

**Guidance Notes on Submission of Floor Plans of  
Residential Care Homes for the Elderly (RCHEs)**

(Para. 3.2.2(h) of Chapter 3 of the Code of Practice for Residential Care Homes (Elderly Persons) (Code of Practice))

(1)	4 sets of layout plans of RCHE should be submitted (6 sets for RCHE situated in premises under or divested by the Housing Authority). Each plan should be duly signed by the applicant (applicable to application made by an individual) or stamped with the company/organisation chop (if the application is made by a company or an organisation).
(2)	Name of RCHE (in Chinese and English), address (in Chinese and English) and the date of submission should be clearly written on each plan.
(3)	Each plan should be drawn to the scale of 1:100 or 1:50. For part plan, the scale of 1:20 is also acceptable.
(4)	The area of the home to be licensed should be demarcated in red on the plan.
(5)	The following items should be clearly stated: the abutting streets/lanes, adjoining common area including lift lobbies, escape staircases, protected lobbies, common corridors; and the use of various parts or areas of the premises. Detailed measurements in metric of all rooms, corridors, passages, etc should also be indicated.
(6)	Calculation of the area of all rooms, passages, corridors, etc. should be correctly indicated on separate plans.
(7)	The total net floor area of the proposed RCHE premises should be indicated (please refer to paragraph 6.2 of Chapter 6 of the Code of Practice).
(8)	The position of all columns, load bearing walls, fire resisting walls (new and existing), fire-rated doors (new and existing), fire alarm panels, exit signs, windows, parapets (height and materials must be specified), partitions, bedspace arrangement, bedspace numbering, sanitary fitments, gates, extract fans, air-conditioning units, gas stoves, electric/gas water heaters, false ceiling, artificial lighting and mechanical ventilating systems, raised floors (if applicable) and all other fixture and fittings should be clearly indicated and annotated.
(9)	Number and location of gas stoves, type of gas in use and location of LPG chamber (if applicable) should be indicated.
(10)	The headrooms under ceilings (the ceiling structure or suspended false ceilings) and beams of all parts of the RCHE premises, measuring vertically from the floor should be indicated.

(11)	Walls should be indicated by double lines.
(12)	The configuration and layout of the RCHE premises shown in the plans should tally with the actual situation.
(13)	The operator is required to submit 4 sets of revised layout plans to the Licensing Office of Residential Care Homes for the Elderly for information and comment (6 sets for RCHE situated in premises under or divested by the Housing Authority) whenever there is any change of the home layout or re-arrangement of the bedspaces. Parts where revisions have been made should be coloured on the revised layout plans to show the difference as compared with the previously accepted ones.
(14)	Where necessary (e.g. complicated drawings requiring professional knowledge), the applicant should appoint a professional to prepare the plans.