NTU
Colour	≤ 5 Hazen Unit
pH at 25°C	≥ 6.5 and ≤ 9.5
Free Residual Chlorine	> 0 mg/L and ≤ 1.5 mg/L
Conductivity at 25°C	≤ 500 µS/cm
<b>Metals</b>	
Lead	≤ 10 µg/L
Chromium	≤ 50 µg/L
Nickel	≤ 70 µg/L
Cadmium	≤ 3 µg/L
Copper	≤ 2000 µg/L
Antimony	≤ 20 µg/L
<b>Bacteriological</b>	
Heterotrophic Plate Count	≤ 20 cfu/mL
E. Coli	0 cfu/100 mL

The water quality survey shall be conducted by a HOKLAS accredited laboratory and water sampling shall follow the latest WSD's water sampling protocol.

The minimum sampling locations and frequency shall be as follows:

- a. Annual basis for potable water serving the kitchen and pantry areas is intended solely for drinking purposes, excluding the lavatories; and
- b. All water dispensers on quarterly basis.

**(b) Access to Drinking Water**

1 credit point for providing at least one water dispenser within assessment boundary which is accessible to the customers and staff.

**Assessment****(a) Water Quality Survey**

1. Provide water quality survey report issued by the HOKLAS laboratory under the food, environmental testing category to demonstrate that the result of the water quality survey meets the referenced drinking water supply standard.

**(b) Access to Drinking Water**

1. Demonstrate the location of installed water dispenser(s).
2. Demonstrate the distance from all the normally occupied space to the water dispenser(s).
3. Water pitcher(s) are accepted as an alternative to water dispenser(s). The water pitcher(s) must be refilled regularly to ensure uninterrupted water supply. A declaration letter by the project owner should be provided to confirm the above provision.

**Submittals****(a) Water Quality Survey****Supporting Documents**

*Please provide softcopies with filename prefix as indicated on the leftmost column below.*

HWB-03-10a_00	F&B submission form for HWB-03-10a
HWB-03-10a_01	Water quality survey report

**(b) Access to Drinking Water****Supporting Documents**

*Please provide softcopies with filename prefix as indicated on the leftmost column below.*

HWB-03-10b_00	F&B submission form for HWB-03-10b
HWB-03-10b_01	Layout drawing(s)
HWB-03-10b_02	Declaration letter by the project owner to confirm the refilling of water pitcher(s)
HWB-03-10b_03	Photo record(s) of water dispenser(s) and/ or water pitcher(s)

**Remarks****(a) Additional Information**

None

**(b) Related Credit Head(s)**

None

**7 Health and Wellbeing      HWB-03      Indoor Environmental Quality****HWB-03-11      Air Filtration and Purification Treatment**

**Objective**      Enhance the quality of indoor air by employing effective media or techniques to eliminate contaminants and pollutants

**Credit point(s) Attainable**      2

**Credit Requirement****(a) Particle Filtration**

1 credit point for installing air filters with MERV rating of 12 in all landlord's controlled fresh air intake system serving normally occupied spaces as defined under Section 9.2 of the Appendices.

**(b) Air Purification Treatment**

1 credit point for providing an air purification technique in the centralised mechanical ventilation system (i.e. ventilation fan/ air handling unit with air ducting serving multiple spaces) or a standalone air purification device for the localised mechanical ventilation system (i.e. ventilation fan serving a single space) in all landlord's controlled normally occupied spaces as defined under Section 9.2 of the Appendices.

**Assessment****(a) Particle Filtration**

1. Provide details of the air filter to demonstrate its MERV rating can achieve 12 or above.

**(b) Air Purification Treatment**

1. Specify the air treatment methods being used and the corresponding indoor air pollutants that have been tackled.
2. Demonstrate that the fresh air intake system is served with air purification device.
3. Area coverage of the standalone air purifier to meet sizable requirement shall be referred to manufacturer's recommendations in catalogue.

**Submittals****(a) Particle Filtration**

<b>Supporting Documents</b>	
<i>Please provide softcopies with filename prefix as indicated on the leftmost column below.</i>	
HWB-03-11a_00	F&B submission form for HWB-03-11a
HWB-03-11a_01	Catalogue of the filter
HWB-03-11a_02	Photo records of the filter installed

**(b) Air Purification Treatment**

<b>Supporting Documents</b>	
<i>Please provide softcopies with filename prefix as indicated on the leftmost column below.</i>	
HWB-03-11b_00	F&B submission form for HWB-03-11b

HWB-03-11b_01	Catalogue of the air purification device or the standalone air purifier
HWB-03-11b_02	Calculation showing the area coverage of the standalone air purifier meeting sizable requirements
HWB-03-11b_03	Location plan and photo records of the air purification device or the standalone air purifier installed

**Remarks****(a) Additional Information**

None

**(b) Related Credit Head(s)**

None

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**7 Health and Wellbeing      HWB-04      Good Hygiene Practices****HWB-04-02      Health Protection****Objective**      Safeguard the health of the staff and customers.**Credit point(s) Attainable**      2**Credit Requirement**      1 to 2 credit point(s) for providing at least three (3)/ six (6) of the following health protection measures/ features.

<b>List of health protection measures/ features</b>		
Blood pressure meter	Oximeter	Face mask
Hand-held thermometer	Automated External Defibrillator (AED)	Automatic hand sanitizer or disinfection stations at key locations (entrance, exit).
Hand washing stations (other than those in washroom)	Comprehensive First Aid Kit, including enhanced supplies for burns and cuts	Contactless door release button for at least 50% of the main doors of entrances/ exits
Others to be proposed by the Applicant		

- Assessment**
1. Prepare a summary table listing the health protection measures/ features provided and their locations.
  2. The health protection measures/ features shall be placed in a location that is accessible by all building users.

**Submittals**

<b>Supporting Documents</b>	
<i>Please provide softcopies with filename prefix as indicated on the leftmost column below.</i>	
HWB-04-02_00	F&B submission form for HWB-04-02
HWB-04-02_01	Summary table listing the health protection measures/ features provided and their locations
HWB-04-02_02	Photo record(s) of the health protection measures/ features

**Remarks (a) Additional Information**

None

**(b) Related Credit Head(s)**

None

**8. Innovations and Additions**

BEAM encourages innovative and/ or new techniques that are yet to be found in the mainstream application in the industry addressing sustainability objectives for the buildings.

This section allows the Applicant to submit any innovative techniques, where additional environmental benefits can be provided, on top of those covered in this manual for consideration of the award of credit point(s).

The Applicant shall be solely responsible to submit qualitative and/ or quantitative evidence for BEAM Society Limited (BSL) Assessment Sub-Committee (ASC) review and approval.

Generally, the submission materials shall comprehensively detail the benefits, environmental impacts averted, or exemplary performance achieved as compared to the existing criteria.

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**8 Innovations and Additions****IA-01 Innovations and Additions****IA-01-01 Innovations and Additions****Objective**

Encourage innovative and/ or new techniques/ practices/ design that are yet to find in the mainstream application in Hong Kong addressing sustainability objectives for F&B establishments.

**Credit point(s) Attainable** Maximum 10 credit points for IA.

**Assessment**

1. Present evidence of the application of new practices, technologies, and/ or techniques that:
  - (a) are not described in this manual;
  - (b) are not part of mainstream market implementation; or
  - (c) achieve multiple aspects of sustainability.
2. Demonstrate the associated benefits of these applications in addressing sustainability objectives for F&B establishments:
  - 1.1. Identify the sustainability objectives addressed by the proposed innovative applications.
  - 1.2. Detail the methods and criteria used to evaluate the benefits and effectiveness of the applications (quantifiable performance indicators should be proposed, if applicable).
  - 1.3. Maximum number of credit point for each proposed application is limited to one (1);
  - 1.4. Provide evidence of the implementation of the applications.

The assessor will refer the proposal to the BSL Assessment Sub-Committee, which will evaluate each application on its merits.

**Submittals**

<b>Supporting Documents</b>	
<i>Please provide softcopies with filename prefix as indicated on the leftmost column below.</i>	
IA-01-01_00	F&B submission form for IA-01-01
IA-01-01_01	Report on the objectives, evaluating method and criteria for the innovative techniques/ practices/ design
IA-01-01_02	Evidence of implementation and evaluation for the innovative techniques/ practices/ design

**Remarks****(a) Additional Information**

None

**(b) Related Credit Head(s)**

None

## 9. Appendices

### 9.1 Glossary

#### **Biophilic Design**

Designing for people as a biological organism and respecting the mind-body systems as indicators of health and well-being in the context of what is locally appropriate and responsive.

#### **BOH - Back of House**

Areas within a food and beverage (F&B) establishment that are restricted from public access and dedicated to food production, support functions, and operational management. These spaces are designed for functionality, safety, and efficiency. Typical BOH areas include kitchens, dishwashing areas, food storage, staff changing facilities, and administrative offices.

#### **Certificate Validity**

Certificate Validity refers to the duration for which a BEAM Plus certificate and rating remains effective and officially recognised by the HKGBC.

#### **Charrette**

A design workshop to quickly generate a design solution while integrating the aptitudes and interests of project team and core design disciplines, shall be held no later than design development phase and preferably during schematic design.

#### **Construction Waste**

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 of surplus materials arising from site clearance, excavation, construction, refurbishment, renovation, demolition and road works.

#### **Demolition Waste**

All wastes (including recyclable waste) generated from deconstruction of existing interior space at the demolition stage are counted as demolition waste.

#### **FOH - Front of House**

Areas within a food and beverage (F&B) establishment that are accessible to the public and dedicated to customer service and dining. These spaces are designed for occupant comfort and experience. Typical FOH areas include dining rooms, bars, lounges, waiting areas, and customer restrooms.

#### **FSC Certification**

A certification system by the Forest Stewardship Council (FSC) for timber products confirms that timber has been harvested in a sustainable manner.

#### **Global Warming Potential**

Global Warming Potential, GWP, provides a measure of the potential for damage that a chemical has relative to one unit of carbon dioxide, the primary greenhouse gas.

**Hydro-chlorofluorocarbons**

HCFCs cause ozone depletion when released into the atmosphere.

**Interior General Lighting**

Interior general lighting provides a substantially uniform level of illumination in an area. General lighting shall not include decorative lighting or lighting that provides a dissimilar level of illumination to serve a specialised application or feature within such area.

**Normally Occupied Spaces**

Normally occupied spaces are enclosed areas where people normally stay more than 1 hour. Spaces which are not used daily but will be occupied for more than 1 hour being used, are considered as normally occupied spaces. Refer to Appendix 9.2 for examples of normally occupied spaces.

**Not Normally Occupied Spaces**

Not normally occupied spaces are enclosed areas within the building where people normally stay less than 1 hour. Refer to Appendix 9.2 for examples of not normally occupied spaces.

**Regional Materials**

Materials which are extracted and manufactured within an 800km radius of the HKSAR by road transportation; within a 1,600km radius by rail transportation; or within a 4,000km radius by sea transportation.

**Temporary Works**

Temporary works refer to enabling works, temporary protection works, temporary protection erected between different phases of the works or other occupants, temporary protection erected for walls, doors, finishes, cabinets, partitions, equipment, lifts, escalators, and the like, temporary protection applied for floors, flooring, and carpets, temporary hoardings, and all temporary doors, supports, bracing, cross bracing, fixings, trimming, hangers, and the like.

**Unoccupied Spaces**

Unoccupied spaces are areas within the building where the primary function is not intended for human activities. These spaces are occupied by the occupants for a short period of time and only occasionally. Refer to Appendix 9.2 for examples of unoccupied spaces.

## 9. Appendices

### 9.2 Space Type

BEAM Plus considers indoor environmental quality as a key to sustain occupants' health and wellbeing. To assist the Applicant in designing a more thorough and satisfactory strategies, BEAM Plus imposes high requirements on indoor environmental quality covering ventilation, air quality, acoustics and lighting.

As the impacts of indoor environmental quality are dependent on the level of interaction between the occupants and the indoor spaces where they spend their time in, it is crucial for the Applicant to understand and identify the level of usage of each indoor space. To facilitate assessment, the Applicant shall prepare a schedule including all spaces present within the building and their respective locations. The spaces shall be categorised into the following three types (refer to Glossary for definitions):

- Normally occupied spaces
- Not normally occupied spaces
- Unoccupied spaces

Listed below are some examples of each space type. These examples are not exhaustive. If a space present in the Applicant's building is not included below, the Applicant should identify similar examples or categorise the space type according to the definition. Justification is required should the Applicant believe a space cannot be categorised according to the space type definitions.

#### Space Usage of *normally occupied spaces*

- |                                       |                           |
|---------------------------------------|---------------------------|
| • Auditorium                          | • Lecture hall            |
| • Concourse                           | • Meeting room            |
| • Conference room                     | • Open office             |
| • Dining (commercial and residential) | • Private office          |
| • Food and beverage dining area       | • Reception               |
| • Front desk                          | • Residential bedroom     |
| • Gallery area                        | • Residential dining room |
| • Gymnasium                           | • Residential living room |
| • Hospital patient rooms              | • Retails                 |
| • Hotel guest room                    | • School classroom        |
| • Hotel entrance lobby                | • Shipping and receiving  |
| • Information desk                    | • Shopping arcade         |
| • Kitchens (commercial)               |                           |

*Space Usage of not normally occupied spaces*

- Break room
- Copy rooms
- Corridor
- Entrance lobby (other than hotel)
- Staircases
- Main lift lobby
- Lift lobby
- Pantry
- Toilet
- Residential kitchen

*Space Usage of unoccupied spaces*

- Emergency exit corridor
- Mechanical and electrical rooms
- Car park
- Storeroom
- Warehouse
- Data Centre/Server room

# BEAM Plus

## Food & Beverage

### Theme Certification Manual

#### (Sustainable F&B Operations)

Version 1.0 (Beta 0)

12.2025



**Disclaimers of BEAM Plus Food & Beverage**  
**Theme Certification Manual (Sustainable F&B Operations) v1.0 (Beta 0)**

The BEAM Plus Food & Beverage Theme Certification Manual (Sustainable F&B Operations) v1.0 (Beta 0) is released as a beta version for pilot use. This must not be taken as an official launch of the final version which is subject to changes in due course.

In no circumstances shall a reader rely on this version for any purpose other than treating this as a beta version for pilot use.

BEAM Society Limited, its commissioned consultants, participants of Steering Committee and all individuals involved in the development of BEAM Plus Food & Beverage accept no liability for any loss or damage arising any use or misuse of or reliance on any information in this draft manual.

Beta

## BEAM Plus F&B Theme Certification Manual (Sustainable F&B Operations) v1.0

# Sustainable F&B Operations

### Theme Overview

*The Sustainable F&B Operations theme integrates selected elements from the **Management, Materials and Waste, Energy Use, Water Use, and Health and Wellbeing** performance categories outlined in the BEAM Plus F&B Version 1.0 manual. It promotes sustainable practices in the food and beverage sector by focusing on resource efficiency, waste reduction, staff and customer engagement, and health and wellbeing. This theme supports Hong Kong's sustainability goals and encourages F&B operators to adopt environmentally responsible operations, reduce carbon footprint, and enhance community wellbeing.*

*By adopting this theme, F&B operators can improve operational efficiency, reduce costs, and demonstrate leadership in sustainability.*

<p><b>Applicable BEAM Plus Assessment Tool</b></p>	<ul style="list-style-type: none"> <li>• <b>F&amp;B Version 1.0</b></li> </ul>
<p><b>Assessment Process</b></p>	<ul style="list-style-type: none"> <li>• The project will undergo a single-stage Final Assessment.</li> <li>• The assessment procedures shall follow those defined in the BEAM Plus Procedures Manual (Assessment).</li> </ul>
<p><b>Assessment Criteria</b></p>	<ul style="list-style-type: none"> <li>• The project shall adopt the assessment criteria for selected credit items under the Management, Materials and Waste, Energy Use, Water Use, and Health and Wellbeing performance categories of the BEAM Plus F&amp;B Version 1.0 manual.</li> <li>• Refer to the Credit Submission Template for the list of credits selected under this theme (available on BSL's website under BEAM Plus → Theme Certification).</li> </ul>

**Grading Methodology**

To qualify for the “Sustainable F&B Operations” Certificate, the project must meet the following criteria:

- Based on the list of selected credits from the BEAM Plus F&B Version 1.0 Manual, attain the minimum overall score (credit points) specified in the table below.

Grade*	Required Overall Score (Credit Points)
<b>Green</b>	<i>At least 30</i>
<b>Green+</b>	<i>At least 45</i>

Note\*:

- Successful Projects:** Projects meeting the assessment criteria will be awarded the Theme Certificate.
- Unsuccessful Projects:** Projects failing to meet the criteria will not receive the Theme Certificate.

**Selected Credit Items for the Theme**

Performance Category	Selected Credit Heads	Total Credit Points
<b>Management (MAN)</b>	<i>MAN-01-02, MAN-01-03, MAN-02-03, MAN-03-01, MAN-04-04, MAN-04-05, MAN-04-06</i>	<i>20</i>
<b>Materials &amp; Waste (MW)</b>	<i>MW-02-07, MW-02-08, MW-02-09, MW-03-02, MW-03-04, MW-04-02, MW-04-03, MW-04-04</i>	<i>20</i>
<b>Energy Use (EU)</b>	<i>EU-01-02, EU-01-04, EU-03-03, EU-04-02</i>	<i>20</i>
<b>Water Use (WU)</b>	<i>WU-01-01, WU-01-03, WU-02-02, WU-04-01, WU-04-02</i>	<i>20</i>
<b>Health &amp; Wellbeing (HWB)</b>	<i>HWB-01-03, HWB-01-04, HWB-01-05, HWB-02-01, HWB-03-02, HWB-03-03, HWB-03-05, HWB-03-06, HWB-03-10, HWB-04-02</i>	<i>15</i>
<b>Innovations &amp; Additions (IA)</b>	<i>IA-01-01</i>	<i>10</i>

### 1.3 Summary of Credits

	Credit Head	Credit Requirement	Credit Point(s)														
<b>2</b>	<b>Management (MAN)</b>		<b>20</b>														
MAN-01-02	Building Environmental Excellence	<p><b>(a) Complimentary Certification</b></p> <p>1 to 2 credit point(s) for the building being certified with a final certification rating by any of the following BEAM Plus Assessment Tools:</p> <table border="1"> <thead> <tr> <th>BEAM Plus Assessment Tools</th> <th>Bronze or Silver Rating</th> <th>Gold or Platinum Rating</th> </tr> </thead> <tbody> <tr> <td>New Buildings (NB)</td> <td rowspan="3">1</td> <td rowspan="3">2</td> </tr> <tr> <td>Existing Buildings (EB)</td> </tr> <tr> <td>Interiors (BI)</td> </tr> <tr> <td colspan="3">The certification shall remain valid within 6 months prior to the date of the first assessment submission.</td> </tr> <tr> <td colspan="3">If the Applicant is making an initial submission on 1 January 2026, they shall ensure that the certificate is still valid on 1 July 2025 to fulfill the credit requirement.</td> </tr> </tbody> </table>	BEAM Plus Assessment Tools	Bronze or Silver Rating	Gold or Platinum Rating	New Buildings (NB)	1	2	Existing Buildings (EB)	Interiors (BI)	The certification shall remain valid within 6 months prior to the date of the first assessment submission.			If the Applicant is making an initial submission on 1 January 2026, they shall ensure that the certificate is still valid on 1 July 2025 to fulfill the credit requirement.			2
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MAN-01-03	Sustainable Leadership and Recognition	<p><b>(b) Environmental Targets</b></p> <p>1 credit point for setting up at least three (3) environmental objectives and targets below for F&amp;B operation.</p> <table border="1"> <thead> <tr> <th colspan="3">Environmental Objectives</th> </tr> </thead> <tbody> <tr> <td>Energy saving</td> <td>Water saving</td> <td>Carbon reduction</td> </tr> <tr> <td>Waste reduction</td> <td colspan="2">Sustainable sourcing</td> </tr> </tbody> </table> <p><b>(d) Green Restaurant Leader</b></p> <p>1 credit point for appointing a responsible person for coordinating the environmental programme.</p> <p>1 credit point for either establishing an Environmental Task Force to steer and facilitate the environmental programme, or</p> <p>demonstrating active participation in a group-level environmental or sustainability task force, committee, or programme.</p> <p><b>(d) Green Restaurant Recognition</b></p> <p>Maximum 3 credit points, with 1 credit point awarded for each green restaurant recognition obtained.</p> <ol style="list-style-type: none"> <li>Hong Kong Awards for Environmental Excellence (HKAEE) – Restaurant Sector Award (3 credit points for Gold; 2 credit points for Silver; 1 credit point for Bronze or Merit);</li> <li>Environment and Conservation Fund - Food and Beverage Industry Carbon Neutral Programme;</li> <li>Food Wise Eateries;</li> </ol>	Environmental Objectives			Energy saving	Water saving	Carbon reduction	Waste reduction	Sustainable sourcing		6					
Environmental Objectives																	
Energy saving	Water saving	Carbon reduction															
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Credit Head	Credit Requirement	Credit Point(s)																								
	<ol style="list-style-type: none"> <li>4. EatSmart Restaurant Star+;</li> <li>5. Sustainable Restaurant Award;</li> <li>6. FHKI Q-Mark Low Carbon Restaurant Award;</li> <li>7. Michelin Green Star;</li> <li>8. Food Made Good;</li> <li>9. Hong Kong Smart Catering - Sustainable Restaurant &amp; Retailer Awards;</li> <li>10. Other local/ global green restaurant related awards/ certification schemes/ campaigns which are not listed above.</li> </ol>																									
MAN-02-03	<p>Resilience Strategy</p> <p><b>(a) Resilience to Adverse Weather</b></p> <p>1 credit point for maintaining operations during adverse weather conditions (e.g., typhoons, rainstorms), supported by a documented policy that explicitly safeguards staff safety.</p> <p>1 credit point for implementing a flood resilience plan. For F&amp;B establishments with street-level access or facing outdoor spaces, this must include the maintenance of effective protective measures to minimize water ingress and damage.</p>	2																								
MAN-03-01	<p>Staff Training and Resources</p> <p><b>(b) Staff Training</b></p> <p>1 credit point for providing annual (i) waste reduction, handling and recycling training, (ii) energy saving training, and/ or (iii) water saving training for existing staff responsible for the operation.</p> <p>1 credit point for providing orientation training on waste reduction, handling and recycling, energy saving and/ or water saving for new staff.</p>	2																								
MAN-04-04	<p>Occupational Health and Safety (OHS)</p> <p>1 to 3 credit points for scoring at least four (4), eight (8) or twelve (12) of the applicable OSH measures and facilities within the assessment boundary.</p> <table border="1"> <thead> <tr> <th>OHS Measures</th> <th>Percentage of Provision</th> </tr> </thead> <tbody> <tr> <td colspan="2"><b>Ergonomics</b></td> </tr> <tr> <td>Anti-fatigue mats at cooking, dishwashing, and cashier workstations</td> <td>50% of kitchen/ service workstations</td> </tr> <tr> <td>Worktables, counters, and bar tops with rounded corners (no sharp edges)</td> <td>100% of prep and service stations</td> </tr> <tr> <td>Slip-resistant flooring finishes in kitchen, storage, and service areas</td> <td>100% of back-of-house circulation areas</td> </tr> <tr> <td>Heat/ fume resistant protective partitions or shields near fryers/grills</td> <td>100% of applicable hot cooking stations</td> </tr> <tr> <td>Adequate lighting (≥500 lux in prep/ cooking areas)</td> <td>100% of food prep and cooking zones</td> </tr> <tr> <td colspan="2"><b>Fire &amp; Gas Safety</b></td> </tr> <tr> <td>Wet Chemical Fire Suppression System</td> <td>100% of applicable cooking equipment</td> </tr> <tr> <td>Fixed Gas Detection System</td> <td>100% coverage of kitchen and gas storage</td> </tr> <tr> <td colspan="2"><b>Storage</b></td> </tr> <tr> <td>Closed-lid bins for segregated food, recyclables, and general waste</td> <td>N/A</td> </tr> </tbody> </table>	OHS Measures	Percentage of Provision	<b>Ergonomics</b>		Anti-fatigue mats at cooking, dishwashing, and cashier workstations	50% of kitchen/ service workstations	Worktables, counters, and bar tops with rounded corners (no sharp edges)	100% of prep and service stations	Slip-resistant flooring finishes in kitchen, storage, and service areas	100% of back-of-house circulation areas	Heat/ fume resistant protective partitions or shields near fryers/grills	100% of applicable hot cooking stations	Adequate lighting (≥500 lux in prep/ cooking areas)	100% of food prep and cooking zones	<b>Fire &amp; Gas Safety</b>		Wet Chemical Fire Suppression System	100% of applicable cooking equipment	Fixed Gas Detection System	100% coverage of kitchen and gas storage	<b>Storage</b>		Closed-lid bins for segregated food, recyclables, and general waste	N/A	3
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<b>Storage</b>																										
Closed-lid bins for segregated food, recyclables, and general waste	N/A																									

Credit Head		Credit Requirement	Credit Point(s)
		≥1.2 m clearance in front of refrigeration, cold rooms, and dry storage shelving	N/A
		Safe access tools (step ladders/anti-slip stools) for storage above 2m	N/A
		<b>Interior Layout</b>	
		No exposed/loose electrical extension cords crossing kitchen passageways	N/A
		No combustible materials stored near fryers, stoves, or oven exhausts	N/A
		<b>Others</b>	
		Others as proposed by the Applicant	N/A
MAN-04-05	Tenant Engagement Programme(s)	<p>1 to 2 credit points for demonstrating active collaboration with landlord in at least 2 or 4 tenant engagement programme(s) focused on environmental sustainability.</p> <ol style="list-style-type: none"> <li>1. Full compliance of green lease requirement.</li> <li>2. Recognition of sustainability excellence such as certificate or award issued by the landlord.</li> <li>3. Engage with landlord to implement green fit-out practices such as reuse existing building elements and furniture.</li> <li>4. Participation in environmental programme(s) organised by landlord.</li> <li>5. Collaborate with landlord to share environmental performance data (e.g. energy, water, waste) for joint sustainability reporting or benchmarking.</li> <li>6. Co-organise educational sessions, webinars, or workshops on green practices in collaboration with the landlord.</li> <li>7. Other tenant engagement programmes for environmental sustainability, which are not listed above.</li> </ol>	2

	<b>Credit Head</b>	<b>Credit Requirement</b>	<b>Credit Point(s)</b>
MAN-04-06	Staff and Customer Engagement Programme	<p>1 to 2 credit points for adopting at least four (4) or eight (8) of the applicable staff and customer engagement practices and programmes during operation.</p> <ol style="list-style-type: none"> <li>1. Promote sustainable dining choices, such as organic, plant-based, and low-carbon footprint menu items.</li> <li>2. Educate customers on proper waste disposal (e.g., clear signage to prevent contaminating recyclables or food waste streams).</li> <li>3. Implement a discount incentive for customers who bring their own reusable containers (BYO).</li> <li>4. Launch zero-waste campaigns and track customer participation rates.</li> <li>5. Charge for single-use takeaway utensils and containers to discourage waste.</li> <li>6. Optimise logistics by maintaining a low-emission vehicle fleet and planning efficient delivery routes.</li> <li>7. Serve and refill water only upon customers' request.</li> <li>8. Replace bone plates and dining utensils only upon customers' request.</li> <li>9. Display water saving notices to raise customers' awareness on water conservation.</li> <li>10. Incentivise staff-generated green ideas.</li> <li>11. Offer a discount incentive to customers who opt for reduced portion of rice or noodles.</li> <li>12. Other staff and customer engagement practices or campaigns for environmental sustainability, which are not listed above.</li> </ol>	3

	Credit Head	Credit Requirement	Credit Point(s)
<b>3</b>	<b>Materials and Waste (MW)</b>		<b>20</b>
MW-02-07	Elimination of Single-Use Plastic	<p>1 credit point for prohibiting the provision of all single-use plastic takeaway packaging and tableware, specifically cups, cup lids, food containers, and food container covers.</p> <p>1 credit point for prohibiting the sale and provision of all single-use plastic beverage bottles (including water, soda, and juice) to both customers and staff.</p>	2
MW-02-08	Circular Packaging Systems	<p>1 credit point for providing only reusable takeaway packaging systems or providing only certified commercially compostable packaging for all takeaway items, with verified commercial composting access.</p> <p>1 credit point for installing and promoting specific, high-quality facilities to actively support a reuse-based model.</p>	2
MW-02-09	Menu Paper Usage	1 credit point for using FSC-certified/ recycled paper for menus, or electronic menus.	1

MW-03-02	Enhanced Waste Handling Facilities	<p><b>(a) Recyclables Collection</b></p> <p>1 to 3 credit point(s) for demonstrating the provisions of collection services or on-site recycling facilities/ designated storage area of any three (3), five (5) or seven (7) of the following waste streams:</p>	6
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Waste Streams		
Rechargeable Batteries	Regulated Electrical Equipment (REE)	Beverage Cartons
Fluorescent Lamps and Tubes	Restaurant Waste (Used Cooking Oils, Grease Trap Waste)	Small Electrical Appliances (cookers, toasters, ovens, etc.)
Dried/ Canned Food	Food Waste	Paper/ Carboard, Metal and Plastics
Glass	Seasonal items (e.g. mooncake box)	
Other recyclables may be proposed at the discretion of the Applicant		

**Alternatively,**

- 1 to 3 credit point(s) for utilizing off-site recycling facilities of any three (3), five (5) or seven (7) of the above waste streams, such as those within a host building, at Green@Community stations, or other designated locations. The Applicant must provide sample recycling records to demonstrate that recycling activities have been conducted.

**(b) Recycling Performance**

1 to 3 credit point(s) for demonstrating the annual recycling percentage by weight over the past 12 months meeting 5%, 10% or 15% annual recycling percentage.

	<b>Credit Head</b>	<b>Credit Requirement</b>	<b>Credit Point(s)</b>
MW-03-04	Action to Waste Reduction	<p><b>(a) Waste Management Plan</b></p> <p>1 credit point for developing and implementing Waste Management Plan (WMP) for F&amp;B operations.</p> <p><b>(c) Food Waste Reduction</b></p> <p>1 credit point for demonstrating processes that reduce food waste at source, such as utilizing food by-products for other purposes.</p> <p>1 credit point for demonstrating that unsold, edible food is donated to charities.</p>	3
MW-04-02	Bulk Purchasing & Green Procurement	<p>1 to 2 credit point(s) for adopting at least three (3) or six (6) of the applicable sustainable purchasing practices during operation.</p> <ol style="list-style-type: none"> <li>1. Source ingredients from local or regional suppliers to reduce transport emissions.</li> <li>2. Prioritize bulk purchasing to minimize packaging waste.</li> <li>3. Negotiate with suppliers to use returnable/refillable containers for deliveries (e.g., cooking oil, sauces).</li> <li>4. Select products with recognized eco-labels or environmental certifications.</li> <li>5. Choose suppliers that demonstrate corporate sustainability (e.g., ESG policies).</li> <li>6. Purchase from certified organic farms.</li> <li>7. Implement a "take-back" program for specific packaging or products (e.g., beverage cartons, used cooking oil).</li> <li>8. Favor products with minimal, reusable, or compostable packaging.</li> <li>9. Other sustainable purchasing practices not listed above.</li> </ol>	2

	<b>Credit Head</b>	<b>Credit Requirement</b>	<b>Credit Point(s)</b>
MW-04-03	Sustainable Seafood Sourcing	<p>1 to 2 credit point(s) for adopting at least three (3) or six (6) of the sustainable seafood sourcing and practices.</p> <ol style="list-style-type: none"> <li>1. Formalize a sustainable seafood commitment in a company policy.</li> <li>2. Provide regular staff training on sustainable seafood guidelines.</li> <li>3. Prioritize seafood bearing recognized eco-labels (e.g., MSC, ASC).</li> <li>4. Give preference to suppliers with Chain of Custody (CoC) certification.</li> <li>5. Remove ecologically unsustainable species (e.g., shark fin, bluefin tuna) from all menus.</li> <li>6. Feature and promote sustainable seafood options to customers.</li> <li>7. Participate in the "Eat Local" restaurant members list.</li> <li>8. Publicly disclose sustainable seafood efforts (e.g., on menus, website).</li> <li>9. Other verifiable sustainable seafood actions not listed above.</li> </ol>	2
MW-04-04	Menu Optimisation	<p><b>(a) Portioning Control</b></p> <p>1 credit point for demonstrating smaller portion sizes is offered to the customer.</p> <p><b>(b) Whole-ingredient Utilisation</b></p> <p>1 credit point for demonstrating at least 3 menu items are designed for in accordance with "nose to tail" or "root to stem" cooking principles.</p>	2

	<b>Credit Head</b>	<b>Credit Requirement</b>	<b>Credit Point(s)</b>																																										
<b>4</b>	<b>Energy Use (EU)</b>		<b>20</b>																																										
EU-01-02	Reduction of CO <sub>2</sub> Emissions	<p><b>(A) Pathway 1 – Prescriptive Approaches</b></p> <p>(a) Maximum 2 credit points for using energy efficient systems and controls that reduce carbon emissions from energy use by general systems.</p> <table border="1"> <thead> <tr> <th></th> <th>Item</th> <th>Credit Point(s)</th> </tr> </thead> <tbody> <tr> <td colspan="3"><b>General</b></td> </tr> <tr> <td>i</td> <td>Apply energy saving reminders at common spaces/ near switches of all building services systems/ appliances</td> <td>1</td> </tr> <tr> <td>ii</td> <td>Arrange routine cleaning schedule for equipment/ systems to ensure operational efficiency of equipment/ systems</td> <td>1</td> </tr> <tr> <td>iii</td> <td>Install at least 30% or 50% of total window areas with direct access to daylight with solar window films (windows that are heavily shaded or do not have a direct sky view are excluded)</td> <td>1 or 2</td> </tr> <tr> <td>iv</td> <td>Provide a smart power strip or smart socket, which is capable of pre-setting a schedule or creating countdown timer lists for connected electrical appliances to automatically manage devices for at least 50% of power socket outlet (irrespective of number of gang) within the assessment boundary</td> <td>2</td> </tr> </tbody> </table> <p>(b) Maximum 3 credit points for using energy efficient systems and controls that reduce carbon emissions from energy use by kitchen systems.</p> <table border="1"> <thead> <tr> <th></th> <th>Item</th> <th>Credit Point(s)</th> </tr> </thead> <tbody> <tr> <td colspan="3"><b>Kitchen</b></td> </tr> <tr> <td>v</td> <td>Install heat recovery system</td> <td>2</td> </tr> <tr> <td>vi</td> <td>Provide scheduled timer control for kitchen exhaust fans</td> <td>1</td> </tr> <tr> <td>vii</td> <td>Provide variable speed drives (VSDs) on kitchen exhaust and makeup air fans with manual control</td> <td>2</td> </tr> <tr> <td>viii</td> <td>Provide automatic demand-controlled ventilation (DCV) for kitchen exhaust</td> <td>2</td> </tr> <tr> <td>ix</td> <td>Install heat pump solution for hot water supply</td> <td>2</td> </tr> <tr> <td>x</td> <td>Implement automatic control for kitchen equipment</td> <td>1</td> </tr> </tbody> </table>		Item	Credit Point(s)	<b>General</b>			i	Apply energy saving reminders at common spaces/ near switches of all building services systems/ appliances	1	ii	Arrange routine cleaning schedule for equipment/ systems to ensure operational efficiency of equipment/ systems	1	iii	Install at least 30% or 50% of total window areas with direct access to daylight with solar window films (windows that are heavily shaded or do not have a direct sky view are excluded)	1 or 2	iv	Provide a smart power strip or smart socket, which is capable of pre-setting a schedule or creating countdown timer lists for connected electrical appliances to automatically manage devices for at least 50% of power socket outlet (irrespective of number of gang) within the assessment boundary	2		Item	Credit Point(s)	<b>Kitchen</b>			v	Install heat recovery system	2	vi	Provide scheduled timer control for kitchen exhaust fans	1	vii	Provide variable speed drives (VSDs) on kitchen exhaust and makeup air fans with manual control	2	viii	Provide automatic demand-controlled ventilation (DCV) for kitchen exhaust	2	ix	Install heat pump solution for hot water supply	2	x	Implement automatic control for kitchen equipment	1	5
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EU-01-04	Metering and Monitoring	<p><b>(a) Real-time Monitoring System</b></p> <p>1 credit point for installing separate electrical meters for Front-of-House (FOH) and Back-of-House (BOH) areas.</p> <p>1 to 2 credit point(s) for installing electrical meters to monitor energy and town gas (if applicable) consumption for one (1) or two (2) of the following specific systems:</p> <ul style="list-style-type: none"> <li>i) Mechanical ventilation and air-conditioning (MVAC)</li> <li>ii) Lighting</li> <li>iii) Small power</li> <li>iv) Kitchen equipment</li> <li>v) Other systems proposed by the Applicant</li> </ul>	4																																										

Credit Head	Credit Requirement	Credit Point(s)								
<b>(b) Data Collection Record</b>										
1 credit point for demonstrating that energy meters (and town gas meters, if applicable) can record and store consumption data at hourly intervals for a minimum of one year.										
EU-03-03	Kitchen Equipment Efficiency	10								
Maximum 10 credit points for using energy efficient kitchen equipment and controls that reduce carbon emissions from energy use by kitchen equipment.										
<ol style="list-style-type: none"> <li>1. Dish washing machines;</li> <li>2. Ice makers;</li> <li>3. Refrigeration units;</li> <li>4. Walk-in cold-room and blast chillers;</li> <li>5. Western cooking ranges;</li> <li>6. Chinese cooking ranges;</li> <li>7. Food processing machines;</li> <li>8. Food and beverage dispensers;</li> <li>9. Steamers;</li> <li>10. Exhaust hoods;</li> <li>11. Others proposed by the Applicant.</li> </ol>										
EU-04-02	Smart Devices	1								
1 credit point for adopting network of smart devices with at least two (2) of the following sensors, which are capable of connecting to the internet, gathering information from their environments and exchanging data with other smart devices for analysis to maximise energy efficiency, optimise comfort and productivity of the F&B operation.										
<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th colspan="2" style="text-align: center;">Sensors for Smart Control</th> </tr> </thead> <tbody> <tr> <td style="text-align: center;">Air quality sensor for MVAC control</td> <td style="text-align: center;">Temperature and humidity sensor for AC control</td> </tr> <tr> <td style="text-align: center;">Sensor for exhaust hood control</td> <td style="text-align: center;">Sensor for cooking equipment</td> </tr> <tr> <td colspan="2" style="text-align: center;">Others proposed by the Applicant</td> </tr> </tbody> </table>			Sensors for Smart Control		Air quality sensor for MVAC control	Temperature and humidity sensor for AC control	Sensor for exhaust hood control	Sensor for cooking equipment	Others proposed by the Applicant	
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	Credit Head	Credit Requirement	Credit Point(s)
<b>5</b>	<b>Water Use (WU)</b>		<b>20</b>
WU-01-01	Use of Water Efficient Flow Devices	1 to 2 credit point(s) when 80% or 100% of all installed water taps in kitchen and food preparation areas are equipped with hands-free operation (e.g., foot pedal control valves, infrared sensors).	2
WU-01-03	Efficient Kitchen Water Use	<p><b>(a) Kitchen Operation</b></p> <p>1 to 3 credit points for adopting at least 50%, 70% or 100% of the applicable kitchen operation practices below.</p> <ol style="list-style-type: none"> <li>1. Wash vegetables in a basin of water instead of under a running tap.</li> <li>2. Soak utensils and dishes in a basin of water before cleaning for easy removal of food residues.</li> <li>3. Use pressure sprays to wash dishes effectively and reduce water consumption.</li> <li>4. Adopt suitable detergent and avoid excessive use of detergent.</li> <li>5. Turn off dishwashers when not in use. Run dishwashers with a full load.</li> <li>6. Recycle rinse water from dishwashers to wash away food residues on dishes.</li> <li>7. For manual dishwashing, install 3-compartment washing basins for handling cleaning processes with different levels of water consumption including soaking, washing and rinsing separately to reduce water use and to recycle rinse water more easily.</li> <li>8. Use condensed water from steam cabinets for general cleaning purpose.</li> <li>9. Turn off steam cabinets if not in use during off-peak hours.</li> <li>10. Install an air pump to assist in defrosting to reduce water consumption.</li> </ol> <p><b>(b) Water Saving Kitchen Appliances</b></p> <p>1 credit point for the water consumption of dishwasher is 2.6L/rack or less or installing of 3 compartment washing basins or pressure spray system for manual dishwashing.</p> <p><b>Alternatively,</b></p> <p>1 credit point is awarded when the project utilizes commercial flight-type dishwashers that are certified to ENERGY STAR with a maximum water consumption of:</p> <ul style="list-style-type: none"> <li>• <math>\leq 29.3</math> Gallons per Hour (GPH) for high-temperature sanitizing models, or</li> <li>• <math>\leq 36.4</math> Gallons per Hour (GPH) for low-temperature sanitizing models.</li> </ul> <p>1 credit point for the water consumption of pre-rinse spray valve is 6 L/min or less.</p> <p>1 credit point for the water consumption of steam cabinet is 7.5 L/hr or less.</p>	8

Credit Head	Credit Requirement	Credit Point(s)
	1 credit point for the water consumption of ice maker is 1.1 L/lb.	
	1 credit point for installing air-cooled wok stove.	
WU-02-02	Grease Trap Management	1
	1 credit point for implementing a documented grease trap maintenance program that exceeds the basic recommendations of the EPD guideline, including regular servicing by a licensed contractor and the use of preventative measures (e.g., enzyme treatments, staff best-practice training)..	
WU-04-01	Smart Water Metering	1
	<b>(b) Smart Water Metering – Implementation</b>	
	1 credit point for demonstrating the provision of smart water meter(s) to monitor the total fresh water consumption for kitchen operation.	
WU-04-02	Fresh Water Consumption Monitoring and Reduction	8
	<b>(a) Basic Monitoring and WEI Calculation</b>	
	1 credit point for providing disclosure of annual freshwater consumption (data from water bills) and declaration of total number of seats. For establishments without seating, such as fast-food outlets, virtual/ghost kitchens, catering services, or similar F&B operations, the number of covers/meals produced or annual revenue may be used as an alternative metric.	
	1 credit point for calculating an annual WEI (m <sup>3</sup> per seat) by using disclosed data.	
	<b>(c) Longitudinal and Peer Comparison</b>	
	1 credit point for comparing the current WEI against the site's own historical WEI.	
	1 credit point for chain operators to demonstrate comparison of WEI across multiple branch sites to identify outliers and recognize internal best practices.	
	<b>(d) Application of WEI in Water Management and Improvement</b>	
	2 credit points for providing a Water Conservation Plan that is informed by WEI analysis (identifying major end-uses, priority areas, and action plans).	
	2 credit points for demonstrating improvement in WEI compared to previous year's position (no fixed percentage required).	

	<b>Credit Head</b>	<b>Credit Requirement</b>	<b>Credit Point(s)</b>
<b>6</b>	<b>Health and Wellbeing (HWB)</b>		<b>15</b>
HWB-01-03	Physical Activity and Mental Health Programme	1 credit point for organising at least three (3) of the physical activities and/ or mental health programmes below. <ol style="list-style-type: none"> <li>1. Organize group exercise programmes for staff.</li> <li>2. Offer subsidies for gym memberships or fitness classes.</li> <li>3. Arrange team sports activities (e.g., ball games, hiking, sports competitions).</li> <li>4. Provide access to professional counselling services.</li> <li>5. Conduct workshops on mental health awareness and stress management.</li> <li>6. Other proposed initiatives that promote physical or mental well-being.</li> </ol>	1
HWB-01-04	Food Hygiene & Safety Practices	1 credit point for adopting at least three (3) of the food hygiene & safety practices below. <ol style="list-style-type: none"> <li>1. Clean and sanitise all work surfaces, equipment, utensils, and storage areas regularly.</li> <li>2. Prevent any accumulation of dirt, grease, or food debris in kitchen, storage, and dining areas.</li> <li>3. Provide clean uniforms or aprons for all food handlers.</li> <li>4. Require the use of gloves, masks, or hairnets as needed.</li> <li>5. Prohibit jewellery, painted nails, or other accessories for staff handling food.</li> <li>6. Separate raw and cooked foods clearly to prevent cross-contamination.</li> <li>7. Maintain proper storage temperatures for all perishable food.</li> <li>8. Implement a regular pest control programme.</li> <li>9. Others to be proposed by the Applicant.</li> </ol>	1
HWB-01-05	Nutrition and Menu	1 credit point for adopting at least three (3) of the nutrition and menu below. <ol style="list-style-type: none"> <li>1. Include a variety of nutritious choices, such as fruits, vegetables, whole grains, lean proteins, and low-fat dairy.</li> <li>2. Offer balanced meal options with appropriate portion sizes and variety to support dietary guidelines.</li> <li>3. Display nutritional information clearly for all menu items (e.g., calories, macronutrients, allergens).</li> <li>4. Provide easy access to ingredient details and allergen warnings to help customers make informed choices.</li> <li>5. Use menu design or labelling to highlight healthier items (e.g., chef's recommendations for nutritious choices).</li> <li>6. Utilise cooking techniques that minimise added fats, salt, and sugars.</li> <li>7. Others to be proposed by the Applicant.</li> </ol>	1

	<b>Credit Head</b>	<b>Credit Requirement</b>	<b>Credit Point(s)</b>
HWB-02-01	Inclusive Design	<p><b>(a) Universal Accessibility</b></p> <p>1 to 2 credit point(s) for adopting 50% or 70% of the applicable items, respectively, from the Accessibility Checklist in "How to Support Persons with Disabilities: Practical Guide on Universal Design for Catering Services," issued by the Equal Opportunities Commission.</p>	2
HWB-03-02	Pollution Control	<p>1 or 2 credit points for adopting at least three (3) or six (6) of the pollution control measures below.</p> <ol style="list-style-type: none"> <li>1. Use cooking equipment (e.g., closed-design fryers, induction woks) designed to avoid the direct contact of cooking oil or animal fat with an open flame or excessively hot surfaces.</li> <li>2. Install an appropriate number of cooking appliances based on business volume to avoid significant over-capacity and idle energy use.</li> <li>3. Install grease removal equipment (e.g., high-performance baffle filters, electrostatic precipitators) with a minimum documented efficiency of 90% per ASHRAE guidelines, sized for the connected exhaust capacity.</li> <li>4. Install separate exhaust systems with dedicated pollution control for high fume-generating (e.g., frying) and odorous (e.g., grilling) procedures. Systems must have individual controls to reduce energy use.</li> <li>5. Position exhaust outlets a minimum of 7.5 meters from property lines, fresh air intakes, or operable windows to ensure dispersion and prevent re-entrainment.</li> <li>6. Demonstrate compliance with exhaust emission limits (Oil &amp; Grease <math>\leq 2.0 \text{ mg/m}^3</math>) via testing per GB 18483-2001 by a qualified third-party.</li> <li>7. Implement and adhere to a strict maintenance plan for all pollution control equipment, with logs records kept on-site for a minimum of 12 months.</li> <li>8. Stock adequate spare parts (e.g., filter sets, ultraviolet lamps, electrostatic precipitator cells) for critical pollution control equipment to ensure continuous operation.</li> <li>9. Others to be proposed by the Applicant.</li> </ol>	2
HWB-03-03	Indoor Acoustic Environment	<p><b>(a) Quiet Kitchen Equipment</b></p> <p>1 credit point for installing at least two (2) primary cooking appliances (e.g., wok ranges, high-speed ovens, dishwashers, blast chillers) with models that incorporate verifiable noise-reduction features.</p>	1
HWB-03-05	Indoor Air Quality	<p><b>(a) Design for Good IAQ</b></p> <p>1 credit point for providing air treatment methods, i.e. sizable standalone air purifier or exhaust system, to indoor pollution source areas, such as kitchen/ washrooms/ locations, where significant indoor</p>	3

Credit Head	Credit Requirement	Credit Point(s)															
	<p>pollution is generated.</p> <p>1 credit point for demonstrating that the fresh air louvre is at least 15m from exhaust air louvre and that kitchen exhaust outlets are at least 7.5m from fresh air intakes, operable windows, or property lines.</p> <p>1 credit point if all air handling units serving the assessment boundary are equipped with UV-C lighting for air-stream disinfection.</p>																
HWB-03-06	<p><b>Thermal Comfort Monitoring</b></p> <p><b>(a) Temperature and Humidity Control</b></p> <p>1 credit point for demonstrating the temperature and the relative humidity meet the prescribed criteria in the dining and kitchen areas with air conditioning.</p>	1															
HWB-03-10	<p><b>Water Quality Survey and Access to Drinking Water</b></p> <p><b>(b) Access to Drinking Water</b></p> <p>1 credit point for providing at least one water dispenser within assessment boundary which is accessible to the customers and staff.</p>	1															
HWB-04-02	<p><b>Health Protection</b></p> <p>1 to 2 credit point(s) for providing at least three (3) or six (6) of the following health protection measures/ features.</p> <table border="1" data-bbox="555 1055 1278 1435"> <thead> <tr> <th colspan="3">List of health protection measures/ features</th> </tr> </thead> <tbody> <tr> <td>Blood pressure meter</td> <td>Oximeter</td> <td>Face mask</td> </tr> <tr> <td>Hand-held thermometer</td> <td>Automated External Defibrillator (AED)</td> <td>Automatic hand sanitizer or disinfection stations at key locations (entrance, exit).</td> </tr> <tr> <td>Hand washing stations (other than those in washroom)</td> <td>Comprehensive First Aid Kit, including enhanced supplies for burns and cuts</td> <td>Contactless door release button for at least 50% of the main doors of entrances/ exits</td> </tr> <tr> <td colspan="3">Others to be proposed by the Applicant</td> </tr> </tbody> </table>	List of health protection measures/ features			Blood pressure meter	Oximeter	Face mask	Hand-held thermometer	Automated External Defibrillator (AED)	Automatic hand sanitizer or disinfection stations at key locations (entrance, exit).	Hand washing stations (other than those in washroom)	Comprehensive First Aid Kit, including enhanced supplies for burns and cuts	Contactless door release button for at least 50% of the main doors of entrances/ exits	Others to be proposed by the Applicant			2
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Others to be proposed by the Applicant																	

	<b>Credit Head</b>	<b>Credit Requirement</b>	<b>Credit Point(s)</b>
<b>7</b>	<b>Innovations and Additions (IA)</b>		<b>10</b>
IA-01-01	Innovations and Additions	Maximum 10 credit points for IA.	10

Beta 0

**Memorandum of Agreement**

**of**

**License to Operate the Construction Industry Council-Zero Carbon  
Park (CIC-ZCP) Eco-Café and Shop**

**for**

**the Construction Industry Council**

February 2026

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**To be Signed by a Licensee**

**MEMORANDUM OF AGREEMENT**

MEMORANDUM OF AGREEMENT made on the \_\_\_\_\_ day of \_\_\_\_\_  
2026 BETWEEN THE CONSTRUCTION INDUSTRY COUNCIL of<sup>1</sup> \_\_\_\_\_  
\_\_\_\_\_ (hereinafter called “the Licensor”) of  
the one part and<sup>2</sup> \_\_\_\_\_  
\_\_\_\_\_ of<sup>3</sup> \_\_\_\_\_

(hereinafter called “the Licensee”) of the other part WHEREAS the Licensor requires the Licensee to execute and complete the whole of the said services in conformity with the tender submission for License to Operate the Construction Industry Council-Zero Carbon Park (CIC-ZCP) Eco-Café and Shop for the Construction Industry Council (hereinafter called “the Assignment”) and details of which are set out in the Assignment Brief annexed hereto AND WHEREAS the Licensee has agreed to complete the said services in accordance with the Assignment Brief, Conditions of Contract annexed hereto (hereinafter referred to as “the Conditions”), and subject to the payment by the Licensee set out in the Conditions annexed hereto.

NOW THEREFORE IT IS AGREED AS FOLLOWS :-

1. This Agreement shall comprise :-
  - (a) Conditions of Tender and Appendices
  - (b) Assignment Brief and its Annexes (if any)
  - (c) Technical Proposal
  - (d) General Conditions and Special Conditions of Contract
  - (e) Contractor's Safety Requirements
  - (f) Guidelines On Work-Above-Ground Safety
  - (g) Any relevant correspondenceall of which are annexed hereto.
  
2. The Director for the purposes of this Agreement shall be<sup>4</sup> \_\_\_\_\_  
\_\_\_\_\_
  
3. In consideration of the payments made at the times and in the manner set forth in the Agreement by the Licensor, the Licensee hereby jointly and severally<sup>5</sup> undertakes to perform and complete the said services 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 <sup>6</sup> )  
)  
)

in the presence of  
Signature, name and address

(a) SIGNED for and on behalf of )  
the Licensee by <sup>7</sup> )  
)  
)

in the presence of  
Signature, name and address

**OR**

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

in the presence of  
Signature, name and address

**OR**

(c) SIGNED on behalf of the Licensee by <sup>8</sup> )  
)  
)  
)  
)

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 Licensee executes the Assignment.

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

Case (c) is for use where the Licensee 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 Licensee.
- 3        Insert the address of the Licensee.
- 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 Licensee) executing the Agreement for the Licensee.    The person’s authority to execute the Agreement for the Licensee is prescribed in the Memorandum of Association of the Licensee.
- 8        Insert the names of the partners.

**General Conditions of Contract**

**of**

**License to Operate Construction Industry Council – Zero Carbon  
Park (CIC-ZCP)**

**Eco-Café and Shop**

**for**

**the Construction Industry Council**

February 2026

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**General Conditions of Contract for**  
**License to Operate the Construction Industry Council – Zero Carbon**  
**Park (CIC-ZCP)**  
**Eco-Cafe and Shop for the Construction Industry Council**

## **1 Definitions (Supplemented by SCC1)**

In the Agreement 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, Conditions of Employment for License to Operate the CIC-ZCP Eco-Cafe and Shop for the Construction Industry Council, the Assignment Brief and its Annexes, Technical 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 Licensee as detailed in the Assignment Brief and its Annexes.

“Assignment Brief” means the document attached to the Memorandum of Agreement 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.

“Licensee” means the person, firm or company named in the Memorandum of Agreement and includes the Licensee’s permitted assignees.

“Deliverables” means all the reports, drawings, documents, software, certificates and other items described in the Assignment Brief and its Annexes which are to be produced by the Licensee under the Assignment.

“Director” means the person designated in the Memorandum of Agreement to act as the Director or such other person as may be appointed from time to time by the Licensor and notified in writing to the Licensee to act as the Director for the purposes of this Agreement and the person so designated or appointed.

“Licensor” means the Construction Industry Council.

“Licensor’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 Licensee under the Agreement.

“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 Assignment Brief and its Annexes of which the Assignment forms a part.

“Project Director” means the person as may be appointed from time to time by the Licensor and notified in writing to the Licensee 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 Licensor and notified in writing to the Licensee 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 Licensee in discharging its duties in relation to the Goods, Services, Works and/or the Deliverables under the Agreement, including but not limited to the Goods, Services, Works and Deliverables.

## **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 Marginal Headings**

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

## **4 Laws**

- (A) The Agreement shall be governed by and construed according to the laws for the time being in force in HKSAR.
- (B) The Licensee shall comply with all laws of HKSAR. The Licensee 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 Agreement. The Licensee and those engaged by the Licensee shall hold valid licences when performing the

Licensee's obligations under the Agreement whenever so required by the law.

## **5 Interpretation (Supplemented by SCC2)**

The Interpretation and General Clauses Ordinance (Cap. 1) shall apply to the Agreement. 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**

The Licensee when called upon to do so shall enter into and execute a Memorandum of Agreement which shall be prepared at the cost of the Licensor 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 Agreement.
- (B) Subject to sub-clause (A) of this Clause the several documents forming the Agreement 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 Licensor's interpretation and adjustment.

## **8 Use of English Language and Metric Units**

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

## **9 Confidentiality**

- (A) Except otherwise explicitly declared by the Licensor as non-confidential, all information and documents provided by the Licensor to the Licensee or created by the Licensee in the course of or as a result of the Project shall be regarded as confidential information ("**Confidential Information**"). The Licensee 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 purpose of performing the Agreement, the Licensee shall not disclose any and all Confidential Information, the terms and conditions of this Agreement or any information, specifications, documents, drawing, plan,

software, data or particulars furnished by or on behalf of the Licensor or the Licensor's Representative in connection therewith, to any person other than a person employed or engaged by the Licensee in performing the Agreement or any approved sub-consultants / sub-contractors or the Licensee'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 Licensee is a member or disclosure of Confidential Information is with prior written consent from the Licensor.

- (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 this Agreement and the Licensee shall take all necessary measures to ensure the confidentiality of any such disclosure.
- (D) The Licensee 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 Licensee shall be responsible for the consequences of any breach of the confidential obligation, whether on the part of the Licensee itself or the receiving parties to whom the Licensee discloses the Confidential Information.
- (E) The Licensee shall not without the prior written consent of the Licensor, which consent shall not be unreasonably withheld, to make any public announcement, press release or otherwise publish, either alone or in conjunction with any other person, in any newspaper, magazine, or periodical, any article, photograph or illustration relating to this Agreement.
- (F) If the Licensee has provided the Licensor or the Licensor's Representative with documents and information which the Licensee 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 Licensor or the Licensor's Representative within TWO (2) months of receipt of such information by notice in writing disagrees, such information will be treated as confidential. The Licensor or the Licensor's Representative shall not permit the disclosure of such confidential information to third parties without the written consent of the Licensee.
- (G) All personal data submitted by the Licensee will be used by the Licensor for the purpose of this Agreement only. By entering into the Agreement, the Licensee is regarded to have agreed to and to have obtained from each individual whose personal data is provided by the Licensee to the Licensor for

the purpose of the Agreement, his consent for the disclosure, use and further disclosure by the Licensor for the purposes of the Agreement 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 Licensor or the Licensor’s Representative, the Licensee shall return all related findings, statistics, documents, materials belonging to the Licensor and related to the Licensee, and/or destroy any information collected from the Licensor or the Licensor’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 Agreement (however occasioned) and shall continue in full force and effect notwithstanding such termination.

## **10 Data Privacy**

- (A) If for the purposes of the Agreement the Licensee collects personal data on the Licensor's behalf or the Licensor will entrust personal data with the Licensee, the Licensee 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 Licensor.
- (B) The Licensee shall procure that its sub-contractors be subject to the same data protection obligations the Licensee owes to the Licensor and remain fully liable to the Licensor for the fulfillment of the obligations of itself and its sub-contractor(s).
- (C) The Licensee shall have personal data protection policies and procedures in place and implemented and provide adequate training to its relevant staff. The Licensee 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 Licensee. The use or disclosure of the personal data for any purpose other than the purpose for which the personal data is entrusted to the Licensee by the Licensor under the Agreement is strictly prohibited.
- (E) The Licensee shall notify the Licensor promptly and without undue delay of any potential data breach involving the entrusted personal data. The Licensee and its applicable sub-contractors shall cooperate with the Licensor to investigate and mitigate the relevant impact and prevent any recurrence. The Licensee shall also comply with any requests or directions from the Licensor and the related authorities and/or regulators in relation to the personal data.
- (F) The Licensee shall give all reasonable assistance to the Licensor for the purpose of audit inspection by the Licensor on such records, personal data and other information held by the Licensee in relation to the handling and storage of the entrusted personal data. The Licensee 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 Agreement (however occasioned) and shall continue in full force and effect notwithstanding such termination.

## **11 Cybersecurity**

- (A) The Licensee shall take and procure that its sub-contractors 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 electronically from leakage or divulgence and ensure that no such information and/or data would be accessed or obtained or viewed or otherwise known to any third parties that are not meant to be involved in the Licensee's discharge of its obligations under the Project.
- (B) The Licensee shall be and procure that its sub-contractors 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 which are used to store, process, transfer such information and/or data are immune from such risks, and shall 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 any third parties that are not meant to be involved in the Licensee's discharge of its obligations under the Project as a result of the Licensee's breach of its duties under sub-clauses (A) and (B) above, the Licensee shall indemnify the Licensor from any and all losses and/or damages suffered by the Licensor so caused by the Licensee's breach.
- (D) The sub-clauses of this Clause shall survive the termination of this Agreement (however occasioned) and shall continue in full force and effect notwithstanding such termination.

## **12 Information to be supplied by the Licensor**

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

## **13 Information to be supplied by the Licensee**

The Licensee shall keep the Licensor and the Licensor's Representative informed on all matters related to the Assignment within the knowledge of the Licensee including details of all staff employed by the Licensee and all other people directly or indirectly engaged by the Licensee and shall, when requested to do so, answer all reasonable enquiries received from the Licensor and the Licensor's Representative and render reports at reasonable intervals when asked to do so and make viable recommendations to the Licensor and the Licensor'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 with the completion of the Works or provision of the Services or supply of the Goods under the Agreement, the Licensee shall retain and provide spaces for that purpose all his records, data, accounts and other information in respect of or in relation to its discharge of its obligations under the Agreement.
- (B) The Licensee shall give all necessary assistance to Licensor 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 Licensee shall, if reasonably possible, attend or be represented at all meetings convened by the Licensor to which he may be summoned and shall advise and assist the Licensor and the Licensor's Representative in all matters relating to the Services.

## **16 Inspection**

- (A) The Licensee shall permit the Licensor and the Licensor'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 Licensor or the Licensor's Representative is not satisfied that the Goods, Services and/or Works will comply with the Agreement requirements, it shall notify the Licensee in writing and the Licensee shall, as soon as possible, take all necessary steps to ensure compliance. An inspection or notification by the Licensor or the Licensor's Representative (with or without comments or approval) shall not relieve the Licensee of its obligations under the Agreement. It remains the Licensee's duty to ensure full compliance with its obligations under the Agreement.
- (B) The Licensee shall at all times provide the Licensor and the Licensor's Representative with reasonable facilities to inspect or view the Goods, Services and/or Works, documents, records and correspondence in the Licensee's possession relevant to the Agreement.

## **17 Approval of Documents**

- (A) The Licensee shall, when so requested by the Licensor or the Licensor'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 Licensor's Representative may specify or require.
- (B) No such approval shall affect or relieve the Licensee of its obligations under the Agreement.

## **18 Delegation of Licensor's Power**

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

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

## **19 Amendments to the Assignment Brief**

- (A) The Licensor 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 Licensor for his clarification or instructions regarding further action.

## **20 Written Approval**

The Licensee shall obtain the written approval of the Licensor prior to entering into any commitment to expenditure for which there is provision for reimbursement under the Agreement.

## **21 Consultation**

The Licensee 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 Licensor in connection with the Assignment and bodies or persons affected by the Assignment.

## **22 Response to Queries**

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

## **23 Exclusive Ownership and Intellectual Property Right Indemnities**

- (A) The Licensee 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 Licensee shall indemnify and keep the Licensor, 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 Licensee’s infringement of any kind of Intellectual Property Rights (“**IP Claims**”) in performing its duties under the Agreement; 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 Agreement. The indemnity herein shall survive termination of this Agreement (howsoever occasioned).

- (C) In event of such IP Claims, the Licensee 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 Licensor as shall be necessary to prevent or remedy (without detracting from the overall functions or performance) any infringement, provided that the Licensor will use reasonable endeavors to mitigate its loss; the Licensee shall at all times act in such a way as to minimize interruption and disruption to the operation of the Licensor.
- (D) The Licensor 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 Licensee under the Agreement. Notwithstanding the above, the Licensee hereby grants the Licensor 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 Licensor. In the event that the Licensee requests and the Licensor grants written consent such that the Intellectual Property Rights for specific Project Materials are not assigned to the Licensor, the Licensee hereby grants to the Licensor 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 Licensor. For the avoidance of doubt, any such license granted shall not be determined if the Agreement is suspended or terminated pursuant to Clause 43 or otherwise.

## **24 Care and Diligence and Indemnity**

- (A) The Licensee 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 Licensor and any third party.
- (B) The Licensee acknowledges that time and quality are of the essence in the performance of the Agreement, and the Licensee 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 Agreement or extended pursuant to the terms of the Agreement or otherwise agreed by the Licensee and the Licensor's Representative. If the Licensee shall fail or refuse to make delivery of the Goods in the Project Materials as aforesaid, the Licensor shall have the right to cancel / terminate the Agreement and to procure the Goods from any other sources and the Licensee shall be liable for any sum so incurred in excess of the Agreement price.
- (C) All Project Materials are subject to inspection and rejection by the Licensor notwithstanding any prior payment, which, in itself and without more, does not mean or imply the Licensor's acceptance of the Project Materials. The Project Materials would be accepted by the Licensor if the Project Materials have been provided / performed in accordance with the terms and conditions of the

Agreement and to the satisfaction of the Licensor.

- (D) The Project Materials must conform in all respects with the Agreement requirements. All Goods/Works in the Project Materials must be of sound materials, workmanship (and design, where the Licensee is responsible for this), and shall be equal in all respects to relevant samples or patterns provided by or accepted by the Licensor. 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 Licensee 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 Licensor'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 Licensor's acceptance of the Project Materials.
- (G) Acceptance of all or part of the Project Materials shall not:-
- (i) waive the Licensor's right to cancel or return all or any portion of the Project Materials that do not conform to the Agreement requirements;
  - (ii) oblige the Licensor to accept future delivery of the Project Materials;  
or
  - (iii) preclude the Licensor from making any claim for damages or breach of warranty; or
  - (iv) prejudice the Licensor'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 Licensor's acceptance tests. The Licensor 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 Licensor may reject the same even after a reasonable period of use. No Project Materials returned as defective by the Licensor shall be replaced by the Licensee without a prior written notice by the Licensor of the rejection.

- (I) Any Project Materials rejected under sub-clause (H) must at the request of the Licensor be replaced or re-performed as the case may be by the Licensee at the Licensee's own expense. Alternatively, the Licensor may elect (at the Licensor's option) to terminate the Agreement pursuant to the terms and conditions of Agreement in respect of the rejected Project Materials in question and the whole of the remainder of the Project Materials (if any) covered by the Agreement. All rejected Goods of the Project Materials will be removed from the site and returned to the Licensee at the Licensee's expense. If the Licensee fails to remove the rejected Goods from the site, the Licensor may continue to store such Goods and the Licensee shall fully reimburse the Licensor for all storage costs and delivery costs incurred or to be incurred immediately upon the Licensor's demand in writing.
- (J) Without prejudice to the Licensor's rights under sub-clause (I) under this Clause, the Licensor shall be entitled to return any Goods to the Licensee for a full refund in respect of such returned Goods within THIRTY (30) days of the Licensor's demand for return. All rejected Goods of the Project Materials will be returned to the Licensee at the Licensee's expense. If the Licensee fails to so refund within THIRTY (30) days of the Licensor's demand for return, the Licensee 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 Licensee shall, in respect of any work done or information supplied by or on behalf of the Licensor, report to the Licensor any errors, omissions and shortcomings of whatsoever nature of which the Licensee becomes aware in carrying out the Assignment.
- (L) The Licensee shall advise the Licensor, 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 Licensee shall indemnify and keep indemnified the Licensor 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 Licensee, his servants or agents or sub-consultants/sub-contractors of all tiers, in carrying out the Assignment.

- (N) The Licensee shall be liable for, and shall indemnify the Licensor 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 Agreement, save to the extent that the same may be due to any deliberate default, negligence or willful misconduct of the Licensor or of any person for whom the Licensor is responsible.
- (O) The Licensee shall be liable for, and shall indemnify the Licensor 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 Agreement, save to the extent that the same may be due to any deliberate default, negligence or willful misconduct of the Licensor or of any person for whom the Licensor is responsible.
- (P) The Licensee has to keep all the Licensee's property in safe custody or that of his sub-contractors and/or sub-consultants and employees on site. The Licensee shall indemnify the Licensor in respect of any loss, damages, injury or death of the Licensee, 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 Licensor or of any person for whom the Licensor is responsible.
- (Q) Unless it is specifically allowed in other part of the Agreement, if the Licensee or the Licensor shall default on carrying out its obligations under the Agreement, the Licensee or the Licensor 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 Licensee or the Licensor (as the case may be) as a result of the default of this Agreement.
- (R) If either the Licensee or the Licensor has breached any terms and conditions under this Agreement, the defaulting party shall indemnify against all related actual financial losses and expenses necessarily incurred by the Licensee or the Licensor (as the case may be) arising from the breach.
- (S) The Licensor has the rights to recover any expense, loss or claim from payment payable to the Licensee 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 Licensee under the Agreement or any other contracts the

Licensee has entered into with the Licensor.

- (T) *Not Used.*
- (U) The sub-clauses of this Clause in respect of the Licensee's obligations to indemnify the Licensor shall survive the termination of this Agreement (however occasioned) and shall continue in full force and effect notwithstanding such termination.
- (V) Subject always to the Licensor's right of rejection (in which case all title to and risks in any rejected Goods in the possession of the Licensor shall remain with or pass back to the Licensee upon the Licensor's request for rejection), all title and risks in the Goods shall pass from the Licensee to the Licensor upon delivery and written acceptance of the Goods by the Licensor.
- (W) The Licensee shall provide and employ and shall ensure that any of his sub-contractors shall provide and employ in connection with the execution of the Services sufficiently skilled, competent, qualified, experienced personnel as are necessary for the proper and timely execution of the Services.

## **25 Instruction and Procedure**

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

## **26 Approval for Variations and Claims**

The Licensee shall obtain prior written approval from the Licensor or the Licensor's Representative for any order of a variation to the Project Materials under the Agreement or the commitment of the Licensor or the Licensor's Representative to expenditure for the Project Materials under the Agreement other than in respect of claims, if the value of such order or commitment is estimated to exceed the sum specified in the Assignment Brief, or if not specified in the Assignment Brief, as advised in writing by the Licensor or the Licensor's Representative. If the Licensee fails to obtain such prior written approval before carrying out any variation or committing to expenditure for the Project Materials, the Licensee shall be entitled to no additional time or payment for such variation and commitment to expenditure and Licensor may require the Licensee to rectify any unapproved variation at the

Licensor's own costs.

## **27 Submission of Variations and Claims**

(A) Notwithstanding the requirements of Clause 26 the Licensee shall:

- (i) submit the details of every intended variation to the Project Materials, including the reasons for it and its estimated value, to the Licensor or the Licensor's Representative for information as soon as possible.
- (ii) as soon as the value of the intended variation to the Project Materials has been determined, submit the details of the valuation to the Licensor or the Licensor's Representative for approval.
- (iii) report to the Licensor or the Licensor's Representative all claims for additional payment made by the Licensee and refer to the principles underlying their assessment of each claim, to enable the Licensor or the Licensor's Representative to be duly informed in approving or not approving the variation; and
- (iv) report to the Licensor or the Licensor's Representative all actual or foreseeable delays to the progress of the Project Materials and refer his assessment of granting of extension of time for completion, if any, to enable the Licensor or the Licensor's Representative to be duly informed in approving or not approving the variation.

(B) The foregoing submissions, referrals and reporting to the Licensor or the Licensor's Representative shall be in writing.

## **28 Programme to be Submitted and Agreed**

- (A) The Licensee 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 Licensor or the Licensor's Representative to agree. If any of such proposed changes are agreed by the Licensor or the Licensor'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 Licensee 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 Licensor or the Licensor's Representative

shall either agree the draft programme or instruct the Licensee to submit a revised draft programme which the Licensee shall prepare.

- (C) If the Licensor or the Licensor's Representative do not agree the revised draft programme submitted under sub-clause (B) of this Clause, he shall issue an instruction under Clause 23 to the Licensee.
- (D) When the Licensor or the Licensor'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 Licensor or the Licensor's Representative.

## **29 Payment (Superseded by SCC4 – Clause 4)**

Payments under this Agreement shall be made in accordance with the Fee Proposal.

## **30 Not Used**

*Not Used*

## **31 Payment in Hong Kong Dollars**

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

## **32 Not Used**

*Not Used*

## **33 Payment of Accounts**

- (A) Subject to clause SCC4, the Licensee shall submit the Licensor an invoice and accompanied by such documents, information and explanations as the Licensor may require in respect of the Project Materials. The Licensor may request such further documentation as it deems necessary or desirable to verify the invoice. Original invoices shall be submitted by mail to Licensor's headquarters (of which the address may be changed upon the Licensor's written notice to the Licensee) unless otherwise required by the Licensor.
- (B) Except as provided for in sub-clause (C) of this Clause accounts of all money due from the Licensor to the Licensee in accordance with this Agreement shall be paid within THIRTY (30) days of the invoice and supporting documentation requested by the Licensor and receipt and verification of the

Licensee's invoice and supporting documentation by the Licensor.

- (C) If any item or part of an item of an account rendered by the Licensee is reasonably disputed or subject to reasonable requisitions by the Licensor or the Licensor's Representative, the Licensor shall within THIRTY (30) days after receipt of the invoice by the Licensor inform the Licensee in writing of all items under dispute or subject to requisitions. The Licensee shall cancel the original invoice and reissue an invoice for the undisputed amount within TEN (10) days.
- (D) The Licensee and the Licensor 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 Licensor to be payable following resolution shall be re-invoiced as appropriate. Notwithstanding the foregoing, the Licensee shall continue to provide the Project Materials in full as if the dispute and/or requisitions did not exist.
- (E) The Licensee shall be responsible for ensuring that all information on invoices is complete and accurate, and that specific reference is made to the Agreement reference number assigned by the Licensor.

### **34 Not Used**

*Not Used*

### **35 Payment for Additional Services**

The Licensee shall be entitled to payment for the performance of any Services which he could not reasonably have anticipated at the time of entering into this Agreement resulting from:

- (i) explanations of adjustments 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.

Provided that such Services are not attributable to default on the part of the Licensee.

### **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 Licensor shall be entitled to a reduction in the lump sum fees in respect of such a reduction in the Services.

### **37 Notifications and Payment for Delays**

- (A) The Licensee shall not be entitled to payment in respect of any additional costs he incurs as a result of delays arising during the performance of the Services or extension of the date for completion if the causes of delay which are the fault of the Licensee and/or not the fault of the Licensor.
- (B) The Licensee shall notify the Licensor or the Licensor's Representative when a delay arises or when it is apparent that a delay is likely to arise within THIRTY (30) days and shall detail what in his opinion are the reasons for the delay, the consequences or likely consequences of the delay and any additional costs he has incurred or may incur.
- (C) The Licensee shall keep such contemporary records as may reasonably be necessary to support any claim for payment under this Clause and shall give to the Licensor or the Licensor's Representative details of the records being kept in respect thereof. The Licensor or the Licensor's Representative may require the Licensee to keep and agree with the Licensor any additional contemporary records as are reasonable and may in the opinion of the Licensor be material to the claim, but the Licensor or the Licensor's Representative shall not be deemed to have admitted liability in this situation unless the Licensor or the Licensor's Representative expressly so agree in writing. The Licensee shall permit the Licensor or the Licensor's Representative to inspect all records kept pursuant to this Clause and shall supply copies thereof as and when the Licensor or the Licensor's Representative so require.

- (D) After the giving of a notice of delay to the Licensor or the Licensor's Representative under sub-clause (B) of this Clause, the Licensee shall, as soon as is reasonable, send to the Licensor or the Licensor's Representative a first interim account giving full and detailed particulars of the circumstances giving rise to the delay and any additional costs he incurred. Thereafter at such intervals as the Licensor or the Licensor's Representative may reasonably require, the Licensee shall send to the Licensor or the Licensor's Representative further up-to-date accounts giving the accumulated total of the additional costs and any further full and detailed particulars in relation thereto.
- (E) If the Licensee fails to comply with the provisions of sub-clause (B) of this Clause in respect of any claim, the Licensee shall not be entitled to claims for additional time and/or costs for the delay and such claims shall not be considered.
- (F) Without affecting the generality of sub-clause (E) of this Clause, If the Licensee fails to comply with the provisions of sub-clauses (C) or (D) of this Clause in respect of any claim, the Licensor or the Licensor's Representative may consider such claim only to the extent that the Licensor the Licensor's Representative are able on the information made available.
- (G) The Licensee shall take all reasonable steps to mitigate the costs which may be incurred as a result of the delays.
- (H) Without affecting the generality of sub-clauses (A), (B) and (E) of this Clause, the Licensor may extend the date for completion if the causes of delay are the fault of the Licensor or persons for whom the Licensor is responsible.

### **38 Not Used**

*Not Used*

### **39 Licensee's Non-Assignment**

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

### **40 Employment and Replacement of sub-licensees**

The Licensee shall obtain the prior written approval of the Licensor to:

- (i) the appointment of sub-licensees to undertake any part of the Services;  
and
- (ii) the replacement of any sub-licensees appointed under sub-clause (i) of this Clause.

#### **41 Liability of Licensee for acts and default of sub-licensees**

The appointment of sub-licensees to undertake any part of the Assignment shall not relieve the Licensee from any liability or obligation under this Agreement and the Licensee shall be responsible for the acts, default and neglects of any sub-licensee, his agents, servants or workmen as fully as if they were the acts, default and neglects of the Licensee, Licensee's agents, servants or workmen.

#### **42 Publicity relating to the Agreement**

The Licensee shall submit to the Licensor all advertising or other publicity materials relating to the Agreement or the Project Materials in connection with the Agreement wherein the Licensor's name is mentioned or language used from which a connection with the Licensor can reasonably be inferred or implied. The Licensee shall not publish or use any advertising or other publicity materials without the prior written consent of the Licensor.

#### **43 Suspension, resumption or termination**

- (A) If the Licensee is delayed or prevented from performing its obligations under the Agreement 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 Agreement, the Agreement may be terminated by the Licensor.
- (B) Unless sub-clause (A) of this Clause applies, the Licensor reserves the right to terminate the whole or any part of the Agreement 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 Agreement and with the foregoing conditions, in particular with Clause 24, compliance with which by the Licensee is of the essence and a fundamental condition of this Agreement.
- (C) This Agreement may be suspended or terminated by the Licensor for convenience without giving any reason by giving the Licensee SIX (6) months' notice in writing.
- (D) Upon suspension or termination and unless the provisions in this Agreement otherwise provide, the Licensee shall be paid all fees and expenses

commensurate with the Services performed by them and accepted by the Licensor up to the date of suspension or termination less all fees and expenses previously paid to the Licensee. The Licensee has the obligations to stop work immediately but in an orderly manner and do deliver to the Licensor documents in its possession, custody and/or control relating to the Project. The Licensor shall not be liable for any loss of profits and other losses incurred by the Licensee as a result of termination or suspension caused by the Licensee or arising from a fault on the part of the Licensee.

- (E) In the event of suspension or termination and unless the provisions in this Agreement otherwise provide, the Licensee 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 this Agreement 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 Licensee shall be entitled to such payments only if the suspension or termination is not attributable to default on the part of the Licensee.
- (G) For service resumption after suspension, the Licensor shall give a written notice to the Licensee in no less than SEVEN (7) working days before the planned resumption date of the Project. The Licensee shall thereafter continue with the Services with the same terms and conditions set forth in the Agreement. The Project period shall be extended for a period corresponding to the period of suspension or otherwise mutually agreed between the Licensor and the Licensee.
- (H) In the event of suspension and subsequent resumption of this Agreement the Licensee shall be reimbursed any expenses necessarily incurred as a result of such resumption.
- (F) If this Agreement 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 fees payable under this Agreement.
- (G) Should this Agreement continue to be suspended for a period of more than two years then either:

- (i) it shall 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 Agreement (howsoever occasioned):
- (i) the Agreement shall be of no further force and effect, but without prejudice to:
    - (1) the Licensor's rights and claims under the Agreement or otherwise at law against the Licensee arising from antecedent breaches of the Agreement by the Licensee (including any breach(es) which entitle the Licensor to terminate the Agreement);
    - (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 Agreement.
- (L) If there is any breach of GCC Clause 4, the Licensor may terminate the Agreement and the Licensee is not entitled to claim any compensation (except for the Project Materials that was accepted by the Licensor before the termination of the Agreement but was not paid for at the time of termination). The Licensee shall be liable for the related actual financial loss or expenses necessarily incurred by the Licensor as a result of the termination of the Agreement.
- (M) Without affecting the generality of the foregoing sub-clauses and notwithstanding any provision in this Agreement, upon the occurrence of any of the following events, the Licensee is not entitled to claim any compensation (except for the Project Materials that was accepted at the Licensor before the termination of the Agreement but was not paid for by the time of termination) and the Licensor may (a) immediately terminate the Agreement without prior notice, (b) engage a replacement licensee to carry out and complete the remaining items that have yet to be completed under the Agreement, (c) claim for loss, damage and/or expense incurred by the Licensor against the Licensee as a result of the termination of the Agreement under this sub-clause (including engaging a replacement licensee to carry out and complete the remaining items that have yet to be completed under the Agreement), (d) carry out, deliver and

complete such Goods / Services by its own resources or by other licensee:

- (i) the Licensee, 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 Licensee his sub-contractors of any tiers or employees or agents or the subcontractors' employees or the continued performance of the Agreement is contrary or prejudicial to the interest of national security.
- (iii) the Licensee 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 Licensee, but without any prejudice to any right or action or remedy which shall have accrued or shall accrue thereafter to the Licensor;
- (iv) the Licensee 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 and/or Conditions of Tender (in which case the Licensor 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 Licensee's personal data; the Licensee may also lose his right for submitting quotations or tenders to the Licensor in the future);
- (v) the Licensee or the Licensee'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 Agreement;
- (vi) any serious accident (personal injury/ death/ damage to property) occurs arising from or is reasonably suspected to have arisen from the Licensee's

failure to comply with any sub-clauses of Clause 50.

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

#### **44 Probity**

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

#### **45 Appeal to Licensor**

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

#### **46 Settlement of Disputes**

- (A) If any dispute or difference of any kind whatsoever shall arise between the Licensor and the Licensee in connection with or arising out of this Agreement, either party shall be entitled to refer the dispute or difference to the Licensor and the partner or director of the Licensee, 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 Licensor and the Licensee that the dispute or difference cannot be resolved in such meeting, either the Licensor or the Licensee 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 Licensor or the Licensee do not wish the matter to be referred to mediation then either the Licensor or the Licensee 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 NINETH (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 Licensee shall inform his employees who are engaged either directly or indirectly on the formulation and implementation of any project of the Licensor that the soliciting or accepting of an advantage as defined in the Prevention of Bribery Ordinance (Cap. 201) (“**POBO**”) is not permitted. The Licensee 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 Licensor.
- (B) The Licensee shall prohibit and prevent his employees, agents and sub-consultants / sub-contractors or any others directly or indirectly engaged by the Licensee who are involved in this Agreement from offering, soliciting or accepting any advantage as defined in the POBO when conducting business in connection with this Agreement. Without the approval of the Licensor, it is an offence 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 Licensor. Any such offence committed by the Licensee or his employees, agents and sub-consultants / sub-contractors or any others directly or indirectly engaged by the Licensee will render the tender null and void. The Licensor may also terminate the Agreement granted without prior notice and hold the Licensee liable for any loss or damage so caused to the Licensor.

#### **48 Declaration of Interest**

- (A) On appointment and during the currency of this Agreement, the Licensee must declare any interest that the Licensee and any of his associated companies may have in any projects or contracts with the Licensor if such interest is considered to be in real or apparent conflict with the duties of the Licensee under this Agreement or the duties of his associated companies under any contracts with the Licensor. The Licensee shall not undertake any services, which could give rise to conflict of interest, except with the prior written approval of the Licensor which approval shall not be unreasonable withheld.

- (B) In any case, the Licensee 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 Licensor for which the Licensee is providing a service to the Licensor.

#### **49 Insurance (Supersede by SCC10)**

- (A) Without limiting his obligations and responsibilities nor his liability to indemnify the Licensor under Clause 22 the Licensee shall, as from the date of commencement of this Agreement, and thereafter, maintain an insurance cover to meet any claims that may be made by the Licensor in respect of any negligence in or about the conduct of and performance by the Licensee, his servants and agents of all and singular the Services.
- (B) In the event that through no fault of the Licensee it becomes impractical or unreasonable to maintain the said cover for the full period required by sub-clause (A) of this Clause, the Licensor may approve alternative arrangements.
- (C) The foregoing insurance policy or policies shall be affected with an insurer (or insurers) and in terms acceptable to the Licensor. Throughout the period of insurance the Licensee shall each year lodge with the Licensor a certificate signed by and on behalf of the Licensee's insurers stating that the said policy or policies of insurance remain in force.
- (D) The amount of insurance cover as mentioned in sub-clause (A) of this Clause shall be a minimum of HK\$30 million.

#### **50 Safety Precaution**

- (A) The Licensee shall be responsible for taking all necessary steps in ensuring the safety of all persons and properties affected by the Services stipulated under the Assignment in the vicinity of the Services at all stages, whether or not they are engaged in the execution of the Services. The Licensee shall throughout the progress of the Services take full responsibility for the adequate stability and safety of all operations on the Site.
- (B) Pursuant to the Licensor'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 Agreement, it shall be the duty of the Licensee 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 Licensee shall ensure full compliance of all such requirements.

- (C) The Licensee, his subcontractors of all tiers and employees employed by the Licensee for construction work or container handling under the Agreement 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 Licensee, his subcontractors of all tiers and employees employed by the Licensee for construction trade(s) of high risk under the Agreement shall also hold valid Specified Trade Safety Training Certificates (commonly known as “**Silver Cards**”).
- (E) The Licensee must supervise and ensure all his sub-contractors and employees wear appropriate personal protective equipment, including but not limited to, protective clothing, safety helmet, safety shoes, harness, fall arresting system, eye-protector, ear protector, and mask, etc., as the Licensor may consider necessary or appropriate or as are legally required. Any such personal protective equipment must be provided, maintained and replaced as necessary by the Licensee at his own expenses.
- (F) Smoking is not permitted in the workplace. If the Services involve the use of naked flame, the Licensee must implement sufficient fire prevention measures.
- (G) The Licensee 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 Licensor’s Guidelines on Work-above-ground Safety shall be strictly followed.
- (H) Without prejudice to the foregoing provision, the Licensee shall adopt all reasonable measures to ensure the health, safety and wellbeing of its employees, and those of third parties on the site. The Licensee shall also ensure that the Licensee 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 Licensor from to time (including but not limited to those annexed hereto (if any)). The Licensee is encouraged to achieve higher standards where possible.

## **51 Avoidance of Nuisance and Making Good Working Areas**

- (A) The Licensee shall take all necessary measures to ensure that all Licensee's be carried out in such a 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 Licensee carries out the Services. The Licensee shall be held responsible for any claim, which arises from non-compliance with this clause.
- (B) The Licensee shall take all reasonable care so as not to cause any damage to property or not to cause any nuisance. The Licensee shall indemnify the Licensor from any claim against the Licensor arising from default of the Licensee in this respect.
- (C) The Licensee must maintain the workplace in a safe condition and ensure that every access to and egress from the workplace is safe. The Licensee shall also ensure that all means of escape from the workplaces are kept free from obstruction.
- (D) The Licensee shall confine his operations to the minimum areas required for the Services and shall at all times work in a clean, tidy and considerate manner having proper regard to other contractors and/or consultants working in the same site. As soon as service has been completed for any location, the Licensee shall remove all debris resulting from his activities and make good any damage.

## **52 Disclosure of Information**

The Licensor 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:

- (A) the fees, costs and expenses payable by the Licensor for engaging the Licensee;  
and
- (B) the quotation or fee proposal submitted by the Licensee.

## **53 Code of Conduct for Staff**

- (A) The Licensee shall explicitly prohibit his employees from soliciting or accepting any advantages as defined in the Prevention of Bribery Ordinance (Cap. 201) when providing service in relation to this Assignment.
- (B) The Licensee 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 Licensee 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 Licensee shall take adequate measures to protect any confidential / privileged information entrusted or obtained in relation to this Assignment; and procure that his employees must not disclose to a third party any such information without prior written consent from the Licensor.
- (E) The Licensee 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 Agreement.
- (F) When carrying out the Works delivered under the Agreement, all workers have to wear the temporary work permit issued by Licensor. If the temporary work permit is lost, the Licensee, his sub-contractors of all tiers or employees or agents or the subcontractors' employees have to report to the Licensor and request a re-issue of the temporary work permit at HK\$30 each.
- (G) If the Licensee finds it necessary to park their motor vehicles within the premises of the Licensor, an application has to be lodged with the Licensor in advance. If the application is approved by the Licensor, the parking permit issued by the Licensor 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 Agreement will have any right to enforce any of the terms in this Agreement.

## **55 Non-Waiver**

No forbearance, delay or indulgence by either party in enforcing the provisions of this Agreement 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 Agreement 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 Agreement shall be valid and enforced to the fullest extent permitted by law.

## **57 Not used**

## **58 Commencement of the Works**

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

## **59 Time for Completion**

If the Assignment Brief so specifies, the Services or any part 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 Licensor in accordance with Clause 58 or such extended time as may be determined in accordance with Clause 37.

## **60 Not Used**

*Not Used*

## **61 Not Used**

*Not Used*

## **62 Not Used**

*Not Used*

## **63 Not Used**

*Not Used*

**64 Not Used**

*Not Used*

**65 Not Used**

*Not Used*

**66 Not Used**

*Not Used*

**67 Not Used**

*Not Used*

**68 Not Used**

*Not Used*

License to Operate the Construction Industry Council – Zero Carbon Park (CIC-ZCP)

Eco-Cafe and Shop for the Construction Industry Council

Ref. (619) in P/AE/PUR/AGC

Special Conditions of Contract

## **Special Conditions of Contract**

**of**

**License to Operate the Construction Industry Council - Zero  
Carbon Park (CIC-ZCP)**

**Eco-Café and Shop**

**for**

**the Construction Industry Council**

February 2026

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## **SPECIAL CONDITIONS OF CONTRACT (SCC)**

**SCC1** The following defined terms shall be added to Clause 1 of the General Conditions of Contract:-

**Building** means the Building referred to the CIC-ZCP located on 8 Sheung Yuen Road, Kowloon Bay, Kowloon, Hong Kong and includes all buildings from time to time on the lot referred to the CIC-ZCP and each and every part thereof;

**Building Manager** means or any other management company as is appointed by the Licensor from time to time to be the manager of the Building;

**Business Hours** means Monday to Sunday from 07:00 hours – 20:00 hours;

**Common Parts** means any areas and facilities which may from time to time be designated by the Licensor for public or common use by occupiers of the Building;

**Deposit** means the amount referred to Paragraph 5.3.5 of the Assignment Brief and any further amount referred to Clause 6;

**Government License** means the Government of the Hong Kong Special Administrative Region has granted to the Licensor the right to use and occupy the piece of land situated at 8 Sheung Yuet Road, Kowloon Bay, Hong Kong now known as Construction Industry Council – Zero Carbon Park.

**Gross Sales Turnover** means the gross receipts of all amounts received or receivable by the Licensee in the course of its business operations at the Premises. The Licensee shall throughout the License Period keep or cause to be kept complete and true records, together with supporting data and information, on the Gross Sales Turnover of the Licensee's business at the Premises and shall allow the Licensor's authorised agents or officers to inspect and check such records at any time upon request by the Licensor.

- (a) The Licensee shall, no later than the 7<sup>th</sup> day of each calendar month, deliver to the Licensor a written monthly statement (the "Monthly Sales Statement") showing the Gross Sales Turnover achieved from the business operated at the Premises during the immediately preceding calendar month. Each Monthly Sales Statement shall be certified in writing by a director or the financial controller of the Licensee as being true, complete, and accurate.
- (b) At the request of the Licensor, the Licensee shall provide to the Licensor with an audited statement setting out the Gross Sales Turnover of its business for each calendar month of the financial year, such audited statement shall be audited and certified by an independent qualified accountant ("the Audited Statement"). If the expiration of the License Period does not fall on the last day of the Licensee's financial year, the Licensee shall provide the last Audited Statement, i.e. in respect of the period from the beginning of its financial year for the last year of the License Period to the expiration of the License Period to the Licensor within 30 days from the expiration of the License Period.

**License Fee** means the License fee as more particularly defined in Paragraph 5.3.1 of the Assignment Brief hereto;

- Exemption for the first six (6) months of the license period, subject to the conditions of Paragraph 5.3.2 of the Assignment Brief were met.
- HK\$3,000 and five percentage (5%) of the Gross Sales Turnover on a monthly basis.

**License Period** means an initial 2-year period from 1 July 2026 to 30 June 2028 or as mutually agreed between the Licensor and the Licensee;

**License Fee Start Date** means the date where payment of the License Fee starts;

**Permitted Use** means Eco-café and shop;

**Premises** means each and every part of the premises of the Eco-Café and shop of the Building, shown in Annex A of the Assignment Brief, including the following elements in or made to the Premises from time to time, whether before or during the License Period, insofar as the Licensor is entitled to the exclusive right, title and use of the same:

- (a) all additions, alterations and improvements;
- (b) all fixtures and fittings including the fixtures listed on any attached specification;
- (c) the finishes applied to the interior of the external walls and to any load-bearing walls or columns but not any other part of the external walls or load-bearing walls or columns;
- (d) any raised flooring and the suspended ceiling;
- (e) the finishes of the floor slab but nothing below them;
- (f) the finishes of the ceiling slab but nothing above them;
- (g) any non-load-bearing internal walls wholly inside the Premises;
- (h) the inner half of any internal non-load-bearing walls dividing the Premises from the other parts of the Building;
- (i) the doors and windows and door and window frames, glass and window furniture; and
- (j) the Service Media within the Premises.

**Prescribed Rate** means 1% above the prime rate from time to time quoted by The Hong Kong & Shanghai Banking Corporation Limited;

**Service Media** means toilets, sanitary and water apparatus, sprinklers, plumbing apparatus, air filtering and conditioning apparatus, sewers, drains, gutters, pipes, risers, ducts, cables, wires, chimneys, conduits, laser optical fibres, data or impulse transmission media, communication or reception systems, fire prevention and suppression systems, security system and all other Utilities apparatus and conducting media channels, including any associated and ancillary apparatus;

**Utilities** means air-conditioning, sewage, waste, water, electricity, telecommunications, data and other similar utilities; and

**Working Day** means any day on which banks in Hong Kong generally are open for business but does not include Saturdays.

**SCC2** The following defined terms shall be added to Clause 5 of the General Conditions of Contract:-

- (a) **Licensor** includes the person for the time being entitled to the immediate possession of the Premises at the end of the License Period (including its successors in title and assigns and any person or company for the time being entitled to the immediate reversionary interest to this License).
- (b) **Licensee** includes the executors and administrators of the Licensee or, where the Licensee is a corporation, its successors in title or liquidators.
- (c) Where the Licensee comprises more than one person or entity, all agreements made by the Licensee are deemed made jointly and separately by all of them.
- (d) Words importing persons include firms, companies and corporations and vice versa.
- (e) References to the consent or approval of the Licensor mean a consent or approval in writing signed by or on behalf of the Licensor.
- (f) References to '**losses**' include all liabilities, injury, loss, damage, damages, claims, compensation, penalties, costs, expenses and disbursements and the like.
- (g) References to the '**end of the License Period**' are to the end of the License Period whether it comes to an end by time running out or in any other way.
- (h) An agreement by the Licensee not to do an act or thing includes an obligation not to permit or allow that act or thing to be done by another person.
- (i) An agreement by the Licensee to do an act or thing includes an obligation to procure that act or thing to be done by another person.
- (j) An act, omission, default or neglect of a contractor, employee, workman, visitor, guest, agent, sub-tenant or licensee of the Licensee is deemed to be the act, omission, default or neglect of the Licensee and references to the Licensee shall be deemed to include any contractor, employee, workman, visitor, guest, agent, sub-tenant or licensee of the Licensee.
- (k) All rights, powers and remedies of the Licensor can be exercised by those authorised by it.
- (l) The words '**includes**' or '**including**' when introducing an example do not limit the meaning of words to which the example relates to that example or examples of a similar kind.
- (m) References to '**at**' mean in, on, at, under, above or through.
- (n) References to '**works**' means inspection, cleaning, repair, maintenance,

refurbishment, renovation, renewal, replacement, alteration, addition, installation, construction, connection and the like, whether of the whole or part of the item, system or property in question.

**SCC3** The following section shall be supplemented to the General Conditions of Contract:-

### **Grant**

In consideration of the Licensee observing and performing the terms and conditions of this License, the Licensor hereby grant the Licensee for the duration of the License Period the right to use and occupy the Premises:

- (a) TOGETHER with, in common with the Licensor and all others having the similar right, the right to use the Common Parts necessary for the proper use and enjoyment of the Premises;
- (b) SUBJECT to the terms of this License AND SUBJECT to all the rights of the Licensor including, but not limited to, the following rights:
  - (1) free and uninterrupted passage of Utilities through any Service Media at the Premises from time to time which serve or are capable of serving the Building;
  - (2) to restrict the use of any Common Parts;
  - (3) to do works in relation to any existing or new aerials, plant, machinery, apparatus, equipment, scaffolding, signs, advertisements (whether illuminated or not), other structures and Service Media at the Premises or Common Parts;
  - (4) to do works to the Premises and the remainder of the Building;
  - (5) to carry out or consent to the carrying out by anyone of any works at the Building or a building on other land nearby;
  - (6) to enter the Premises with or without appliances at any time to exercise any of its rights and powers over the Premises to inspect the Premises and/or to carry out repairs or maintenance of the Premises or other parts of the Building or any of its facilities ; or for any purposes relating to the security, fire fighting, maintenance and protection of the Premises or the remainder of the Building; and otherwise as permitted under this License;
  - (7) to permit any other parts of the Building to be used for any other purposes, and
  - (8) to subjacent and lateral support from the Premises for the remainder of the Building,

despite any inconvenience or nuisance caused to the Licensee or any interference with access of light or air to the Premises but not so as to deprive the Licensee of access to the Premises and provided that reasonable notice of entry shall be given to the Licensee (except in an emergency when no notice shall be required).

**SCC4** Clause 29 of the General Conditions of Contract shall be deleted and replaced by the following:-

**Licensee's obligation**

The Licensee shall comply with the following throughout the License Period at its own expense:

**4.1 License Fee and other Payments**

- (a) Pay the License Fee (from and including the License Fee Start Date) in Hong Kong dollars in cleared funds, in arrears, without any deduction, set-off, or counterclaim. Such payment shall be made within Twenty-One (21) days after the date of issuance of the debit note by the Licensor in respect of each calendar month (covering the License Fee for the immediately preceding month) by crediting the full amount into the Licensor's designated bank account or in such other manner as the Licensor may direct from time to time;
- (b) Pay all deposits and charges for Utilities used at the Premises;
- (c) In addition to any other rights, powers or remedies of the Licensor, pay to the Licensor on demand interest at the Prescribed Rate on any sum:
  - (1) payable by the Licensee to the Licensor under this License from the due date until payment by the Licensee, if it is not paid within Twenty One (21) days of the due date;
  - (2) paid by the Licensor in remedying any breach by the Licensee of this License from the date of payment by the Licensor until payment by the Licensee; and
  - (3) not accepted by the Licensor so as not to waive a breach of this License from the due date until payment is accepted by the Licensor.

**4.2 Fitting Out, Alterations and Other Works**

- (a) Submit to the Licensor for its prior written approval detailed plans, drawings and specifications of the proposed fitting out works, and to fit out the Premises at the Licensee's expense in accordance with the plans drawings and specifications first approved by the Licensor in a good, proper, workmanlike and diligent manner with good quality materials and in a style and manner appropriate to match the zero carbon mission and surrounding environment of the CIC-ZCP to the satisfaction of the Licensor.
- (b) Not do any works to the Premises or cut or injure the Premises or insert any nails, screws, hooks, brackets or similar things into the Premises without the Licensor's consent.
- (c) Not install any air-conditioning plant or equipment (whether in the windows or elsewhere) or other mechanical or electrical apparatus at the Premises without

the Licensor's consent. The Licensor reserves the right to request the Licensee to use only a contractor nominated by the Licensor or the Building Manager for such installations.

- (d) Not do any partitioning works at the Premises or to install additional locks, bolts or other fittings to the entrance doors of the Premises without the Licensor's consent.
- (e) Not do anything which alters or affects the external appearance of the Building.
- (f) Not make any alterations or additions to the Building or the Common Parts.
- (g) To pay to the Licensor a vetting fee in such amount as the Licensor may from time to time specify for its approval to the drawings and specifications with regard to any Licensee's works.
- (h) Not vary the approved drawings and specifications with regard to any Licensee's works without the Licensor's consent.
- (i) Not start any works until the Licensor's consent, and all necessary approvals, Licenses or permits required by law or from the Building Manager, the Building's insurers and/or any Utility supplier, have been obtained.
- (j) Not start any works before the Licensee's contractor has provided to the Licensor certificates showing it is carrying contractors' all risks insurance with a reputable insurer in an amount of not less than HK\$30,000,000 per occurrence to the Licensor's satisfaction.
- (k) Carry out all Licensee's works in compliance with the law and the requirements of the Building Manager, the Licensor, the Building's insurers and/or any Utility supplier.
- (l) Without prejudice to Clause 4.2(c) above, use only a contractor approved by the Licensor and/or the Building Manager in doing works to the Service Media.

### **4.3 Repair**

- (a) Put and keep the Premises and all Service Media that solely serve the Premises but which are outside the Premises in good, clean, substantial and proper repair and condition appropriate to a the theme of low carbon living of the CIC-ZCP and properly preserved and decorated (fair wear and tear excepted).
- (b) Reimburse to the Licensor the cost of replacing all broken or damaged window glass that is broken or damaged by the negligence of the Licensee.
- (c) Commence and diligently proceed to make good all defects in and wants of repair to the Premises for which the Licensee is liable under this License within one month from the Licensee's receipt of notice from the Licensor to do such works. If the Licensee fails immediately to start and continue diligently to these works following receipt of such notice, the Licensor may, but is not obliged to, do such works, and the cost so incurred by the Licensor will be a debt due from the

Licensee to the Licensor.

- (d) Reimburse to the Licensor the cost of making good any damage to the Building caused by the Licensee's act, omission, neglect or default.
- (e) Take all reasonable precautions to protect the Premises from damage threatened by an approaching storm or typhoon.

#### **4.4 Handing Back**

At the end or earlier determination of the License Period, whichever is the sooner:

- (a) Hand back vacant possession of the Premises to the Licensor together with all such fixtures and fittings of whatever nature in the Premises as requested by the Licensor, without payment of any compensation, in such repair and condition as accords with full compliance with this License, notwithstanding any law to the contrary.
- (b) Remove all the Licensee's movable, unfixated or unfitted personal chattels from the Premises and, if required by the Licensor, any fixtures and fittings at the Premises installed by the Licensee, and make good all damage caused by such removal in a proper and workmanlike manner and reinstate the Premises to the condition they were in when handed over to the Licensee (whether under this License or any previous License or document relating to the Licensee's occupation). If the Licensee fails to do so, the Licensor may (but is not obliged to) carry out such removal at the Licensee's expense and the Licensee's right or ownership of all the Licensee's movable, unfixated or unfitted chattels at the Premises shall vest in the Licensor.
- (c) Hand back to the Licensor all the keys and other means of entry to the Premises.
- (d) Remove all signages, lettering and characters from the entrances, doors and external facade of the Premises and make good any damage caused by such removal at the Licensee's expense.
- (e) Reimburse to the Licensor and/or the Building Manager the cost of removing all signages, lettering and characters from the Building directory boards.

#### **4.5 Use**

- (a) Not use the Premises for any purpose other than the Permitted Use.
- (b) Not commit waste or use the Premises for gambling or any offensive trade or business or any illegal, immoral or improper purposes or so as to cause nuisance, damage or danger or give reasonable cause for complaint to the Licensor or the occupiers of the Building.
- (c) Not keep at the Premises any dangerous, flammable or explosive goods.
- (d) If any consent, License or approval is required from any authority for the Premises to be used for the Permitted Use or for the Licensee to carry out any work in the Premises, the Licensee will obtain, at the Licensee's own expense, that consent, License or approval.

- (e) To keep the Premises open for business during the Business Hours or such hours specified by the Licensor from time to time.
- (f) Not change any of the locks to the Premises without the prior consent of the Licensor;
- (g) Not make any noise (including music or sound produced by broadcasting from television, radio and other equipment) which is audible outside the Premises or vibration at the Premises.
- (h) Not do anything which would amount to a breach of the negative obligations in the Government License.
- (i) Not place or leave anything in the Common Parts.
- (j) Not take delivery of furniture, fittings or bulky items other than the route in the Building designated for that purpose by the Licensor and/or Building Manager.
- (k) Not discharge into any Service Media any substance that may obstruct them or cause damage or danger or anything likely to pollute.
- (l) Take all precautions to the satisfaction of the Licensor to prevent the Premises from becoming infested by pests.
- (m) Comply with all the applicable laws in force in respect of the use, occupation, health, safety, building, planning or works in relation to the Premises and the Common Parts.
- (n) Observe all rules and regulations relating to the Building to ensure the Building and its development achieves its zero carbon emission target made by the Building Manager or, where those rules and regulations do not conflict with this License, the Licensor.
- (o) Not erect, exhibit or display within or on the exterior of the Premises or the Building any writing, sign, aerial, flagpole or other device visible from outside the Premises without the consent of the Licensor and/or the Building Manager. In giving such consent, the Licensor and/or the Building Manager may, in its absolute discretion, impose any conditions, including but not limited to the payment of a fee or premium.
- (p) Give notice in writing to the Licensor of any damage or defects in the Premises or the Building or injury to persons thereat within seven days of the Licensee becoming aware of any such damage, defect or injury.
- (q) Ensure that all refuse is disposed of by arrangement with and in sealed containers specified by the Licensor and/or the Building Manager and if the Licensor or Building Manager provides a collection or treatment service for refuse, use such service exclusively at the sole cost of the Licensee.
- (r) Not tout for or solicit business or distribute pamphlets, notices or advertising matter outside the Premises, unless with the prior written approval of the Licensor.

- (s) Unless with the prior written approval of the Licensor, not use the name or logo or any part of the name or logo of the Licensor or the Building or any picture, representation or likeness thereof in connection with the Licensee's business operating in the Premises or for the purpose of any other advertising, publicity, marketing or other promotional materials, or any activities, signage or otherwise.
- (t) Not sell any merchandise or items or carry on any activity or do anything which may be considered a contravention of or inconsistent with the CIC-ZCP's image and theme of zero carbon living. The Licensor reserves the right to require the Licensee to immediately cease such offending act and/or remove from display and sale any items or merchandise which the Licensor in its absolute discretion considers to be in contravention of the CIC-ZCP's image.

#### **4.6 Statutory Notices**

Notify the Licensor immediately of the contents of any notice received by the Licensee from a competent authority or third party concerning the Premises or the Building.

#### **4.7 Alienation**

- (a) Not transfer, assign, sub-let, license, charge, mortgage, share, hold on trust or for the benefit of another or otherwise part with the possession of the Premises or any part of them and, without limitation, the following acts and events shall be deemed to be breaches of this Clause:
  - (1) in the case of a Licensee which is a partnership, the change in such partnership whether on the death or retirement of an existing partner or otherwise;
  - (2) in the case of a Licensee which is a corporation, any take-over, reconstruction, amalgamation, merger, voluntary liquidation or change in the person or persons who owns or own a majority of its voting shares or who otherwise has or have effective control thereof;
  - (3) in the case of a Licensee who is an individual, the death, insanity or disability of that individual;
  - (4) the change of the Licensee's name; or
  - (5) the giving by the Licensee of a Power of Attorney or similar authority containing the right to use, possess, occupy or enjoy the Premises or any part of them.
- (b) Not part with possession of the Premises or any part of them or allow any person not a party to this License to use them Provided that the Licensee may share occupation and use of the Premises or part of the Premises with not more than one Affiliate:
  - (1) if it has first informed the Licensor in writing of this and produced evidence to the Licensor's satisfaction establishing that the intended occupier is an Affiliate;

- (2) for so long as the occupier remains an Affiliate; and
- (3) if no relationship of Licensor and Licensee is thereby created.

#### **4.8 Indemnities**

Indemnify the Licensor against all losses sustained by the Licensor resulting directly or indirectly from:

- (a) the act, omission, neglect or default of the Licensee;
- (b) any breach by the Licensee of this License;
- (c) the defective or damaged condition of the Premises, the repair of which is the Licensee's liability under this License; and
- (d) the spread of fire or smoke or water or any other substance originating from the Premises except where caused by structural or inherent defects not due to the act, omission, neglect, or default of the Licensee.

#### **4.9 Exclusion of Liability**

Not hold the Licensor liable in any way to the Licensee or to any other person for any losses, disruption, inconvenience or injury to person or property which may be sustained by the Licensee or by any person or any property however caused including, without limitation, resulting directly or indirectly from:

- (a) any interruption, failure, malfunction, reduction or termination of or defect in or any other condition of any of the Utilities, Service Media, Common Parts or any machinery, plant, equipment, installations, apparatus, fixtures or fittings in the Building;
- (b) the act, omission, neglect or default of the Licensees and occupiers of any other parts of the Building and their contractors, employees, agents and licensees;
- (c) any typhoon, heat, humidity, landslide, subsidence, fire, leakage, influx or overflow of water, fumes, smoke or electricity from the Service Media or any other part of the Building including machinery, plant, installations, equipment, apparatus, fixtures or fittings in it;
- (d) the dropping or falling of anything from any part of the Building or neighbouring building or vibrations from any part of the Building or in the neighbourhood, or pests in the Building;

- (e) the defective or damaged condition of the Premises or the Building;
- (f) any lack of security or safekeeping at the Building;
- (g) any non-enforcement of any rules or regulations made by the Licensor and/or the Building Manager; and
- (h) any exercise of the Licensor's rights under this License or any rights by a third party, and

the License Fee or any other sums due from the Licensee under this License should not abate on account of any such event except as provided in Clause 8.

#### **4.10 Cost**

Pay to the Licensor on an indemnity basis, as License Fee and within 14 days of demand, all reasonable costs properly incurred by the Licensor in relation to:

- (a) applications made by the Licensee for consent whether it is granted, refused, offered subject to any qualification or withdrawn;
- (b) professional advice obtained by the Licensor following an application by or on behalf of the Licensee for consent under this License;
- (c) the standard fees imposed by the Licensor from time to time in respect of the vetting of drawings and specifications for works proposed to be carried out by or for the Licensee;
- (d) the recovery of License Fee or other sums due from the Licensee; and
- (e) fixing, altering or replacing the Licensee's name on the directory boards in the Building.

#### **4.11 Evidence of Compliance**

Produce to the Licensor such evidence as the Licensor may reasonably require that this License has been complied with.

#### **4.12 Other**

Comply with the terms and conditions additionally specified in the Assignment Brief and its Annexes.

**SCC5** The following section shall be supplemented to the General Conditions of Contract:-

**Licensor's obligation**

**5.1 General Management**

Subject to the Licensee duly paying the License Fee and duly performing and complying with the terms of this License, the Licensor shall throughout the License Period at its own expense:

- (a) manage the Building and Common Parts;
- (b) maintain the Building structure;

**5.2 Right to Use**

Give the Licensee the right to use and enjoy the Premises during the License Period without unnecessary interruption by the Licensor or anyone claiming under, through or in trust for the Licensor.

**SCC6** The following section shall be supplemented to the General Conditions of Contract:-

**Deposit**

**6.1 Amount**

On or before the date of this License, the Licensee shall deposit with the Licensor the Deposit to secure compliance by the Licensee with this License. See also Paragraph 5.3.5 of the Assignment Brief.

**6.2 Use**

The Deposit shall be retained by the Licensor throughout the License Period free of any interest to the Licensee. The Licensor may, without affecting its other rights, powers or remedies, deduct the amount of any losses it sustains resulting directly or indirectly from any breach by the Licensee of this License. If the Licensor makes a deduction from the Deposit, the Licensee shall make up the difference within Seven (7) days of demand.

**6.3 Repayment**

Subject to Clause 6.2 above, the Deposit shall be refunded to the Licensee by the Licensor within one month after the end of the License Period and handing back the Premises to the Licensor in accordance with this License or within one month of the settlement of the last outstanding claim by the Licensor against the Licensee (whichever is later) without interest.

**SCC7** The following section shall be supplemented to the General Conditions of Contract:-

**Default**

**7.1 Events of Default**

The Licensor may revoke the License hereby granted and evict the Licensee from the Premises if:

- (a) the License Fee or any other sum due under this License is in arrears for Seven (7) days (whether formally demanded or not);
- (b) execution is levied on Licensee's assets;
- (c) the Licensee becomes bankrupt or goes into liquidation or a receiving order is made against it;
- (d) the Licensee receives THREE (3) or more warning letters issued by the CIC/ CIC-ZCP during the Licence Period;
- (e) the Licensee enters into a scheme of arrangement with its creditors; or
- (f) the Licensee, being an individual, dies or becomes incapable of managing his affairs.

Upon the happening of any of the above, the Licensor may at any time terminate this License without affecting any other right, power or remedy of the Licensor.

**7.2 Notice**

The Licensor may exercise its rights, powers and remedies under Clause 7.2 by serving written notice on the Licensee without physically entering the Premises.

**7.3 Licensee's Property**

- (a) If, after the Licensee has ceased to occupy the Premises at the end of the License Period, any of its property remains in the Premises or if at any time the Licensee leaves any property in the Common Parts, the Licensee will be deemed to have abandoned that property and the Licensor may remove and sell or otherwise dispose of that property forthwith and without notice to the Licensee.
- (b) The Licensee shall indemnify the Licensor against any losses sustained by the Licensor to any third party whose property is sold by it in the mistaken belief held in good faith, which is to be presumed unless the contrary is proved, that the property belongs to the Licensee. All proceeds of sale belong to the Licensor absolutely.

**SCC8** The following section shall be supplemented to the General Conditions of Contract:-

**Abatement of License Fee**

**8.1 Destruction of Premises**

If the Premises or any part of them are rendered unfit for the Permitted Use or inaccessible by any cause or calamity beyond the control of the Licensor or the Licensee other than as a direct or indirect result of the Licensee's act, omission, neglect or default and if any policy of insurance effected by the Licensor has not been vitiated or payment of the insurance moneys refused in whole or in part due to any act, omission, neglect or default of the Licensee or its contractors, employees, agents or licensees; or if an order is issued by the Government or any competent authority preventing or restricting the Premises or any substantial part of them from being used for the permitted use other than as a direct or indirect result of any act, omission, neglect or default of the Licensee:

- (a) the License Fee or fair proportion of it according to the nature and extent of the damage sustained or order made (the Licensor's determination of which being binding on the Licensee) will immediately cease to be payable until the Premises have been again rendered fit for the Permitted Use and accessible or such order has been complied with (as the case may be); and
- (b) if the Premises have not been rendered fit for the Permitted Use and accessible or such order has not been complied with within Six (6) months of the damage or date such order become operative (as the case may be), the Licensee or the Licensor may end this License by giving not less than One (1) month's notice to the other but without affecting the prior accrued rights, powers and remedies of the parties.

**SCC9** The following section shall be supplemented to the General Conditions of Contract:-

**Miscellaneous**

**9.1 Disposal or Redevelopment**

If the Licensor wishes to dispose of, demolish, redevelop or refurbish any part of the Premises, it may terminate this License by serving Six (6) months' notice to the Licensee. Immediately upon the expiration of such notice, this License shall end and the Licensee's right to remain in the Premises shall cease, notwithstanding any law to the contrary but without affecting the accrued rights, powers and remedies of either party.

**9.2 Waiver**

- (a) No condoning, excusing or overlooking by the Licensor of any act, omission, neglect or default of the Licensee and no failure or delay by the Licensor in exercising a right, power or remedy provided by law or under this License, operates as waiver or release of that right, power or remedy, nor will a single or

partial exercise preclude any other or further exercise of it or the exercise or enforcement of any other right, power or remedy. The rights, powers and remedies provided in this License are cumulative and not exclusive of any rights, powers and remedies provided by law.

- (b) A waiver or release of any right, power or remedy of the Licensor and a consent by the Licensor will not:
  - (1) be valid unless signed by the Licensor in writing and containing an express statement that it is a waiver under this Clause; or
  - (2) be inferred from or implied by anything done (including the acceptance by the Licensor of License Fee or other amounts payable under this License) or omitted to be done by the Licensor unless expressed in writing and agreed by it.
- (c) A consent given by the Licensor operates as consent only for the particular matter to which it relates and not as a general waiver or release of any of the provisions of this License. It shall not be construed as dispensing with the need to obtain the specific consent of the Licensor in future, unless it expressly so provides.
- (d) The obligations of the Licensee under this License shall not be lessened by any consent or approval of any application, plans, specifications or other documents, any test or inspection.

### **9.3 Legal Costs**

Each party shall pay its own solicitors' costs and disbursements in relation to this License.

### **9.4 Notices**

- (a) A notice, demand or other communication to the Licensee in connection with this License shall be sent to it at the Premises, its registered office (in the case of a company), or at such other address in Hong Kong notified by the Licensee to the Licensor from time to time in accordance with this Clause.
- (b) A notice, demand or other communication to the Licensor in connection with this License shall be sent to it at its registered office, or at such other address in Hong Kong notified by the Licensor to the Licensee in accordance with this Clause.
- (c) A notice, demand or other communication required to be served under this License in writing delivered personally or by prepaid letter or facsimile transmission, confirmed (in the case of a facsimile transmission) by letter delivered personally or sent by prepaid mail within 24 hours of dispatch of such facsimile transmission. A failure to deliver or dispatch or delay in delivering or dispatching such confirmatory letter will not affect the original notice given.
- (d) A notice served under this Clause is deemed to have been served:
  - (1) if delivered personally, on the first Working Day following delivery;
  - (2) if sent by pre-paid letter, on the first Working Day following the delivery;
  - (3) if sent by facsimile transmission, on the first Working Day following successful transmission.
- (e) In proving service in the case of facsimile transmission, it is sufficient proof that it

was properly addressed and successfully transmitted to the correct number.

## **9.5 Illegality or Unenforceability**

Any provision of this License prohibited by or rendered unlawful by or unenforceable under an applicable law actually applied by a court of competent jurisdiction will, to the extent required by such law, be severed from this License and rendered ineffective insofar as is possible without modifying the remaining provisions of this License. Where, however, the provisions of that applicable law may be waived, they are waived by the parties to the full extent permitted by that law so that this License will be valid, binding and enforceable in accordance with its terms.

## **9.6 No Warranties**

- (a) This License supersedes any representation, warranty, statement, agreement or undertaking, whether oral or in writing (together '**Representation**') between the parties and constitutes the entire agreement among them and there are no other express or implied terms agreed between them.
- (b) Each party acknowledges that in entering into this License, it is not relying on any Representation made or given by the other or any other person at any time before or simultaneously with the grant of this License, which is not expressly set out in this License.
- (c) Any Representation made before and simultaneously with the grant of this License relating to any matters referred to in this License are waived, negated, and excluded unless otherwise agreed or confirmed by the parties in writing after the date of this License.
- (d) The Licensor does not warrant that any or adequate insurance against fire or any other risks exists in respect of the Building or the property of the Licensee.
- (e) The Licensor does not warrant that the Premises are fit for the purposes for which they are let or for any other purpose and is not responsible or liable to the Licensee for any losses resulting directly or indirectly from the Premises not being fit for such purposes. The Licensor's consent to the use of the Premises is not a warranty that the Premises are fit for that use.
- (f) Nothing in this License implies or is to be treated as a Representation to the effect that the use of the Premises for the purpose permitted under this License or the condition of the Premises is in compliance with any lawful requirements. The Licensee takes the Premises in their existing condition.

## **9.7 No Relationship of Landlord and Tenant**

Nothing in this License nor in the Licensee's use or occupation of the Premises shall create a tenancy of the Premises or any relationship of a partnership, joint venture, or landlord and tenant between the parties. The Licensee shall not do anything including the use of the CIC-ZCP name or logo which may create an impression that the Licensor is in any way sponsoring or supporting the Licensee's business.

**SCC10** Clause 49 of the General Conditions of Contract is deleted and replaced by the following:

**Insurance**

- (a) Effect and maintain with a reputable insurer, insurance in respect of:
  - (1) losses for an amount of HK\$30,000,000 per occurrence sustained by any third party which might give rise to a claim against the Licensor; and
  - (2) the Premises for the full reinstatement value thereof against such comprehensive risks as the Licensor may from time to time reasonably decide,and with a note of the Licensor's interest endorsed on the policy.
- (b) Procure that such insurance shall:
  - (1) stipulate that such policy shall not be cancelled, non-renewed or materially changed without 30 days' written notice to Licensor; and
  - (2) provide that the insured and every insurer shall waive all of its rights of recovery under subrogation or otherwise, against the Licensor.
- (c) Waive all rights of recovery against the Licensor which the Licensee may have or acquire because of deductible clauses in or inadequacy of limits of any policies of insurance that are secured and maintained by the Licensee.
- (d) In the event of any damage to the Premises, use all reasonable endeavours to obtain all consents, approvals, Licenses and permits and the like required by law for the carrying out and completion of the reinstatement works and thereupon to reinstate the Premises promptly and with due diligence in accordance with Clause 4.2.
- (e) Produce to the Licensor on demand evidence of the terms of the policy effected under Clause 10 (a) (1) above and the fact that the last premium has been paid and a certificate from the insurer concerned that the policy is fully paid up and in all respects valid and subsisting.
- (f) Not do anything whereby any policy of insurance in respect of the Premises or the Building or against claims by third parties may become void or voidable or whereby the rate of the premium for any such policy may be increased and, without affecting the Licensor's other rights, powers and remedies, repay to the Licensor on demand all sums paid by the Licensor by way of increased premium or otherwise rendered necessary by a breach of this clause.
- (g) Comply with all recommendations of the Licensor's insurer and the fire authority and other competent authorities.
- (h) Not obstruct the access to any fire equipment or the means of escape from the Premises.



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](mailto: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

## **Contractor's Safety Requirements**



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:

## Contractor's Safety Requirements

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.

## Contractor's Safety Requirements



- 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

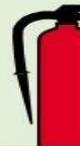
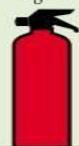
To well prepare for emergency situation, you are advised to work out the followings:

- 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 Arrester, 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](https://www.oshc.org.hk/oshc_data/files/trgkit/2016/CB020E.pdf))

**2 What are the '5S'?**



Good Day  
工場整理日

"5S" symbolizes a proven and practically effective tool for good housekeeping practice in workplaces. It is originated in Japan and represents five Japanese terms beginning with the letter "S", namely "Seiri, Seiton, Seiso, Seiketsu and Shitsuke", which mean "Organization, Neatness, Cleanliness, Standardization and Discipline".

The "1S" - Organization - requires sorting and disposal of all items placing in the workplace. The "2S" - Neatness - identifies location and quantity for storing in accordance with the special features of certain items, such as weight, quantity of use, expiry date and also demands orderly arrangement for better retrieval and return. The "3S" - Cleanliness - means cleansing, and guarantees all things or equipment to be kept in a clean and well-functioning condition. The "4S" - Standardization - enforces the results of the first three "S"s by setting up guidelines and procedures. The "5S" - Discipline - enhances the employees' initiative in active participation in managing a good workplace by applying the 5S principle to all levels of their work condition, so that they will enjoy their own fruits.

Each S has its own special features; nevertheless, all of them are tightly linked. Housekeeping of workplaces can follow the sequence of 1S-4S-5S, 2S-4S-5S, or 3S-4S-5S. Effective Organization facilitates a well-knitted storing system, in addition to a regularly clean and tidy environment, high standard housekeeping is able to be achieved. With a final touch of repeated practices and experience references, a set of good work habit and safety culture is established. This is in fact a complete sample of the 1S-2S-3S-4S-5S model. It can be noted that the fourth "S" - Standardization - is the backbone of the 5S principle, that means it is the foundation on which the first three "S"s rely and also the prerequisite for the fifth S.



DIY Kit for Good Housekeeping

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Source: Good Housekeeping DIY Kit - Train. Kit – Occupational Safety & Health Council (Please click: [HERE](#) 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.

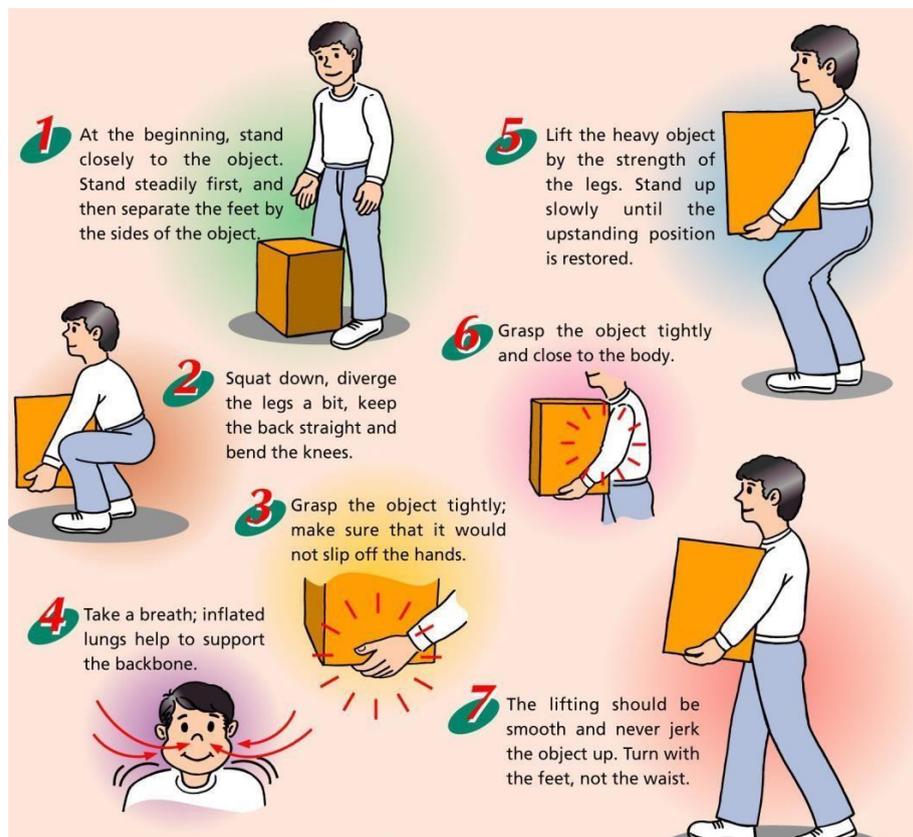
## Contractor's Safety Requirements



- 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:

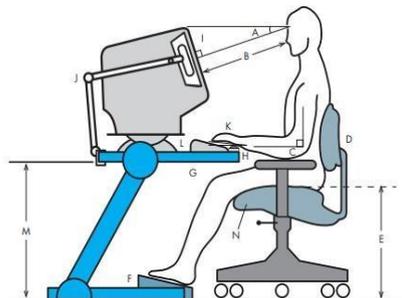


Source: General Safety Instructions for Manual Handling – Occupational Safety & Health Council (Please Click: [HERE](#))

- 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](#))

## Contractor's Safety Requirements

- 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 <b>every 12 months</b>

## Contractor's Safety Requirements

<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 <b>every</b> <b><u>5</u> years</b></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.

## Contractor's Safety Requirements



- 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](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

## Contractor's Safety Requirements

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.

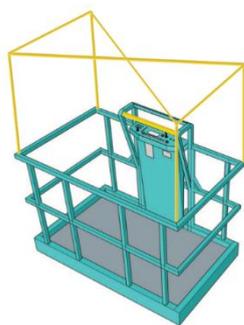


Figure 1: Secondary Guarding Device – Physical Barriers



Figure 2: Secondary Guarding Device – Physical Barriers

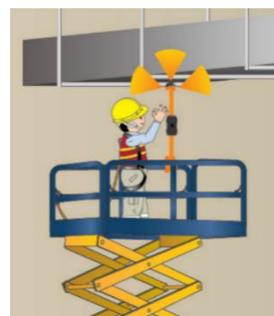


Figure 3: Secondary Guarding Device – Smart Devices

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.

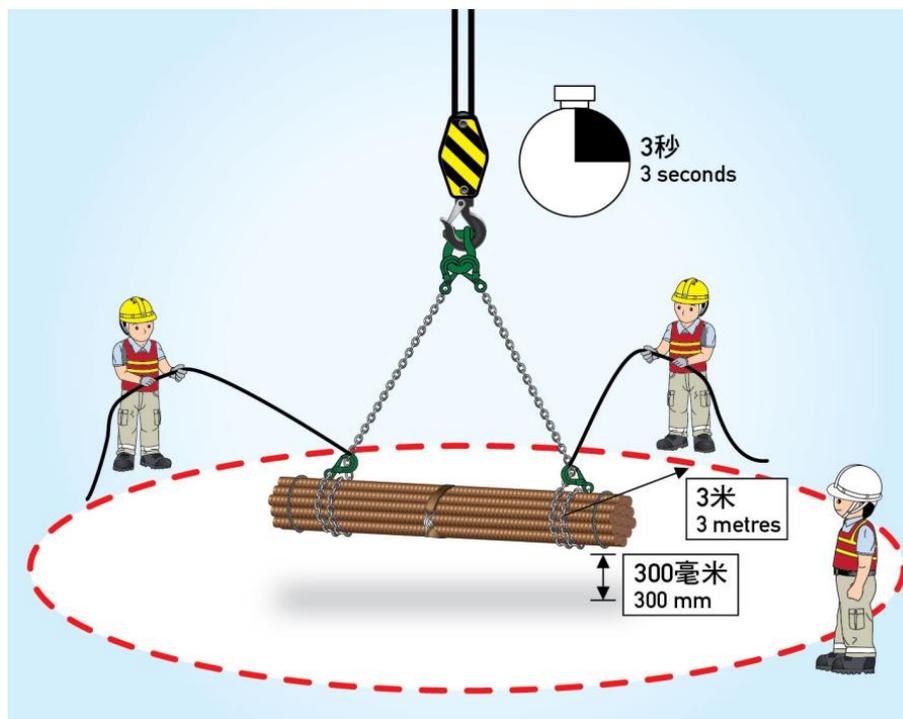
## Contractor's Safety Requirements

- 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

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

# 使用砂輪時 應注意下列

# WARNING NOTICE WHEN USING ABRASIVE WHEELS

危險	安全預防措施
<p><b>(1) 砂輪爆裂之原因：</b> 砂輪之內在損傷。</p> <p><b>局部轉動</b></p> <p><b>磨損不均</b></p> <p><b>使用不當</b></p>	<p>用正確試驗辦法，檢查砂輪之 完整性。</p> <p>磨損時輪速應與之配合， 不可因磨損而自行轉速。</p> <p>砂輪應由一位專人安裝及於其 受訓練之合資格的人使用。</p> <p>切勿過大壓力。</p> <p>當使用及磨砂輪作磨削打磨時， 應保持中心。</p> 
<p><b>(2) 嵌固輪子與嵌點之破裂</b></p>	<p>切勿將輪子安裝於不合規格之 心輪或嵌點內。</p> 
<p><b>(3) 與砂輪接觸</b></p>	<p>受用：護罩、枕木、防護屏 (或護目鏡)。</p> 
<p><b>(4) 飛濺之微粒引致眼部受傷</b></p>	<p>砂輪應妥善停止及維修。</p> 

DANGERS	SAFETY PRECAUTIONS
<p><b>(1) Bursting of wheel, due to:</b> Latent defect of wheel</p> <p><b>Overspeeding</b></p> <p><b>Faulty mounting</b></p> <p><b>Misuse by operator</b></p>	<p>Check soundness of wheel by ring test.</p> <p>Do not exceed maximum permissible speed of wheel as specified by manufacturer.</p> <p>The wheel must be mounted by a trained and competent person appointed in writing.</p> <p>Never use excessive pressure on the wheel.</p> <p>Use particular care when grinding on the side of a straight-edged wheel.</p> 
<p><b>(2) Fractures of mounted wheels and points</b></p>	<p>The overhang not to exceed that is permissible by the manufacturer. The operator to be secured properly in the collet of chuck.</p> 
<p><b>(3) Contact with wheel</b></p>	<p>Use: Wheel guards, work-rest, protective screen (or eye protectors).</p> 
<p><b>(4) Eye injuries from flying particles</b></p>	<p>Wheels must be properly brued and dressed.</p> 



職業安全及健康處  
Occupational Safety and Health Branch  
Labour Department, Hong Kong

ALWAYS CHECK  
BEFORE YOU OPERATE

Published by Labour Department  
Designed by Information Services Department  
Printed by Information Services Department  
Hong Kong Special Administrative Region Government

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.

## Contractor's Safety Requirements

- 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

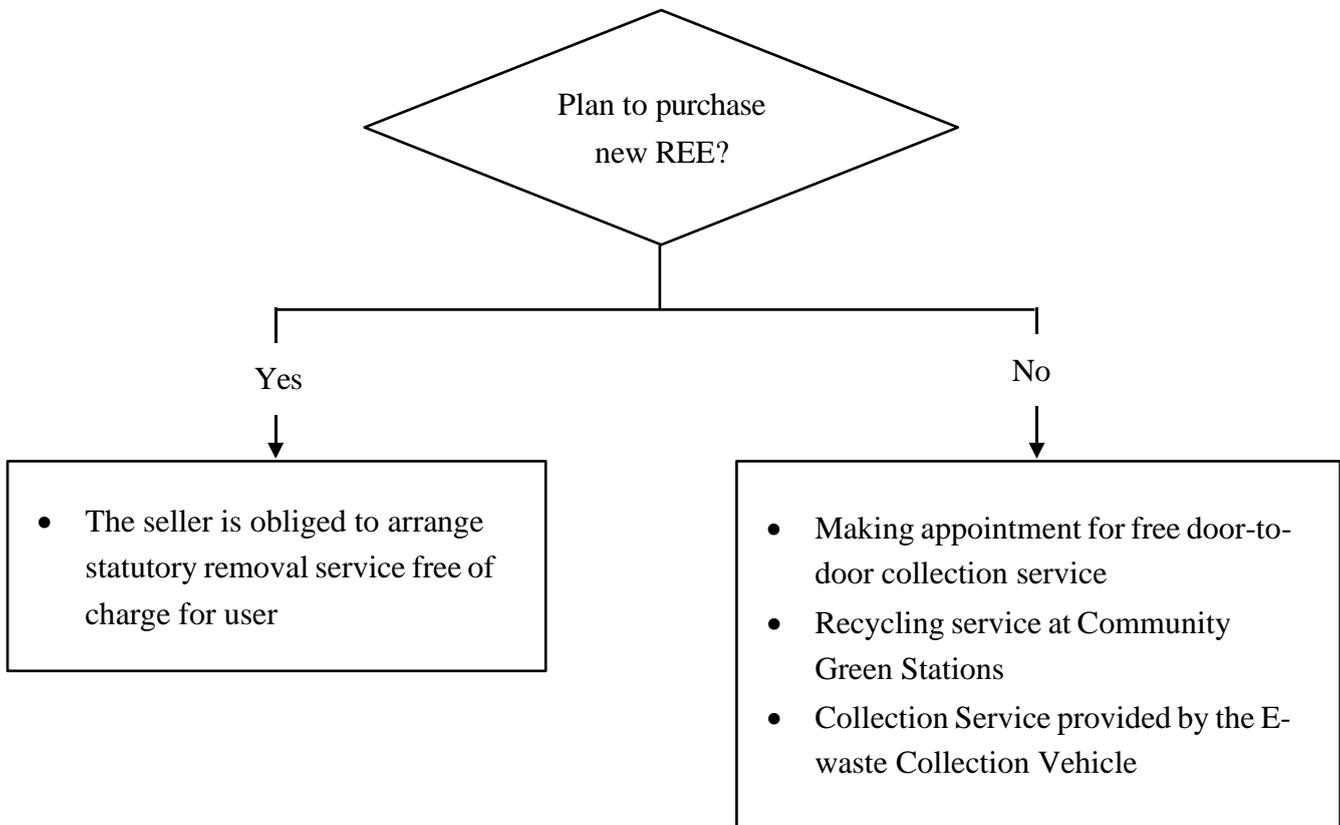
- a. All contaminated runoff is required to be treated before discharge to meet statutory requirements. Contractor should take all necessary preventive measures to avoid the contamination of surface runoff, e.g. covering stockpile of soil materials with plastic sheets.
- b. Contractor should always collect 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.



Sample of approval label



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:
- i. Perform a risk assessment for the heat stress of employees at the workplace and take effective preventive measures according to the assessment results.
  - ii. 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.
  - iii. 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.
  - iv. 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
 <b>黃 Amber</b>		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)
 <b>紅 Red</b>	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
 <b>黑 Black</b>	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



CONSTRUCTION  
INDUSTRY COUNCIL  
建造業議會



# 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.*

## **Enquiries**

Enquiries on these guidelines may be made to the CIC Secretariat at:

CIC Headquarters  
38/F, COS Centre,  
56 Tsun Yip Street,  
Kwun Tong, Kowloon

Tel: (852) 2100 9000  
Fax: (852) 2100 9090  
Email: [enquiry@cic.hk](mailto:enquiry@cic.hk)  
Website: [www.cic.hk](http://www.cic.hk)

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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.



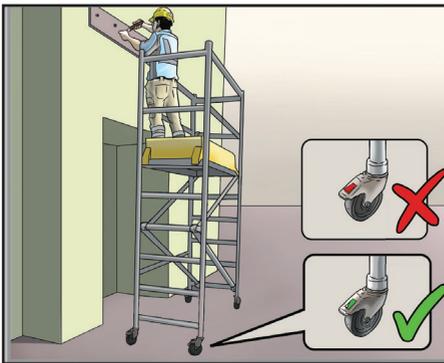
Do not overstretch the body outside the working platform.



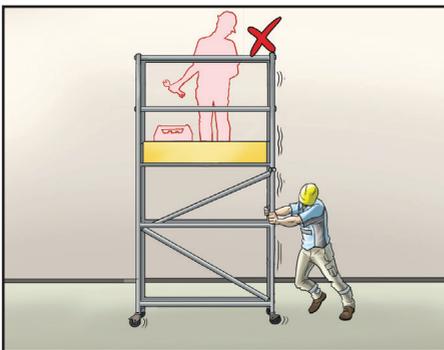
Do not lean on the guard-rail of the working platform.

- 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.



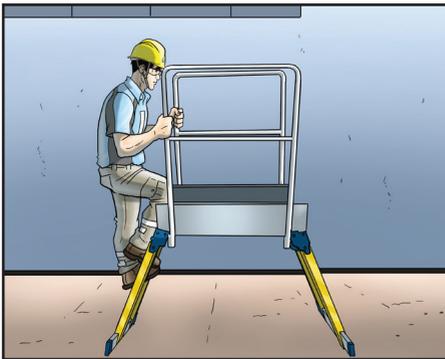
Step platform deployed for checking the ventilation system in a room where there is restricted space to accommodate a typical working platform.

- 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:**

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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
<b>Part A</b>	<b>Ladder should not be used if the answer to any of the questions in Part A falls in a box shaded in grey.</b>		
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.		
	<b>End of Part A</b>		
<b>Part B</b>	<b>The following conditions should be fulfilled before the ladder is to be used.</b>		
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.)

<b>1. As a whole, I feel that the publication is:</b>	Stongly Agree	Agree	Neutral	Disagree	Stongly Disagree
<b>Informative</b>	<input type="checkbox"/>				
<b>Comprehensive</b>	<input type="checkbox"/>				
<b>Useful</b>	<input type="checkbox"/>				
<b>Practical</b>	<input type="checkbox"/>				
<b>2. Does the publication enable you to understand more about the Work-above-ground Safety?</b>	Yes		No	No Comment	
	<input type="checkbox"/>				
<b>3. Have you made reference to the publication in your work?</b>	Quite Often		Sometimes	Never	
	<input type="checkbox"/>				
<b>4. To what extent have you incorporated the recommendations of the publication in your work?</b>	Most		Some	None	
	<input type="checkbox"/>				
<b>5. Overall, how would you rate our publication?</b>	Excellent	Very Good	Satisfactory	Fair	Poor
	<input type="checkbox"/>				
<b>6. Other comments and suggestions, please specify (use separate sheets if necessary).</b>					
<b>Personal Particulars (optional):*</b>					
Name: Mr./Mrs./Ms./Dr./Prof./Irr/Sr^ _____					
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\* 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.

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