

僅供參考  
 For Reference Only  
 家具及設備參考表 — 共享親職支援中心  
 Reference Furniture and Equipment List for  
 Specialised Co-parenting Support Centre

<b>1. 幼兒護理設備 Child-care Equipment</b>		
◆ 小童搖椅 baby rocking chair	◆ 奶瓶 feeding/milk bottle	◆ 膠口水肩 plastic bib
◆ 奶瓶消毒器 milk bottle sterilizer	◆ 量杯 measuring cup	◆ 高椅 high chair
◆ 幼兒安全閘 safety gate		
<b>2. 空氣淨化機 /抽濕機 Air Purifier / Dehumidifier</b>		
<b>3. 影音器材 Audio-Visual Equipment</b>		
◆ 藍光播放機 blu-ray player	◆ 電視 television	◆ VCD / DVD 播放機 / 錄影機 DVD / VCD player / recorder
◆ 音響設備 Hi-Fi system	◆ 熒幕/ 可摺式熒幕 screen / folding screen	◆ 多媒體投影機連熒幕 multi-media projector with screen
◆ 高射投影機 overhead projector	◆ 收音機 radio	
<b>4. 影音用品及周邊配件 Audio-Visual Materials &amp; Accessories</b>		
◆ 影音/電視/高清晰度多媒體/音響連接線 AV / TV / HDMI / Hi-Fi cable	◆ 耳筒 headphone	
<b>5. 相機 / 手提攝錄機 Camera / Portable Video Recorder</b>		
◆ 數碼相機 digital camera	◆ 手提數碼攝錄機 portable digital video recorder	
<b>6. 廣播系統 PA System</b>		
◆ 揚聲器 amplifier	◆ 咪高峰(座地/座枱)連支架 microphone (floor / table type)with stand	◆ 混音器 microphone mixer
◆ 無線咪 wireless microphone	◆ 手提廣播系統 portable PA system	
<b>7. 快速乾地機 Rapid Floor Dryer</b>		
<b>8. 通風設備 Ventilation</b>		
◆ 座地風扇 floor type fan	◆ 手提式風扇 portable fan	

9. 櫃/衣櫃 Cabinet / Cupboard / Wardrobe			
<ul style="list-style-type: none"><li>◆ 抽屜/鎖櫃 cabinet / drawer / locker</li><li>◆ 抽屜鋼造文件/表格櫃 drawer steel file / form cabinet</li><li>◆ 文件/表格櫃 filing / form cabinet</li></ul>	<ul style="list-style-type: none"><li>◆ 貯物櫃/有門的貯物櫃 storage cabinet / cupboard with door</li><li>◆ 擺放影音設備的櫃 cupboard for AV equipment</li></ul>	<ul style="list-style-type: none"><li>◆ 可上鎖貯物櫃 cabinet with safe</li><li>◆ 擺放廣播系統的櫃 cupboard for PA system</li></ul>	
10. 椅子/梳化 Chair / Sofa			
<ul style="list-style-type: none"><li>◆ 有扶手的椅子 armchair</li><li>◆ 兒童椅 children chair</li><li>◆ 辦公室椅 office chair</li></ul>	<ul style="list-style-type: none"><li>◆ 無扶手的椅子(供操作電腦/打字時或賓客使用) arm free chair (for computer / typing / guest)</li><li>◆ 摺椅／可疊放的椅子 folding / stackable chair</li><li>◆ 餐椅 dinning chair</li></ul>	<ul style="list-style-type: none"><li>◆ 梳化 sofa</li><li>◆ 腳凳 foot / step stool</li><li>◆ 凳子 stool</li></ul>	
11. 辦公室家具及設備 Office Furniture and Equipment			
<ul style="list-style-type: none"><li>◆ 印台及印章 stamp pads and chops</li><li>◆ 碎紙機 paper shredder</li><li>◆ 現金箱 cash box</li><li>◆ 雨傘架 umbrella stand</li><li>◆ 展覽板 exhibition/display board</li><li>◆ 時鐘 clock</li><li>◆ 告示板 notice board</li></ul>	<ul style="list-style-type: none"><li>◆ 磁性白板 magnetic white board</li><li>◆ 鎖櫃 locker</li><li>◆ 影印機 photocopier</li><li>◆ 鎖匙箱 key box</li><li>◆ 文件盤 file tray</li><li>◆ 計算機 calculator</li></ul>	<ul style="list-style-type: none"><li>◆ 切紙機 paper cutting guillotine</li><li>◆ 活動磁性白板 movable magnetic white board</li><li>◆ 過膠機 laminator</li><li>◆ 電動打字機 electronic typewriter</li><li>◆ 急救箱連急救用品 first-aid box with supplies</li><li>◆ 書擋 bookend set</li></ul>	
12. 架 Shelf & Rack			
<ul style="list-style-type: none"><li>◆ 多用途架 shelf/rack for various purposes</li></ul>	<ul style="list-style-type: none"><li>◆ 報刊架 newspaper and magazine rack</li></ul>		
13. 枱 Table			
<ul style="list-style-type: none"><li>◆ 枱邊枱 side table</li><li>◆ 茶几 coffee table</li><li>◆ 角几 corner table</li></ul>	<ul style="list-style-type: none"><li>◆ 摺枱 folding table</li><li>◆ 電腦桌 computer desk</li><li>◆ 餐枱 dining table</li></ul>	<ul style="list-style-type: none"><li>◆ 閱讀枱 reading table</li><li>◆ 辦公桌 office desk</li></ul>	

<b>14. 清潔用具連清潔用品 Cleaning Equipment, Utensils and Materials</b>		
◆ 桶 bucket	◆ 吸塵機 vacuum cleaner	◆ 大垃圾桶 garbage bin
◆ 乾濕兩用吸塵機 wet and dry vacuum cleaner	◆ 小垃圾桶 litter bin	
<b>15. 防感染用具及配件 Protective Gears and Accessories for Infection Control</b>		
◆ 手套 gloves	◆ 膠靴 plastic boots	
<b>16. 防感染設備 Infection Control Equipment</b>		
◆ 消毒機 sterilizer	◆ 以電池驅動的自動感應梘液或消毒酒精機 liquid soap/alcohol dispenser with sensor (battery-type)	
<b>17. 電腦硬件 Computer Hardware</b>		
◆ 電腦熒幕 computer monitor	◆ 桌上電腦 desktop computer	◆ 多功能打印機 multi-function printer
◆ 筆記簿型電腦 notebook computer	◆ 打印機 printer	◆ 掃描器 scanner
◆ 伺服器(低階/中階/高階) server (entry level, mid-range level, high-end level)		
<b>18. 電腦軟件 Computer Software</b>		
◆ 防毒軟件 anti-virus	◆ 辦公室自動化軟件 office automation	◆ 操作系統軟件 operating system
<b>19. 周邊產品 Peripherals</b>		
◆ 外置硬碟 USB external disk	◆ 便攜式磁碟機 USB flash drive	
<b>20. 網絡產品 Network Product</b>		
◆ 為電腦安裝數據線/網絡線 installation of data line/network cable for computer	◆ 網絡交換器 network switch	◆ 無線網絡設備(路由器、轉發器及無線訊號擴展器) wireless network equipment (i.e. router, repeater & wireless extender)
<b>21. 廚房設備 Appliances for Kitchen</b>		
◆ 微波爐 microwave oven	◆ 雪櫃 refrigerator	

<b>22. 茶水間設備及用具 Appliances and Utilities for Pantry</b>		
◆ 滾水罈 water boiler	◆ 濾水器 water filter	◆ 電水煲 electric kettle
◆ 茶具 tea set	◆ 保溫茶壺 thermo flask for tea	◆ 盛冷水用水樽 bottle for cold water
◆ 蒸餾水機 water dispenser		
<b>23. 體檢設備 Equipment for Health Check</b>		
◆ 醫療用 / 電子/紅外線體溫計 clinical / electronic / infrared thermometer		
<b>24. 簾 (連安裝) Curtain (including Installation)</b>		
◆ 窗簾 window curtain		
<b>25. 裝飾用品 Decoration Items</b>		
◆ 畫像連框 picture with frame	◆ 盆栽 plants in pot	◆ 人造花 artificial flowers
<b>26. 隔板 Partition</b>		
◆ 可移動式隔板 movable partition	◆ 辦公室低層隔板 low partition for office use	
<b>27. 標示牌 Signage</b>		
◆ 書架用膠示牌、門口膠牌 plastic sign for door, book shelves		
<b>28. 貯物用具 Storage Equipment</b>		
◆ 玩具箱 toy box	◆ 膠箱 plastic container/ box	
<b>29. 廁具 Toileting Accessories</b>		
◆ 兒童坐便椅 potty		
<b>30. 手工藝用品 Arts and Craft Equipment and Materials</b>		
◆ 書法用品 calligraphy materials	◆ 手工用品 handicraft materials	
<b>31. 書籍、雜誌及參考資料 Books, Magazines and Reference Materials</b>		
<b>32. 戶外活動用品 Outdoor Program Equipment</b>		
◆ 手提擴音器 loud hailer	◆ 手提無線電對講機 walkie-talkie	
<b>33. 玩具/遊戲/棋類 Toys / Games / Chess</b>		

<b>34. 消防設備 Fire Fighting Equipment</b>	
◆ 滅火筒(粉劑/二氧化碳/水式) fire extinguisher (powder / CO2 / water)	
<b>35. 傳真機、電話、電話系統(包括安裝) Facsimile Machine, Telephone Set, Telephone System (including installation)</b>	
<b>36. 流動電話 Mobile Phone</b>	
◆ 非智能流動電話 cell phone	◆ 智能流動電話 smart phone
<b>37. 工具 Tool</b>	
◆ 鋁梯 aluminum ladder	◆ 工具箱連工具 tool box with tools
<b>38. 手推車 Trolley</b>	
◆ 手推車 cart	

### **備註 Remarks**

- (1) 整體補助金不能用作購買耗用物品及即棄物品。

Replenishment of consumable and/or disposable items should not be charged to the Block Grant (BG).

- (2) 各類別下所列的家具及設備僅供參考。

The furniture and equipment (F&E) items listed under each category are meant for reference.

- (3) 非政府機構購買家具及設備須遵守以下原則 -

Non-governmental organisations (NGOs) are reminded to observe the following general principles in purchase of F&E items -

- (a) 所購買的家具及設備須為提供社會福利署認可的福利服務，及滿足運作需要。所購買的家具及設備不應對現有服務單位的服務質素有負面影響；

the F&E items to be purchased should be for providing services recognised by the Social Welfare Department (SWD) and satisfying operational need. The purchase should not adversely affect the quality of service of existing service units;

- (b) 非政府機構不應購買過多或奢華的家具及設備。在購買家具及設備時，須力求達到物有所值，以及謹慎使用獎券基金；

no excessive or extravagant items should be purchased. NGOs should ensure that the F&E items to be purchased are value for money and be prudent in using the Lotteries Fund (LF);

- (c) 在購買家具及設備時，須適當地考慮法例要求、職安健及環保的問題；及  
due consideration should be given to legislative requirements, occupational health and safety, and environmental friendliness; and

- (d) 如需更換現有的家具及設備，應妥善考慮現有的家具及設備是否仍可使用。一般而言，替換五年內購買的家具及設備不會獲得支持。

for replacement of existing F&E items, due consideration should also be given to whether the existing items are still serviceable. Replacement of F&E items purchased for less than five years will normally not be supported.

- (4) 非政府機構購買資訊科技設備時，在資訊科技保安方面須具備良好的企業管治政策、標

準、指引及程序。機構應採取足夠適當的措施，保護將貯存在資訊科技設備和經有線及無線網絡傳送的內部資料。

For purchase of IT equipment, NGOs are reminded to have its own corporate governance on IT security policies, standards, guidelines and procedures. Adequate security measures should also be in place to protect the restricted data to be stored in IT equipment and transmitted in the wired and wireless network.

- (5) 以獎券基金撥款購入的每項非耗用物品，應加上指定序號的標貼，並在管理層指示採購後的合理時間內，記入非耗用物品記錄冊或資產登記冊。社會福利署亦鼓勵非政府機構(如可行)，於其非耗用物品記錄冊及/或資產登記冊說明各新購置項目於相關的《家具及設備參考表》內所屬的「類別」。

Each inventory item procured using LF should be labeled with an assigned serial number and recorded in the inventory record or fixed asset register within a reasonable period after procurement as stipulated by the management. In the inventory record and/or fixed asset register, NGOs are also encouraged (if feasible) to state the “category” of items purchased under the respective Reference F&E list.

- (6) 賬簿或其他相關記錄和資料應根據適用的法律規定，保存最少七年(以時間較長者為準)。同時，於合理時間內，有關賬簿以及所有其他有關獎券基金的記錄及資料，應可隨時供社會福利署及審計署的獲授權人士查閱。

The books of account and all other relevant records and information related should be retained for seven years or in accordance with prevailing statutory requirements whichever the longer. The books of account and all other relevant records and information related to LF should, at all reasonable time, be available for inspection by authorised staff of SWD and the Audit Commission.

- (7) 非政府機構須負責管理工作，訂立足夠的內部管理措施以保障資產，查察是否存在詐騙或不正當的行為，並確保所保存的記錄可靠、符合有關法律規定。

It is the responsibility of the management of NGOs to institute sufficient internal controls to safeguard the assets, detect fraud or irregularities, and ensure reliability of records and compliance with relevant laws or regulations.