

REQUEST FORM FOR EMERGENCY REPAIR (ER) IN AIDED SCHOOLS (effective from January 2026)

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

Section A - To be completed by school

(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))

Section B - To be completed by District Duty Officer (DDO), EDB

To: Maintenance Surveyor, EDB Fax: 2127 4055	Date of receiving request for ER: _____	ER Request No. _____
c.c : _____	Estimated Works Cost: \$ _____	
SSDO(_____) , EDB Fax: _____	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 <ul style="list-style-type: none"> <input type="radio"/> Estimated cost less than \$10,000. <input type="radio"/> Others, please specify: _____ 		
Remarks, if any:		
Name of DDO: _____		Tel: _____
Date: _____		Signed: _____
for _____ (Consultant Name)		

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