

## **Guidance Notes on Submission of Layout Plans of Residential Care Homes for the Elderly**

1. 4 sets of layout plans of the residential care home for the elderly (RCHE) shall be submitted, 6 sets for the RCHE situated in premises under or divested by the Housing Authority.
2. Each plan shall be duly signed by the applicant (applicable to RCHEs operated by sole proprietorship)/representative of the applicant [applicable to RCHEs operated by partnership or body corporates (including non-governmental organisations)] with the plan submission date and the company/organisation stamp (if applicable).
3. Name of the RCHE (in both Chinese and English) and address (in both Chinese and English) shall be clearly mentioned on each plan.
4. Each plan shall be drawn in metric units with the scale of 1:100 or 1:50.
5. Each plan shall demarcate the area of the home to be licensed in red on the plan and state clearly the abutting streets/lanes, adjoining common area such as lift lobbies, escape staircases, protected lobbies, corridors, etc.
6. The proposed use of all rooms or partitions shall be specified on the plan; the measurements in metric units with annotations of all rooms, corridors, passages, etc. shall also be indicated.
7. The position of all columns, load bearing walls, fire resisting walls, fire-rated doors, fire alarm panels, exit signs, windows, parapets, partitions, gates, electric locks, false ceiling, artificial lighting and mechanical ventilating systems, areas of raised floors (if any) and all other fixture shall be clearly indicated and annotated.
8. Walls should be indicated by double lines. The height and materials of parapets and partitions and the fire resistance rating of fire-rated doors and gates shall be specified.
9. The headroom 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.
10. The bedspace arrangement (with bedspace numbering), sanitary fittings, exhaust fans, air-conditioning units, stoves, water heaters and other movable fittings shall be clearly indicated and annotated.
11. Number and location of stoves and water heaters and the type of fuel in use shall be specified. If liquefied petroleum gas (LPG) is used in the RCHE, the location of LPG chambers should also be indicated.
12. The area of floor space of the proposed RCHE premises shall be indicated [please refer to paragraph 6.2 of Chapter 6 in the Code of Practice for Residential Care Homes (Elderly Persons)]. Calculation of the actual area of all rooms, passages, corridors, etc. should be correctly indicated on another plan.
13. Whenever there is any change of the layout plans, the parts where revisions proposed to be made shall be coloured with annotations on the revised layout plans in order to show the difference as compared with the approved plans.
14. The configuration and layout of the RCHE premises shown in the plans shall tally with the actual situation.

