



中華人民共和國香港特別行政區政府總部教育局
Education Bureau

Government Secretariat, The Government of the Hong Kong Special Administrative Region
The People's Republic of China

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1 March 2022

To: Supervisors / Heads of Direct Subsidy Scheme Schools and Caput Schools

Dear Supervisor / Principal,

One-off Grant to Direct Subsidy Scheme Schools and Caput Schools for Ventilation Assessment and Improvement Works

This is to inform Direct Subsidy Scheme (DSS) schools and caput schools of the details about the provision of a one-off grant for the procurement of ventilation assessment service for school premises and the related improvement works.

Background

Since the outbreak of COVID-19, schools have been putting in place various anti-epidemic measures including maintaining good ventilation in order to ensure safety of the school environment. As stipulated in the “Health Protection Measures for Schools” guidelines, schools are required to keep doors / windows of school halls, classrooms and special rooms open in order to increase flow of fresh air, minimise having air blowing directly from one person to another and clean dust-filters regularly, etc. In view of the persistent and recent worsening trend of COVID-19, we request schools to increase their alertness, conduct a thorough assessment on their ventilation situation and adopt subsequent improvement measures as soon as practicable with a view to maintaining proper ventilation on campus so as to safeguard the health of students and school staff.

Details

One-off Grant for Ventilation Assessment and Improvement Works

The Education Bureau (EDB) will provide a one-off grant for ventilation assessment and improvement works (e.g. installation of exhaust fan, procurement of air purifier) to each DSS school¹ and caput school, according to the actual expenses from schools with a cap at \$400,000 for each school. Schools should deploy the specific grant for:

- (i) procuring ventilation assessment services for the school. The registered contractor appointed shall:
 - (a) conduct full ventilation assessment of all the occupied spaces of the school premises based on the proposed Checklist on Ventilation System for DSS / Caput Schools as given (the Checklist) (Annex I);
 - (b) prepare a ventilation assessment report in a specified form (Annex II), which includes the Checklist as the appended at annex and recommendations on necessary actions; and
 - (c) provide a written certification report in a specified form (Annex III) to confirm that respective remedial actions have been taken according to the recommendations of the registered contractor as written in the ventilation assessment report.
- (ii) procuring air purifiers and / or installing exhaust fans and/or performing other minor improvement works to fulfill the ventilation requirements in accordance with the recommendations of the registered contractor.

Procurement of Service / Equipment

Schools are expected to arrange their own quotation / tender exercise to procure the consultancy service for ventilation assessment and improvement works and the ventilation equipment as recommended by the registered contractor, the information of which could be obtained from the webpage of the Buildings Department (<https://www.bd.gov.hk/en/resources/online-tools/register-search/registrationsearch-disclaimer.html>) by selecting the register type “RSC(V) Register of Specialist Contractors (Sub-register of Ventilation Works Category”, and then clicking “Search”. To facilitate schools to procure the

¹ Primary-cum-secondary schools are counted as two schools.

required services, sample service specifications for procurement of contractors' services is at Annex IV. If purchase of air purifiers is recommended, they should meet the same specified specifications as those for use in dine-in catering premises. Schools may refer to the webpage of the Food and Environmental Hygiene Department (https://www.fehd.gov.hk/english/licensing/guide_general_reference/Information_air-changes_purification.html) for relevant information. When procuring the services / equipment, DSS schools are reminded to follow the guidelines on procurement procedures for aided schools stated in the EDB Circular No. 4/2013 "Procurement Procedures in Aided Schools" and "Guidelines on Procurement Procedures in Aided Schools (April 2013)", or their own procurement policies formulated upon the endorsement of their School Management Committees/ Incorporated Management Committees. For caput schools, they should follow the guidelines on procurement procedures for aided schools stated in the EDB Circular No. 4/2013 "Procurement Procedures in Aided Schools" and "Guidelines on Procurement Procedures in Aided Schools (April 2013)".

Disbursement, Accounting and Financial Arrangement

DSS schools and caput schools can submit applications to EDB based on the actual expenses. Schools should ensure that they have not applied for other subsidies from the Government for ventilation assessment and improvement works. Schools should complete the ventilation assessment and improvement works as early as possible and complete the application form (Annex V) by listing out the amount of subsidy required (including breakdowns), and submit it together with the ventilation assessment report, certification report as well as the certified true copy of the supporting documents (i.e. receipts and/ or invoices) to the respective District School Development Sections **on or before 31 December 2022**.

The one-off grant will be disbursed to schools as early as possible. The ceiling of the grant is \$400,000 per school. No extra funding will be provided if the related expenditure on the ventilation assessment and improvement works exceeds the amount of the grant, and DSS schools should utilise their resources flexibly and deploy DSS Subsidy or the school's non-government funds, as appropriate, whereas caput schools should make use of their own fund, to meet the related expenses, where necessary.

Schools should keep a separate ledger account to properly record the income and expenditure of this specific grant in accordance with the prevailing accounting and auditing requirements. All books of accounts, receipts, payment vouchers and invoices must be kept for at least 7 years by schools for accounting and auditing purposes.

Maintenance and Replacement

The subsequent costs arising from the maintenance and / or replacement of the air purifiers and / or exhaust fans procured under this one-off grant are chargeable to DSS Subsidy in accordance with the prevailing stipulations in EDB Circular No. 17/2012. For caput schools, the costs are chargeable to Fee Subsidy.

For enquiries, please contact the respective Senior School Development Officer.

Yours sincerely,



(Dr Verena LAU)

for Permanent Secretary for Education

c.c. CSDOs
TA(A)
TA(MA)
TA(MS)
TA(RS)

**Checklist on Ventilation System for
Direct Subsidy Scheme (DSS) / Caput Schools**

School Name: _____ (School No.: _____)

Address: _____

District: _____

Type of school: Primary / Secondary / Primary-cum-Secondary[#]

Inspection Date: _____

1 General

1.1 MVAC Installation adopted for school (Please tick ✓ as appropriate)

System Type	Classroom	Function Room	Laboratory	Hall	Staff Room	Others
A/C system (1.window-type / 2.split-type / 3.VRV / 4.packaged a/c unit / 5.central a/c)	<input type="checkbox"/> (1 / 2 / 3 / 4 / 5) [#]	<input type="checkbox"/> (1 / 2 / 3 / 4 / 5) [#]	<input type="checkbox"/> (1 / 2 / 3 / 4 / 5) [#]	<input type="checkbox"/> (1 / 2 / 3 / 4 / 5) [#]	<input type="checkbox"/> (1 / 2 / 3 / 4 / 5) [#]	<input type="checkbox"/> (1 / 2 / 3 / 4 / 5) [#]
Natural ventilation (1.cross-ventilating / 2.single-side)	<input type="checkbox"/> (1 / 2) [#]	<input type="checkbox"/> (1 / 2) [#]	<input type="checkbox"/> (1 / 2) [#]	<input type="checkbox"/> (1 / 2) [#]	<input type="checkbox"/> (1 / 2) [#]	<input type="checkbox"/> (1 / 2) [#]
Mechanical ventilation (1.exhaust / 2.OAP / 3.FAP / 4.packaged a/c unit / 5.central a/c)	<input type="checkbox"/> (1 / 2 / 3 / 4 / 5) [#]	<input type="checkbox"/> (1 / 2 / 3 / 4 / 5) [#]	<input type="checkbox"/> (1 / 2 / 3 / 4 / 5) [#]	<input type="checkbox"/> (1 / 2 / 3 / 4 / 5) [#]	<input type="checkbox"/> (1 / 2 / 3 / 4 / 5) [#]	<input type="checkbox"/> (1 / 2 / 3 / 4 / 5) [#]
Other (_____)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

- Delete as appropriate

Remarks : 1. _____
2. _____

1.2 Summary of Assessment (Occupied Spaces)

Nos. of room	Classroom	Function Room	Laboratory	Hall	Staff Room	Others
<input checked="" type="checkbox"/> 10L/s/person						
<input checked="" type="checkbox"/> 5 metres separation distance						
<input checked="" type="checkbox"/> 10L/s/person						
<input checked="" type="checkbox"/> 5 metres separation distance						
<input checked="" type="checkbox"/> 10L/s/person						
<input checked="" type="checkbox"/> 5 metres separation distance						
<input checked="" type="checkbox"/> 10L/s/person						
<input checked="" type="checkbox"/> 5 metres separation distance						
Total:						

1.3 Summary of Assessment (Toilets)

Nos. of toilet	Student Toilets	Staff Toilets
<input checked="" type="checkbox"/> 15 ACH <input checked="" type="checkbox"/> Proper air intake & discharge		
<input checked="" type="checkbox"/> 15 ACH <input checked="" type="checkbox"/> Proper air intake & discharge		
<input checked="" type="checkbox"/> 15 ACH <input checked="" type="checkbox"/> Proper air intake & discharge		
<input checked="" type="checkbox"/> 15 ACH <input checked="" type="checkbox"/> Proper air intake & discharge		
Total:		

**Checklist on Ventilation System for
Direct Subsidy Scheme (DSS) / Caput Schools**

School Name: _____ (School No.: _____)

2	Classroom / Function Room / Laboratory / Staff Room <i>(please add supplementary sheet if necessary)</i>		
2.1	Room number:		
2.2	Size of room:	(meter) _____ W _____ D _____ H	(Volume = _____ m ³)
2.3	Capacity:	_____ Students + _____ Teachers = _____ Persons	
2.4	Air-conditioning system:	Window-type <input type="checkbox"/>	Split-type <input type="checkbox"/> VRV <input type="checkbox"/> Central A/C <input type="checkbox"/>
2.5	Natural ventilation:	Cross-ventilating <input type="checkbox"/>	Ventilation Path = _____ metres Single-side <input type="checkbox"/> Room Depth / Headroom = _____
2.6	Mechanical ventilation:	Mechanical ventilation system _____ Exhaust <input type="checkbox"/> OAP <input type="checkbox"/> FAP <input type="checkbox"/> Central A/C <input type="checkbox"/> Fresh air supply for room/ Flowrate (estimated / measured [#]) _____ litres / second • Fresh air supply per person _____ litres / second / person • Meet the fresh air requirement of 10L/second/person Yes <input type="checkbox"/> No <input type="checkbox"/> • Air change per hour (fresh air) ¹ _____ Distance between fresh air inlet and contaminated exhaust outlet _____ metres • Meet the 5 metres separation distance Yes <input type="checkbox"/> (default / operation [#]) No <input type="checkbox"/> • Discharge point of mechanical ventilation Open air <input type="checkbox"/> Semi-open air <input type="checkbox"/> Remarks: _____	
2.7	Air filtration:	• Brand & Model of air purifiers _____ • Type of air purifiers HEPA filter <input type="checkbox"/> UV-C device <input type="checkbox"/> HEPA filter cum UV-C <input type="checkbox"/> Others (please specify): _____ • Location Standalone at floor level <input type="checkbox"/> Ceiling-mounted <input type="checkbox"/> Wall-mounted or standalone at middle level <input type="checkbox"/> • Number of air purifier _____ • Serving area per air purifier (m ²) _____ (No. of Air Purifier / Floor area) • Air change per hour (recirculated air) _____	
2.8	Recommended Improvement works:	(e.g. Additional exhaust fans / Re-fix existing exhaust fans / Additional FAPs / Re-fix existing FAPs) (e.g. Additional OAP / Air balancing / Increase the capacity of PAU)	

¹ Calculated air change rate using formula: ACH = Room Volume / Total Air Flow Rate (i.e. (L x W x H)/(Quantity x flowrate))

**Checklist on Ventilation System for
Direct Subsidy Scheme (DSS) / Caput Schools**

School Name: _____ (School No.: _____)

3 Hall <i>(please add supplementary sheet if necessary)</i>	
3.1 Size of Hall:	(meter) _____ W _____ D _____ H (Volume = _____ m ³)
3.2 Capacity:	_____ Persons <i>(if available)</i>
3.3 Air-conditioning system:	Split-type <input type="checkbox"/> VRV <input type="checkbox"/> Packaged A/C unit <input type="checkbox"/> Central A/C <input type="checkbox"/>
3.4 Natural ventilation:	Cross-ventilating <input type="checkbox"/> Ventilation Path = _____ metres Single-side <input type="checkbox"/> Room Depth / Headroom = _____
3.5 Mechanical ventilation:	<p>Mechanical ventilation system Exhaust <input type="checkbox"/> OAP <input type="checkbox"/> Packaged A/C unit <input type="checkbox"/> Central A/C <input type="checkbox"/></p> <p>Fresh air supply for room/ Flowrate (estimated / measured[#]) _____ litres / second</p> <ul style="list-style-type: none"> • Meet the fresh air requirement of 10L/second/person Yes <input type="checkbox"/> No <input type="checkbox"/> • Allowable capacity based on 10L/s/person _____ persons • Air change per hour (fresh air)¹ _____ <p>Distance between fresh air inlet and contaminated air outlet _____ metres</p> <ul style="list-style-type: none"> • Meet the 5 metres separation distance Yes <input type="checkbox"/> (default / operation[#]) No <input type="checkbox"/> • Discharge point of mechanical ventilation Open air <input type="checkbox"/> Semi-open air <input type="checkbox"/> <p>Remarks:</p>
3.6 Recommended Improvement works:	

**Checklist on Ventilation System for
Direct Subsidy Scheme (DSS) / Caput Schools**

School Name: _____ (School No.: _____)

4	Toilet (Student / Staff[#]) <i>(please add supplementary sheet if necessary)</i>		
4.1	Toilet number:		
4.2	Size of toilet:	Volume = _____ m ³	
4.3	Mechanical ventilation:		
	Exhaust System	Exhaust Fan <input type="checkbox"/>	Central Exhaust <input type="checkbox"/>
	Exhaust Flow Rate (estimated / measured [#])	_____ m ³ / hr	
	<ul style="list-style-type: none">• Air change per hour¹• Meet the 15 ACH requirement• Discharge point of mechanical ventilation• Do the exhaust air discharge to play area or assembly area?• Do the toilets have door louvre or window/louvre at opposite side?	Yes <input type="checkbox"/> No <input type="checkbox"/> Open air <input type="checkbox"/> Semi-open air <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> (toilet no. __) Yes <input type="checkbox"/> No <input type="checkbox"/> (toilet no. __) N/A <input type="checkbox"/>	
	Remarks:		
4.4	Recommended Improvement works:		
	(e.g. Additional exhaust fans / Re-fix existing exhaust fans)		

Note: Site layout plan with exhaust fans / FAPs / package a/c unit indicated are attached at the end of this report.

~ End ~

**Assessment Report on Ventilation System for
Direct Subsidy Scheme (DSS)/ Caput Schools**

Part A - Background Information

School Name:	
School No.:	
Address:	
District:	
Type of School:	Primary / Secondary / Primary-cum-Secondary [#]
Consultant:	
Inspection Team Member:	(1)(TC)
	(2)(MTC)
	(3)(MTC)
Inspection Date:	
Inspection Time:	

Part B - Assessment Findings

Details of the assessment findings are given in the attached Checklists (*Annex A*) [Please refer to *Annex I* of EDB’s letter to DSS / caput schools dated 1 March 2022 on *One-off Grant to Direct Subsidy Scheme Schools and Caput Schools for Ventilation Assessment and Improvement Works.*] . The assessment findings are tabulated below. *The relevant site photos and school layout plans are shown in Annex B and Annex C respectively.*

Room No.	Room Type¹	Findings (☒ indicates irregularity)				
		Insufficient mechanical ventilation ²	Insufficient separation between fresh air inlet & other sources of contamination	Equipment Malfunction of ventilation equipment	Improper Installation / Location of ventilation equipment ³	Others (please specify)
		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> _____

¹ Classroom, function room, laboratory, staff room, hall, toilet, etc.

² For example, lack of air grilles / transfer air grilles, resulting in ineffective operation of ventilation equipment.

³ For example, exhaust fans and fresh air intake grilles on the same side of a wall / window, resulting in unsatisfactory cross ventilation.

**Assessment Report on Ventilation System for
Direct Subsidy Scheme (DSS)/ Caput Schools**

		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Part C – Recommendations

Based on the site inspection conducted, the following improvement work is recommended, with illustration of drawings and photos in the attached Checklists (*Annex A*).

Room No.	Room Type ¹	Recommended Improvement Works

**Assessment Report on Ventilation System for
Direct Subsidy Scheme (DSS)/ Caput Schools**

Part D – Copyright Notice

The _____ (name of school) _____ reserves the copyright of this document. It may not be reproduced, distributed, transmitted, displayed, published or disclosed any content without consent from the copyright owner.

Part E – CAVEAT

This report is confidential to the _____ (name of school) _____ for the specific purposes to which it refers. It might be disclosed to the Education Bureau and / or other professional advisers assisting the _____ (name of school) _____ in respect of that purpose.

This report is based on the condition of mechanical ventilation system in the inspected area on the date of inspection. No liability can be accepted for any deterioration / change in condition of the premises after this date.

- END OF REPORT-

Chop of Registered Specialist Contractor
(Ventilation Works Category)
and signature of Authorized Signatory

Date (dd/mm/yy)

Name of Registered Specialist Contractor
(Ventilation Works Category):

Name of Authorized Signatory:

Registration Number:

Date of Expiry of Registration (dd/mm/yy):

Registered Address: _____

Contact Tel. No.: _____ Fax No. : _____

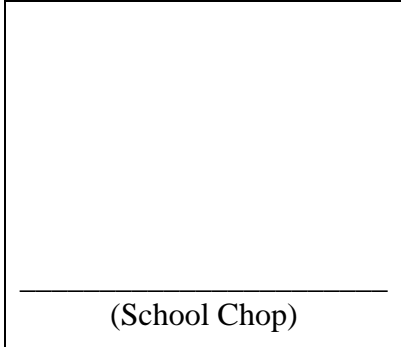
Assessment Report on Ventilation System for
Direct Subsidy Scheme (DSS)/ Caput Schools

Part F – Acknowledgement

I / We (Representative of the School) agree to carry out the proposed improvement works as recommended in Part C of this report.

Signed: _____

Name: _____



(School Chop)

**Checklist on Ventilation System for
Direct Subsidy Scheme (DSS)/ Caput Schools**

Annex A

**Inspection Report on Ventilation System for
Direct Subsidy Scheme (DSS)/ Caput Schools**

Annex B

Inspection photo	
Photo no. 1 Item: 1 Problem finding:	Photo no. 2 Item: 2 Problem finding:
Photo no. 3 Item: 3 Problem finding:	

**Inspection Report on Ventilation System for
Direct Subsidy Scheme (DSS)/ Caput Schools**

Annex C

Layout Plan

Certificate on Ventilation System for Direct Subsidy Scheme (DSS)/ Caput Schools

School Name:	
School No.:	
Address:	

I have inspected the above school premises on _____ (dd/mm/yy) (inspection date) and certify the particulars in respect of the above premises as follows and in the Ventilation Assessment Report and Checklist on Ventilation System for DSS/ Caput Schools:

Type of Occupied Spaces Assessed	Classroom	Function Room	Laboratory	Hall	Staff Room	Toilet	Others (please specify)
Number of Occupied Spaces Assessed							

I confirm that the ventilation of the abovementioned occupied spaces have been assessed, improvement work has been done according to the recommendations as written in the Ventilation Assessment Report

I understand that the matters and information stated herein and the related documents submitted (if any) are subject to further checking, vetting and verification by officers of Education Bureau (EDB) or authorized officers if deems necessary by EDB.

Note: If separate sheet is necessary, every page should be signed by the Authorized Signatory of the Registered Specialist Contractor (Ventilation Works Category).

Chop of Registered Specialist Contractor
(Ventilation Works Category)
and signature of Authorized Signatory

Date(dd/mm/yy)

Name of Registered Specialist Contractor
(Ventilation Works Category):

Name of Authorized Signatory:

Registration Number:

Date of Expiry of Registration(dd/mm/yy):

Registered

Address: _____

Contact Tel. No.: _____

Fax No. : _____

**Provision of Ventilation Assessment Services for
Direct Subsidy Scheme (DSS)/ Caput Schools**

Service Specifications

- Notes: (a) Tenderers shall note that **all the specifications stated in these Service Specifications are essential requirements.**
- (b) Tenderers shall provide documentary evidence thereto wherever requested in the Service Specifications to show compliance of their offered ventilation assessment services with all the requirements.

Service Specifications

1. General

1.1. Introduction

1.1.1. This Invitation to Tender calls for the provision of ventilation assessment services for _____ (the School).
(Name of school)

1.1.2. The information of the School as stated in Clause 1.1.1, including names, addresses, school size and estimated number of rooms are provided below.

Address	
School Size (m ²)	
Estimated number of occupied spaces (including classroom, function room, Hall, library, laboratory, staff room, toilets, etc.)	

1.2. Scope of Services

1.2.1. The scope of services under these Service Specifications is to call for provision of ventilation assessment services to the School in accordance with the below guiding principle.

Items	Suggested Standard
Fresh Air Supply at occupied space ¹	6 Air Change per Hour in enclosed rooms or 10L/s/person whichever is greater
Toilet Ventilation	15 Air Change per Hour (Exhaust)
Distance between fresh air intake and other sources of contamination	5 metres
Air Flow Pattern	Maintain the air flow direction from clean zones to dirty zones

Note:

1. This fresh air requirement should cover all occupied space, including but not limited to classrooms, function rooms, staff rooms and the school hall. (The School shall specify other occupied space e.g. laboratories, theatre(s), etc. as appropriate.) The number of persons per room shall follow the permitted accommodation.

1.2.2. Reference should also be made to “*A Supplement on Ventilation – Guidelines on Prevention of Communicable Diseases in Schools/ Kindergartens/ Kindergartens-cum-Child Care Centres/ Child Care Centres*” and the relevant guidelines / regulations as set out by the Buildings Department and the Fire Services

Service Specifications

Department.

- 1.2.3. The ventilation assessment services as set out in section 2 of the Service Specifications shall be provided to the School during the contract period.
- 1.2.4. The ventilation assessment services shall be conducted by an **engineering team**. The engineering team shall comprise a team of technical competent persons which is led by a professional engineer as stated in Clause 3.1.
- 1.2.5. The engineering team leader (professional engineer) shall provide a report on the ventilation assessment findings and the shortcomings of ventilation system based on the guiding principle stated in Clause 1.2.1 and also provide the remedial action plan. The plan shall include the short-term modification/housekeeping proposal and long-term improvement plan.

1.3. Contract Period

- 1.3.1. This contract commence from _____ to _____ inclusive

Service Specifications

2. Ventilation Assessment Services

2.1. Collection of Operation Data

- 2.1.1. The engineering team shall collect information on operation and technical characteristics of the ventilation system of the School. The collection method shall include, but not limit to, site visits, interviews, surveys, and reviews on building layouts, drawings, schematic diagrams, operation and maintenance records.
- 2.1.2. The operation data of the ventilation system shall include, but not limit to, the following items:
- (i) Operation days and hours of ventilation system;
 - (ii) Estimated internal floor area, categories and number of individual rooms;
 - (iii) Records on all ventilation system installation as far as reasonably practicable;
 - (iv) Equipment list of ventilation system as well as operation and maintenance status; and
 - (v) Ventilation performance in accordance with the guiding principle as stated in Clause 1.2.1 under mechanical ventilation with air-conditioning or mixed mode of natural and mechanical ventilation.
- 2.1.3. The engineering team shall bear any cost to collect and retrieve operation data from the building management system or similar system(s), with no additional cost to the School.
- 2.1.4. If some of the building data are not available, the engineering team shall conduct measurement at representative instant and intervals in order to reasonably predict the operation data with no additional cost to the School.

2.2. Site Inspection

- 2.2.1. The engineering team shall study the collected building data and conduct site inspections as far as practicable according to the guiding principle as stated in Clause 1.2.1.
- 2.2.2. The site inspection shall include, but not limit to, verification of equipment data, air flow (L/s) measurement, smoke test, CO₂ measurement and visual inspection of the ventilation system.
- 2.2.3. The engineering team shall identify any abnormalities of the ventilation system

Service Specifications

installation and take photo record of any abnormalities found. The engineering team shall also examine their effects according to the guiding principle as stated in Clause 1.2.1.

2.3. Analysis and Recommendations

2.3.1. With the analysis of site inspection result, the engineering team shall be able to advise the School and the School Sponsoring Body (SSB) / School Management Committee (SMC) / Incorporated Management Committee (IMC) of the School of the followings: -

- Condition of the existing ventilation system;
- Fresh air supply status to different rooms in the School;
- Air change rate of toilets;
- Dead air zone / area;
- Distance between fresh air intake and other sources of contamination; and
- Proposed short-term modification/housekeeping proposal and long-term improvement plan.

2.3.2. For each item mentioned in Clause 2.3.1, the engineering team shall provide the root cause and propose remedial action plan with illustration of drawings and photos, which include a short-term modification/housekeeping proposal and a long-term improvement action plan.

2.4. Number of Ventilation Assessment Service Provided

2.4.1. The engineering team shall at least provide one full ventilation assessment and a follow-up visit to the School during the Contract Period. As the exact number of the on-site visits to school may vary, the engineering team shall also bear the cost of all on-site visits with no additional cost to the School.

2.4.2. The engineering team shall visit the School and complete the first ventilation assessment (including submission of an assessment report as specified in Section 4) within 1 month upon award of contract. The follow-up visit shall be provided to the School within 1 month after the improvement measures have been put in place to check and advise the School again on the ventilation condition.

Service Specifications

3. Staffing Requirement

3.1. The engineering team shall at least comprise of 4 members, 2 sub-team heads and a team leader. Their qualification requirements are listed as follows: -

Grade of Staff	Role	Qualification
Professional Engineer	Team Leader	<ul style="list-style-type: none">• Member of HKIE in Building Services Engineering or Mechanical Engineering or equivalent; and• 3 years' experience in air-conditioning design or 6 years' experience in maintenance of air-conditioning installations
Inspector	Sub-team head	<ul style="list-style-type: none">• Higher diploma / higher certificate in Building Services Engineering or Mechanical Engineering or equivalent; and• 3 years' experience in supervision of air-conditioning projects or 6 years' experience in maintenance of air-conditioning installations
Work Supervisor	Team member	<ul style="list-style-type: none">• Diploma /Ordinary certificate in Building Services Engineering or Mechanical Engineering or equivalent; and• 3 years' experience in supervision of air-conditioning projects or 6 years' experience in maintenance of air-conditioning installations

Service Specifications

4. Ventilation Assessment Report

- 4.1. The engineering team shall complete the ventilation assessment report in a specified form in **Appendix 1** [Please refer to **Annex II** of EDB's letter to DSS/ caput schools dated 1 March 2022 on *One-off Grant to Direct Subsidy Scheme Schools and Caput Schools for Ventilation Assessment and Improvement Works.*] with Check list on Ventilation System for the School as an appended annex upon the full ventilation assessment, and the Certificate on Ventilation System for School in a specified form in **Appendix 2** [Please refer to **Annex III** of EDB's letter to DSS/ caput schools dated 1 March 2022 on *One-off Grant to Direct Subsidy Scheme Schools and Caput Schools for Ventilation Assessment and Improvement Works.*] upon the follow-up visit, taking into account the guiding principle as stated in Clause 1.2.1 and such report shall be approved and issued by the engineering team leader.
- 4.2. If the School is recommended to procure air purifier(s) and/or air disinfection equipment(s) as the remedial action plan, the engineering team shall be responsible to vet the model of such equipment(s) proposed/submitted by the School to ensure the specification compliance.

Service Specifications

5. Briefing on Ventilation Assessment Report

5.1. Upon completion of the ventilation assessment service for the School, the engineering team leader shall conduct a briefing to explain the report to the School. The presentation shall cover the following items:

- (i) detailed description of the ventilation assessment;
- (ii) findings and results of the ventilation assessment;
- (iii) short-term proposal; and
- (iv) long-term improvement plans if necessary.

5.2. The presentation shall normally include questions and answers.

To: Permanent Secretary for Education

(Attn.: _____ District School Development Section)

[Please complete and submit this form to the respective School Development Section on or before 31 December 2022.]**Application for One-off Grant for Ventilation Assessment and Improvement Works**

(Applicable to schools under Direct Subsidy Scheme (DSS)/ caput schools)

Part A: to be completed by the school

My school would like to apply for the above subsidy in the total amount at HK\$ _____.

	Items	Amount (HK\$)
1.		
2.		
3.		
4.		
5.		
Total :		

My school certifies that: -

- (a) the above expenditure is incurred from the ventilation assessment and the subsequent necessary improvement works recommended by the registered contractor appointed as written in the Ventilation Assessment Report, including the installation of exhaust fans and/ or air purifiers;
- (b) [for DSS schools] the tender/quotation for the procurement of the related goods/ services/ works has been conducted and approved in accordance with the procedures as stipulated in the relevant guidelines and circulars issued by EDB or the respective school-based procurement policies and procedures as approved by the SMC/IMC;
[for caput schools] the tender/quotation for the procurement of the related goods/ services/ works has been conducted and approved in accordance with the procedures as stipulated in the relevant guidelines and circulars issued by EDB;
- (c) in respect of the goods/ services procured/ works carried out as set out above, my school has not applied for other subsidy from the Government; and
- (d) the ventilation assessment report prepared by the registered contractor detailing the recommendation to meet the DH's requirement, the certification report issued by the registered contractor confirming the respective remedial action have met DH's requirements, as well as copies of the documentary evidence^{Note 1} verified and signed by the School Head (i.e. invoices and/ or related receipts) are enclosed.

Name of School : _____

Signature of School Supervisor/ School Head* : _____

Name of School Supervisor/ School Head* : _____

Date : _____

School Chop

* Please delete as appropriate

Remarks:

- **The basic ceiling of the above subsidy to each DSS/ caput school is HK\$ 400,000.** Each application will be considered on its own merits.
- All books of accounts, receipts, payment vouchers and invoices in respect of the purchases must be kept by the school for accounting and auditing purposes. The quotation/tender records in respect of the purchases shall also be available for EDB's inspection as and when required.

Part B: to be completed by District School Development SectionAfter verification by EDB, the application for the One-off Grant for Ventilation Assessment and Improvement Works is now approved in the total amount at HK\$ _____ for the approved items as set out in Part A^{Note 2}.

Signature of SSDO : _____

Name of SSDO : _____

Date : _____

Note 1: The school head is required to sign on each page of the documentary evidence to certify as a true copy, and write down "The expenditure is resulted from improvement works recommended by the contractor to meet the DH's requirement".

Note 2: Unapproved items will be deleted from the table in Part A.