

**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))

<b>To: Permanent Secretary for Education</b> (Attn: District Duty Officer)  Fax: 2114 2121 (for Contract Areas 1a & 1b)* Fax: 2572 7190 (for Contract Areas 2a & 2b)* Fax: 2112 9289 (for Contract Areas 3a & 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) 3619 5464 (Area 1b) 2773 0007 (Area 2a) 2572 2972 (Area 2b) 2773 0007 (Area 3a) 3619 5464 (Area 3b)	<b>School Name and Address:</b>		<b>School Code:</b>				
	<b>District:</b>		<input type="checkbox"/> Non-aided portion involved				
	<b>Type:</b> Primary/ Secondary/ Special *						
	<b>Name of contact person:</b>		<b>Tel:</b>	<b>Fax:</b>			
		<b>Description of defect (within school portion):</b>					
		<b>Remarks (complete if applicable):</b>					
		This is a repeated problem and the ER Request No. of the related case is _____					
		The requested works have been inspected by School's maintenance contractor(s) on _____ and the respective _____ quotation(s) is/are attached for reference.					
		Date: _____ Signed: _____					
		Head of School					

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

<b>To: Maintenance Surveyor, EDB</b> Fax: 2127 4055  c.c :  SSDO(        ) , EDB Fax: _____	<b>Date of receiving request for ER:</b> _____		<b>ER Request No.</b>
	<b>Estimated Works Cost:</b> \$ _____		
	<b>Recommendation to the above ER : (please "✓" where appropriate)</b>		
	<input type="checkbox"/> ER recommended and SMS(SPM)'s approval to proceed with the works is hereby sought		
	<input type="checkbox"/> ER not recommended <input type="radio"/> Estimated cost less than \$10,000. <input type="radio"/> Others, please specify:		
<b>Remarks, if any:</b>			
		<b>Name of DDO:</b>	<b>Tel:</b>
		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