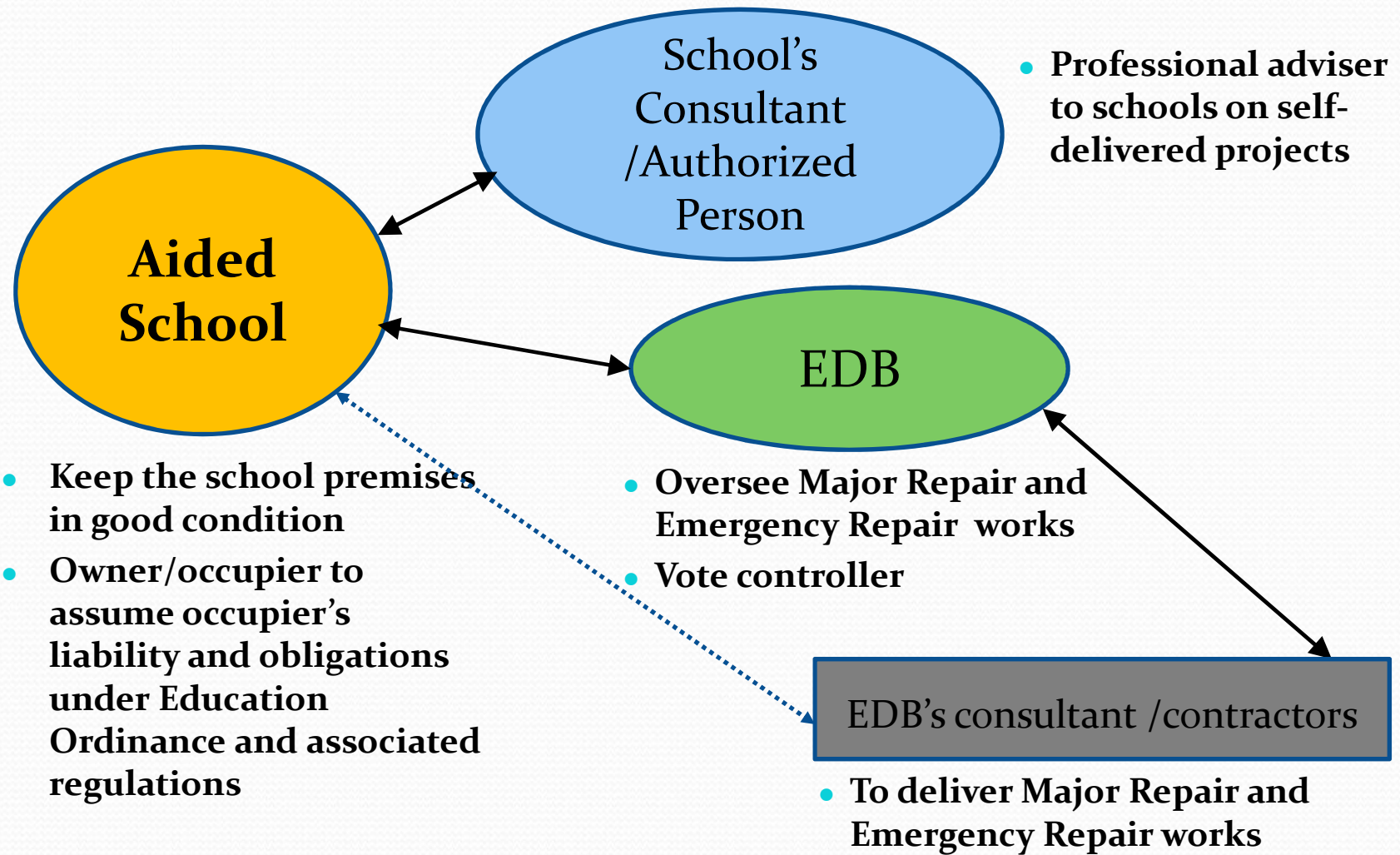


# Current Mechanism of Major Repairs / Emergency Repairs

17 June 2016

# School Premises Maintenance Responsibility



# School's Responsibilities

Keep the school premises in good conditions (School Administration Guide –SAG, Section 8.5.1)-

- a) Regular inspections – includes both school building and slopes under the maintenance responsibility of the school, if applicable;
- b) Take prompt actions to keep the building/ slopes in good condition.



# Examples of prompt actions

1. Inspection and maintenance of fire services installation, lift, building and window, etc.
2. Carry out minor repairs, cost of which to be charged to the School and Class Grant under the Operating Expenses Block Grant (OEBG) / Extended Operating Expenses Block Grant (EOEBG)
3. Arrange self-delivered projects
4. Apply non-recurrent grants for MR/ER

# Non-recurrent grants for repairs

1. For repairs items costing not less than \$3,000 (for primary /special schools) / \$8,000 (for secondary schools)
  - a) Annual major repairs (MR) exercise – *EDB to bid the required resources one year in advance*
  - b) Emergency repairs (ER) – reasonable amount of fund earmarked per financial year
2. Applications will be assessed by the professionals of the works parties entrusted by EDB, viz. EDB term consultants



# School's Routine and Regular Inspections

In order to keep the school premises in good condition, routine and regular inspections by school would be critical. Examples of inspections to be carried out by school and her maintenance agent(s) include:

- 1) Inspection to building fabrics and finishes
  - *Identify water seepage, peeling off paints, debonded plaster...*
  
- 2) Inspection to sanitary fitments, plumbing and drainage
  - *Identify leakage, blockage, damage... (e.g. through CCTV survey)*
  - *Ensure no blockage of drainage system, especially rain water drain pipe, surface channels etc. before inclement weather, rainstorm etc.*

# School's Routine and Regular Inspections (Cont'd)

- 3) Inspection to windows
  - *Ensure the condition of the windows*
  - *Identify defects such as broken glazing, defective hinges etc.*
  
- 4) Inspection to metal gates, doors etc.
  - *Ensure the condition of gates and doors*
  - *Identify defects such as defective hinges, misalignment of gates etc.*



# School's Routine and Regular Inspections (Cont'd)

- 5) Inspection to Building Services Installations, such as Fire Services Installations, Lift, Fixed Electrical Installation etc.
  - *Ensure the normal operation of the installations*
  - *Identify defects before failure*
  
- 6) Inspection to slope
  - *Timely conduct Routine Maintenance Inspection (RMI) – At least once a year*
  - *Timely conduct Engineer Inspection (EI) – At least once every 5 years*
  - *Timely conduct regular checks of buried water-carrying services affecting slopes – As per the frequency recommended in the EI report*



# School's Routine and Regular Inspections (Cont'd)

- Factors that could be evaluated and considered by schools in planning and setting cycles and frequencies of routine and regular inspections:
  - *Fulfilment of relevant statutory requirements*
    - *For example, Engineer's Inspection for slope, mandatory window inspection scheme, annual inspection of fire services installations...*
  - *Building conditions*
  - *Weather conditions*
    - *Before and after inclement weather, rainstorm etc.*
  - *Maintenance cycles*
  - ...

# School's Daily Maintenance

In order to keep the school premises in good condition, daily maintenance and repair works should be carried out by school and her maintenance agent(s) to rectify defect(s) as identified in routine and regular inspections. Examples of works may include:

- Touch up of peeling off paints
- Clearance of blockage of drains
- Repair/ replacement of defective ironmongery
- Replacement of defective/ damaged mirror
- Repair/ Replacement of defective sanitary fitment, such as bottle trap, water tap etc.
- Replacement of defective/ damaged window glazing
- .....



# Emergency Repairs (ER)

School could apply for repair works of emergency nature, with estimation of costs not less than \$3,000 (for primary schools, special schools) and not less than \$8,000 (for secondary schools)

- *Estimation of costs – based on Term Consultant’s assessment by referring to the Schedule of Rates in the relevant Maintenance Term Contracts*



# Emergency Repairs (ER) (Cont'd)

Examples of Emergency Repairs (ER) include:

- *Repair to concrete spalling/ crack/ debonded render/ external wall tiles*



# Emergency Repairs (ER) (Cont'd)

Examples of Emergency Repairs (ER) include:

- *Repair works to water seepage problem*





## Emergency Repairs (ER) (Cont'd)

Some other examples of Emergency Repairs (ER) include:

- *Replacement of defective pumps*
- *Replacement works for burst of water pipes*
- *Replacement of defective A/C unit under standard provisions/  
Noise Abatement Programme (NAP)*
- ....



# Emergency Repairs (ER) (Cont'd)

Some examples that would not be approved as Emergency Repairs (ER) include:

Examples	Alternative
Works not classified as ER in nature, for example, “replacement of door knobs of all rooms due to aesthetic consideration”	May submit application in subsequent MR exercise for the proposed item (the \$3,000 / \$8,000 threshold is also applicable in MR. And F&E items should not be included)
F&E item, for example, “replacement of loose furniture”	School should use other appropriate fund source to arrange replacement
Estimation of cost for the proposed item is less than \$3,000/ \$8,000 threshold, for example, “replacement of a damaged mirror at toilet”	School should carry out the necessary repair work with the cost of the works charged to OEBG/EOEBG

# Major Repairs (MR)

School could apply for major repair works, which are usually delivered in Summer Holidays, Christmas Holidays and Easter Holidays.

- Factors that could be evaluated and considered by schools in making applications for MR:
  - *Building conditions*
  - *Maintenance cycles*
  - *Fulfilment of latest statutory requirements*
  - *School's operation*
  - ...



# Major Repairs (MR) (Cont'd)

Examples of Major Repairs (MR) include:

- *Re-roofing*





# Major Repairs (MR) (Cont'd)

Examples of Major Repairs (MR) include:

- *External wall/ internal wall and ceiling re-decoration*



# Major Repairs (MR) (Cont'd)

Examples of Major Repairs (MR) include:

- *Toilet Renovation*





# Major Repairs (MR) (Cont'd)

Examples of Major Repairs (MR) include:

- *Improvement items, such as installation of railings etc.*



## Major Repairs (MR) (Cont'd)

Some other examples of Major Repairs (MR) include:

- *Recreational surface coating*
- *Replacement of floor finishes, e.g. floor tiles at corridors, vinyl sheets at classrooms, sport flooring at hall etc.*
- *Laboratory Renovation*
- *Replacement of windows*
- *Re-wiring and replacement of light fittings*
- *...*





*Thank you*