



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.: (12) in EDB(SPM)/ P/10/11

電話 Telephone: 3163 0000

來函檔號 Your Ref.:

傳真 Fax: 2127 4055

27 February 2014

To : Supervisors of all Aided Schools

Dear Supervisor,

**Arrangement regarding the Mandatory Building Inspection Scheme and
Mandatory Window Inspection Scheme**

Under the Mandatory Building Inspection Scheme (MBIS) and Mandatory Window Inspection Scheme (MWIS) of the Buildings Department (BD), schools should carry out the required prescribed building and / or window inspections and repair upon receipt of Pre-Notification (PN) letters and / or Statutory Notices (SN) issued by BD. For non-estate aided schools, they may apply for MBIS / MWIS Subsidy (hereafter as “subsidy”) for carrying out the said works on a reimbursement basis. For estate aided schools, the Housing Department is considering the detailed arrangements to be made under the schemes, it is expected that they will be informed about the arrangements when relevant details are in place.

The Schemes

The BD implemented the MBIS / MWIS (hereafter as “The Schemes”) on 30 June 2012. Under the MBIS, owners of buildings aged 30 years or above

(except domestic buildings not exceeding 3 storeys) are required to appoint an Registered Inspector (RI) to carry out the prescribed repair works found necessary of the common parts, external walls and projection or signboards of the buildings once every 10 years. Under the MWIS, owners of buildings aged 10 years or above (except domestic buildings not exceeding 3 storeys) are required to appoint a Qualified Person (QP) to carry out the prescribed inspection and supervise the prescribed repair works found necessary of all windows of the buildings once every 5 years. The schemes are generally applied to aided school premises.

Under the schemes, the BD will select buildings aged 30 and 10 years or above respectively and issue statutory notices to owners of the selected buildings as necessary requiring them to carry out prescribed inspections and prescribed repairs of their buildings and windows.

Before serving the SN for mandatory inspections, the BD will issue PN letters to building owners advising them of the selection of their buildings as target buildings to allow them ample time to get prepared and plan ahead. Upon receipt of PN letters issued by the BD, individual school should visit BD's webpage "Mandatory Building Inspection Scheme (MBIS) and Mandatory Window Inspection Scheme (MWIS)" for details about the schemes. The URL for accessing the webpage is:

http://www.bd.gov.hk/english/services/index_MBIS_MWIS.html

Upon receipt of the statutory notice (SN) issued by the BD, school should proceed as soon as possible to obtaining quotations / tenders for appointment of RI / QP / registered contractors (RC) (if necessary) to carry out the required inspections and repair works.

Application for MBIS/MWIS Subsidy

To settle the expenses chargeable for the schemes, non-estate aided school may apply for the MBIS/MWIS Subsidy from the Education Bureau (EDB). The subsidy would be provided on a reimbursement basis after completion of inspection / repair works. To be eligible for the application, school should ensure that the procurement procedures stipulated in prevailing circular / guidelines issued by EDB are properly followed in carrying out the

relevant inspection or repair works under the schemes.

Approval in principle from Education Bureau is required before accepting the fee proposal from the RI / QP / RC. School may refer to the flowchart on “Arrangement for MBIS/MWIS in Aided Schools” at Annex I when making relevant arrangements. School should complete the application form (Annex II) and submit documents required (Item No. 7 of Annex II) when making the application. The flowchart and application form are available on the EDB webpage (*EDB homepage → School Administration and Management > School Premises Related Information > School Premises Maintenance > MBIS / MWIS in Aided Schools*)]

Payment of MBIS/MWIS Subsidy

School is required to ensure that the prescribed inspection / repair works under the MBIS/MWIS have been carried out to the satisfaction of the Buildings Authority (BA) according to the SN and should settle the payment for the services received before submitting the request form for payment of subsidy to EDB. The request form will be provided to school with the approval-in-principle and school should submit the form together with supporting document and receipts to respective Senior School Development Officer for processing the payment of subsidy.

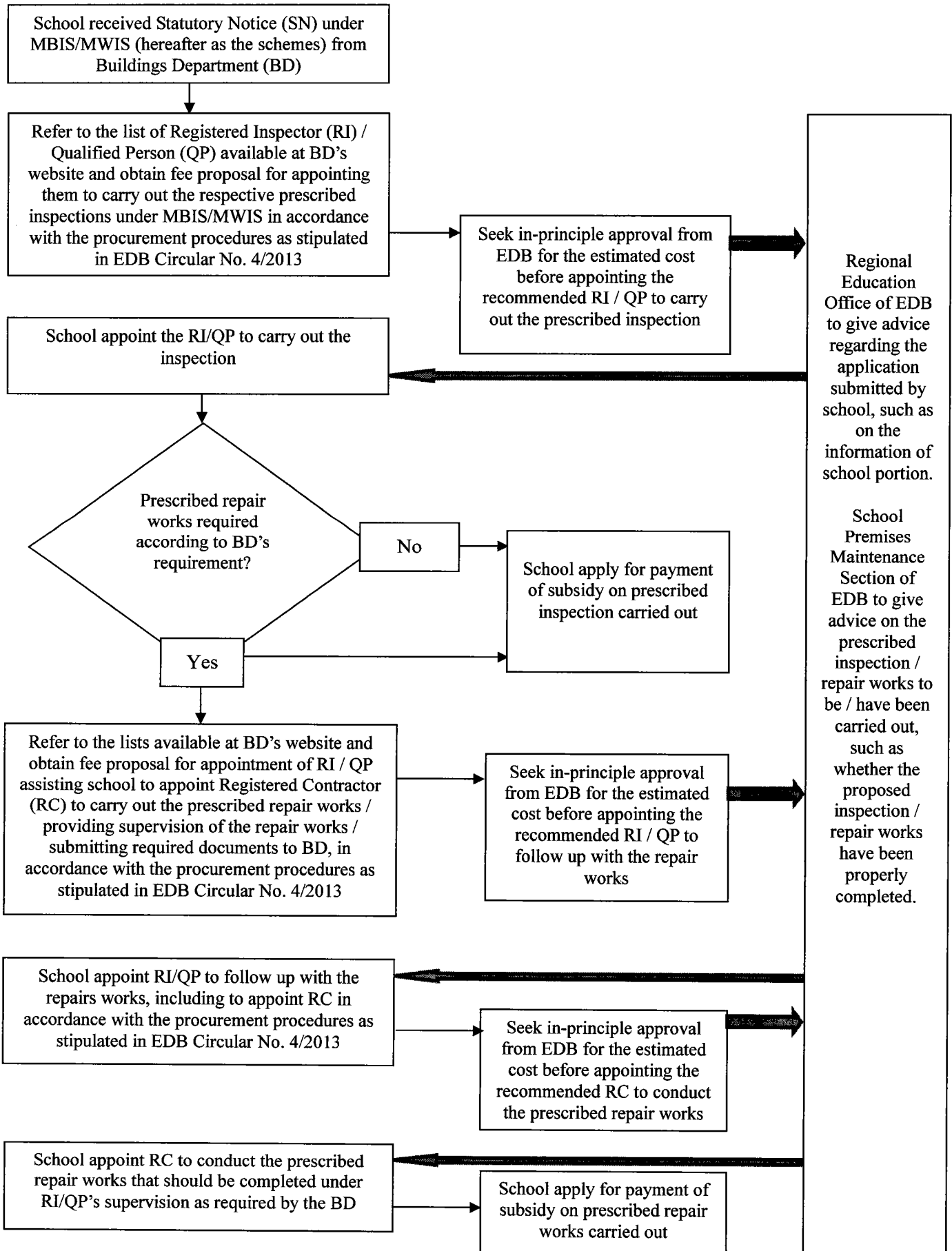
For enquiries on the schemes, please contact the Buildings Department (telephone no.: 2626 1616 (handled by 1823); email address:enquiry@bd.gov.hk). For enquiries on the application and payment for subsidy, please contact your respective Senior School Development Officers.



(Anchor LW TSE)

For Permanent Secretary for Education

**Arrangement for Mandatory Building Inspection Scheme (MBIS) /
Mandatory Window Inspection Scheme (MWIS) in Aided Schools**



Application for the Mandatory Building Inspection Scheme (MBIS)/Mandatory Window Inspection Scheme (MWIS) Subsidy

To: Education Bureau, Senior School Development Officer ()

- (1) School Name: _____
- (2) School Address: _____
- (3) Scheme(s) related to this application: (Please as appropriate)
- MWIS MBIS and MWIS Statutory Notice (SN) No.: _____
- (4) Application for MBIS/MWIS Subsidy for carrying out the following works: (Please as appropriate & * delete as appropriate)
- RI*/QP* to carry out prescribed inspection of the building*/windows*
- RI*/QP* to assist school to appoint RC
- RI*/QP* to provide supervision of repair works
- RI*/QP* to submit required documents to Building Authority (BA) of Buildings Department (BD)
- RC to carry out prescribed repair works found necessary of the building*/ windows*
- (5) Name of recommended RI*/QP*/RC*: (*please delete as appropriate)
- _____
- (6) Total amount of subsidy required as proposed by RI*/QP*/RC*: (*please delete as appropriate)
- \$ _____ (estimated cost to be charged for inspection/repair works carried out for non-school portion/unauthorized building works, if any, have been deducted with details tabulated below:)

Detailed breakdown of the estimated cost (Cost) to be charged under MBIS and MWIS as proposed by the recommended RI*/QP*/RC* stated in no.(5) above		Areas involved (e.g. School portion – East Wing and Hall; Non-school portion – Dormitory at Rm 506)	Cost related to unauthorized building works (if applicable) \$	**Cost NOT related to unauthorized building works \$	Amount of subsidy required \$
MBIS	Cost for prescribed inspection	School portion			(A)\$ _____
		Non-school portion			
	Cost for prescribed repair	School portion			(B)\$ _____
		Non-school portion			
	*** Other Cost	School portion			
		Non-school portion			
Amount apply (A) + (B) =					(E)\$ _____
MWIS	Cost for prescribed inspection	School portion			(C)\$ _____
		Non-school portion			
	Cost for prescribed repair	School portion			(D)\$ _____
		Non-school portion			
	***Other Cost	School portion			
		Non-school portion			
Amount apply C) + (D) =					(F)\$ _____
Total amount apply (E) + (F) =					(G)\$ _____

* Delete as appropriate

** Non-essential works to be carried out for installation of above-standard /non-standard items must be excluded

*** e.g. for inspection / repair related to unauthorized building works

(7) Documents listed below are submitted : (Please as appropriate)

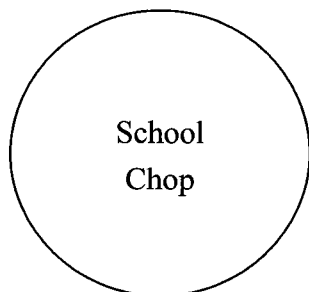
- (i) Copy of statutory notice issued by the BD;
- (ii) Copy of documents recording the procurement procedures conducted in accordance with EDB Circular No. 4/2013:
 - purchase-by-oral quotation form
 - invitation to written quotation / tender letter
 - written quotation / tender form for services
 - written quotation / tender summary and approval record
- (iii) Recommended areas to be repaired as recommended by the registered inspector / qualified person (*applicable when required prescribed repair*)
- (iv) Other relevant documents (please specify: e.g. registration certificate of recommended RI/QP/RC): _____

<p>For EDB's use</p> <p>The information in (6) and (7) above checked by _____SSDO(_____)</p> <p>Date: _____ Signature: _____</p>
--

Declaration:

(8) I confirm that in respect of the application for the amount of subsidy specified in (6) above:

- (i) The recommended RI/QP/RC is qualified to carry out the work scope specified in (4) above according to BD's requirements;
- (ii) the procurement procedures for carrying out the work scope specified in (4) above have fully complied with all the requirements as stipulated in EDB Circular No. 4/2013;
- (iii) the amount under application will cover inspection/repair works to be done under the MBIS/MWIS for the school portion only;
- (iv) our school is not receiving subsidy in cash or in other kind administered by EDB or any other government departments for the above Subsidy applied.



Signature of Supervisor : _____

Name of Supervisor : _____

Date : _____