

僅供參考
 For Reference Only
 家具及設備參考表 - 學前單位社工服務
 Reference Furniture and Equipment List
 for Social Work Service for Pre-primary Institutions

1. 空氣淨化機 / 抽濕機 Air Purifier / Dehumidifier		
◆ 空氣淨化機 air purifier	◆ 抽濕機 dehumidifier	
2. 影音器材 Audio-Visual Equipment		
◆ 多媒體投影機連螢幕 multi-media projector with screen		
3. 廣播系統 PA System		
◆ 揚聲器及無線咪 amplifier with wireless microphone		
4. 快速乾地機 Rapid Floor Dryer		
◆ 快速乾地機 rapid floor dryer		
5. 通風設備 Ventilation Equipment		
◆ 窗口式冷氣window- type air conditioner	◆ 手提式風扇 portable fan	
6. 櫃 / 衣櫃 Cabinet / Cupboard / Wardrobe		
◆ 4個抽屜鋼造文件 / 表格櫃 4-drawer steel file / form cabinet		
7. 椅子 / 梳化 Chair / Sofa		
◆ 辦公室椅 office chair	◆ 摺椅 / 可疊放的椅子 folding / stackable chair	◆ 梳化 sofa
8. 辦公室家具及設備 Office Furniture and Equipment		
◆ 三層信件架 3-layer letter tray	◆ 急救箱連急救用品 first-aid box with first-aid equipment	◆ 雨傘架 umbrella stand
◆ 磁性白板 magnetic white board	◆ 多功能影印機 (黑白影印/傳真/彩色掃描/打印機) multi-function machine (B/W copier/ fax/ colour scanner/ printer)	◆ 切紙機 paper cutting guillotine
◆ 鎖匙箱 key box	◆ 掛牆鐘 wall hung clock	◆ 計算機 calculator

9. 架 Shelf & Rack		
◆ 表格架 form rack	◆ 報刊架 newspaper & magazine rack	◆ 木書架 wooden bookshelf
10. 枱 Table		
◆ 茶几 coffee table	◆ 長摺枱 long folding table	◆ 辦公桌 office writing desk
11. 清潔用具連清潔用品 Cleaning Equipment, Utensils and Materials		
◆ 桶 bucket	◆ 小垃圾桶 litter bin	◆ 吸塵機 vacuum cleaner
12. 防感染設備 Infection Control Equipment		
◆ 梘液機 liquid soap dispenser		
13. 廚房設備 Appliances for Kitchen		
◆ 微波爐 microwave oven		
14. 茶水間設備及用具 Appliances and Utilities for Pantry		
◆ 茶具 tea set	◆ 飲水器 water dispenser	
15. 體檢設備 Equipment for Health Check		
◆ 智能藍牙紅外線非接觸式電子體溫器 smart bluetooth infrared non-contact electronic thermometer		
16. 簾 (連安裝) Curtain (including Installation)		
◆ 窗簾 window curtain		
17. 隔板 Partition		
◆ 低層隔板 low partition		
18. 標示牌 Signage		
◆ 書架用膠示牌、門口膠牌 plastic sign for door, book shelves		
19. 戶外活動用品 Outdoor Program Equipment		
◆ 手提擴音器 loud hailer	◆ 手提無線電對講機 walkie-talkie	
20. 消防設備 Fire Fighting Equipment		
◆ 滅火筒 (粉劑) fire extinguisher (powder)		

21. 傳真機、電話、電話系統(包括安裝) Facsimile Machine, Telephone Set, Telephone System (including installation)		
◆ 傳真線裝置 facsimile line installation	◆ 傳真機 facsimile machine	◆ 電話-內線裝置 telephone installation - extension line
◆ 電話 telephone set	◆ 電話-主線裝置 telephone installation - main line	
22. 流動電話 Mobile Phone		
◆ 智能流動電話 smart phone		
23. 工具 Tool		
◆ 鋁梯 aluminum ladder	◆ 工具箱連工具 tool box with tools	
24. 手推車 Trolley		
◆ 手推車 cart		
25. 電腦硬件 Computer Hardware		
◆ 打印機 printer	◆ 筆記簿型/桌上電腦 notebook / desktop computer	
26. 電腦軟件 Computer Software		
◆ 電腦軟件 computer software		
27. 網絡產品 Network Product		
◆ 為電腦安裝 數據線 (寬頻) installation of data line (broadband)	◆ 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)	

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.