

## Education Bureau Circular Memorandum No. 68 / 2023

From : Permanent Secretary for Education

To : Supervisors of Aided Schools

Ref : EDB(SPM)/F&A/45/27 Pt.18

Date : 2 May 2023

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### Estimates for 2024-25 Financial Year Aided Schools Applications for Capital Subventions: Major Repairs/Alterations

#### Summary

This is to invite applications for capital subventions for major repairs/alterations from aided schools for the 2024-25 financial year.

#### Details

2. Supervisors of aided schools who wish to apply for capital subventions for major repairs/alterations items costing **not less than \$8,000 (secondary schools)/\$3,000 (primary and special schools)** to be included in the 2024-25 Estimates are requested to submit major repairs/alterations application on “School Maintenance Automated Rapport Terminal” (SMART) System via the Education Bureau’s Common Log-On System (CLO) <http://clo.edb.gov.hk> **NOT LATER THAN 1 June 2023**. Please note that the system will not accept submission after the deadline, i.e. 2 June 2023 at 00:00:00.

3. **In preparing the submission of the respective application, schools should fully comply with the requirements as detailed in the guidelines at Appendix.**

#### Enquiries

4. For enquiries concerning this circular memorandum, please contact the respective Senior School Development Officer of your district. For further enquiries about making on-line applications, please contact the SMART Hotline (telephone no.: 3163 0040; email address: [smartsupport@edb.gov.hk](mailto:smartsupport@edb.gov.hk)).

Philip HAR  
for Permanent Secretary for Education

**Estimates for 2024-25 Financial Year  
Guidelines for preparing the on-line application  
for major repairs/alterations**

Considerations for 2024-25 Estimates:

- (a) This submission is used only for preparing estimates for major repairs/alterations. Tree pruning/felling and repairs to furniture & equipment (F&E) items such as curtains, curtain tracks and basketball stands, etc. should not be entered. Schools may wish to refer to the F&E items for schools at the following path of the EDB Homepage –
- EDB Homepage (<http://www.edb.gov.hk>) > School Administration and Management > School Premises Related Information > Furniture & Equipment List for New Schools*
- (b) Please consider whether latrine accommodation of the school is adequate when preparing estimates for major repairs/alterations. According to Section 43 and First Schedule of the Education Regulations, for schools with latrines and urinals connected to a flush system, one pan and 2 urinals shall be provided for every 30 boys; where urinals are not provided, one pan shall be provided for every 20 boys. And one pan shall be provided for every 20 girls. For schools with latrines and urinals not connected to a flush system, one pan and 2 urinals shall be provided for every 30 boys, and one pan for every 20 girls.
- (c) Please check the sanitary condition of the school premises and consider whether repair or alteration to the toilet facilities (including replacement of squatting type toilets with pedestal type, repair or alteration to the drainage system and the related facilities) is required.
- (d) Please check the condition of mechanical ventilation system including the air-conditioning system, exhaust fan, etc. of the school premises and consider whether repair work is required.
- (e) Schools are reminded to take stock of the facilities and consider whether repair/installation of flagpoles, security measures and facilities to cater for the needs of students with disabilities is required. Schools can apply for installing additional flagpoles (a maximum of 3 flagpoles at the school premises) subject to technical feasibility.
- (f) Schools should note that the EDB, in considering the works items proposed by the schools, will give priority to those essential items involving safety and health

requirements. However, approval for the applied capital subventions is subject to the availability of fund.

Points to note for preparing the on-line submission:

- (g) If schools with boarding section would like to apply for major repairs/ alterations for both the school and the boarding sections, please submit two separate applications.
- (h) Three accounts have been created for each aided school for making on-line applications for major and emergency repairs via the SMART system since October 2014. To submit application for the 2024-25 Estimates, school should prepare the draft submission by using the 'Editor account'. School head should confirm the draft via the 'Principal account' and Supervisor should access the 'Supervisor account' for approving the submission. **Please be aware that only applications submitted via 'Supervisor account' would be considered as successful submission.** Schools may wish to refer to the user manual at the following path of the EDB web page :  
  
*EDB Homepage (<http://www.edb.gov.hk>) > School Administration and Management > Administration > IT Systems for Schools > Common Log-On System (CLO) > FAQs*
- (i) Proposed works of different nature or at different locations should be entered as separate items in the submission.
- (j) School may choose to complete the on-line application either in English or Chinese.
- (k) The name and telephone number of the school staff member who prepares the application should be provided on the application so that this person can be contacted by the term consultant appointed by EDB, for an appointment before they visit the school.
- (l) The description of the proposed works and the reasons why the works are needed must be clear and concise. Soft cop(ies) of sketches as appropriate should be uploaded for supporting the proposed works.
- (m) Any works related to non-school portion should be clearly indicated in the application. (Works of non-school portions of the school do not rank for government subsidy and schools should note that the EDB will charge a 20% on-cost for such works done.)
- (n) If any of the works applied for has been included in a previous submission, please indicate the year and whether or not the works has already been approved.

- (o) It is preferable that photos are provided to substantiate the proposed repairs/alterations. Photos in JPEG format of no larger than 2M pixels is preferred.

Announcement of Application Results:

- (p) Result of applications will be announced via SMART System in April/May 2024.