

Notes from school (Mandatory field) : Submission of application via the EDB's Common Log-On System (CLO) to SMART system at <http://clo.edb.gov.hk> on (date: ) was unsuccessful

(Please fax this form to District Duty Officer (DDO), Maintenance Term Contractor, Maintenance Surveyor and Senior School Development Officer (SSDO) of the Education Bureau (EDB))

To: Permanent Secretary for Education (Attn: District Duty Officer)  Fax: 2834 5281 (for Contract Areas 1a & 1b)* Fax: 2112 9289 (for Contract Areas 2a & 2b)* Fax: 2114 2121 (for Contract Areas 3a ) * Fax: 2811 5775 (for Contract Areas 3b)*  c.c.: Maintenance Surveyor, EDB Fax: 2127 4055  SSDO(        ) , EDB Fax: _____  Maintenance Term Contractor (for Contract Area 1a/1b/2a/2b/3a/3b)* Fax: 2572 2972 (Area 1a) 2744 6937 (Area 1b) 2744 6937 (Area 2a) 2440 0439 (Area 2b) 2440 0439 (Area 3a) 2572 2972 (Area 3b)	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 60%;">School Name and Address:</td> <td style="width: 40%;">School Code:</td> </tr> </table> <div style="display: flex; justify-content: space-between;"> <span>District:</span> <span><input type="checkbox"/> Non-aided portion involved</span> </div> <div style="display: flex;"> <span>Type:</span> <span>Primary/ Secondary/ Special *</span> </div> <table border="1" style="width: 100%; border-collapse: collapse; margin-top: 10px;"> <tr> <td style="width: 60%;">Name of contact person:</td> <td style="width: 20%;">Tel:</td> <td style="width: 20%;">Fax:</td> </tr> </table> <div style="margin-top: 10px;"> <p>Description of defect (within school portion):</p>            <p><u>Remarks</u> (complete if applicable):</p> <p>This is a repeated problem and the ER Request No. of the related case is _____</p> <p>The requested works have been inspected by School's maintenance contractor(s) on _____ and the respective _____ quotation(s) is/are attached for reference.</p> <div style="display: flex; justify-content: space-between; margin-top: 20px;"> <span>Date:_____</span> <span>Signed: _____</span> </div> <div style="text-align: right; margin-top: -20px;">             Head of School           </div> </div>	School Name and Address:	School Code:	Name of contact person:	Tel:	Fax:
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To: Maintenance Surveyor, EDB Fax: 2127 4055  c.c :  SSDO(        ) , EDB Fax:	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 70%; padding: 5px;">           Date of receiving request for ER: _____         </td> <td style="width: 30%; padding: 5px;">           ER Request No.         </td> </tr> <tr> <td colspan="2" style="padding: 5px;">           Estimated Works Cost:   \$ _____         </td> </tr> <tr> <td colspan="2" style="padding: 5px;">           Recommendation to the above ER : (please “√” where appropriate)         </td> </tr> <tr> <td colspan="2" style="padding: 5px;"> <input type="checkbox"/> ER recommended and SMS(SPM)’s approval to proceed with the works is hereby sought         </td> </tr> <tr> <td colspan="2" style="padding: 5px;"> <input type="checkbox"/> ER not recommended         </td> </tr> <tr> <td colspan="2" style="padding: 5px;"> <div style="margin-left: 40px;"> <input type="radio"/> Estimated cost less than \$10,000.           </div> </td> </tr> <tr> <td colspan="2" style="padding: 5px;"> <div style="margin-left: 40px;"> <input type="radio"/> Others, please specify:           </div> </td> </tr> <tr> <td colspan="2" style="padding: 5px;">           Remarks, if any:         </td> </tr> <tr> <td style="padding: 5px;">           Name of DDO:         </td> <td style="padding: 5px;">           Tel:         </td> </tr> <tr> <td colspan="2" style="padding: 5px;"> <div style="display: flex; justify-content: space-between; align-items: flex-start;"> <div style="width: 45%;">           Date: _____         </div> <div style="width: 45%;">           Signed: _____         </div> </div> <div style="text-align: right; margin-top: 10px;">           for _____            (Consultant Name)         </div> </td> </tr> </table>	Date of receiving request for ER: _____	ER Request No.	Estimated Works Cost:   \$ _____		Recommendation to the above ER : (please “√” where appropriate)		<input type="checkbox"/> ER recommended and SMS(SPM)’s approval to proceed with the works is hereby sought		<input type="checkbox"/> ER not recommended		<div style="margin-left: 40px;"> <input type="radio"/> Estimated cost less than \$10,000.           </div>		<div style="margin-left: 40px;"> <input type="radio"/> Others, please specify:           </div>		Remarks, if any:		Name of DDO:	Tel:	<div style="display: flex; justify-content: space-between; align-items: flex-start;"> <div style="width: 45%;">           Date: _____         </div> <div style="width: 45%;">           Signed: _____         </div> </div> <div style="text-align: right; margin-top: 10px;">           for _____            (Consultant Name)         </div>	
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**Note for SSDO:** On receipt of the copy of the request from school, SSDO concerned is required to provide relevant information which warrants the attention of the SPM Section (e.g., non-aided portion involved, fee-charging school, school's request is not supported, etc.), if any, in the first instance. For works of estimated cost exceeding \$200,000, the SPM Section will contact SSDO concerned direct for confirmation.

\* Please delete as appropriate