Service Specifications on
Day Care Centre for the Elderly (40 places) at
G/F, Yung Lai House, Yau Lai Estate, Kwun Tong, Kowloon

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Service Specifications on
Day Care Centre for the Elderly (40 places) at
G/F, Yung Lai House, Yau Lai Estate, Kwun Tong, Kowloon

Introduction

The Social Welfare Department (SWD) is inviting, through these Service Specifications, the Non-governmental Organisations (NGOs) running subvented community care services and/or residential care services for the elderly to submit proposals to operate a 40-place Day Care Centre for the Elderly (DE) at G/F, Yung Lai House, Yau Lai Estate, Kwun Tong, Kowloon to fulfil the Government’s objective of assisting elders to age in the community. These Service Specifications set out the basic requirements and provisions for the DE. The NGO selected is required to commence the services on 1 March 2013.

Background

2. In the Policy Objective on “Care for Elders”, the Hong Kong Special Administrative Region Government has emphasised “Ageing in Place” and “Continuum of Care” in providing care and support to elders so that they can continue to enjoy a sense of security, a sense of belonging and a feeling of health and worthiness through improvement in care and support services.

   (a) “Ageing in Place”
   The policy is to meet the elders’ preference to age at home and to support their families to take care of them by providing appropriate support and care services.

   (b) “Continuum of Care”
   In providing care services for elders in residential, centre or home-based settings, it is essential to meet the changing needs of elders, thereby minimising the need for transfer of elders from one service to another as they age and become frail, unless acute or infirmary care in a hospital setting is required.

3. The SWD has implemented improvement measures in the past years to realise the pledge of “Ageing in Place” and “Continuum of Care”, which include strengthening the manpower of DEs, allocating capital grants to purchase equipment, conducting a pilot project on serving elders suffering from Dementia, implementing in-situ expansion of DEs in 2003 and setting up Day Care Units (DCUs) attached to contract homes and DEs in districts with high service demand.
Objectives

4. DE primarily aims to provide a range of centre-based care and support services during daytime to enable the frail elders who suffer from moderate or severe level of impairment requiring intensive personal and nursing care to achieve optimal level of functioning, develop their potential, improve their quality of life and live in their own homes wherever feasible and possible.

5. The objectives of the DE are as follows:

   (a) improve Service Users’ quality of life and develop their potential to enhance their functioning and independence in their daily living activities;

   (b) offer social activities and opportunities of peer-group interaction;

   (c) provide supportive service, training and guidance to carers so that they can be better equipped with the knowledge and skills to look after the elders at home; and

   (d) encourage Service Users, carers and community participation in service operation.

Service Philosophy and Values

6. The underlying philosophy and values of DE are as follows:

   (a) Integrated care services
       Provide a full range of care and support services to minimise service barriers and fragmentation.

   (b) Partnership
       Promote strategic alliance, collaboration and shared responsibility between the Government and Service Operator, between disciplines and between different sectors (Government and non-governmental, profit making and non-profit making organisations) to achieve positive outcomes and success of this service.

   (c) Healthy ageing
       Support healthy ageing and prevent Service Users from moving unnecessarily towards more intensive and expensive care due to illness, injury and disease.
(d) Customer-focused care
Recognise and respect Service Users’ right to dignity, privacy and self-determination. Elders will be viewed as Service Users who have an important decision-making role in their care, rather than as the passive recipients of services.

(e) Family responsibility
Recognise that Service Users and their families have the primary responsibility for their own health and care.

(f) Innovation
Apply new and creative approach in service delivery and management.

(g) Effectiveness and efficiency
Prove the effectiveness and efficiency of the services through research, evaluation and assessment, etc.

Admission

7. Prospective Service Users must meet the following admission requirements:

(a) aged 60 or above;
(b) medically stable;
(c) of moderate or severe level of impairment;
(d) living in the community and not receiving institutional care; and
(e) with carers unable to provide full-time care.

8. Service Users have to be assessed to establish their eligibility for admission by using a Standardised Care Need Assessment Mechanism for Elderly Services (SCNAMES). The procedures for registration, assessment and admission of elders are detailed in the Manual of Procedures on Registration and Allocation of Long Term Care Services July 2006 (Revised) as from time to time amended or supplemented by the SWD.

9. The Service Operator should complete the admission process within seven working days after receiving the Referrals for Admission to Long Term Care Services and the assessment result from the Standardised Care Need Assessment Management Office (Elderly Services) [SCNAMO(ES)] concerned.

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10. No medical examination is required for admission purpose.

11. The Service Operator is expected to provide 40 Day Care places and 3 designated Day Respite Care places to serve elders in Kwun Tong District.

12. To support as many elders living in the community as possible, the admission of part-time Service Users is highly encouraged. The admission procedures for both full-time and part-time Service Users should follow the same procedures as set out above.

## Discharge

13. A Service User will be discharged from the DE if any of the following circumstances is met:

   (a) the Service User is deceased;
   (b) the Service User decides to leave the DE or moves to another district;
   (c) the Service User is away from the Day Care Services for more than 30 days, e.g. away from Hong Kong, staying in hospital, etc.;
   (d) the Service User is admitted to Residential Care Services or other Community Care Services for elders; or
   (e) the Service User is no longer in need of Day Care Services due to improved health condition, self care ability, supportive network or environmental condition. This has to be ascertained through the SCNAMES whenever required.

14. For details and procedures relating to the discharge of Service Users, the Service Operator should also observe the Manual of Procedures on Registration and Allocation of Long Term Care Services July 2006 (Revised) as from time to time amended or supplemented by the SWD.

15. In order to benefit more elders, the Service Operator should actively review the need of Service Users for Day Care Services. When a Service User is discharged from the DE for the reason stated in paragraph 13(e) above, the Service User can be referred to other community care and support services such as District Elderly Community Centre (DECC), Neighbourhood Elderly Centre (NEC), Social Centre for the Elderly (SE), Integrated Home Care Services (IHCS), or Enhanced Home and Community Care Services (EHCCS) as appropriate.

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1 Services Users with attendance of less than 4 days in a week are classified as part-time users.
**Day Respite Care**

16. Service Operator is required to provide Day Respite Care by utilising the 3 designated Day Respite Care places in addition to the 40 Day Care places as well as the casual vacancies of the DE.

17. The eligibility of the prospective Day Respite Care Service Users needs not be assessed in the manner specified in paragraph 8 above. However, Day Respite Care must meet the following admission requirements:

   (a) criteria as set out in paragraph 7 (a) to (d) above; and

   (b) in need of short-term Day Care Services which will enable their carers to have a break from caring on a long-term basis.

18. Admission should be on a first-come-first-served basis. No assessment using the SCNAMES nor medical examination is required for admission to Day Respite Care.

**Scope of Day Care Services**

19. The scope of Day Care Services specified below from paragraph 20 to 27 shall apply to a Service User of a Day Care place or a Service User of a Day Respite Care place, whether he/she is occupying a Day Respite Care place, or he/she is filling up a vacant Day Care place.

20. The Service Operator should provide services to each Service User of Day Care Services according to his/her assessed needs.

21. The Service Operator should address individual Service User’s health concerns and corresponding care needs by deploying a multi-disciplinary approach including medical care, nursing care, nutritional care, personal care, rehabilitative service and social work service, and so on. The management of clinical issues should include, but not limited to, the following:

   (a) prevention and management of falls;

   (b) maintenance of skin integrity;

   (c) management of wounds;

   (d) prevention and management of pressure sores;
(e) prevention and management of urinary and faecal incontinence;

(f) prevention and management of constipation;

(g) supervision of medications including use of psychotropic medication, administration of injectable medication and selective intravenous therapy;

(h) nutritional and dietary management including special diet and tube feeding;

(i) management of chronic pain;

(j) management of special nursing procedure e.g. tracheotomy care, oxygen therapy;

(k) management of depression;

(l) maintenance and restorative rehabilitation;

(m) prevention and management of cognitive impairment; and

(n) prevention and management of agitated and aggressive behaviour.

22. The Service Operator should cater for the need of Service Users with dementia. There should be staff with special training in communicating and dealing with Service Users with mood and behavioural symptoms associated with dementia such as poor temper, unrealistic fears, repetitive complaints, agitation, wandering, hoarding, aggression, and so on. There should be measures to minimise the disturbance from demented Service Users to other Service Users. There should be physical set-up and programmes to minimise stress (e.g. from noise and lighting) and render appropriate level of stimulation (e.g. signage and orientation) for demented Service Users.

23. The Service Operator should also provide necessary personal care services to Service Users in their daily activities, including but not limited to:

(a) transfer;

(b) ensuring personal hygiene;

(c) food-feeding or assistance with eating;

(d) getting dressed and changing of clothes;

(e) showering or bathing;

Service Specifications on Day Care Centre for the Elderly at Yau Lai Estate, Kwun Tong
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(f) grooming including hair washing, hair cutting, shaving, and nail cutting; and

(g) toileting, disposal of urine and bowel waste or incontinence care.

24. There should be suitable range of health care equipment and activity items provided to meet the therapeutic, rehabilitation and activity needs of Service Users.

25. The Service Operator should also provide support services to carers such as family activities, support groups, training to carers, and so on. In particular, there should be specific programmes to help carers of Service Users of Day Care Services to understand how long term health conditions, e.g. dementia, may affect individuals, what changes the carers can expect, and how carers may obtain help and support to maintain the Service Users’ and carers’ independence and quality of life. Carer support programmes should aim at benefiting both the carers and the Service Users.

26. The Service Operator should also provide the following range of services to Service Users of Day Care Services:

(a) facilities including lighting, heating, hot water and other utilities as well as furniture, furnishings and utensils as necessary for Day Care Services;

(b) three meals a day (unless individual Service User chooses to have less meals), plus snacks, with adequate quantities and varieties having regard to the health conditions, cultural and religious background and dietary needs of the Service Users;

(c) counselling, social service and developmental and supportive groups, etc., to tackle individual and relationship problems and to promote psychosocial well-being. This should also include therapeutic groups to meet the special care needs of the elders;

(d) group and individual activities, organised in consultation with Service Users as appropriate, to meet the social and recreational needs of Service Users; and

(e) appropriate transportation and/or escort service to and from home, and for attending medical appointments and community activities.
27. Apart from rendering necessary care services to the Service Users and providing support service to the carers, the Service Operator should also promote volunteer activities to serve the Service Users and carers.

**Strategic Alliance**

28. The Service Operator of DE is required to form alliance with the DECC(s) in the vicinity to serve the elders in a holistic manner.

29. In addition, the Service Operator is required to ally with medical/health care sectors, Integrated Home Care Services (IHCS) teams, Enhanced Home and Community Care Services (EHCCS) teams\(^2\), residential care homes for the elderly, other elderly service units, local organisations and meal service providers.

**Care Process**

30. The Service Operator is required to comply with the Guidelines on Individual Care Plan (ICP) for individual Service User in Annex 1.

31. The Service Operator should consult geriatrician and pharmacist to reduce unnecessary medications of Service Users.

**Least Restraint Policy**

32. The Service Operator should adopt a least restraint policy which should include, but not limited to, the following elements:

   (a) the use of alternatives to restraints;

   (b) educational programmes for staff, Service Users, and their carers on the principles and practices of the least restraint policy;

   (c) mechanism to monitor staff compliance with the least restraint policy; and

   (d) a designated staff to be responsible for implementation and monitoring of the policy.

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\(^2\) Services provided to IHCS or EHCCS cases should not be counted as output of DE under the Funding and Service Agreement
33. Restraints should only be considered as the last resort and the exception rather than the rule, and be applied only when alternatives are exhausted and the well-being of the Service User or other Service Users are in jeopardy. If restraint is being used, paragraph 8.5.2(e), 11.6 and 11.7 of the Code of Practice for Residential Care Homes (Elderly Persons), October 2005 (Revised Edition) (and any other subsequent revised edition made thereof) must be observed. The welfare, dignity and comfort of the Service Users should always be taken into consideration when using restraints.

**Elder Abuse**

34. The Service Operator should take all reasonable steps to ensure that Service Users are free from abuse. The Service Operator should handle any suspected elder abuse case by making reference to the Procedural Guidelines for Handling Elder Abuse Cases (Revised August 2006) issued by the SWD.

**Service Users’ Rights in relation to Private Property**

35. The Service Operator should have policy and procedures to ensure that Service Users have the right in relation to the management of private property. The policy and procedures should ensure the following among others:

(a) the choice for Service Users of keeping their own money and valuables is respected. Service Users will be provided with facilities with lock in the DE for this purpose and should also be informed of the risks of keeping private property by themselves; and

(b) where the Service Operator has the responsibilities for collecting and/or managing Service Users’ money and/or valuables, there should be a system to maintain a clear record of withdrawals and deposits which should be countersigned by the Service Users and/or the parties concerned as well as the designated staff.

36. The policy and procedures should be accessible to Service Users, their carers/ family members, staff, and all parties concerned. All records kept regarding the transactions of Service Users’ income and expenditure should be open to inspection by the Government Representative.
Premises, Fitting and Furnishing

37. The SWD has secured a set of premises with an Internal Floor Area of 387 m² at G/F, Yung Lai House, Yau Lai Estate, Kwun Tong, Kowloon for operating this 40-place DE. An existing layout plan of the premises and Schedule of Accommodation (S of A) of DE (Capacity: 40) are attached at Annex 2 and Annex 3.

38. The SWD will apply for two lump sum grants from the Lotteries Fund (LF) for meeting the costs of the fitting-out (F/O) works and procurement of furniture and equipment (F&E) for the DE. The lump sum grant for F/O works will be calculated with reference to the type and scale of the service to be provided, and in accordance with the configuration of the premises, the S of A at Annex 3 and the technical schedule (TS) which specifies the standard provisions at Annex 4. The lump sum grant to be sought for the F&E will be calculated with reference to the F&E list at Annex 5. These grants, if so approved, will be transferred to the Service Operator that has been selected to run the DE and separate application for LF grants for the DE from the Service Operator is not necessary. The Service Operator, however, has to observe the conditions of the grants set out in the approval letter to be issued by the SWD and in accordance with the procedures and requirements set out in the Lotteries Fund Manual (October 2010 Version), particularly Chapters 3 and 6.

39. With the lump sum grants provided, the Service Operator is responsible for the fitting-out and furnishing of the premises to meet the minimum standards specified in the S of A at Annex 3, and the standards specified in the TS at Annex 4 and for equipping the premises by drawing reference to the F&E list at Annex 5. The Service Operator is also required to fulfil all statutory requirements. The Service Operator may go for higher fitting-out standards by carrying out alteration works (subject to the endorsement of relevant authority) or non-standard F & E items at its own resources. The Government or LF will not, however, accept any liability, recurrent or capital, for any such items including but not limited to any subsequent renovation or replacement of those items. The Service Operator should submit the layout plan and works programme for the SWD’s comments prior to commencement of the F/O works. As indicated in the S of A, the Service Operator is required to reserve space for carer support service and volunteer activities but is not expected to include kitchen facilities in the premises. The Service Operator is expected to complete the F/O works to fit in the service commencement date.

Funding

40. An annual subvention of $2.8 million (excluding Dementia Supplement, rent and rates) will be allocated on a Lump Sum Grant (LSG) mode to the selected NGO for the period from 1 March 2013 to 29 February 2016 to deliver the service. This lump sum has taken into account Personal Emoluments, including provident fund for employing qualified professionals and supporting staff, and other charges (covering all other relevant operating...
expenses including employee compensation insurance and public liability insurance) applicable to the operation of the DE, and the recognised fee income, if any. The Dementia Supplement will be allocated separately through an annual allocation exercise. Rent and rates in respect of premises recognised by the SWD for delivery of the subvented activities will be reimbursed separately on an actual cost basis.

41. In receiving the LSG, the Service Operator is accorded flexibility in the use of the grant but required to observe the guidelines set out in the latest LSG Manual and the LSG Circulars in force on the use of subventions. The LSG will be subject to adjustments including salary adjustment in line with civil service pay adjustment and other charges in line with government-wide price adjustment factor. The actual subvention allocation will also be adjusted in accordance with date of commencement of service. The Government will not accept any liabilities or financial implication arising from the project beyond the approved funding.

**Payment Arrangement, Internal Control and Financial Reporting Requirements**

42. Upon approval of the application, signing of a time-defined Funding and Service Agreement (FSA) and confirmation of commencement of service, the LSG subvention payment will be made on a monthly basis around 15th of each month.

43. The Service Operator is responsible for maintaining an effective and sound financial management system, including budget planning, projection, accounting, internal control system and auditing. It should maintain proper books and records and supporting documents on income and expenditure relating to the project and make them available for inspection by the Government representative.

44. The Service Operator shall submit annual financial report (AFR) and statements reviewed by a certified public accountant registered under the Professional Accountants Ordinance (Cap 50) in accordance with the requirements as stipulated in the latest LSG Manual and LSG Circulars in force. The AFR should be prepared on cash basis and non-cash basis items like depreciation, staff leave accrual etc. should not be included in the AFR.

**Continuation of Service**

45. The Service Operator must develop contingency plan to specify strategies for the continuation of service and ensure that the contingency plan can be activated at all times should the Service Operator encounters difficulties in providing any of the services. Any back-up services provided must meet all requirements of the specifications. The contingency plan must be approved by the SWD.
46. The contingency plan should include:

(a) circumstances when the plan will be put in place, e.g. inclement weather, disruption of utility supply, outbreak of infectious disease, disruption/contamination of food supply, structural defect of premises, etc;

(b) sources of alternative service provision.

47. No additional allowance or compensation in any form shall be payable by the SWD in implementing the contingency plan.

Fee Charging

48. In administering fees and charges, the Service Operator is required to manage those fees and charges which produce recognised income for the purpose of offsetting subvention in accordance with the existing practices and procedures as set out in the latest Lump Sum Grant Manual and also subsequent correspondence issued by the SWD on revised rate from time to time.

49. The levels of fees which should be inclusive of all care services provided in the DE are currently as follows:

<table>
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<th>Type of service</th>
<th>Current monthly fee</th>
<th>Daily fee</th>
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<tr>
<td>Day Care Services with provision of meal service</td>
<td>$901*</td>
<td>$36*</td>
</tr>
<tr>
<td></td>
<td>$988**</td>
<td>$39.5**</td>
</tr>
<tr>
<td>Day respite service (include transport service)</td>
<td>N.A.</td>
<td>$40</td>
</tr>
<tr>
<td>Part-time service (include transport service)</td>
<td>N.A.</td>
<td>$40</td>
</tr>
<tr>
<td>Transportation</td>
<td>$30</td>
<td>N.A.</td>
</tr>
</tbody>
</table>

* The rate is for 50% disabled or single elders.
** The rate is for 100% disabled elders/elders receiving Disability Allowance.

50. The levels of fees mentioned above include meal provision but exclude transport service unless specified. The recommended transportation fee for full-time Service Users is $30 per month.

51. The Service Operator should charge a Day Respite Care Service User or Part-time Service User at the rate from time to time fixed by the SWD, currently at $40 per day (inclusive of transportation) per Service User (regardless of whether the Service User is occupying a Day Respite Care place, or is filling up a vacant Day Care place). The Government may on its own initiative introduce revisions (upwards or downwards) to the
Performance Assessment

52. The Service Operator is required to prepare an annual business plan to identify the needs of the Day Care Services in the district together with strategies to meet these needs and demands.

53. Output and outcome indicators will be adopted to assess the performance of the services provided by the Service Operator. The followings are some basic requirements and the applicant NGO may propose other output and outcome indicator(s) and/or attainment level(s) above those specified for the consideration of the Vetting Committee.

54. Output indicators of the DE should be reported to the SWD on a quarterly basis. They should include, but not limited to the following items:

<table>
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<tr>
<th>Output Standard</th>
<th>Output Indicator</th>
<th>Minimum Attainment Level</th>
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</thead>
<tbody>
<tr>
<td>1.</td>
<td>Average enrolment rate within one year</td>
<td>105% of capacity</td>
</tr>
<tr>
<td>2.</td>
<td>Average daily attendance rate (Monday to Saturday) within one year</td>
<td>90% of capacity</td>
</tr>
<tr>
<td>3.</td>
<td>Rate of formulation of individual care plan within one year</td>
<td>90% of the members within one month and the rest within 3 months after admission</td>
</tr>
<tr>
<td>4.</td>
<td>Rate of individual care plan reviewed within one year</td>
<td>90%</td>
</tr>
<tr>
<td>5.</td>
<td>Percentage of part-time Service Users in using the service within one year (i.e. total number of part-time Service User enrolled by head count / total number of Service User enrolled by head count x 100%)</td>
<td>20%</td>
</tr>
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</table>

55. Outcome indicator(s) of DE should be reported to the SWD on a yearly basis. They should include but not limited to the following item:
<table>
<thead>
<tr>
<th>Outcome Standard</th>
<th>Outcome Indicator</th>
<th>Minimum Attainment Level</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>Percentage of Service Users and carers satisfied with service provided</td>
<td>70%</td>
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**Essential Service Requirements**

56. The essential service requirements include:

(a) the DE should operate 12 sessions per week from 8:00 a.m. to 6:00 p.m. from Mondays to Saturdays excluding public holidays, and provide extension of service hours for needy cases; and

(b) there should be an enrolled or registered nurse in the DE at all times during the service hours.

**Protection of Service Users’ Personal Data**

57. The Service Operator should observe the Personal Data (Privacy) Ordinance in the collection, handling and disclosure of any information regarding the Service Users.

**Control Mechanism**

58. Each successful applicant is required to sign a time-defined Funding and Service Agreement (FSA) which is scheduled for a period of 3 years. Continuation of service for the next term will be subject to the relevant considerations such as the prevailing policy directive, service needs and the performance of the service operator. The SWD reserves the right to reallocate the project.

59. The applicant NGO's proposal with service outputs and outcomes to be delivered, these Service Specifications, and the FSA will all become part of the service agreement governing the operation of this service unit. Where there is any change to the output and/or outcome requirements, as mutually agreed by the SWD and the Service Operator in the course of the agreement period, the Service Operator will be required to achieve the new requirements in accordance with the agreed implementation schedule for the programme.

60. The Service Operator should meet the requirements of the 16 Service Quality Standards. The SWD will monitor the quality of service in accordance with the Service Quality Standards and the Service Operator’s compliance with the proposal, these Service Specifications on Day Care Centre for the Elderly at Yau Lai Estate, Kwun Tong
61. To assist the SWD in evaluating the service, the Service Operator has to provide quarterly statistical returns which may include the profiles of Service Users, the services rendered, services effectiveness, and other information as may be required in a prescribed format. The Service Operator is also required to submit financial reports and to keep separate audited account statements to record the expenditure. Self-evaluation reports on its own performance, including programme and activities conducted may also be required as necessary.

62. The Service Operator is required to invite Service Users and/or their carers to form Service Users/carers’ councils. The council should meet on a regular basis (frequency to be proposed by the applicant NGO) to evaluate the performance of the DE with record of meetings, and enhance communication and sharing between Service Operator and Service Users/carers. The SWD reserves the right to consult the opinion of the Service Users/carers’ councils in assessing the performance of the Service Operator. Moreover, the Service Operator may also set up an advisory committee involving local leaders and other stakeholders to give advice on the service operation of the DE.

63. The SWD reserves the right to conduct service review, spot check, Service User satisfaction survey, and audit the relevant records and files, to ensure that the Service Operator is complying in full with the requirements set out in these Service Specifications, the FSA and the applicant NGO’s proposal.

64. Should the Service Operator be in breach of any terms of condition of the FSA and fail to remedy the same in such manner and within such time as shall be specified in a written notice from the Government Representative that the same be remedied, the Government may after expiry of such notice, terminate the FSA by giving 30 days’ notice in writing to the Service Operator.
Implementation Schedule

65. The implementation schedule is as follows:

- 3 May 2012 (p.m.) Briefing session
- 10 May 2012 (p.m.) Arrangement of site visit
- 4 June 2012 (5:00 p.m.) Closing of submission of proposals
- June 2012 – July 2012 Vetting of proposals
- August 2012 Announcement of result
- 1 March 2013 Commencement of service

Assessment of Application

66. A Vetting Committee will be set up to evaluate the proposals and make a recommendation to the Director of Social Welfare (DSW). The assessment will be based on factors such as operational plan, service plan, service integration and strategic alliance, performance management, human resource management, relevant experience and familiarity with local scene, planning of service commencement, innovative initiatives and value-added items, etc. Guidelines for Proposal on DE, G/F, Yau Lai Estate Phase 5, Yau Tong, Kowloon is attached at Annex 6.

67. The evaluation of applications for the DE shall involve a quality assessment of the proposals submitted by the applicants. The applicant must not submit proposal jointly with another organisation. The successful applicant of the DE recommended to DSW for the approval of the time-defined FSA will normally be the one whose proposal for that DE has attained the highest total score.

Elderly Branch
Social Welfare Department
April 2012
Guidelines on Individual Care Plan (ICP) for Individual Service User

1. Definition of ICP

It is an organised approach to identifying a Service User’s care needs, developing and implementing strategies to meet his/her needs and reviewing the effectiveness of strategies used. It is also the outcome of the assessment process and sets the aims and objectives of Services for the Service User and defines the tasks to be accomplished and the frequency as required to carry them out. The documentation of these processes for the Service User is termed as the ICP.

2. Principles in Formulation and Implementation of ICP

Privacy, autonomy, dignity, independence, safety, and other concepts pertaining to healthy ageing should all be acknowledged and respected to facilitate achieving optimum quality of life for the Service User. The Service Operator should take measures to protect the privacy, confidentiality and security of the ICP.

3. Formulation of ICP

The Service Operator should develop and document a holistic ICP within one month of the Service User’s admission. During the formulation of the ICP, the Service Operator and his/her multi-disciplinary staff team should:

(a) review the Service User’s preadmission and admission documents e.g. Minimum Data Set-Home Care, medical examination report, and other pertinent health assessments (if any);

(b) assess and document the Service User’s immediate care needs (e.g. nutrition, nursing, medication) and risk factors (e.g. allergies, dysphagia, falls);

(c) complete and document an initial care plan after identifying the Service User’s personal habits and preferences (in particular preferences arising from the Service User’s ethnic, religious and cultural background) and family and community support;

(d) complete and document a comprehensive ICP within one month of admission after identifying the Service User’s:

(i) strengths, abilities and goals;

(ii) functional status including:
- personal functions;
- mental functions;
- social functions; and
- health conditions;

(iii) interests (in leisure, recreational or educational aspects);
(iv) significant relationships; and
(v) behavioural status which may indicate special needs;

(e) consider to utilise external expertise to address complex or unusual issues and needs; referral to professional services should be made whenever appropriate;

(f) conduct a case conference to review the assessment data and determine the care plan;

(g) identify the Service User and the Service Operator’s responsibilities in the delivery of care;

(h) determine a time frame for review, but at least once every year;

(i) where applicable and possible, collaborate with the Service User, his/her designate and/or carers, to identify the Service User’s needs and abilities, and consult them on all matters affecting the Service User’s welfare and care, including the priorities of care. Options should be offered and explained to the Service User, his/her designate and/or carers;

(j) communicate the care plan to all staff responsible for the care and to the Service User, his/her designate and/or carers; and

(k) designate a key professional staff for the Service User. The key staff should be responsible for the coordination and achievement of the ICP.

4. Care Process

In providing care and services which are based on the Service User’s ICP, the Service Operator and his/her multi-disciplinary staff team shall:

(a) foster a team approach with internal and external resources to coordinate care and services;

(b) provide care in accordance with professional practice standards and code of ethics;

(c) if the professional staff considers it appropriate to delegate certain professional
tasks to other non-professional staff, the Service Operator and the professional staff shall ensure that the delegation complies with the written policy as set up for that purpose. The written policy should include statements that the delegation of specific tasks from professional staff to non-professional staff is not a transfer of professional responsibility and the professional staff shall remain responsible and accountable for the safe and effective care to the Service Users and full compliance with the related professional standards and codes of practice. The Service Operator and professional staff shall ensure that the delegation of professional tasks is Service User specific and time specific and not transferable from one Service User to another;

(d) establish a rapport and encourage the development of a caring relationship with the Service User by:

(i) accepting each Service User’s uniqueness;
(ii) listening attentively and being responsive to non-verbal cues;
(iii) interacting empathetically; and
(iv) responding in a courteous, dependable and timely manner;

(e) encourage and support the Service User with personal care routines which may include:

(i) oral care;
(ii) grooming, appearance and preferred style of dress;
(iii) bathing, skin and nail care;
(iv) application and use of assistive/adaptive devices;
(v) incontinence care including perineal care; and
(vi) continence promotion;

(f) provide specialised treatment when required (e.g. tracheotomy care, wound care, management of infections, tube feeding, oxygen therapy);

(g) support and assist with mobility (e.g. walking programmes, regular and range-of-motion exercises, lifts and transfers);

(h) encourage and support the Service User to meet his/her nutritional requirement for food and snacks, by addressing:

(i) needs for supplements, hydration and right consistency of food;
(ii) preferences (e.g. company for meals, serving time, location, food preferences/choices);
(iii) need for assistance with eating (e.g. positioning); and
(iv) the use of adaptive devices (e.g. utensils, seating);
(i) encourage and support the Service User to participate in therapeutic and recreational activities/therapies by:

(ii) identifying and initiating activities that address his/her interests, needs and abilities;
(iii) informing and reminding him of daily events; and
(iv) assisting him to attend activities and programmes;

(j) monitor and respond to the Service User’s comfort and pain level when required; this may include anticipating, recognising, supporting, and responding to the Service User’s increased needs associated with palliation by:

(i) addressing comfort levels (symptom control);
(ii) adapting routines to accommodate Service User’s/family’s requests or needs;
(iii) providing emotional support and information (e.g. options for care); and
(iv) offering assistance to access resources (e.g. palliative and counselling or other skilled staff);

(k) support and respond to the Service User’s behavioural changes (e.g. agitation, depression, acute confusion, and delusions) which may include:

(i) assessing causes for changes in behaviour;
(ii) recognising his/her level of cognition and non-verbal cues;
(iii) identifying possible behavioural triggers (e.g. auditory stimuli);
(iv) adopting consistent, calm and compassionate approaches which are sensitive to the Service User’s changing needs;
(v) accommodating purposeful activities that are consistent with the Service User’s previous lifestyle where possible;
(vi) providing emotional support and assistance to the Service User’s family in coping with the changes in the Service User; and
(vii) providing a safe low stimulus environment;

(l) support the Service User’s right to independence and right to make choices, which may include:

(i) exploring with the Service User, his/her designate and/or carers, and health care team, all reasonable alternatives prior to considering the use of restraint;
(ii) supporting the Service User’s optimum level of functioning;
(iii) adapting the Service User’s environment to promote his/her safety;
(iv) using the least restrictive type of restraint in the exceptional instance when restraint is necessary;
(v) attending to the Service User’s emotional and physical needs during the
(vi) monitoring the Service User to ensure his/her comfort and safety during the time of restraint; and
(vii) reassessing the Service User to determine the need to continue the use of restraint;

(m) conduct a review, as and when required, to evaluate the care and services provided and adapt the Service User’s ICP in response to his/her changing status or care needs. The review should be conducted at least once every year. A case conference should be held and all parties involved in the formulation of the ICP should be invited to participate in the review;

(n) in case of discharge and transfer of the Service User, develop a discharge plan well in advance of the discharge date if possible and include the discharge plan in the ICP. The discharge plan should include the alternative accommodation and/or support services, case summary and/or referral to other service unit, and notification of discharge to the Service User, his/her designate and/or carers as well as the referring office. The discharge interview conducted with the Service User, his/her designate and/or carers should also be recorded in the plan;

(o) recognise and accommodate the preference of the Service User as far as possible;

(p) enable the Service User to communicate which may include:

(i) ensuring communication aids in good repair;
(ii) recognising and responding to Service User’s verbal and non-verbal cues;
(iii) using key phrases in the Service User’s language; and
(iv) facilitating Service User’s access to other Service Users and staff who speak the Service User’s language; and

(q) facilitate continuity of care which may include:

(i) collaborating with the Service User, his/her designate and/or carers to share information;
(ii) coordinating and facilitating access to needed services; and
(iii) providing education and emotional support to the Service User, his/her designate and/or carers.
Existing Layout Plan
Day Care Centre for the Elderly (40 places) at
Units XX-XX, G/F, Yung Lai House, Yau Lai Estate, Kwun Tong, Kowloon
### Schedule of Accommodation

**Day Care Centre for the Elderly (Capacity 40) at G/F, Yung Lai House, Yau Lai Estate, Kwun Tong, Kowloon**

(for reference)

<table>
<thead>
<tr>
<th>Item No.</th>
<th>Description</th>
<th>Area (m²)</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>Office</td>
<td>15</td>
</tr>
<tr>
<td>2.</td>
<td>Reception</td>
<td>6</td>
</tr>
<tr>
<td>3.</td>
<td>Interview Room</td>
<td>6.5</td>
</tr>
<tr>
<td>4.</td>
<td>Medical Consultation/ Nurse Duty Room/ Sick Room</td>
<td>12</td>
</tr>
<tr>
<td>5.</td>
<td>Physiotherapist/ Training Room</td>
<td>49</td>
</tr>
<tr>
<td>6.</td>
<td>Common Room</td>
<td>82.4</td>
</tr>
<tr>
<td>7.</td>
<td>Dining/ Activity Room/ Meal Provision Area</td>
<td>57.2</td>
</tr>
<tr>
<td>8.</td>
<td>Multi-Sensory Area</td>
<td>10</td>
</tr>
<tr>
<td>9.</td>
<td>General Store</td>
<td>6</td>
</tr>
<tr>
<td>10.</td>
<td>Laundry/ Workroom</td>
<td>16</td>
</tr>
<tr>
<td>11.</td>
<td>Staff Changing Room</td>
<td>7</td>
</tr>
<tr>
<td>12.</td>
<td>Bath/ Toilet</td>
<td>As appropriate</td>
</tr>
</tbody>
</table>

**NOFA Required** 267.1

Say 267

**NOFA = Net Operational Floor Area**
## Annex 4

### Technical Schedule

**Fitting Out Requirements of Building Services Installations for Day Care Centre for the Elderly at G/F, Yung Lai House, Yau Lai Estate, Kwun Tong, Kowloon**

<table>
<thead>
<tr>
<th>Accommodation</th>
<th>Requirements</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>1. Offices</strong></td>
<td></td>
</tr>
<tr>
<td>(a) Lighting</td>
<td>(i) General fluorescent fittings.</td>
</tr>
<tr>
<td>(b) Power</td>
<td>(i) 13A switched sockets for general purpose.</td>
</tr>
<tr>
<td></td>
<td>(ii) Necessary power supply for air conditioner.</td>
</tr>
<tr>
<td></td>
<td>(iii) 2 nos. 13A switched sockets next to each computer data point.</td>
</tr>
<tr>
<td></td>
<td>(iv) Necessary power supply for emergency call bell system.</td>
</tr>
<tr>
<td>(c) Air-Conditioning Point</td>
<td>(i) Required.</td>
</tr>
<tr>
<td>(d) Telephone Point</td>
<td>(i) 2 nos. (for 1 nos. direct lines and 1 no. fax line).</td>
</tr>
<tr>
<td>(e) Emergency Call Bell</td>
<td>(i) 1 no. emergency call bell panel with red indication lights and buzzer.</td>
</tr>
<tr>
<td>(f) PA System</td>
<td>(i) PA system control panel with zoning.</td>
</tr>
<tr>
<td>(g) Computer Data Point</td>
<td>(i) 1 nos.</td>
</tr>
<tr>
<td><strong>2. Reception Area</strong></td>
<td></td>
</tr>
<tr>
<td>(a) Lighting</td>
<td>(i) General fluorescent fittings.</td>
</tr>
<tr>
<td>(b) Power</td>
<td>(i) 13A switched sockets for general purpose.</td>
</tr>
<tr>
<td></td>
<td>(ii) Necessary power supply for air conditioner.</td>
</tr>
</tbody>
</table>

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Service Specifications on Day Care Centre for the Elderly at Yau Lai Estate, Kwun Tong (Annex)

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3. Interview Room

(a) Lighting : (i) General fluorescent fittings.

(ii) 1 no. red engaged lamp above door outside the room.

(b) Power : (i) 13A switched sockets for general purpose. (at least 1 no. per 6.5m² of floor area).

(ii) Necessary power supply for air conditioner.

(iii) Necessary power supply for oscillating fan.

(c) Air-Conditioning : (i) Required with space heating facilities.

(d) Emergency Call Bell : (i) 1 no. emergency call bell push and connected to the control panel in Office.

(e) Appliances : (i) 400mm dia. oscillating fans (1 no. per 10m² of floor area approximately).

4. Medical Consultation / Nurse Duty Room / Sick Room

(a) Lighting : (i) General fluorescent fittings.

(b) Power : (i) 13A switched sockets for general purpose. (at least 1 no. per 6.5m²).
(ii) Necessary power supply for air conditioner.

(iii) 2 nos. 13A switched sockets for refrigerator and sterilizer at 1350mm AFFL.

(iv) 2 nos. 13A switched sockets above bed head.

(v) Necessary power supply for oscillating fans.

(vi) Necessary power supply for 1 no. extract fan.

(vii) 1 no. 13A fused connection unit c/w 20A D.P. switch with pilot light for 10 lit. storage type sink water heater.

(c) Air-Conditioning : (i) Required with space heating facilities.

(d) Mechanical Ventilation : (i) 1 no. extract fan.

(e) Telephone : (i) 1 no.

(f) Emergency Call Bell : (i) 1 no. emergency call bell push.

(g) PA System : (i) Speakers required.

(h) Appliances : (i) 400mm dia. oscillating fans (1 no. per 10m² approximately).

(ii) 1 no. 10 lit. sink water heater.

5. Physiotherapist/Exercise Room

(a) Lighting : (i) General fluorescent fittings.

(b) Power : (i) 13A switched sockets (at least 1 no. per 6.5m² in area).

(ii) Necessary power supply for air conditioners.

(iii) Necessary power supply for radiators.

(iv) Necessary power supply for oscillating fans.
(c) Telephone : (i) 1 no.

(d) Emergency Call Bell : (i) 1 no. emergency call bell push.

(e) PA System : (i) Speakers required.

(f) Appliances : (i) 400mm dia. oscillating fans (1 no. per 10m² approximately).
   (ii) 1.8kW/ 2kW wall mounted radiators (1 no. per 20m² approximately).

6. Common Room
   (a) Lighting : (i) General fluorescent fittings.

   (b) Power : (i) 13A switched sockets for general purpose. (at least 1 no. per 6.5m² of floor area).
       (ii) Necessary power supply for air conditioner.
       (iii) Necessary power supply for oscillating fan.
       (iv) Necessary power supply for radiator.
       (v) 2 nos. 13A switched sockets next to each computer data point.
       (vi) 3 nos. 13A switched sockets next to each TV/FM outlet.

(c) Telephone Point : (i) 1 no.

(d) Computer Data Point : (i) 1 no.

(e) BRI : (i) 1 no. TV/FM outlet.

(f) PA System : (i) Speakers required.

(g) Appliances : (i) 400mm dia. oscillating fans (1 no. per 10m² of floor area approximately).
    (ii) 1.8kW/ 2kW wall mounted radiators (1 no. per 20m² of floor area approximately).
7. Dining/Activity Room/Meal Provision Area

<table>
<thead>
<tr>
<th>Category</th>
<th>(a) Lighting</th>
<th>(i) General fluorescent fittings.</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>(b) Power</td>
<td>(i) 13A switched sockets (at least 1 no. per 6.5m² in area).</td>
</tr>
<tr>
<td></td>
<td></td>
<td>(ii) Necessary power supply for air conditioners.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>(iii) Necessary power supply for oscillating fans.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>(iv) Necessary power supply for radiators.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>(v) 3 nos. 13A switched sockets for each TV/FM outlet.</td>
</tr>
<tr>
<td></td>
<td>(c) Telephone</td>
<td>(i) 1 no.</td>
</tr>
<tr>
<td></td>
<td>(d) PA System</td>
<td>(i) Speakers required.</td>
</tr>
<tr>
<td></td>
<td>(e) BRI System</td>
<td>(i) 1 no. TV/FM outlet.</td>
</tr>
<tr>
<td></td>
<td>(f) Appliances</td>
<td>(i) 400mm dia. oscillating fans (1 no. per 10m² approximately).</td>
</tr>
<tr>
<td></td>
<td></td>
<td>(ii) 1.8kW/2kW wall mounted radiators (1 no. per 20m² approximately).</td>
</tr>
</tbody>
</table>

8. Multi-sensory Area

<table>
<thead>
<tr>
<th>Category</th>
<th>(a) Lighting</th>
<th>(i) General fluorescent fittings.</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>(b) Power</td>
<td>(i) 13A switched sockets for general purpose. (at least 1 no. per 6.5m² of floor area).</td>
</tr>
<tr>
<td></td>
<td></td>
<td>(ii) Necessary power supply for air conditioner.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>(iii) Necessary power supply for oscillating fan.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>(iv) Necessary power supply for radiator.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>(v) 3 nos. 13A switched sockets next to each TV/FM outlet.</td>
</tr>
<tr>
<td></td>
<td>(c) BRI</td>
<td>(i) 1 no. TV/FM outlet.</td>
</tr>
<tr>
<td></td>
<td>(d) Emergency Call Bell</td>
<td>(i) 1 no. emergency call bell push.</td>
</tr>
</tbody>
</table>
(e) PA System : (i) Speakers required.

(f) Appliances : (i) 400mm dia. oscillating fans (1 no. per 10m² of floor area approximately).

(ii) 1.8kW/2kW wall mounted radiators (1 no. per 20m² of floor area approximately).

9. Store Room
(a) Lighting : (i) General fluorescent fittings.

(b) Power : (i) 1 no. 13A switched socket for general purpose.

(ii) Necessary power supply for extract fan.

(c) Mechanical Ventilation : (i) 1 no. extract fan.

10. Laundry, Workroom
(a) Lighting : (i) Corrosion resistant fluorescent fittings.

(b) Power : (i) 13A switched sockets for general purpose.

(ii) Necessary power supply for oscillating fan.

(iii) Necessary power supply for extract fan.

(iv) Necessary power supply at 1350mm above finished floor level for industrial type washing machine and drying machine.

(c) Mechanical Ventilation : (i) 1 no. extract fan.

(d) Appliances : (i) 400mm dia. oscillating fans (1 no. per 10m² of floor area approximately).

(ii) 1 no. of 13 kg capacity Washer-extractor.

(iii) 1 no. of 13 kg capacity Tumber-dryer.

(iv) 1 no. of 13 kg capacity Hydro-extractor.

11. Staff Changing Room
(a) Lighting : (i) General fluorescent fittings.
(b) Power: (i) Necessary power supply for 1 no. extract fan.

(ii) Necessary power supply for oscillating fans.

(c) Mechanical Ventilation: (i) 1 no. extract fan.

(d) PA System: (i) Speakers required.

(e) Appliances: (i) 400mm dia. oscillating fans (1 no. per 10m² approximately).

12. 1 Shower Room and Toilets

(a) Lighting: (i) Corrosion resistant fluorescent fittings.

(b) Power: (i) Necessary power supply for extract fan.

(ii) Necessary power supply for fan heater for each shower cubicle.

(iii) Necessary power supply for hand dryer.

(iv) Necessary power supply for 18kW instantaneous type electric water heater for shower in Toilet. (not required if gas water heater is provided.)

(c) Mechanical Ventilation: (i) 1 no. extract fan.

(d) Emergency Call Bell: (i) 1 no. waterproof emergency call bell push at near entrance and in each W.C. and shower compartment and connected to control panel in Office.

(e) PA System: (i) Speakers required.

(f) Gas: (i) Gas supply for gas water heater for shower. (not required if an instantaneous type electric water heater is provided.)

(g) Appliances: (i) 1 no. hand dryer.

(ii) 1 no. 1.8kW/2kW wall mounted fan heater for each shower cubicle.
(iii) 1 no. of 27kW (approx.) gas water heater or 1 no. of 18 kW instantaneous type electric water heater for each shower cubicle.

13. Circulation Areas

(a) Lighting
   : (i) General fluorescent fittings.

(b) Power
   : (i) Appropriate number of 13A switched sockets at skirting level.

   : (ii) Power supply for electric shutter at main entrance.

(c) PA System
   : (i) Speakers required.

(d) Exit Sign
   : (i) To suit statutory requirements.

Notes:

1. Illumination levels shall follow the recommendations given in the Chartered Institution of Building Services Engineers (CIBSE) Lighting Guides.

2. Fluorescent lighting fittings shall be equipped with electronic ballasts and T5 fluorescent tubes complete with high performance low glare aluminum louver or acrylic prismatic diffuser. Lighting switches shall be located between 750mm and 1200mm above finished floor level unless otherwise specified. Tungsten filament lamps including tungsten halogen lamps shall not be allowed to be used for general lighting purposes.

3. Socket outlets shall be 13A for general purpose, switched type and located not lower than 450mm above finished floor level unless otherwise specified.

4. Oscillating fans shall be of 400mm diameter with speed regulator, wall or ceiling mounted to suit the layout; they shall be connected to 2A fused connection units and separately controlled by 5A double pole switches.

5. Window-type or split-type air-conditioners, using R134a / R407c or any other environmentally friendly refrigerants, with reverse cycle function are recommended for rooms entitled with both cooling and heating provisions. As such, the provision of radiators / fan heaters is not necessary. The air-conditioners shall be connected to terminal blocks and separately controlled by double pole switches of appropriate rating with pilot light.

6. Radiators / fan heaters shall be connected to 13A fused connection units and separately controlled by 20A double pole switches with pilot light.

7. Mechanical exhaust fans shall be connected to fused connection units and separately controlled by double pole switches of appropriate rating with pilot light.
8. Fire services installations shall be provided in compliance with the statutory requirements. Visual fire alarm system shall be provided.


10. The type of fuels (e.g. gas or electricity) quoted for the appliances (e.g. gas water heater) in these fitting out requirements is a recommendation only. The Operator / Authorised Person can have his own choice provided that the appliances selected have the same performance as the ones quoted in these fitting out requirements.

11. To achieve energy efficiency of the installations, 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 Installation
   (b) Code of Practice for Energy Efficiency of Air Conditioning Installation
   (c) Code of Practice for Energy Efficiency of Electrical Installation
   (d) Code of Practice for Energy Efficiency of Lift and Escalator Installations
   (e) Guidelines on Energy Efficiency of Lighting Installation
   (f) Guidelines on Energy Efficiency of Air Conditioning Installation
   (g) Guidelines on Energy Efficiency of Electrical Installation
   (h) Guidelines on Energy Efficiency of Lift and Escalator Installations

The energy efficiency measures and provision of the building services installations shall be implemented in compliance with Buildings Energy Efficiency Bill and its Subsidiary Regulations.
Service Specifications on Day Care Centre for the Elderly at Yau Lai Estate, Kwun Tong (Annex)

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**Finishes and Fittings / Design requirements for Day Care Centre for the Elderly (40-place) at G/F., Yung Lai House, Yau Lai Estate, 9 Yau Tong Road, Kowloon**

<table>
<thead>
<tr>
<th>Accommodation</th>
<th>(a) Finishes Requirements</th>
<th>(b) Fittings Requirements</th>
<th>(c) Other Requirements</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Office</td>
<td>(a) (i) Floor: 500mm x 500mm x 2mm thick vinyl tiles or 2mm thick flexible vinyl sheet to BS 3261 fixed to a cement sand screed to a total minimum thickness of 50mm and a 100mm high x 2mm thick matching coved flexible vinyl skirting to all walls and columns.</td>
<td>(ii) Walls: Anti-mould acrylic emulsion paint on internal plaster.</td>
<td>(iii) Ceiling: Suspended acoustic ceiling in exposed aluminium grid.</td>
</tr>
</tbody>
</table>

(b) (i) Notice Board: 1 no. 1200mm x 1200mm at 1200mm above floor level; 13mm soft board to BS 1142, Pt. 3, finished with Hessian fabric.

(ii) Wyteboard: 1 no. 1200mm x 1200mm wyteboard at 1200mm above floor level.

(iii) Cupboard: Along one wall, 1200mm(h) x 400mm(d) lockable cupboard with adjustable shelves and/or drawers. Cupboard to be plywood or blockboard with postformed edging plastic laminate, drawers and shelves to be of laminated plastic on plywood or blockboard with hardwood lipping, or other approved.

2. Reception (a) (i) Floor: 500mm x 500mm x 2mm thick vinyl tiles or 2mm thick flexible vinyl sheet to BS 3261 fixed to a cement sand screed to a total minimum thickness of 50mm and a 100mm high x 2mm thick matching coved flexible vinyl skirting to all walls and columns.
(ii) Walls: 1200 mm high plastic laminated timber dado with anti-mould plastic emulsion paint on internal plaster above.

(iii) Ceiling: Suspended acoustic ceiling in exposed aluminium grid.

(b) (i) Counter: 1,500mm(l) x 550mm(d) x 750mm (h) reception counter with drawers and adjustable shelves in lockable cupboards. Counter top and desk-top to be granite or a solid surfacing material (e.g. “Corian”) or other approved. The reception counter shall be accessible by wheelchair users.

(c) (i) Reception to be located directly off the main entrance.

3. Interview Room

(a) (i) Floor: 500mm x 500mm x 2mm thick vinyl tiles or 2mm thick flexible vinyl sheet to BS 3261 fixed to a cement sand screed to a total minimum thickness of 50mm and a 100mm high x 2mm thick matching coved flexible vinyl skirting to all walls and columns.

(ii) Walls: Anti-mould acrylic emulsion paint on internal plaster.

(iii) Ceiling: Suspended acoustic ceiling in exposed aluminium grid.

(b) (i) Door Viewing panel to door.

4. Medical Consultation/ NurseDuty Room/Sick Room

(a) (i) Floor: 500mm x 500mm x 2mm thick vinyl tiles or 2mm thick flexible vinyl sheet to BS 3261 fixed to a cement sand screed to a total minimum thickness of 50mm and a 100mm high x 2mm thick matching coved flexible vinyl skirting to all walls and columns.

(ii) Wall 1200 mm high plastic laminated timber dado with anti-mould plastic emulsion paint on internal plaster above.

(iii) Ceiling: Suspended acoustic ceiling in exposed aluminium grid.
(b) (i) Notice board
1 no. 1200mm x 1200mm at 1200mm above floor level; 13mm soft board to BS 1142, Pt. 3, finished with Hessian fabric.

(ii) Wall-hung Cupboards:
Lockable 300mm(d) x 750mm(h) hanging cupboard with adjustable shelves along one wall.
All cupboards to be constructed with plywood or blockboard with postformed edging plastic laminate or other approved.

(iii) Wash basin
1 no. wash basin with lever operated mixer tap and soap dispenser.

(iv) Door
Viewing panel to door.

5. Physiotherapist/Training Room
(a) (i) Floor:
500mm x 500mm x 2mm thick vinyl tiles or 2mm thick flexible vinyl sheet to BS 3261 fixed to a cement sand screed to a total minimum thickness of 50mm and a 100mm high x 2mm thick matching coved flexible vinyl skirting to all walls and columns.

(ii) Wall
1200 mm high plastic laminated timber dado with anti-mould plastic emulsion paint on internal plaster above.

(iii) Ceiling:
Suspended acoustic ceiling in exposed aluminium grid.

(b) (i) Mirror
1 no. of full height safety glass mirror with 2 no. of handrails at 600mm and 1050mm to be installed along one long side of the room. Heavy duty curtain on heavy duty curtain track to be provided in front of the mirror.

(ii) Notice board
1 nos. 1200x2400mm at 1200mm above floor level; 13mm soft board to BS 1142, Pt. 3, finished with Hessian fabric.

(iii) Wyteboard
1 no. of 1200mm x 1200mm wyteboard.

(iv) Wash basin
1 no. wash basin with lever operated mixer tap and soap dispenser over. Wash basin to be accessible to wheelchair users.

(v) Full height
1 no. full height of 400mm(d) lockable
cabinet cupboard with adjustable shelves and drawers along one wall. Cupboard to be plywood or blockboard with postformed edging plastic laminate, drawers and shelves to be of laminated plastic on plywood or blockboard with hardwood lipping, or other approved.

6. Common Room (a) (i) Floor: 500mm x 500mm x 2mm thick vinyl tiles or 2mm thick flexible vinyl sheet to BS 3261 fixed to a cement sand screed to a total minimum thickness of 50mm and a 100mm high x 2mm thick matching coved flexible vinyl skirting to all walls and columns.

(ii) Wall 1200 mm high plastic laminated timber dado with anti-mould plastic emulsion paint on internal plaster above.

(iii) Ceiling: Suspended acoustic ceiling in exposed aluminium grid.

(b) (i) Full height cabinet 1 no. full height of 400mm(d) lockable cupboard with adjustable shelves and drawers along one wall. Cupboard to be plywood or blockboard with postformed edging plastic laminate, drawers and shelves to be of laminated plastic on plywood or blockboard with hardwood lipping, or other approved.

(ii) Notice board 1 nos. 1200x2400mm at 1200mm above floor level; 13mm soft board to BS 1142, Pt. 3, finished with Hessian fabric.

(iii) Wyteboard 1 no. of 1200mm x 1200mm wyteboard.

(vi) Folding Partitions The design should be flexible to allow partitioning of the room to smaller rooms. Ceiling-hung lightweight proprietary folding/sliding partitions to be provided. The folding/sliding partitions shall be finished with laminated plastic or Hessian fabric or other approved.

7. Dining/Activity Room/Meal (a) (i) Floor: 500mm x 500mm x 2mm thick vinyl tiles or 2mm thick flexible vinyl sheet to BS 3261 fixed
Provision Area to a cement sand screed to a total minimum thickness of 50mm and a 100mm high x 2mm thick matching coved flexible vinyl skirting to all walls and columns.

(ii) Wall 1200 mm high plastic laminated timber dado with anti-mould plastic emulsion paint on internal plaster above.

(iii) Ceiling: Suspended acoustic ceiling in exposed aluminium grid.

(b) (i) Full height cabinet 1 no. of full height of 6000mm (l) x 400mm(d) lockable cupboard with adjustable shelves and drawers along one wall.

Cupboard to be plywood or blockboard with postformed edging plastic laminate, drawers and shelves to be of laminated plastic on plywood or blockboard with hardwood lipping, or other approved.

(ii) Notice board 1 nos. 1200x2400mm at 1200mm above floor level; 13mm soft board to BS 1142, Pt. 3, finished with Hessian fabric.

(iii) Wyteboard 1 no. of 1200mm x 1200mm wyteboard.

(vi) Folding Partitions The design should be flexible to allow partitioning of the room to smaller rooms.

Ceiling-hung lightweight proprietary folding/sliding partitions to be provided. The folding/sliding partitions shall be finished with laminated plastic or Hessian fabric or other approved.

8 Multi-sensory Area (a) (i) Floor: 500mm x 500mm x 2 mm thick vinyl tiles or 2mm thick flexible vinyl sheet to BS3261 on cement sand screed.

A 100mm high x 2mm thick matching coved flexible vinyl skirting or 12mm thk. hardwood to all walls and columns.

(ii) Walls and columns: 2000mm high cushion padding dado and anti-mould acrylic emulsion paint on internal plaster above.

(iii) Ceiling: Suspended acoustic ceiling in exposed
9 General Store  

(a) (i) Floor: 500mm x 500mm x 2mm thick vinyl tiles or 2mm thick flexible vinyl sheet to BS 3261 fixed to a cement sand screed to a total minimum thickness of 50mm and a 100mm high x 2mm thick matching coved flexible vinyl skirting to all walls and columns.

(ii) Walls Anti-mould acrylic emulsion paint on internal plaster.

(iii) Ceiling: Anti-mould acrylic emulsion paint on internal plaster.

(b) (i) Open Shelf 500mm deep horizontal storage shelves from floor to ceilings along the entire length of at least one wall. Shelves to be of 25mm thick block board with 10mm thick hardwood lipping on 45mm x 45mm x 5mm G.S. angle frame. Intermediate shelves appropriately spaced with G.S. angle vertical supports at approx.1500mm centres.

(ii) Door 1 1/2 leafed door with low level louvers.

10 Laundry/Workroom  

(a) (i) Floor: 300mm x 300mm x 9mm thick anti-slip ceramic (homogeneous) tiles or other approved on cement sand screed laid with adequate falls to floor drains. Matching coved tile skirting 100mm high to all walls and columns.

(ii) Walls 150mm x 150mm x 5.5mm light coloured cushion edged glazed ceramic tiles to 2200mm high.

(iii) Ceiling: White anti-mould acrylic emulsion paint on internal plaster.

(b) (i) Laundry Sink: 1 no. stainless steel sink with drainer table. Bowl size to be say 760mm(l) x 500mm(w) x 300mm(d) with cold water supply.

(ii) Working Bench A bench unit of 500mm(d) x 900mm(h) with drawers and adjustable shelves in lockable cupboards under along the entire length one
(iii) Drying Rack: 2 nos. stainless steel drying rack installed at high level.

(iv) Shelves 500mm(d) horizontal storage shelves from floor to ceilings along the entire length of one wall. Shelves to be of 25 mm thick blockboard with 10mm thick hardwood lipping on 45mm x 45mm x 5mm G.S. angle frame. Intermediate shelves appropriately spaced with G.S. angle vertical supports at approximate 1500mm centres.

### 11 Staff Changing Room

(a) (i) Floor: 500mm x 500mm x 2mm thick vinyl tiles or 2mm thick flexible vinyl sheet to BS 3261 fixed to a cement sand screed to a total minimum thickness of 50mm and a 100mm high x 2mm thick matching coved flexible vinyl skirting to all walls and columns.

(ii) Walls Anti-mould acrylic emulsion paint on internal plaster.

(iii) Ceiling: Anti-mould acrylic emulsion paint on internal plaster.

(b) (i) Wardrobe Built-in lockable wardrobe with laminated plastic finish along one wall.

(ii) Bench One number of slatted bench and a row of coat hooks/ rails.

### 12 1 no of Disabled Toilet cum Shower

(i) Floor: 300mm x 300mm x 9mm thick anti-slip ceramic (homogeneous) tiles or other approved on cement sand screed laid with adequate falls to floor drains. Matching coved tile skirting.
(ii) Walls: 150mm x 150mm x 5.5mm light coloured cushion edged glazed ceramic tiles to 2,200mm high, anti mould acrylic emulsion paint on internal plaster above. Pattern tile may be used as appropriate to create effect.

(iii) Ceiling: Anti-mould acrylic emulsion paint on internal plaster.

(b) (i) Sanitary Fitments Each disabled toilet should have 
1 no. WC.
1 no. wash basin with lever action cold water tap.
1 no. of shower seat to slide over WC.

(ii) Toilet Accessory Each disabled toilet should have
1 no. toilet paper roll holder.
1 no. coat hook & 1 no. towel rail.
1 no. liquid soap dispenser.
1 no. mirror.
1 no. shower fitting with wall mounted pre- mixed water mixer with flexible hose and shower head to be provided for wheelchair users. Shower fittings shall be positioned convenient for staff assistance. Hand rails as indicated in the latest edition of Design Manual: Barrier Free Access.

(c) (i) Door Door to be provided with self- closing device.

(ii) Floors shall have adequate water-proofing with sufficient fall and suitable no. of floor drain.

(iii) Design and provisions of the toilet to be in full accordance with the latest edition of “Design Manual: Barrier Free Access”.

13 Male and Female Toilet

(i) Floor: 300mm x 300mm x 9mm thick anti-slip ceramic (homogeneous) tiles or other approved on cement sand screed laid with adequate falls to floor drains. Matching coved tile skirting 100mm high to all walls and columns.

(ii) Walls: 150mm x 150mm x 5.5mm light coloured
cushion edged glazed ceramic tiles to 2200mm high, anti mould acrylic emulsion paint on internal plaster above. Pattern tile may be used as appropriate to create effect.

(iii) Ceiling: White anti-mould acrylic emulsion paint on internal plaster.

(iv) Compartment Walls: Proprietary solid core phenolic resin faced and sealed or other water resistant material same as wall finish.

(v) Compartment Doors: Proprietary solid core phenolic resin faced and sealed doors with indication bolt and coin operated from outside for each cubicle.

(b) (i) Sanitary Fitments For male toilet:
2 no. WC.
2 no. urinal.
3 no. wash basins with lever action cold water tap.
For female toilet:
3 no. WC.
3 no. wash basins with lever action cold water tap.

(ii) Toilet Accessory For each toilet cubicle, 1 no. of toilet paper roll holder and coat hook;
For each wash basin, 1 no. of liquid soap dispenser and a mirror;

(iii) Door Door opening into toilet area to be provided with self-closing device.

(c) Floors shall have adequate water-proofing with sufficient fall and suitable no. of floor drains.

14. Circulation Areas (a) (i) Floor: 500mm x 500mm x 2mm thick vinyl tiles or 2mm thick flexible vinyl sheet to BS 3261 fixed to a cement sand screed to a total minimum thickness of 50mm and a 100mm high x 2mm thick matching coved flexible vinyl skirting to all walls and columns.

(ii) Walls: 1200 mm high plastic laminated timber dado with anti-mould plastic emulsion paint on
internal plaster above, corners & columns to be rounded and/or padded.

(iii) Ceiling: Anti-mould acrylic emulsion paint on internal plaster.

(b) (i) Handrails: Timber or plastic coated proprietary made handrails to be provided to all walls in the public circulation area. Hand rails as indicated in the latest edition of Design Manual: Barrier Free Access”.

(c) (i) The width of corridor shall be at least 1500mm to allow passing of 2 wheelchairs and to facilitate a wheelchair user accompanied by escorts on either side.

Notes:

1. This Document to be read in conjunction with the latest edition of “Schedule of General Requirement for Welfare Premises”.

2. Heavy duty curtains tracks to be provided to all windows / half glazed partitions in functional areas accessible by the service users to enhance home-like environment. Curtains rails shall be on heavy-duty rails threaded with plastic rollers only, i.e. Without strings and pulleys. Venetian blinds shall be provided to all external windows / half- glazed partitions in all office areas and to all viewing panels at doors.

3. The design and construction of the Centre shall comply with all relevant Statutes and Codes of Practice including but not limited to the Buildings Ordinance.

Architectural Section
Social Welfare Department
Feb 2012
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) :-

General requirements

(a) 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.

Material and Workmanship

(b) 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.

Submissions

(d) The operator shall submit progress report, drawings and arrange site inspections/meetings as necessary and as required by DSW.

Net Floor Area

(e) 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.

Net Operational Floor Area

(f) 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.

Building requirements

2. The Welfare Premises shall be designed and constructed to the satisfaction of DSW to incorporate the following building requirements wherever applicable :-
Sanitaryware plumbing and drainage
(a) 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

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.

(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.

(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 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, 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 :-
### Service Specifications on Day Care Centre for the Elderly at Yau Lai Estate, Kwun Tong (Annex)

<table>
<thead>
<tr>
<th>Summer design condition</th>
<th>Winter design condition</th>
</tr>
</thead>
<tbody>
<tr>
<td>Outside</td>
<td>Inside</td>
</tr>
<tr>
<td>33°C db 66% RH</td>
<td>25.5°C db 54% RH</td>
</tr>
<tr>
<td>10°C db 40% RH</td>
<td>20°C db</td>
</tr>
</tbody>
</table>

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, 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.
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”, i.e. “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)
Appendix 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, 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.


(k) General Specification for Broadcast Reception 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.


(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, 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.
Appendix 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 1100 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.
<table>
<thead>
<tr>
<th>Description</th>
<th>Specification</th>
</tr>
</thead>
<tbody>
<tr>
<td>Sink - stainless steel</td>
<td>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.</td>
</tr>
<tr>
<td>Water supply</td>
<td>7. Flushing supply system shall be in plastic pipes unless a booster pump system is provided.</td>
</tr>
<tr>
<td>Wastes</td>
<td>8. Waste pipes and traps etc. shall be plastic of an approved proprietary brand.</td>
</tr>
<tr>
<td>Water supply</td>
<td>9. Water supply fittings shall be provided as follows:-</td>
</tr>
<tr>
<td></td>
<td>a) 15 mm solid flange lever action pillar taps with aerator to wash basins;</td>
</tr>
<tr>
<td></td>
<td>b) 15 mm diameter swivel neck with mixer valve to kitchen double sink unit;</td>
</tr>
<tr>
<td></td>
<td>c) 15 mm solid flange lever action taps to the Disabled Persons toilet;</td>
</tr>
<tr>
<td>Water tanks</td>
<td>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.</td>
</tr>
<tr>
<td>Floor drains</td>
<td>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 m² of floor area.</td>
</tr>
</tbody>
</table>
Appendix 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 1200 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.

**Architectural Section**

**Social Welfare Department**
Annex 5

Furniture & Equipment List (Capacity: 40 places) (for reference)
Day Care Centre for the Elderly at
G/F, Yung Lai House, Yau Lai Estate, Kwun Tong, Kowloon

<table>
<thead>
<tr>
<th>Item no.</th>
<th>Description</th>
<th>Quantity</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>A</strong></td>
<td><strong>General Office</strong></td>
<td></td>
</tr>
<tr>
<td>1</td>
<td>Office Desk and Chair (in set)</td>
<td>2</td>
</tr>
<tr>
<td>2</td>
<td>Telephone Installation (1 Lines &amp; 1 Ext.)</td>
<td>sum</td>
</tr>
<tr>
<td>3</td>
<td>4 Drawer Cabinet with Safe</td>
<td>1</td>
</tr>
<tr>
<td>4</td>
<td>4 Drawer Steel Filing Cabinet</td>
<td>1</td>
</tr>
<tr>
<td>5</td>
<td>Form Rack</td>
<td>1</td>
</tr>
<tr>
<td>6</td>
<td>Wall Hung Clock</td>
<td>1</td>
</tr>
<tr>
<td>7</td>
<td>Calculator with Printer</td>
<td>1</td>
</tr>
<tr>
<td>8</td>
<td>File Tray</td>
<td>2</td>
</tr>
<tr>
<td>9</td>
<td>Litter Bin</td>
<td>2</td>
</tr>
<tr>
<td>10</td>
<td>Stationery Set</td>
<td>sum</td>
</tr>
<tr>
<td>11</td>
<td>Key Box</td>
<td>1</td>
</tr>
<tr>
<td>12</td>
<td>Thermo Flask for Tea (Kitchen Use)</td>
<td>1</td>
</tr>
<tr>
<td>13</td>
<td>Arms Free Chair</td>
<td>2</td>
</tr>
<tr>
<td>14</td>
<td>Arms Free Chair(counter)</td>
<td>1</td>
</tr>
<tr>
<td>15</td>
<td>Storage Cabinet with Door</td>
<td>1</td>
</tr>
<tr>
<td>16</td>
<td>Facsimile Machine</td>
<td>1</td>
</tr>
<tr>
<td>17</td>
<td>Facsimile Line Installation</td>
<td>1</td>
</tr>
<tr>
<td>18</td>
<td>Photocopier</td>
<td>1</td>
</tr>
</tbody>
</table>

<p>| <strong>B</strong>    | <strong>Common Room(CR)</strong>                              |          |
| 1        | Television (32&quot;)                                 | 1        |
| 2        | T.V. Stand                                       | 1        |
| 3        | Hi-Fi (3 in 1 including PA Function)             | 1        |
| 4        | Sofa Set (4 Seats)                               | 1        |
| 5        | Geriatric Chairs                                | 20       |
| 6        | Foot Stool                                       | 20       |
| 7        | Geriatric Chair (Recline + Tilting)              | 20       |
| 8        | Coffee Table                                     | 1        |
| 9        | Long Folding Table                               | 2        |
| 10       | Wall Hung Clock                                  | 1        |
| 11       | Litter Bin                                       | 1        |
| 12       | Magazine Rack                                    | 1        |</p>
<table>
<thead>
<tr>
<th>Item no.</th>
<th>Description</th>
<th>Quantity</th>
</tr>
</thead>
<tbody>
<tr>
<td>13</td>
<td>Newspaper Rack</td>
<td>1</td>
</tr>
<tr>
<td>14</td>
<td>Display Cupboard</td>
<td>1</td>
</tr>
<tr>
<td>15</td>
<td>Umbrella Stand</td>
<td>1</td>
</tr>
<tr>
<td>16</td>
<td>Tea-pot, Cups, Thermo flask</td>
<td>sum</td>
</tr>
<tr>
<td>17</td>
<td>Curtain</td>
<td>sum</td>
</tr>
<tr>
<td>18</td>
<td>Anti-wandering System</td>
<td>1</td>
</tr>
</tbody>
</table>

**C  Nurse Room**

<table>
<thead>
<tr>
<th>Item no.</th>
<th>Description</th>
<th>Quantity</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Hospital bed</td>
<td>1</td>
</tr>
<tr>
<td>2</td>
<td>Pillow</td>
<td>2</td>
</tr>
<tr>
<td>3</td>
<td>Pillow Case</td>
<td>4</td>
</tr>
<tr>
<td>4</td>
<td>Blanket with Cover</td>
<td>2</td>
</tr>
<tr>
<td>5</td>
<td>Bed Sheet</td>
<td>3</td>
</tr>
<tr>
<td>6</td>
<td>Bed Cover</td>
<td>1</td>
</tr>
<tr>
<td>7</td>
<td>Office Desk</td>
<td>1</td>
</tr>
<tr>
<td>8</td>
<td>Chair</td>
<td>2</td>
</tr>
<tr>
<td>9</td>
<td>File Tray</td>
<td>1</td>
</tr>
<tr>
<td>10</td>
<td>Litter Bin</td>
<td>1</td>
</tr>
<tr>
<td>11</td>
<td>Medicine Cupboard</td>
<td>1</td>
</tr>
<tr>
<td>12</td>
<td>Drug Refrigerator (170 or below Litres)</td>
<td>1</td>
</tr>
<tr>
<td>13</td>
<td>Sterilizer</td>
<td>1</td>
</tr>
<tr>
<td>14</td>
<td>Weighing Machine with Seat</td>
<td>1</td>
</tr>
<tr>
<td>15</td>
<td>Wheel Chair</td>
<td>2</td>
</tr>
<tr>
<td>16</td>
<td>Commode and Shower Chair</td>
<td>2</td>
</tr>
<tr>
<td>17</td>
<td>Walking Quadripod</td>
<td>1</td>
</tr>
<tr>
<td>18</td>
<td>Walking Aid</td>
<td>1</td>
</tr>
<tr>
<td>19</td>
<td>Stainless Steel Trolley – for Nursing</td>
<td>1</td>
</tr>
<tr>
<td>20</td>
<td>Curtain</td>
<td>sum</td>
</tr>
<tr>
<td>21</td>
<td>Wall Hung Clock</td>
<td>1</td>
</tr>
<tr>
<td>22</td>
<td>Walking Frame</td>
<td>1</td>
</tr>
<tr>
<td>23</td>
<td>Medical Equipment (Please refer to the list of Medical Equipment for reference)</td>
<td>sum</td>
</tr>
<tr>
<td>24</td>
<td>Folding Screen</td>
<td>2</td>
</tr>
<tr>
<td>25</td>
<td>Protective gears for infection control (Masks, gloves, alcohol pads etc.)</td>
<td>sum</td>
</tr>
<tr>
<td>26</td>
<td>Automated External Defibrillators</td>
<td>1</td>
</tr>
</tbody>
</table>

**D  Physiotherapy Room**

<table>
<thead>
<tr>
<th>Item no.</th>
<th>Description</th>
<th>Quantity</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Exercise Equipment (Please refer to the list of Exercise Equipment for reference.)</td>
<td>sum</td>
</tr>
<tr>
<td>Item no.</td>
<td>Description</td>
<td>Quantity</td>
</tr>
<tr>
<td>---------</td>
<td>-----------------------------------------------------------------------------</td>
<td>----------</td>
</tr>
<tr>
<td>2</td>
<td>Occupational Safety Equipment (safety belts, knee and wrist protection items)</td>
<td>sum</td>
</tr>
<tr>
<td>E</td>
<td><strong>Interviewing Room</strong></td>
<td></td>
</tr>
<tr>
<td>1</td>
<td>Sofa Set (4 Seats)</td>
<td>1</td>
</tr>
<tr>
<td>2</td>
<td>Coffee Table</td>
<td>1</td>
</tr>
<tr>
<td>3</td>
<td>Litter Bin</td>
<td>1</td>
</tr>
<tr>
<td>F</td>
<td><strong>Dining Room</strong></td>
<td></td>
</tr>
<tr>
<td>1</td>
<td>Dining Table (for 4 Persons)</td>
<td>10</td>
</tr>
<tr>
<td>2</td>
<td>Folding Chair</td>
<td>30</td>
</tr>
<tr>
<td>3</td>
<td>Dining Utensils (45 Sets) (including Rice Bowl, Chopsticks, Spoon, Cup, Small Dish, etc.)</td>
<td>Sum</td>
</tr>
<tr>
<td>4</td>
<td>Electric Kettle</td>
<td>1</td>
</tr>
<tr>
<td>5</td>
<td>Litter Bin</td>
<td>1</td>
</tr>
<tr>
<td>G</td>
<td><strong>Meal Provision Area</strong></td>
<td></td>
</tr>
<tr>
<td>1</td>
<td>Water Boiler (10 Gallon)</td>
<td>1</td>
</tr>
<tr>
<td>2</td>
<td>Toaster</td>
<td>1</td>
</tr>
<tr>
<td>3</td>
<td>Crockery (including Soup Bowl, Ladle, Plate, Pot, etc.)</td>
<td>sum</td>
</tr>
<tr>
<td>4</td>
<td>Cleaning Utensils (including Dish Cloth, Plastic Apron, Pails, etc.)</td>
<td>sum</td>
</tr>
<tr>
<td>5</td>
<td>Stainless Steel Trolley for Food</td>
<td>1</td>
</tr>
<tr>
<td>6</td>
<td>Wall Hung Clock</td>
<td>1</td>
</tr>
<tr>
<td>7</td>
<td>Microwave Oven</td>
<td>1</td>
</tr>
<tr>
<td>8</td>
<td>Refrigerator (170 or below Litres)</td>
<td>1</td>
</tr>
<tr>
<td>9</td>
<td>Garbage Bin</td>
<td>1</td>
</tr>
<tr>
<td>H</td>
<td><strong>Multi-sensory Area</strong></td>
<td></td>
</tr>
<tr>
<td>1</td>
<td>Multi-sensory equipments (including minor works items)</td>
<td>Sum</td>
</tr>
<tr>
<td>2</td>
<td>Sofa Set (4 Seats)</td>
<td>1</td>
</tr>
<tr>
<td>I</td>
<td><strong>Bathroom/Toilet</strong></td>
<td></td>
</tr>
<tr>
<td>1</td>
<td>Shower Curtain</td>
<td>Sum</td>
</tr>
<tr>
<td>2</td>
<td>Plastic Bucket</td>
<td>Sum</td>
</tr>
<tr>
<td>3</td>
<td>Hair Dryer</td>
<td>1</td>
</tr>
<tr>
<td>Item no.</td>
<td>Description</td>
<td>Quantity</td>
</tr>
<tr>
<td>---------</td>
<td>------------------------------------------------------------------------------</td>
<td>----------</td>
</tr>
<tr>
<td>4</td>
<td>Hair Cutter Set</td>
<td>1</td>
</tr>
<tr>
<td>5</td>
<td>Electric Shaver</td>
<td>1</td>
</tr>
<tr>
<td>6</td>
<td>Plastic Chairs</td>
<td>4</td>
</tr>
</tbody>
</table>

**J  Laundry**

<table>
<thead>
<tr>
<th>Item no.</th>
<th>Description</th>
<th>Quantity</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Plastic Container for Clothings</td>
<td>4</td>
</tr>
<tr>
<td>2</td>
<td>Iron with Ironing Board</td>
<td>1</td>
</tr>
<tr>
<td>3</td>
<td>Long Folding Table</td>
<td>1</td>
</tr>
<tr>
<td>4</td>
<td>Bucket</td>
<td>sum</td>
</tr>
</tbody>
</table>

**K  Equipment for Social and Recreational Activities**

<table>
<thead>
<tr>
<th>Item no.</th>
<th>Description</th>
<th>Quantity</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Plants and Picture, Fish, Aquarium, Handicraft Material, etc.</td>
<td>sum</td>
</tr>
<tr>
<td>2</td>
<td>LCD Projector</td>
<td>1</td>
</tr>
<tr>
<td>3</td>
<td>Screen (portable)</td>
<td>1</td>
</tr>
<tr>
<td>4</td>
<td>Video Tape Recorder / DVD Video Recorder</td>
<td>1</td>
</tr>
<tr>
<td>5</td>
<td>Digital Camera</td>
<td>1</td>
</tr>
<tr>
<td>6</td>
<td>Loud Hailer</td>
<td>1</td>
</tr>
<tr>
<td>7</td>
<td>Cassette and Video Tapes</td>
<td>sum</td>
</tr>
<tr>
<td>8</td>
<td>Cognitive Games and Exercises</td>
<td>sum</td>
</tr>
</tbody>
</table>

**L  Computer for Administrative Use**

<table>
<thead>
<tr>
<th>Item no.</th>
<th>Description</th>
<th>Quantity</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Computer Hardware</td>
<td>1</td>
</tr>
<tr>
<td>2</td>
<td>Printer</td>
<td>1</td>
</tr>
<tr>
<td>3</td>
<td>Computer Software</td>
<td>sum</td>
</tr>
<tr>
<td>4</td>
<td>Computer Desk</td>
<td>1</td>
</tr>
<tr>
<td>5</td>
<td>Computer Chair</td>
<td>1</td>
</tr>
</tbody>
</table>

**M  Miscellaneous**

<table>
<thead>
<tr>
<th>Item no.</th>
<th>Description</th>
<th>Quantity</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Blanket with Cover</td>
<td>45</td>
</tr>
<tr>
<td>2</td>
<td>PCW Uniform</td>
<td>sum</td>
</tr>
<tr>
<td>3</td>
<td>Ladder (6-8 steps)</td>
<td>1</td>
</tr>
<tr>
<td>4</td>
<td>Fire Fighting Equipment</td>
<td>sum</td>
</tr>
<tr>
<td>5</td>
<td>Tools</td>
<td>sum</td>
</tr>
<tr>
<td>6</td>
<td>Cleaning Equipment and Cleaning Materials (including Brooms, Mop, Duster, etc.)</td>
<td>sum</td>
</tr>
<tr>
<td>Item no.</td>
<td>Description</td>
<td>Quantity</td>
</tr>
<tr>
<td>---------</td>
<td>-------------------------------------------------</td>
<td>----------</td>
</tr>
<tr>
<td>N</td>
<td><strong>Vehicles and Equipment</strong></td>
<td></td>
</tr>
<tr>
<td></td>
<td>1 16-seater Liquefied Petroleum Gas Euro IV</td>
<td>2</td>
</tr>
<tr>
<td></td>
<td>vehicle (with tail lift)</td>
<td></td>
</tr>
<tr>
<td></td>
<td>2 Mobile phone equipped with the vehicles</td>
<td>2</td>
</tr>
</tbody>
</table>

**Note:**
1. Items B18, C26, H2, N1 and N2 are prescribed items which must be purchased.
2. Only the capital cost for purchasing the vehicle should be charged to the LF. Any recurrent cost relating to the purchase of the vehicle (e.g. insurance, licence fee, Passenger Service Licence Certificate, Traffic Accident Victims Assistance Fund etc.) are non-supported items for LF and should be borne by your organisation.

**List of Medical Equipment for a Day Care Centre for the Elderly**

- Mouth Gap
- Tongue Depressor
- Portable Aspirates
- Stethoscope
- Thermometer (Digital)
- Thermometer (Infrared)
- Kidney Dishes
- Instrument Tray
- Dissecting Forceps
- Sterilizer Forceps and Forceps Jar
- Artery Forceps
- Tongue Holding Forceps
- Nursing Scissors
- Stitch Scissors
- Air Way
- Air Viva
- Bed Pan
- Urinal
- Galle Pots
- First Aid Equipment (Urine Strip, Testers, Disposable Syringe, etc.)
- Injection Box
- Sphygmomanometer
- Eye Irrigator
- Ambu" Carry Bag
- Dressing Bowl
- Sputum Mug
- Container for Alcohol Swab
- Plastic Feeding Cup
- Plastic Medicine Cup
Plastic Measuring Jar
Urine Bag
Suction Catheter (Disposable)
Nelson Inhaler
Tendon Hammer
Diagnostic Set
Incandescent Lamp
Spatula
Gauze
Cotton Wool
Crepe Bandage 2"
Crepe Bandage 3"
Band Aid
Elastic Adhesive Bandage
Micropore 1/2"
Medicine (sum)
Oximeter
Blood Glucose Monitor
Transfer Aid

List of Exercise Equipment for a Day Care Centre for the Elderly

Cycle Exerciser
Pulley System
Parallel Bar
Wall Bar (Wooden)
Bean Bag
Plastic Balls
Sponge Balls
Rubber Balls
Basketball
Mattress
Colour Band
Plastic Ring
Power Putty
Bamboo Sticks
Full Length Mirror
Muscle Simulator
Annex 6

Guidelines for Proposal on Day Care Centre for the Elderly (DE)
G/F, Yung Lai House, Yau Lai Estate, Kwun Tong, Kowloon

Introduction

Applicants are required to demonstrate commitment, experience, capacity and innovation in delivering the services, in a manner which ensures continuous achievement of policy aims, programme objectives, philosophy and values, care service outcomes, service improvement and quality assurance.

Submission of Proposal

Applicant is required to submit its proposal in 6 hard copies and 2 soft copies (in MS Word 2000 or above format in a CD-ROM) under seal to the collection box situated at 8/F, Wu Chung House, 213, Queen’s Road East, Wan Chai before 5:00 p.m. on the Closing Date for Application. The proposal MUST be limited to 30 pages (one inch on all sides of the page, 13-point in font size, double line spacing, A4 size including annexes or appendices and excluding written documents to prove the Applicant’s collaboration with the parties concerned under the quality aspect of “Strategic Alliance and Service Integration) and contain all the information as required in the Service Specifications. Information provided by the Applicant in its proposal will be used for assessing the suitability of the proposal. Any content information exceeding 30 pages will not be considered. Late submission, submission by E-mail or by facsimile will not be accepted.

Assessment of Application

A Vetting Committee will be set up to evaluate the proposals and make a recommendation to the Director of Social Welfare (DSW). The assessment will be based on factors such as operational plan, service plan, strategic alliance and service integration, performance management, human resource management, relevant experience and familiarity with local scene, planning of service commencement, innovative initiatives and value-added items, etc.

The evaluation of applications shall involve a quality assessment of the proposals submitted by the applicants. Applicant must not submit proposal jointly with another organisation. The successful applicant recommended to DSW for the approval of the time-defined FSA will normally be the one whose proposal for that DE has attained the highest total score.

Proposal on Qualitative Information on DE

The Applicant should provide the information according to the order of the sections specified below. Score will be given on the basis of the information contained in each
section only, unless cross-references to other sections are provided. Information copied direct from the Service Specifications without further elaboration will obtain no score.

(a) **Operational Plan**

- Detailed description of programme design, including the operational plan to achieve flexibility in serving full-time and part-time Service Users, plan to provide extended hours of service programme and service to be provided during the extended hours, provision of centre-based services to users of EHCCS/IHCS (Frail Cases) teams in the district; and

(b) **Service Operation**

- Concrete measures to provide services to the Service Users with dementia
- Concrete measures to address various clinical issues pertaining to frail elders (e.g. fall, skin integrity, management of wound, etc.);
- Concrete measures to address non-clinical related services (e.g. centre-based day respite service, emergency day respite service, transport and escort, etc);
- Concrete arrangement to provide meal services;
- Detailed description on providing counseling, social service and developmental, supportive and therapeutic groups, etc. to tackle individual and relationship problems and to promote psychosocial well-being of the Service Users;
- Detailed description on providing training and support service to the carers and promoting volunteer activities to serve the Service Users and carers;
- Detailed description on contingency plan for continuation of services.

(c) **Strategic Alliance and Service Integration**

- Detailed description on the approach to achieve service integration and/or to establish relevant, diversified and effective alliance and partnership, as well as mechanism to maintain multi-disciplinary cooperation and collaboration with stakeholders, such as:
  (i) District Elderly Community Centre(s);
  (ii) Enhanced Home and Community Care Services/Integrated Home Care Services teams;
  (iii) medical and health sectors;
  (iv) residential care homes for the elderly;
  (v) other elderly service units;
  (vi) local organisations; and
  (vii) meal service providers
The applicant NGO **should** submit written documents to prove their collaboration with the parties concerned, such as supporting letters from the collaborative stakeholders. Self-certified document(s) provided by the Applicant **would not** be accepted as supporting documents.

(d) **Performance Management**

- Detailed description on the output indicators and the proposed level of attainment\(^1\). Meanwhile, the applicant NGO can propose additional output indicator(s) and attainment level(s) above those specified in paragraph 54 of the Service Specifications;
- Detailed description on the outcome indicators, the proposed level of attainment\(^2\), as well as the means and tools to measure the outcome. Meanwhile, the applicant NGO can propose additional outcome indicator(s) and attainment level(s) above those specified in paragraph 55 of the Service Specifications;
- Proposed level of attainment on output and/or outcome indicators as specified and those additional one are to be entered to the time-defined Funding and Service Agreement and required to comply; and
- Description on the internal and external mechanism to monitor and evaluate the service quality standards, outputs and outcomes, etc.

(e) **Human Resource Management (HRM)**

- Detailed description on the quantity and qualification (if appropriate) of staff, with organisational structure showing the level of accountability, and job description of each post;
- Description on staff supervision system and staff training/development programmes; and
- Description on management support (e.g. central administration support, financial, HRM, etc.).

(f) **Relevant Experience and Familiarity with Local Scene**

- Experience and track record of achievements (e.g. Day Care Centre for the Elderly, Home Help Services, Integrated Home Care Services, Enhanced Home and Community Care Services, Care and Attention Home, Nursing Home, Infirmary, etc.) and any other relevant experience in working with frail elders; and

\(^1\) Applicant NGO should submit with their proposal a realistic level of attainment on each output as described in paragraph 54.

\(^2\) Applicant NGO should submit with their proposal a realistic level of attainment on each outcome as described in paragraph 55.
- Familiarity with local scene (e.g. district characteristics, population profile, community resources, etc.)

(g) Planning of Service Commencement

- Detailed layout plan of the project premises; and
- Detailed proposal of implementation schedule.

(h) Innovative Initiatives and Value-added Items

- Detailed description on innovative proposal and value-added items.
- Detailed description of fee charging proposal, if any, for the value-added services.

Marking Scheme

Eight quality aspects will be assessed and the marking scheme is summarised as below.

<table>
<thead>
<tr>
<th>Quality Aspects</th>
<th>Scores</th>
</tr>
</thead>
<tbody>
<tr>
<td>(a) Operational Plan</td>
<td>10</td>
</tr>
<tr>
<td>(b) Service Plan</td>
<td>35</td>
</tr>
<tr>
<td>(c) Strategic alliance and service integration</td>
<td>16</td>
</tr>
<tr>
<td>(d) Performance management</td>
<td>14</td>
</tr>
<tr>
<td>(e) Human resource management</td>
<td>7</td>
</tr>
<tr>
<td>(f) Relevant experience and familiarity with local scene</td>
<td>7</td>
</tr>
<tr>
<td>(g) Planning of service commencement</td>
<td>7</td>
</tr>
<tr>
<td>(h) Innovative initiatives and value-added items</td>
<td>4</td>
</tr>
</tbody>
</table>

Total scores: 100