

**SCHEDULE OF GENERAL REQUIREMENT
FOR WELFARE PREMISES**

1. The following general requirements shall be complied with to the satisfaction of the Director of Social Welfare (hereinafter referred to as DSW) :-
 - (a) **General requirements** The fitting out of the Welfare Premises shall be provided at least up to the standards specified in this General Requirement and the relevant Schedule of Accommodation, Finishes and Fittings and Fitting out Requirements of Building Services Installations/ Technical Schedule.
 - (b) **Material and Workmanship** The Welfare Premises shall be designed and constructed in accordance with good practice generally and to the particular requirements of this General Requirements in such a way that future maintenance costs are minimized and to a standard at least as high as that achieved in comparable government-built facilities. Materials and workmanship for all external finishes and features that form an integral part of the Welfare Premises shall be maintenance free, shall comply with all standards indicated herein or as may be required by DSW, and shall be compatible with the finishes and features of other integral or adjacent accommodations.
 - (c) All specifications and codes of practice relevant to building works in Hong Kong, and in particular the specifications and standards listed in Annexe I of this General Requirements, shall be complied with.
 - (d) **Submissions** The operator shall submit progress report, drawings and arrange site inspections/ meetings as necessary and as required by DSW.
 - (e) **Net Floor Area** For the purpose of this Schedule, the Net Floor Area of a room or space shall be that area enclosed within the perimeter walls or boundaries of a room or space as measured between the finished or notional wall surfaces, free-standing columns or wall columns within that room or space.
 - (f) **Net Operational Floor Area** For the purpose of this Schedule, the Net Operational Floor Area shall, unless otherwise stated, be taken as comprising the total of the Net Floor Areas of all rooms and spaces within such part of the Welfare Premises as detailed in this Schedule excluding any structures and partitions, circulation areas, staircases, staircase halls, lift landings, space occupied by toilet facilities, mechanical and electrical services such as lifts and air-conditioning systems unless otherwise stated.
2. The Welfare Premises shall be designed and constructed to the satisfaction of DSW to incorporate the following building requirements wherever applicable :-
 - (a) **Sanitaryware plumbing and drainage** Sanitaryware, plumbing and drainage fittings shall be provided in accordance with Annexe II of this General Requirements or as may be approved by DSW. All pipework shall be concealed wherever possible within service ducts which are adequately sized and readily accessible for future

maintenance.

- | | |
|-------------------------------------|--|
| Doors and ironmongery | (b) Doors and ironmongery shall be provided in accordance with Annexe III of this Schedule or as may be approved by the DSW. |
| Waterproofing | (c) All floors at wet areas to have waterproof slab membrane and screed.

(d) For floors with PVC (vinyl) sheet or PVC tiles finishes on grade, waterproof membrane shall be provided prior to finishes being applied. |
| Suspended Ceiling | (e) Suspended ceilings shall be provided to rooms where there are many high level service runs to conceal unsightly ductworks or to air-conditioned rooms over 3 500 mm high ceilings for energy saving purposes. Where a central air-conditioning system is provided for the Welfare Premises, areas through which ducts, equipment or other services of such central system pass, shall be fitted with a suspended ceiling. All suspended ceiling shall be provided with adequate access for maintenance and inspection. |
| Service ducts | (f) Concealed but readily accessible ducts with kerb for building services shall be provided throughout and such ducts shall be of adequate size to allow the maintenance or replacement of one service without adversely affecting the others. |
| Design for the elderly and disabled | (g) The Welfare Premises shall be easily accessed by the elderly and the disabled. They shall be designed and constructed in accordance with the latest edition of the Design Manual: Barrier Free Access. The design and construction shall also take into account safety aspects with slippery surfaces, sharp edges and corners avoided. |
| Venetian Blinds | (h) Venetian blinds or other shading devices shall be provided to all external windows in all habitable rooms and all half-glazed partitions. |
| Signages | (i) Signs including illuminated ones, logos, door labels, markings etc. in both Chinese and English shall be provided at the entrances and for each unit of the Welfare Premises. |
| Ventilation | (j) The Welfare Premises shall be designed to incorporate maximum natural ventilation. |
| Windows | (k) Windows shall be of anodised aluminium.

(l) Window grilles to be provided to all openable windows not provided with security bars in habitable rooms. |
| Half-Glazed Partitions | (m) Half-glazed partitions /glass screens for areas accessible by the public in the Welfare Premises shall be in tempered glass. |
| Security | (n) The operator shall maintain the Welfare Premises individually secure against unauthorised entry.

(o) Security bars shall be provided to windows, room cooler, |

exhaust fans etc. openings on any ground and first floors or facing open yard locations as appropriate.

- Environmental and building services requirements
3. The Welfare Premises shall be designed and constructed to the satisfaction of the DSW to incorporate the following environmental and building services requirements :-
- (a) Environmental and building services works shall be provided in accordance with the requirements listed in the Schedule of Fitting Out Requirement.
- Electrical Installation
- (b) All building services plants, equipment and accessories, switchboards, fuse-boards, etc. shall be separately housed, clearly labelled and not located within circulation areas/corridors. All equipment shall be easily accessible and not obstructive. Adequate space shall be provided for equipment servicing and replacement.
- (c) The electrical installation shall be carried out in steel conduit system and in accordance with related specifications listed in Annexe I and to the satisfaction of the DSW and the local power supply company.
- Electricity supply and metering
- (d) (i) Electricity meter room/cupboard shall be provided for the exclusive use of the Welfare Premises. Electricity supply to each unit shall be independently metered at 380 volt, 3- phase, 4 wires and 50 Hz. All plants and equipment shall be designed for 220V/380V.
- (ii) In the design of the electricity system, bulk tariff metering shall be used in case the power consumption so warrants.
- (iii) In case of common lobby or lift installation shared by different premises, all the power supply to the common facilities such as lighting, air conditioning system, public address system, security, CCTV and fire protection provisions shall be separately metered.
- Lighting
- (e) (i) The illumination level shall follow the recommendation by the Chartered Institution of Building Services Engineers (CIBSE) Lighting Guides and the requirements listed in the Schedule of Fitting Out Requirement, whichever is higher.
- (ii) Maximum natural lighting must be provided to the Welfare Premises in particular to dormitories, dining and common rooms.
- (iii) T5 or T8 energy efficient fluorescent tubes with electronic ballasts shall be adopted for all fluorescent luminaries.
- Power points
- (f) (i) Power points and control switches shall be provided and terminated in the vicinity to the electrical appliance/equipment, unless otherwise specified in the Schedule of Fitting Out Requirement. For outdoor environment, either weather-proof power points or

power points inside weather-proof enclosures, whichever are applicable, shall be provided adequately.

- (ii) For public accessible areas as defined in Design Manual: Barrier Free Access 1997, Building Department, all switches for operation of building services or safety devices such as air-conditioning thermostats and lighting switches shall be located at levels stipulated in the Design Manual. Otherwise, the mounting levels specified in the Schedule of Fitting Out Requirement shall be applicable.

Air-conditioning

- (g) (i) Air-conditioning shall be provided to areas as indicated in the Schedule of Fitting Out Requirement.
- (ii) Air-conditioning shall normally be provided by reversible type room air coolers (recommended) or split type air-conditioners. Anti-drip condensate drainpipes shall be provided.
- (iii) The provision of air-conditioning by means of central air-conditioning system shall be considered for some areas in the event of the DSW being satisfied that the air-conditioning requirements for such areas cannot be practically met by the use of room coolers or split type units.
- (iv) Facilities for central air-conditioning system, if provided, shall normally be independent chilled water/DX system with space heating facilities and segregated to serve the Welfare Premises only. The system for each accommodation/functional areas shall be separately metered and controlled.
- (v) Non ozone-depleting refrigerant shall be used in all air-conditioning plant with cooling capacity larger than 35 kW.
- (vi) The air conditioning system shall be capable of meeting summer cooling and winter heating demands based on the following design criteria for office accommodation and general purpose areas. For any other areas, where special criteria are likely to be required, the operator shall consult the DSW, for approval before the design is finalised :-

	<u>Summer design condition</u>	<u>Winter design condition</u>
Outside	33°C db 66% RH	10°C db 40% RH
Inside	25.5°C db 54% RH	20°C db

The quantity of fresh air per person shall be at least 0.008 m³/s or otherwise specified in the Schedule of Fitting Out Requirement. It is preferable that all fresh air shall be pre-treated before entering air-conditioned areas.

- (vii) In any case, the design of the air conditioning system shall meet the current requirements of the Environmental Protection Department (EPD).
- Wall heaters (h) Heat radiators and power connection units controlled by double pole switches with pilot lights shall be provided as specified. Heat radiators shall be 1.8kw/2kw electric type, mounted at high level, or 2kw/3kw oil-filled type convection heater with thermostat control, mounted at low level.
- Mechanical Ventilation (i) Whereas all circulating areas and rooms shall be designed to incorporate maximum natural cross ventilation, additional mechanical ventilation together with ceiling /wall mounted fans shall be provided if necessary. The air change rates of the mechanical ventilation system shall follow the recommendations by the Chartered Institution of Building Services Engineers (CIBSE) and the requirements listed in the Schedule of Fitting Out Requirement, whichever is higher.
- Fire service (j) (i) Fire service installations shall be provided in accordance with statutory requirements, relevant specifications and codes of practice issued by the Fire Services Department.
(ii) Visual fire alarm system shall be provided in public accessible areas as defined in the Design Manual: Barrier Free Access 1997, Building Department.
- Call Bell System (k) A complete call bell system including call bells, indicator lights, reset buttons, indicator panels, equipment racks, power connections and its associated accessories shall be provided as indicated in the Schedule of Fitting Out Requirement. If nurse call system is to be provided, it shall comply with the Health Technical Memorandum 2015 – Bedhead Services.
- Public Address System (l) A complete public address system including loud speakers, amplifiers, microphones, microphone sockets, equipment rack, power connections and its associated accessories shall be provided as indicated in the Schedule of Fitting Out Requirement.
- Telephone (m) Facilities for telephone connections, including the telephone company's lead-in cables, risers, block cabling, power connections and its associated accessories shall be provided. Telephone outlet points, wiring and conduit system shall be provided to areas as indicated in the Schedule of Fitting Out Requirement.
- Broadcast Reception Installation (BRI) (n) A complete BRI system including aerials and aerial transformer amplifiers, equalizers, trunk, branch, spur feeders, feeders, tap-off and outlet units including isolator for safety, power connections and its associated accessories shall be provided in areas as indicated in the Schedule of Fitting Out Requirement. Outlet points may also be tapped from

existing BRI system in building if possible.

Appliance

- (o) Domestic appliances that have been registered in Hong Kong under the Energy Efficiency Labeling Schemes and carry energy labels are recommended. In particular, household appliances with high energy efficiency grade (Grade 1) are the most preferred.

Data
Compliance

- (p) All building services installations having embedded systems shall be “date compliant”, ie. “No value for current or future date/time will cause any interruption to operation which will affect the performance or functionality of all or part of the systems and/or equipment (including any supplied or supported embedded systems, hardware, firmware, microcode and programs)

Annexe I

SPECIFICATIONS AND STANDARDS FOR BUILDING WORKS, ENVIRONMENTAL AND BUILDING SERVICES WORKS

- Documents
1. The current edition of the following documents shall be complied with:-
 - (a) General Specification for Building, Architectural Services Department.
 - (b) Code of Practice: Building Works for Lifts and Escalators, Buildings Department.
 - (c) Code of Practice for Fire Resisting Construction, Buildings Department.
 - (d) Codes of Practice for Minimum Fire Service Installations and Equipment and Inspection, Testing and Maintenance of Installations and Equipment, Fire Services Department.
 - (e) Code of Practice for Means of Access for Firefighting and Rescue, Buildings Department.
 - (f) Code of Practice for the Provision of Means of Escape In Case of Fire, Buildings Department.
 - (g) Design Manual: Barrier Free Access 1997, Buildings Department.
 - (h) General Specification for Electrical Installation in Government Buildings of The Hong Kong Special Administrative Region, Building Services Branch, Architectural Services Department.
 - (i) General Specification for Fire Service Installation in Government Buildings of The Hong Kong Special Administrative Region, Building Services Branch, Architectural Services Department.
 - (j) General Specification for Lift, Escalator and Passenger Conveyor Installation in Government Buildings of The Hong Kong Special Administrative Region, Building Services Branch, Architectural Services Department.
 - (k) General Specification for Broadcast Reception Installation in Government Buildings of The Hong Kong Special Administrative Region, Building Services Branch, Architectural Services Department.
 - (l) General Specification for Liquefied Petroleum Gas Installation in Government Buildings of The Hong Kong Special Administrative Region, Building Services Branch, Architectural Services Department.
 - (m) General Specification for Catering Equipment Installation in Government Buildings of The Hong Kong Special

Administrative Region, Building Services Branch,
Architectural Services Department.

- (n) General Specification for Air-Conditioning, Refrigeration, Ventilation and Central Monitoring and Control System Installation in Government Buildings, Hong Kong, Building Services Branch, Architectural Services Department.
 - (o) Code of Practice on the Design and Construction of Lifts and Escalators, Electrical and Mechanical Services Department.
 - (p) Code of Practice on the Examination, Testing and Maintenance of Lifts and Escalators, Electrical and Mechanical Services Department.
 - (q) General Technical Specification for Communal Aerial Broadcasting Distribution and Aerial Distribution Systems issued by Project Division of Electrical and Mechanical Services Department.
 - (r) Testing and Commissioning Procedures for respective Building Services Installations issued by Building Services Branch, Architectural Services Department.
 - (s) Code of Practice for the Electricity (Wiring) Regulations 2003, Electrical and Mechanical Services Department.
 - (t) Current edition of the Technical Specifications of Electrical Products and Room Air Coolers issued by the Electrical and Mechanical Services Department as follows:
 - (i) Electric Hand and Face Dryer;
 - (ii) Quartz Movement Wall Clock;
 - (iii) Rotary Ceiling Fan, Wall Fan, Desk Fan, Pedestal Fan and Domestic Exhaust Fan;
 - (iv) Open-outlet Non-thermal Storage Sink Water Heater;
 - (v) Room air coolers.
2. To achieve energy efficiency of the installation, the following code of practice and guidelines published by the Electrical and Mechanical Services Department shall be incorporated in the design and specification :
- (a) Code of Practice for Energy Efficiency of Lighting Installations
 - (b) Code of Practice for Energy Efficiency of Air Conditioning Installations
 - (c) Code of Practice for Energy Efficiency of Electrical Installations
 - (d) Code of Practice for Energy Efficiency of Lift and Escalator Installations

- (e) Guidelines on Energy Efficiency of Lighting Installations
 - (f) Guidelines on Energy Efficiency of Air Conditioning Installations
 - (g) Guidelines on Energy Efficiency of Electrical Installations
 - (h) Guidelines on Energy Efficiency of Lift and Escalator Installations
3. Whereas documents pertaining to Hong Kong statutory instruments are not included in the above list, the need for strict compliance with those instruments remains mandatory.

Annexe II

PARTICULAR SPECIFICATIONS AND REQUIREMENTS FOR SANITARYWARE, PLUMBING AND DRAINAGE FITTINGS

- | | | |
|------------------------|----|---|
| General requirements | 1. | All fittings shall be supplied and installed to the satisfaction of the DSW. The current edition of General Specification for Building, Architectural Services Department shall be complied with. Particular attention is drawn to the following sections:
Section 19 - Plumbing and
Section 23 - Drainage. |
| Design | 2. | Where considerable children users are anticipated in the Welfare Premises, a reasonable number, in no case less than one each, of the required sanitary fittings, namely WCs, urinals, wash basins and accessory fittings etc., shall be designed to cater for the use by children. |
| WCs and cisterns | 3. | WCs shall be complete with low level vitreous china lever handle with flushing cisterns concealed behind accessible panels where specified. |
| Urinals | 4. | Urinals shall be of one of the following proprietary types as specified :-

a) Stainless steel, enamelled fireclay or glazed vitreous china to BS 5520, upright stall minimum 610 x 1 100 mm high, flush with the floor;

b) Stainless steel upright trough, flush with the floor;

c) Vitreous china bowl.

Urinals shall be provided with automatic central flushing cisterns to BS 1876 producing complete and effective flushing at minimum 10-15 minute intervals by means of adjustable control devices, traps, seals, syphons, connectors, concealed flush pipes and spreader, pet valve with loose key, brackets, overlap facings, dome outlet, gratings, waste fittings etc. |
| Wash basins | 5. | Wash basins shall unless otherwise specified be fixed at 850 mm above floor level and be provided as follows:-

a) 560 x 405 mm with back skirting fixed at 850 mm height;

b) 560 x 405 mm bench type;

c) Shallow shelf model at 750 mm rim height and with pop-up waste for the disabled persons toilet.

d) Single tap hole where no hot tap provision. |
| Sink - stainless steel | 6. | The stainless steel sink bench unit with drainer(s) and upstand shall be of proprietary manufacture and complete with earthing tags, overflow, strainer waste, vulkanite plug and chrome plated brass chain. |

- | | | |
|-----------------------|-----|---|
| Water supply | 7. | Flushing supply system shall be in plastic pipes unless a booster pump system is provided.. |
| Wastes | 8. | Waste pipes and traps etc. shall be plastic of an approved proprietary brand. |
| Water supply fittings | 9. | Water supply fittings shall be provided as follows:-
a) 15 mm solid flange lever action pillar taps with aerator to wash basins;
b) 15 mm diameter swivel neck with mixer valve to kitchen double sink unit;
c) 15 mm solid flange lever action taps to the Disabled Persons toilet; |
| Water tanks | 10. | Water tanks with covers shall be of glass reinforced plastic or similar approved maintenance free material and shall be fitted with locks if located in a common area. |
| Floor drains | 11. | All floors noted to fall in this General Requirements or the Schedule of Requirements shall be laid to minimum falls of 1 in 80 with 1 no. 50 mm diameter drain being provided to every 25 m ² of floor area. |

Annexe III

PARTICULAR SPECIFICATIONS AND REQUIREMENTS FOR DOORS AND IRONMONGERY

- | | | |
|-----------------------------|-----|--|
| General requirement | 1. | All items shall be supplied and installed to the satisfaction of the DSW. The current edition of General Specification for Building, Architectural Services Department shall be complied with. Particular attention is drawn to the following sections:
Section 13 –Carpentry and Joinery;
Section 14 - Ironmongery and
Section 17 – Metalwork. |
| Style and finish in general | 2. | Ironmongery shall as far as possible be provided "en suite" from one manufacturer and all items in any room shall have matching finishes. |
| Doors | 3. | Main entrance doors should be robust and appropriate to serving their anti-burglar purposes. |
| Door widths | 4. | Door clear opening widths shall be:-
- 1 050 mm minimum for the main door;
- 900 mm for rear exits;
- 850 mm for rooms in general. |
| Viewing panels | 5. | Provide glazed viewing panels to all room doors except staff rooms, toilets, storerooms and plant/service rooms. |
| Door finish | 6. | All timber doors shall be faced both sides with plastic laminate. |
| Security | 7. | Lockable roller shutters/grills are to be provided at all main entrances and panic bolts with door alarm are to be provided at rear exits. |
| Hinges | 8. | Hinges shall be provided as follows :-

(a) Class A to main doors and solid core doors;
(b) Class B to all other internal doors;
(c) Class C to all cabinets/lockers. |
| Floor springs | 9. | Floor springs shall have Class A performance, be of appropriate style, size and Finish 1. |
| Door closers | 10. | Door closers shall be provided as follows :-

(a) Class A Finish 1 to main doors;
(b) Class B Finish 2 to all air-conditioned spaces, kitchens and toilets;
(c) To other doors where specified |
| Locks and latches | 11. | Locks and latches shall have a Class A performance and be of Finish (a). Lever handles shall be used throughout. |
| Lock and latch fittings | 12. | Lock and latch fittings shall have Class A performance and be of Finish (a). Lever handles shall be used throughout. |
| Cabinet fittings | 13. | To be of stainless steel. |

Panic bolts and latches	14.	Panic bolts and panic latches shall have Class A performance and be of Finish (a).
General lock functions	15.	Lock functions shall generally be provided as follows unless otherwise specified:- (a) Locks and latches to all habitable and general room doors; (b) Dead locks to main, toilet, service, store, plant/meter and roller shutter doors; (c) Master keyed to each unit of accommodation;
Toilet/Shower bolts	16.	Doors shall be fitted with an indicator bolt which can be released from the outside by key/coin.
Push plates/pull handles	17.	Provide push plates and pull handles to all doors with dead lock functions only.
Door stops	18.	Door stops shall be provided to all doors.
Toilet accessories	19.	Toilet roll holders, towel rails, shower rail, handgrips, guard rails, coat hooks and liquid soap dispensers shall be provided in heavy duty, stainless steel unless otherwise specified.
	20.	Towel rails shall be minimum 25 mm diameter x 600 mm long fixed at 1 200 mm above floor level.
Mirrors	21.	Mirrors shall be minimum 400 mm wide x 600 mm high, 4 mm thick with aluminium or plastic cover bead all round fixed to the wall 350 mm above each wash basin.
Coat hooks	22.	Coat hooks shall be double pronged and provided to all staff rooms with 1 no. provided for each scheduled occupant.
Fire exit alarm push bar	23.	Fire exits to be provided with alarm push bars.
Mail box	24.	Stainless steel mail boxes shall be provided outside the main entrance.
White boards	25.	White boards shall be steel based and of approved proprietary manufacture.
Folding partition	26.	Folding partitions shall be finished with laminated plastic or Hessian fabric and of approved lightweight proprietary manufacture.