

僅供參考  
For Reference Only

家具及設備參考表 - 學前兒童課餘託管服務

**Reference Furniture and Equipment List  
for After School Care Programme for Pre-primary Children**

<b>1. 床、寢具及相關用品 Bed, Beddings and Accessories</b>		
◆ 氈套 Blanket Cover (for child)	◆ 尼龍床 Nylon bed (for child)	◆ 枕頭 Pillow
◆ 枕套 Pillow Case	◆ 毛巾被 Towel Blanket	◆ 毛氈 Wool Blanket (for child)
<b>2. 幼兒護理設備 Child-care Equipment</b>		
◆ 小童膠質圍裙 Apron for Children (plastic)		
<b>3. 空氣淨化機/抽濕機 Air Purifier / Dehumidifier</b>		
<b>4. 影音器材 Audio-Visual Equipment</b>		
◆ 多媒體投影機連70”熒幕 multi-media projector with 70” screen	◆ 智能電視 smart television	
<b>5. 廣播系統 PA System</b>		
◆ 揚聲器及無線咪 Amplifier with wireless microphone		
<b>6. 電暖爐 Radiator</b>		
◆ 電暖爐 Radiator		
<b>7. 快速乾地機 Rapid Floor Dryer</b>		
◆ 快速乾地機 rapid floor dryer		
<b>8. 通風設備 Ventilation</b>		
◆ 抽氣扇 exhaust fan	◆ 抽油煙機 exhaust hood	◆ 座地風扇 floor type fan
◆ 窗口式冷氣 window-type air conditioner		
<b>9. 櫃 / 衣櫃 Cabinet / Cupboard / Wardrobe</b>		
◆ 4個抽屜鋼造文件櫃 4-drawer steel file cabine	◆ 影音器材櫃 audio-visual cupboard	◆ 活動玩具架 movable toy shelf
◆ 貯物櫃 / 有門的貯物櫃 storage cabinet / cupboard with door		

<b>10. 椅子 / 梳化 Chair / Sofa</b>		
<ul style="list-style-type: none"> <li>◆ 沒有扶手的椅子 arm free chair</li> <li>◆ 梳化 sofa</li> </ul>	<ul style="list-style-type: none"> <li>◆ 兒童椅 children chair</li> <li>◆ 可疊放的椅子 stackable chair</li> </ul>	<ul style="list-style-type: none"> <li>◆ 辦公室椅 office chair</li> </ul>
<b>11. 辦公室家具及設備 Office Furniture and Equipment</b>		
<ul style="list-style-type: none"> <li>◆ 計算機 calculator</li> <li>◆ 地墊 door mat</li> <li>◆ 鎖匙箱 key box</li> <li>◆ 活動磁性白板 movable magnetic white board</li> <li>◆ 碎紙機 paper shredder</li> <li>◆ 雨傘架 Umbrella Stand</li> </ul>	<ul style="list-style-type: none"> <li>◆ 連打印裝置的計算機 calculator with Printer</li> <li>◆ 文件盤 file tray</li> <li>◆ 過膠機 laminator</li> <li>◆ 告示板 notice board</li> <li>◆ 影印機 photocopier</li> <li>◆ 掛牆鐘 wall hung clock</li> </ul>	<ul style="list-style-type: none"> <li>◆ 現金箱 cash box</li> <li>◆ 急救箱連急救用品 first-aid box with first-aid equipment</li> <li>◆ 磁性白板 magnetic white board</li> <li>◆ 切紙機 paper cutting guillotine</li> <li>◆ 影印機架 photocopier stand</li> </ul>
<b>12. 架 Shelf &amp; Rack</b>		
<ul style="list-style-type: none"> <li>◆ 表格架 form rack</li> <li>◆ 鞋架 shoe rack</li> </ul>	<ul style="list-style-type: none"> <li>◆ 抹手紙架 M-Fold Paper Dispenser</li> <li>◆ 鋼書架 steel bookshelf</li> </ul>	<ul style="list-style-type: none"> <li>◆ 報刊架 newspaper and magazine rack</li> </ul>
<b>13. 枱 Table</b>		
<ul style="list-style-type: none"> <li>◆ 兒童枱 children table</li> <li>◆ 辦公桌 Office Desk</li> </ul>	<ul style="list-style-type: none"> <li>◆ 茶几 coffee table</li> </ul>	<ul style="list-style-type: none"> <li>◆ 長摺枱 long folding table</li> </ul>
<b>14. 清潔用具連清潔用品 Cleaning Equipment, Utensils and Materials</b>		
<ul style="list-style-type: none"> <li>◆ 桶 bucket</li> <li>◆ 吸塵機 vacuum cleaner</li> </ul>	<ul style="list-style-type: none"> <li>◆ 大垃圾桶 garbage bin</li> </ul>	<ul style="list-style-type: none"> <li>◆ 小垃圾桶 litter bin</li> </ul>
<b>15. 防感染設備 Infection Control Equipment</b>		
<ul style="list-style-type: none"> <li>◆ 以電池驅動的自動感應消毒酒精機 alcohol dispenser with sensor (Battery-type)</li> <li>◆ 梘液機 liquid soap dispenser</li> </ul>	<ul style="list-style-type: none"> <li>◆ 圍裙 apron</li> <li>◆ 玩具消毒器 toy sterilizer</li> </ul>	<ul style="list-style-type: none"> <li>◆ 捕蟲燈 insect trap light</li> </ul>

<b>16. 廚房設備 Appliances for Kitchen</b>		
◆ 攪拌機 blender	◆ 雙頭電磁爐 double-hob induction cooker	◆ 家用電蒸鍋 electric food steamer (domestic type)
◆ 電焗爐 electric oven	◆ 食物磅 food scale	◆ 微波爐 microwave oven
◆ 雪櫃 refrigerator	◆ 電飯煲 rice cooker (electric)	◆ 電蒸鍋配件 steamer accessories
◆ 華夫餅機 Waffle Machine		
<b>17. 廚房用具 Kitchen Utilities</b>		
◆ 煮食用具 cooking utensils	◆ 餐具 dining utensils	
<b>18. 茶水間設備及用具 Appliances and Utilities for Pantry</b>		
◆ 飲水壺 drinking pot	◆ 電水煲 electric kettle	◆ 茶具 Tea Set
◆ 飲水器 water dispenser	◆ 濾水器 water filter	
<b>19. 體檢設備 Equipment for Health Check</b>		
◆ 電子體溫計 electronic thermometer	◆ 紅外線體溫計 infrared thermometer	
<b>20. 簾 (連安裝) Curtain (including Installation)</b>		
◆ 窗簾 window curtain		
<b>21. 隔板 Partition</b>		
◆ 低層隔板 low partition		
<b>22. 貯物用具 Storage Equipment</b>		
◆ 玩具箱 toy box		
<b>23. 廁具 Toilet Accessories</b>		
◆ 兒童坐便椅連蓋 potty with cover		
<b>24. 手工藝用品 Arts and Craft Equipment and Materials</b>		
◆ 手工用品 handicraft materials		

<b>25. 玩具/遊戲/棋類及相關設施 Toys / Games / Chess and Related Facilities</b>		
◆ 活動/遊戲用墊 mat (for activity/ play)	◆ 搭砌玩具 constructional play equipment	◆ 教學玩具 didactic play equipment
◆ 創意玩具 imaginative play equipment	◆ 桌上玩具 table toy	
<b>26. 教材/復康訓練輔助器材 Teaching / Rehabilitation Training Aid and Equipment</b>		
◆ 教材/輔助器材 teaching aid and equipment		
<b>27. 消防設備 Fire Fighting Equipment</b>		
◆ 滅火筒 fire extinguisher		
<b>28. 傳真機、電話、電話系統(包括安裝) Facsimile Machine, Telephone Set, Telephone System (including installation)</b>		
◆ 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 (主線裝置) telephone installation (main line)	◆ 電話 telephone set	
<b>29. 流動電話 Mobile Phone</b>		
◆ 智能流動電話 Smart Phone		
<b>30. 工具 Tool</b>		
◆ 鋁梯 (一般高度) aluminium ladder (general ceiling)	◆ 工具箱連工具 tool box with tools	◆ 電筒 torch
<b>31. 手推車 Trolley</b>		
◆ 手推車 cart	◆ 購物車 shopping trolley	
<b>32. 電腦硬件 Computer Hardware</b>		
◆ 電腦螢幕 computer monitor	◆ 多功能打印機/影印機 (只供黑白影印) multi- function printer / photocopier (photocopier for black & white only)	◆ 筆記簿型 / 桌上電腦 notebook / desktop computer
◆ 掃描器 scanner	◆ 伺服器(低階) server (entry level)	◆ 平板電腦 tablet computer

<b>33. 電腦軟件 Computer Software</b>		
<ul style="list-style-type: none"> <li>◆ 電腦軟件 (基本) computer software (basic)</li> </ul>	<ul style="list-style-type: none"> <li>◆ 合適學習軟件，如：語言、美術、音樂、運動、科學、百科全書 learning software for languages, arts, music, sports, sciences, encyclopedia</li> </ul>	<ul style="list-style-type: none"> <li>◆ 教學及通訊軟件 teaching and messaging software</li> </ul>
<b>34. 周邊產品 Peripherals</b>		
<ul style="list-style-type: none"> <li>◆ 外置硬碟 USB external disk</li> </ul>		
<b>35. 網絡產品 Network Product</b>		
<ul style="list-style-type: none"> <li>◆ 為電腦安裝數據線 (寬頻) installation of data line (broadband)</li> </ul>	<ul style="list-style-type: none"> <li>◆ 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 &amp; wireless extender)</li> </ul>	

## **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.