



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, Government of the Hong Kong Special Administrative Region  
The People's Republic of China

本局檔號 Our Ref.: (36) in EDB(SPM)/F&A/45/27 Pt.17 電話 Telephone: 3163 0075

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20 December 2022

To: Principals of Aided Schools

Dear Principals,

**Major Repairs (MR) and Emergency Repairs (ER) in Aided Schools  
(Appointment of Term Consultants and Maintenance Term Contractors)**

This is to inform schools of the detailed arrangement on MR and ER upon the appointment of new term consultants (TCs)<sup>1</sup> and maintenance term contractors (MTCs)<sup>2</sup> which will take effect from 1 January 2023.

2. The following new TCs and MTCs are appointed by the Education Bureau (EDB) to handle MR and ER applications and provide other services in relation to MR and ER, the service of which will last until 31 December 2025. The TCs and MTCs will deliver all repairs projects for estate aided schools and non-estate aided schools. The Architectural Services Department (ArchSD)<sup>3</sup> will continue to deliver MR and ER

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<sup>1</sup> Term consultants (TCs) - under the prevailing arrangement for MR and ER in aided schools, TCs will be appointed to oversee MR and ER, e.g. provide advice in respect of repairs matters, and supervise MR/ER works.

<sup>2</sup> Maintenance term contractors (MTCs) - appointed by EDB to assist in delivering approved MR and ER projects.

<sup>3</sup> EDB has engaged Architectural Services Department (ArchSD) to deliver non-estate aided school MR and ER projects of estimated cost exceeding \$2 million each which were approved by EDB before 2019-20 FY.

projects of estimated cost exceeding \$2 million each which were approved by EDB before 2019-20 financial year (FY) to non-estate aided schools.

Contract Areas	Term consultants	Term contractors	Responsible districts
1a	WCWP International Limited	Cheung Hing Construction Company Limited	Central & Western, Wan Chai, Hong Kong East and Southern
1b		CWA JV	Islands, Yau Tsim & Mong Kok and Kowloon City
2a	DCL Consultants Limited	CWA JV	Sham Shui Po, Tsuen Wan, Kwai Chung & Tsing Yi
2b		Shui On Building Contractors Limited	Tuen Mun and Yuen Long
3a	Ho & Partners Architects Engineers & Development Consultants Limited and RS Surveyors O/B Rich State Management Limited Joint Venture	Shui On Building Contractors Limited	Kwun Tong, Sai Kung and Wong Tai Sin
3b		Cheung Hing Construction Company Limited	Sha Tin, Tai Po and North

(Delineation of responsibilities and contact information of TCs appointed for the period from 1 January 2023 to 31 December 2025 are at Appendices 1 and 2)

### General Arrangement

3. **As a general principle, the entrusted party which has undertaken an ER/MR project is required to follow up the approved works until project completion.** In short, the TCs appointed in previous contractual periods for respective contract areas (details of the TCs and contract areas in previous contractual periods at Appendices 3 and 4) are obliged to continue administering ER and MR projects approved during the concerned contractual period until project completion, while the new TCs (details at paragraph 2 above) will handle ER requests submitted / MR projects approved on or after 1 January 2023. The said principle also applies to the ArchSD in respect of repairs projects of estimates exceeding \$2 million each which were approved by EDB before 2019-20 FY.

4. To timely address repair requests from schools, District Duty Officers (DDO) appointed by the TCs would continue serving as the initial contact points in respect of matters in relation to MR and ER for respective districts. Schools are encouraged to contact the responsible DDOs direct for MR and ER related enquires such as the latest position of ER requests, progress of the delivery of MR projects, etc.

5. Under the aforesaid arrangement, EDB will continue to provide non-recurrent grant for carrying out MR and ER works each costing \$3,000 (primary and special schools) or \$8,000 (secondary schools) or above. As to works costing less than \$3,000 for primary and special schools and \$8,000 for secondary schools, schools may charge the expenditure to the School and Class Grant account as usual.

### **Arrangement for Emergency Repairs**

6. The standing procedure for ER remains unchanged. A school applying for ER is required to send an ER request by completing an online web form via the School Maintenance Automated Rapport Terminal (SMART) system<sup>4</sup> of EDB. The responsible DDOs, on receipt of school's ER request, will contact the school direct for clarification, to arrange for site visit and the repairs works as necessary.

7. For ensuring proper maintenance of school buildings, a list of **Examples of Emergency Repairs in Aided Schools** is provided on the School Premises Maintenance (SPM) Webpage<sup>5</sup> for schools' easy reference and careful attention. Schools should note additions, alterations and improvements are normally not classified as ER.

### **Arrangement for Major Repairs**

8. The standing procedure for MR remains unchanged. EDB shall issue a circular memorandum / letter in April / May each year to invite applications from aided schools for non-recurrent grant to carry out MR works in the following financial year. Under the prevailing arrangement, MR applications from aided schools will be vetted

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<sup>4</sup> The SMART system could be accessed via the following URL:

- before 1 January 2023 : <http://smartschool.edb.gov.hk>
- on or after 1 January 2023: <https://clo.edb.gov.hk>. via the EDB's Common Log-On System (CLO)

<sup>5</sup> The SPM Webpage could be accessed via the following path:

*EDB Homepage (<http://www.edb.gov.hk>) > School Administration and Management > School Premises Related Information > School Premises Maintenance*

by the TCs. Upon receipt of the vetting results, EDB would decide the works items and amount of subsidy to be approved, which is subject to the funding being approved by the Legislative Council for the respective financial year.

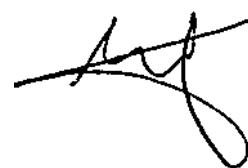
9. For works to be approved and delivered by EDB, the concerned TCs will contact the schools in May / June of that financial year to establish the scope of the approved works and arrange with the schools for the most convenient time for the works to be carried out. Once the scope and schedule of the works are agreed, MR works will be arranged.

### **Enquiries / Other Essential Information**

10. A table delineating the responsibilities of parties concerned in the handling of MR and ER in aided schools from 1 January 2023 to 31 December 2025 is provided at Appendix 1. Contact information for relevant parties is provided at Appendices 2 to 5 for school's reference. MR and ER related documents / information are available on the SPM Webpage<sup>5</sup>. Schools are advised to visit the said Webpage to obtain the up-to-date information / documents whenever necessary.

11. For enquiries concerning the latest arrangement on MR and ER in aided schools, please contact your respective Senior School Development Officers.

Yours sincerely,

A handwritten signature in black ink, appearing to be 'W.S. LI', written in a cursive style.

(W.S. LI)

for Secretary for Education

**Major Repairs and Emergency Repairs in Aided Schools  
(Delineation of Responsibilities)**

Submitted requests/ Approved projects	Responsible Parties
<b>Emergency Repairs</b>	
<b>Requests submitted on or after 1 January 2023</b>	<p><b>WCWP International Limited</b> (Term consultant - contract areas 1a &amp; 1b)</p> <p><b>DCL Consultants Limited</b> (Term consultant - contract areas 2a &amp; 2b)</p> <p><b>Ho &amp; Partners Architects Engineers &amp; Development Consultants Limited and RS Surveyors O/B Rich State Management Limited Joint Venture</b> (Term consultant – contract areas 3a &amp; 3b)</p> <p><i>(contact information at Appendix 2)</i></p>
<b>Requests submitted before 1 January 2023</b>	<p><b>A. <u>Estate aided schools</u></b></p> <p style="padding-left: 20px;"><b>a. <u>approved projects submitted before 1 April 2014</u></b> <b>Housing Department</b> <i>(contact information at SPM Webpage)</i></p> <p style="padding-left: 20px;"><b>b. <u>approved projects submitted on or after 1 April 2014</u></b> <b>The term consultants appointed for corresponding contract areas in respective contractual periods</b> <i>(contact information at Appendices 3 &amp; 4)</i></p> <p><b>B. <u>Non-estate aided schools approved project submitted before 1 January 2023</u></b> <b>The term consultants appointed for corresponding contract areas in respective contractual periods</b> <i>(contact information at Appendices 3 &amp; 4)</i></p>

<b>Major Repairs</b>	
<b>MR projects approved in or after 2023-24 financial year (FY)</b>	<p><b>A. a. <u>Estate aided schools approved projects; and</u></b>  <b>b. <u>Non-estate aided schools approved projects</u></b></p> <p><b>WCWP International Limited</b>  (Term consultant - contract areas 1a &amp; 1b)</p> <p><b>DCL Consultants Limited</b>  (Term consultant -contract areas 2a &amp; 2b)</p> <p><b>Ho &amp; Partners Architects Engineers &amp; Development  Consultants Limited and RS Surveyors O/B Rich State  Management Limited Joint Venture</b></p> <p>(Term consultant – contract areas 3a &amp; 3b)</p> <p><i>(contact information at Appendix 2)</i></p>
<b>MR projects approved before 2023-24 financial year (FY)</b>	<p><b>A. <u>Estate aided schools projects approved before 2014-2015 FY ;  Housing Department</u></b>  <i>(contact information at SPM Webpage)</i></p> <p><b>B. a. <u>Estate aided schools projects approved in or after 2014-2015  FY;</u></b>  <b>b. <u>Non-estate aided schools approved projects with estimates not  exceeding \$2 million each;</u></b>  <b>c. <u>Non-estate aided schools approved projects with estimates  exceeding \$2 million each approved by EDB in or after  2019-2020FY</u></b></p> <p><b>The term consultants appointed for corresponding contract  areas in respective contractual periods</b>  <i>(contact information at Appendices 3 to 4)</i></p> <p><b>C. <u>Non-estate aided schools approved projects with estimates  exceeding \$2 million each approved by EDB before 2019-2020  FY</u></b></p> <p><b>Architectural Services Department</b>  <i>(contact information at Appendix 5)</i></p>

**Major Repairs and Emergency Repairs in Aided Schools**  
**(Contact Information - Term Consultants Appointed for the Period from**  
**1 January 2023 to 31 December 2025)**

<b>Contract Areas</b>	<b>Districts</b>	<b>Responsible Parties and Contact numbers *</b>
<b>1a</b>	Central & Western	<b>WCWP International Limited</b> Tel (off) : 2893 3000 Tel (mob): 6821 2137 (for ER) Fax : 2834 5281 (for MR & ER)
	Wan Chai	
	Hong Kong East	
	Southern	
<b>1b</b>	Islands	
	Yau Tsim & Mong Kok	
	Kowloon City	
<b>2a</b>	Sham Shui Po	<b>DCL Consultants Limited</b> Tel (off) : 2516 7868 Tel (mob): 9033 8749 (For ER) Fax : 2112 9289 (for MR & ER)
	Kwai Chung & Tsing Yi	
	Tsuen Wan	
<b>2b</b>	Tuen Mun	
	Yuen Long	
<b>3a</b>	Kwun Tong	
	Sai Kung	
	Wong Tai Sin	
<b>3b</b>	Sha Tin	
	Tai Po	
	North	

\* Contact information of District Duty Officers will be provided by the concerned term consultants.

Appendix 3

**Major Repairs and Emergency Repairs in Aided Schools**  
**(Contact Information - Term Consultants Appointed for the Period from**  
**1 January 2020 to 31 December 2022)**

Contract Areas	Districts	Responsible Parties and Contact numbers *
<b>1a</b>	Central & Western	<b>Ho &amp; Partners Architects Engineers &amp; Development Consultants Limited</b> Tel (off) : 3122 5533 Tel (mob): 9302 6433 (for ER) Fax : 2811 5775 (for MR & ER)
	Wan Chai	
	Hong Kong East	
	Southern	
<b>1b</b>	Islands	
	Yau Tsim & Mong Kok	
	Kowloon City	
<b>2a</b>	Sham Shui Po	<b>DCL Consultants Limited and RS Surveyors O/B Rich State Management Limited</b> Tel (off) : 2516 7868 Tel (mob): 9033 8749 (for ER) Fax : 2112 9289 (for MR & ER)
	Kwai Chung & Tsing Yi	
	Tsuen Wan	
<b>2b</b>	Tuen Mun	
	Yuen Long	
<b>3a</b>	Kwun Tong	
	Sai Kung	
	Wong Tai Sin	
<b>3b</b>	Sha Tin	
	Tai Po	
	North	

\* Contact information of District Duty Officers will be provided by the concerned term consultants.



**Major Repairs and Emergency Repairs in Aided Schools**  
**(Contact Information - Term Consultants Appointed for the Period from**  
**1 April 2016 to 31 December 2019)**

Contract Areas	Districts	Responsible Parties and Contact numbers *#
<b>1a</b>	Central & Western	<b>WCWP International Limited</b> Tel (off) : 2893 3000 Tel (mob): 9466 6716 (for ER) Fax : 2834 5281 (for MR & ER)
	Wan Chai	
	Hong Kong East	
	Southern	
<b>1b</b>	Islands	
	Yau Tsim & Mong Kok	
	Kowloon City	
<b>2a</b>	Sham Shui Po	<b>Ho &amp; Partners Architects Engineers &amp; Development Consultants Limited</b> Tel (off) : 3122 5533 Tel (mob): 9302 6433 (for ER) Fax : 2811 5775 (for MR & ER)
	Kwai Chung & Tsing Yi	
	Tsuen Wan	
<b>2b</b>	Tuen Mun	
	Yuen Long	
<b>3a</b>	Kwun Tong	
	Sai Kung	
	Wong Tai Sin	
<b>3b</b>	Sha Tin	
	Tai Po	
	North	

\* Contact information of District Duty Officers will be provided by the concerned term consultants.

# Including Major Repairs and Emergency Repairs projects of estimated cost exceeding \$2 million each in non-estate aided schools approved by EDB in or after 2019-20 FY.

**Major Repairs and Emergency Repairs in Non-estate Aided Schools**  
**非屋邨資助學校的大規模修葺及緊急修葺工程**  
**Contact Information - Architectural Services Department**  
**(Property Services Branch)**  
**建築署(物業事務處)的聯絡資料**

Districts 區域	Tel. No. 電話	Fax. No. 傳真
Central, Peak & Mid-Level 中環、山頂、半山區	2773 2509	2765 8423
Wan Chai 灣仔	2773 2555	2765 0306
Western, Southern & Lantau 西區、南區及大嶼山	2773 2261	2764 4083
Eastern & Islands (South) 東區及離島(南)	2773 2584	2355 7628
Yau Tsim Mong & Kwun Tong 油尖旺及觀塘	2773 2533	2765 0259
Kowloon City & Sai Kung 九龍城及西貢	2773 2610	2765 7153
Sham Shui Po & Tsuen Kwai 深水埗、荃灣及葵青	2773 2570	2765 7726
Wong Tai Sin & Sha Tin 黃大仙及沙田	2773 2633	2330 5791
Tuen Mun & Yuen Long 屯門及元朗	2773 2639	2765 6435
North & Islands (North) ^ 北區及離島(北) ^	2773 2668	2765 8584

^ Including Tai Po District 包括大埔區