

仅供参考
For Reference Only

家具及设备参考表 - 家长/亲属资源中心、
为精神复元人士照顾者而设的家长/亲属资源中心

**Reference Furniture and Equipment List for
Parents/Relatives Resource Centre,**

Parents/Relatives Resource Centre for Carers of Persons in Mental Recovery

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| 1. 空气净化器 / 抽湿机 Air Purifier / Dehumidifier | | |
| 2. 影音器材 Audio-Visual Equipment | | |
| ◆ 蓝光播放器 blu-ray player | ◆ CD / MP3 播放器 / 录音机 CD / MP3 player / recorder | ◆ VCD / DVD 播放器 / 录像机 DVD / VCD player / recorder |
| ◆ 音响设备 Hi-Fi system | ◆ 液晶投影机 LCD projector | ◆ 多媒体投影机连荧幕 multi-media projector with screen |
| ◆ 高射投影机 overhead projector | ◆ 手提高射投影机 portable overhead projector | ◆ 收音机 radio |
| ◆ 荧幕(连三脚架) screen with tripod | ◆ 荧幕 / 可折式荧幕 screen / folding screen | ◆ 电视 television |
| 3. 影音用品及周边配件 Audio-Visual Materials & Accessories | | |
| ◆ 影音 / 电视 / 高清晰度多媒体 / 音响连接线 AV / TV / HDMI / Hi-Fi cable | ◆ CDs / DVDs / VCDs / blu-ray discs 蓝光盘 | ◆ 耳筒 headphone |
| 4. 相机 / 手提摄录机 Camera / Portable Video Recorder | | |
| ◆ 数码相机 digital camera | ◆ 手提数码摄录机 portable digital video recorder | |
| 5. 广播系统 PA System | | |
| ◆ 扬声器 amplifier | ◆ 咪高峰(座地/座枱) microphone (floor / table type) | ◆ 混音器 microphone mixer |
| ◆ 咪高峰支架 microphone stand | ◆ 手提广播系统 portable PA system | ◆ 无线咪 wireless microphone |
| 6. 快速干地机 Rapid Floor Dryer | | |
| 7. 通风设备 Ventilation | | |
| ◆ 床边风扇 bedside fan | ◆ 抽气扇 exhaust fan | ◆ 抽油烟机 exhaust hood / rangehood |
| ◆ 座地风扇 floor type fan | ◆ 手提式风扇 portable fan | ◆ 挂墙风扇 wall hang fan |

| 8. 柜 / 衣柜 Cabinet / Cupboard / Wardrobe | | |
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| <ul style="list-style-type: none"> ◆ 床头柜/ 抽屉 / 锁柜 bedside cupboard / cabinet / drawer / locker ◆ 卡片索引柜 card index cabinet ◆ 陈列柜 display cupboard ◆ 储物柜 / 有门的储物柜 storage cabinet /cupboard with door | <ul style="list-style-type: none"> ◆ 柜 cabinet ◆ 摆放影音设备的柜 cupboard for AV equipment ◆ 文件 / 表格柜 filing / form cabinet ◆ 衣柜 wardrobe | <ul style="list-style-type: none"> ◆ 可上锁储物柜 cabinet with safe ◆ 摆放广播系统的柜 cupboard for PA system ◆ 文件格柜 pigeon-hole cabinet |
| 9. 椅子 / 梳化 Chair / Sofa | | |
| <ul style="list-style-type: none"> ◆ 有扶手的椅子 armchair ◆ 儿童椅 children chair ◆ 脚凳 foot / step stool ◆ 梳化 sofa | <ul style="list-style-type: none"> ◆ 无扶手的椅子(供操作计算机/打字时或宾客使用) arm free chair (for computer / typing / guest) ◆ 餐椅 dining chair ◆ 办公室椅 office chair ◆ 凳子 stool | <ul style="list-style-type: none"> ◆ 长椅 benches ◆ 折椅 / 可迭放的椅子 folding / stackable chair ◆ 有轱辘凳子 roller stool |
| 10. 办公室家具及设备 Office Furniture and Equipment | | |
| <ul style="list-style-type: none"> ◆ 记录出席人名板 attendance board ◆ 书立 bookstand ◆ 现金箱 cash box ◆ 雨伞架 umbrella stand ◆ 展览板 exhibition/display board ◆ 发泡胶切割器 foam cutter ◆ 信箱 letter box ◆ 磁性白板 magnetic white board ◆ 告示板 notice board | <ul style="list-style-type: none"> ◆ 书架 bookcase ◆ 计算器 calculator ◆ 图架 chart holder ◆ 地垫 door mat ◆ 文件盘 file tray ◆ 锁匙箱 key box ◆ 信件架 letter-tray ◆ 活动磁性白板 movable magnetic white board ◆ 号码机 numbering machine | <ul style="list-style-type: none"> ◆ 书挡 bookend set ◆ 有打印功能的计算器 calculator with printer ◆ 时钟 clock ◆ 电动打字机 electronic typewriter ◆ 急救箱连急救用品 first-aid box with supplies ◆ 过胶机 laminator ◆ 锁柜 locker ◆ 活动 / 企身 / 挂墙镜 movable / standing / wall mirror ◆ 办公室磅 office scale |

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| <ul style="list-style-type: none"> ◆ 切纸机 paper cutting guillotine ◆ 复印机架 photocopier stand ◆ 打咭机 time card machine | <ul style="list-style-type: none"> ◆ 碎纸机 paper shredder ◆ 住客姓名板 residents' names board | <ul style="list-style-type: none"> ◆ 复印机 photocopier ◆ 印台及印章 stamp pads and chops |
| 11. 架 Shelf & Rack | | |
| <ul style="list-style-type: none"> ◆ 书架 bookshelf ◆ 报刊架 newspaper and magazine rack ◆ 多用途架 shelf/rack for various purposes | <ul style="list-style-type: none"> ◆ 图书陈列架 book display rack ◆ 有轆盛物胶架 plastic shelf with castors ◆ 鞋架 shoe rack | <ul style="list-style-type: none"> ◆ 挂衣架 clothes hanging rack ◆ 活动贮玩具架 / 柜 movable toy shelf / cabinet |
| 12. 枱 Table | | |
| <ul style="list-style-type: none"> ◆ 枱边枱 side table ◆ 茶几 coffee table ◆ 角几 corner table ◆ 办公桌 office desk ◆ 贴有防火胶板枱面的工作枱 work table with formica top | <ul style="list-style-type: none"> ◆ 床头枱 bedside table ◆ 计算机桌 computer desk ◆ 餐枱 dining table ◆ 阅读枱 reading table | <ul style="list-style-type: none"> ◆ 儿童枱 children table ◆ 会议枱 conference table ◆ 折枱 folding table ◆ 书枱(连书架和灯) study desk (with bookshelf and lamp) |
| 13. 清洁用具连清洁用品 Cleaning Equipment, Utensils and Materials | | |
| <ul style="list-style-type: none"> ◆ 桶 bucket ◆ 工业用吸尘机 industrial vacuum cleaner ◆ 吸尘机 vacuum cleaner | <ul style="list-style-type: none"> ◆ 地板清洁机 / 工业用地板抛光/打蜡机 flooring machine / industrial floor polisher / waxing machine ◆ 小垃圾桶 litter bin ◆ 洗涤盆 washing basin | <ul style="list-style-type: none"> ◆ 大垃圾桶 garbage bin ◆ 地拖 mop ◆ 干湿两用吸尘机 wet and dry vacuum cleaner |
| 14. 防感染用具及配件 Protective Gears and Accessories for Infection Control | | |
| <ul style="list-style-type: none"> ◆ 手套 gloves | <ul style="list-style-type: none"> ◆ 胶靴 plastic boots | |

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| 15. 防感染设备 Infection Control Equipment | | |
| <ul style="list-style-type: none"> 灭蚊灯 electric insect killer 捕蚊器 mosquito trap | <ul style="list-style-type: none"> 捕虫灯 insect trap light 防蚊虫网 mosquito/ insect screen | <ul style="list-style-type: none"> 以电池驱动的自动感应机液或消毒酒精机 liquid soap/alcohol dispenser with sensor (battery-type) 消毒机 sterilizer |
| 16. 计算机硬件 Computer Hardware | | |
| <ul style="list-style-type: none"> 计算机荧幕 computer monitor 笔记簿型计算机 notebook computer 平板计算机 tablet computer | <ul style="list-style-type: none"> 桌上计算机 desktop computer 打印机 printer 服务器(低阶 / 中阶 / 高阶) server (entry level, mid-range level, high-end level) | <ul style="list-style-type: none"> 多功能打印机 multi-function printer 扫描器 scanner |
| 17. 计算机软件 Computer Software | | |
| <ul style="list-style-type: none"> 防毒软件 anti-virus | <ul style="list-style-type: none"> 办公室自动化软件 office automation | <ul style="list-style-type: none"> 操作系统软件 operating system |
| 18. 周边产品 Peripherals | | |
| <ul style="list-style-type: none"> 外置硬盘 USB external disk | <ul style="list-style-type: none"> 便携式磁盘驱动器 USB flash drive | |
| 19. 网络产品 Network Product | | |
| <ul style="list-style-type: none"> 为计算机安装数据线 / 网络线 installation of data line/network cable for computer 无线讯号扩展器 wireless extender | <ul style="list-style-type: none"> 网络交换器 network switch 无线讯号转发器 wireless repeater | <ul style="list-style-type: none"> 无线网络路由器 wi-fi router |
| 20. 计算机辅助器材 Adaptive/ Assistive Devices for Computer | | |
| 21. 厨房设备 Appliances for Kitchen | | |
| <ul style="list-style-type: none"> 搅拌机 blender / food mixer 洗碗碟机 dish washing machine 电热板 electric hot plate | <ul style="list-style-type: none"> 煮粥罉 boiler for congee 电开罐头刀 electric can opener 电烤炉 electric oven | <ul style="list-style-type: none"> 烤面包机 toaster 电动食物搅切机 electric food processor 电 / 煤气热水炉 electric water heater / gas water heater |

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| ◆ 食物磅 food scale | ◆ 冷藏柜 freezer | ◆ 气体炉 gas stove |
| ◆ 矮汤炉 stock pot stove | ◆ 电磁炉 induction cooker | ◆ 榨汁机 juicer |
| ◆ 微波炉 microwave oven | ◆ 绞肉机 mincer | ◆ 雪柜 refrigerator |
| ◆ 饭煲 rice cooker | ◆ 切片机 slicing machine | ◆ 滤水器 water filter |
| 22. 厨房用具 Kitchen Utilities | | |
| ◆ 砧板 chopping board | ◆ 煮食用具 cookware / cooking utensils | ◆ 托盘 fast food tray |
| ◆ 食物贮存容器 food containers | ◆ 调味料容器 seasoning set container | ◆ 餐具 tablewares / dining utensils |
| ◆ 保温食物壶 thermo flask for food | ◆ 保温汤壶 thermo flask for soup | |
| 23. 茶水间设备及用具 Appliances and Utilities for Pantry | | |
| ◆ 盛冷水用水樽 bottle for cold water | ◆ 饮水壶 drinking pot | ◆ 电水煲 electric kettle |
| ◆ 茶具 tea set | ◆ 茶罈 tea urn | ◆ 保温茶壶 thermo flask for tea |
| ◆ 滚水罈 water boiler | ◆ 水机 water dispenser | ◆ 滤水器 water filter |
| 24. 体检设备 Equipment for Health Check | | |
| ◆ 血压计 blood pressure meter / sphygmomanometer | ◆ 医疗用 / 电子/红外线体温计 clinical / electronic / infrared thermometer | ◆ 血糖测量机 glucometer |
| ◆ 血氧测量机 oximeter | ◆ 轻巧磅 scale / weighter | ◆ 连高度量尺量重磅 weighing machine with height measure |
| ◆ 连座位量重磅 weighting machine with seat | ◆ 供轮椅用量重磅 wheelchair scale | ◆ 无线生命表征检测器 (需连接监控 / 记录系统) wireless health monitoring equipment attached to a monitoring / record system |
| 25. 帘 (连安装) Curtain (including Installation) | | |
| ◆ 遮光帘 blackout curtain | ◆ 浴帘 shower curtain | ◆ 礼堂幕帘 stage curtain |
| ◆ 百叶帘 venetian blind | ◆ 窗帘 window curtain | |

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| 26. 装饰用品 Decoration Items | | |
| ◆ 人造花 artificial flowers | ◆ 鱼缸 aquarium | ◆ 室内植物 indoor plant |
| ◆ 画像连框 picture with frame | ◆ 盆栽 plants in pot | |
| 27. 标示牌 Signage | | |
| ◆ 书架用胶示牌、门口胶牌 plastic sign for door, book shelves | ◆ 住客姓名牌 residents' name plate | |
| 28. 贮物用具 Storage Equipment | | |
| ◆ 杂志盒 magazine box | ◆ 真空贮物袋 vacuum storage bag | ◆ 胶箱 plastic container/box |
| ◆ 长形储存盘 storage bus tray | ◆ 玩具箱 toy box | |
| 29. 书籍、杂志及参考数据 Books, Magazines and Reference Materials | | |
| 30. 户外活动用品 Outdoor Program Equipment | | |
| ◆ 户外活动用旗帜 flags for outing | ◆ 手提扩音器 loud hailer | ◆ 手提无线电对讲机 walkie-talkie |
| 31. 体能活动、健身及训练器材 Physical Exercise / Training Equipment / Health Exerciser | | |
| ◆ 单车器 cycling exerciser | ◆ 治疗性黏土 exercise putty | ◆ 佳玛手部握力测验 JAMAR hand dynamometer |
| ◆ 双杠 parallel bar | ◆ 踏步机 pedal exerciser | ◆ 练力棒 theraband |
| ◆ 训练用垫褥 training mattress | ◆ 跑步机 treadmill | |
| 32. 社交、体育运动及康乐设施 Social, Sports and Recreational Equipment | | |
| 33. 沟通辅助设备 Communication Aid Equipment | | |
| ◆ 感应线圈系统 induction loop system | ◆ 袋装传话器 pocket talker | |
| 34. 消防设备 Fire Fighting Equipment | | |
| ◆ 灭火毡 fire blanket | ◆ 灭火筒(粉剂 / 二氧化碳 / 水式) fire extinguisher (powder / CO2 / water) | |
| 35. 传真机、电话、电话系统(包括安装) Facsimile Machine, Telephone Set, Telephone System (including installation) | | |
| 36. 流动电话 Mobile Phone | | |
| ◆ 非智能流动电话 cell phone | ◆ 智能流动电话 smart phone | |

| 37. 工具 Tool | | |
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| ◆ 球泵连针 ball pump with needle | ◆ 电钻 electric drill | ◆ 电动锤钻 hammer drill |
| ◆ 梯 ladder | ◆ 缝纫工具套装 needle work / sewing kit | ◆ 手提灯 portable light |
| ◆ 剪刀 scissors | ◆ 定时器 stop watch / timer | ◆ 软尺 tape measure |
| ◆ 工具箱连工具 tool box with tools | ◆ 电筒 torch | ◆ 金属丝网 wired fence |
| 38. 手推车 Trolley | | |
| ◆ 波车 ball trolley | ◆ 尼龙床仔运输架 bed carrier | ◆ 图书车 book trolley |
| ◆ 手推车 cart | ◆ 医用手推车 dressing trolley | ◆ 送药车 drug trolley |
| ◆ 折合式手推车 foldable trolley | ◆ 餐车 food trolley | ◆ 保温餐车 food trolley with warmer |
| ◆ 盛货手推车 heavy goods trolley | ◆ 派药车 medication trolley | ◆ 护理车 nursing trolley |
| ◆ 购物车 shopping trolley | ◆ 不锈钢手推车 stainless steel trolley | |

备注 Remarks

(1) 整体补助金不能用作购买耗用物品及即弃物品。

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

(2) 各类别下所列的家具及设备仅供参考。

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

(3) 非政府机构购买家具及设备须遵守以下原则 -

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

- (a) 所购买的家具及设备须为提供社会福利署认可的福利服务，及满足运作需要。所购买的家具及设备不应影响现有服务单位的服务质素有负面影响；
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) 非政府机构不应购买过多或奢华的家具及设备。在购买家具及设备时，须力求达到物有所值，以及谨慎使用奖券基金；
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) 在购买家具及设备时，须适当地考虑法例要求、职安健及环保的问题；及

due consideration should be given to legislative requirements, occupational health and safety, and environmental friendliness; and

- (d) 如需更换现有的家具及设备，应妥善考虑现有的家具及设备是否仍可使用。一般而言，替换五年内购买的家具及设备不会获得支持。

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) 非政府机构购买信息科技设备时，在信息科技保安方面须具备良好的企业管治政策、标准、指引及程序。机构应采取足够适当的措施，保护将贮存在信息科技设备和经有线及无线网络传送的内部数据。

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) 以奖券基金拨款购入的每项非耗用物品，应加上指定序号的标贴，并在管理层指示采购后的合理时间内，记入非耗用物品记录册或资产登记册。社会福利署亦鼓励非政府机构(如可行)，于其非耗用物品记录册及/或资产登记册说明各新购置项目于相关的《家具及设备参考表》内所属的「类别」。

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) 账簿或其他相关记录和数据应根据适用的法律规定，保存最少七年（以时间较长者为准）。同时，于合理时间内，有关账簿以及所有其他有关奖券基金的记录及数据，应可随时供社会福利署及审计署的获授权人士查阅。

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) 非政府机构须负责管理工作，订立足够的内部管理措施以保障资产，查察是否存在诈骗或不正当的行为，并确保所保存的记录可靠、符合有关法律规定。

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.