



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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本局檔號 Our Ref.: L/M (2/2016) to EDB(SDCT)1/7-720

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To: Supervisors / Heads of Kindergartens and Kindergarten-cum-Child Care Centres

27 May 2016

Dear Sir/Madam,

Works and Maintenance of Green Roofs

This circular letter aims to remind Kindergartens / Kindergarten-cum-Child Care Centres which have green roofs in school premises or intend to carry out green roof projects to observe the following requirements :

- (1) If the green roof works involve structural alterations to the school premises concerned, Kindergartens / Kindergarten-cum-Child Care Centres should apply for approval from Education Bureau (EDB) in accordance with the Education Regulations. Before carrying out green roof works, they should submit their proposals to the Buildings Department (for non-estate Kindergartens / Kindergarten-cum-Child Care Centres)/ Transport and Housing Bureau (for estate Kindergartens / Kindergarten-cum-Child Care Centres), Department of Health and Fire Services Department. Should the relevant departments raise no objection, Kindergartens / Kindergarten-cum-Child Care Centres may submit their formal applications to EDB.
- (2) Kindergartens / Kindergarten-cum-Child Care Centres should arrange Qualified Persons to carry out routine inspection of green roofs and

conduct necessary maintenance works. The Buildings Department has prepared reference material on the points to note on the conduct of green roof projects at schools. The information is available at the following path of the EDB homepage:

EDB homepage (<http://www.edb.gov.hk/>) > School Administration and Management > Administration > About School > Green Roofs

- (3) For Kindergartens / Kindergarten-cum-Child Care Centres which notice seepage, cracks or loose concrete on the ceiling of the storey below the green roof, they should seek professional advice from an Authorized Person or Registered Structural Engineer as soon as possible to ensure the safety of school premises.

For enquiries on green roofs, please contact your respective Senior School Development Officers or Senior Services Officers.

(Ms Teresa CHAN)
for Permanent Secretary for Education