



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

Our Ref.: (19) in EDB(SPM)/F&A/45/27 Pt.18  
Your Ref.:

Telephone: 3163 0073  
Fax: 2127 4052

2 May 2023

To: Supervisors of Schools  
under the Direct Subsidy Scheme

Dear Supervisors,

**Schools under the Direct Subsidy Scheme**  
**Application for Capital Subvention:**  
**Major Repairs / Slope Repairs 2024-25**

This is to invite schools under the Direct Subsidy Scheme (DSS) to apply for capital subvention in the form of a grant to carry out major repairs<sup>1</sup>/slope repairs costing more than \$2 million.

Should your school wish to apply for the capital subvention to carry out major repairs/slope repairs costing more than \$2 million, please propose the scope of works and cost estimates on the application form in Appendix 1, **the soft copy of which can be obtained from your respective Senior School Development Officer**. The scope of works for slope repairs includes works such as ground investigation, slope stabilisation, etc. Major repairs refers to any general repair works of considerable scale. Please refer to Appendices 2, 2a, 2b and 2c (for lift installation project only) for necessary procedures and guidelines in completing the application form.

Before submitting the application, however, the supervisor should note the following:

1. Provision for general repairs costing \$2 million or below is subsumed in the DSS unit subsidy rates.

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<sup>1</sup> Including lift installation works and the scope of works includes ground investigation, topographic survey, preparation of drawings for submission to relevant departments for approval, etc. In the 2018-19 Budget Speech by the Financial Secretary on 28 February 2018, it was announced that the Government will make an additional provision of \$2 billion to expedite the lifts installation works for schools without such device. For schools under the Direct Subsidy Scheme, upon confirmation of funding approval, the schools concerned may proceed to engage consultants and contractors for the lift installation works in accordance with the established mechanism for school premises maintenance.

2. Approval for the proposed works is subject to, amongst others, funding available for the year and also the expenditure position for the previous approved items for the individual school.
3. Submission for the above should be prepared by a suitably qualified Professional Technical Advisor<sup>2</sup>. The submission should include the completed application form together with the required documents as detailed in Appendix 2.
4. If your school is not situated in self-owned premises, you should make sure that all terms including those related to the maintenance responsibility in the lease will be fully complied with and the written consent of the owner should be obtained before commencing any major repair works.
5. Upon approval of the proposed works, if any, your school will be responsible for undertaking the repair / improvement works and monitoring its progress. As for the use of approved government fund for the works, your attention is drawn to the below -
  - (a) The school is accountable for the proper use of the grant and has to make good any money which has been improperly spent; and
  - (b) in general, repair project works can be completed within 3 years, therefore you are required to commence the works the soonest possible and spend the approved subsidy in 3 years' time, after which there is no guarantee that the under-spending subsidy can be revoted.
6. If your school has ever submitted lift installation request through the Major Repair mechanism but not yet been approved or has returned the Reply Slip attached to our letter dated 1 March 2018 on "To expedite installation of lifts for schools as needed" stated the need for lift installation, you are still required to include your lift installation proposal in Part II and Part III of the annual Major Repairs application form.

In case you need to repair any slope with Dangerous Hillside Order (DHO), you may apply for the capital subvention for consultancy services and slope repair works. Schools should note applications for capital subvention to carry out slope repair works involving DHO costing \$2 million or below will also be entertained.

All applications should be submitted in **triplicate with a soft copy of the duly completed application form in MS Excel format** to your respective Senior School Development Officer **not later than 1 June 2023**. Late submission will not be entertained unless reasons for the delay are justified.

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<sup>2</sup> Professional Technical Advisor refers to a person with professional qualification in construction or maintenance or repair works. Schools in need may wish to visit the Homepage of the various relevant professional bodies for such persons.

Should you have any enquiries, please contact your respective Senior School Development Officer.

Yours sincerely,

A handwritten signature in black ink, consisting of a series of loops and a long horizontal stroke at the top.

(W.S. LI)

for Permanent Secretary for Education

Encl.

**Note:**

*This blank form is for reference only. A school interested in making application should contact the Senior School Development Officer (SSDO) concerned to obtain a soft copy of the application form and a sample submission for reference.*

Appendix 1

**Schools under the Direct Subsidy Scheme**

**Application Form for Major Repairs (MR) / Slope Repairs (SR) 2024-25**

(to be completed in triplicate)

**PART I**

**General Information**

Name of School: (English) \_\_\_\_\_

(Chinese) \_\_\_\_\_

School Address: \_\_\_\_\_

District: \_\_\_\_\_ School Code (i.e. Dxxx) : \_\_\_\_\_

Name of Principal: \_\_\_\_\_ Tel. No.: \_\_\_\_\_ Fax No.: \_\_\_\_\_

Type of Repair Works Applied: (Please complete two separate application forms when applying for both MR and SR)

Major Repairs  Slope Repairs  Slope Repairs involving DHO (Please put a ✓ in the  as appropriate)

Total Amount Applied: \$ \_\_\_\_\_

Name of Professional Technical Advisor: \_\_\_\_\_

Professional Qualification: \_\_\_\_\_

Section/Discipline: \_\_\_\_\_ Membership No.: \_\_\_\_\_

For appointment to visit school, please contact Mr/Ms \_\_\_\_\_ (Tel. No.: \_\_\_\_\_)

List of documents/drawings/photos attached (Please indicate related works item no. for each attachment):

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Declaration:

I confirm that previously approved works items that have not been completed are not duplicated in this application.

Name of Supervisor: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Schools under the Direct Subsidy Scheme**  
**Application Form for Major Repairs (MR)/Slope Repairs (SR) 2024-25**  
 (to be completed in triplicate)

Name of School: \_\_\_\_\_

**PART II**

**Summary of Works Items of MR/SR\* (\*Please delete as appropriate)**

Priority No. @	Item No.	Description of Works Items	Location	Work Type #	Applied Amount (\$)	Estimates of subsidy required, if approved (by Financial Year) (\$)				
						2024-25	2025-26	2026-27	2027-28	Post 2028-29
	1									
	2									
	3									
	4									
				<b>Total Amount:</b>						

@ Please assign a priority number for each item, e.g. “1” for the item at highest priority

# Work type: RA - Repairs which are essential

(please refer to Appendix 2a for details) RB - Repairs which are desirable but not essential  
 RC - Repairs which are not necessary

MA - Improvement items which are essential

MB - Improvement items which are desirable but not essential

NA - Please indicate “NA” if the proposed works is not recommended from professional perspective

**Schools under the Direct Subsidy Scheme**

**Application Form for Major Repairs (MR)/Slope Repairs (SR) 2024-25**

(to be completed in triplicate)

Name of School: \_\_\_\_\_

**PART III**

**Breakdown of works Items for MR/SR\* (\* Please delete as appropriate)**

Item No.:

To be completed by the Professional Technical Advisor appointed by school							To be completed by Education Bureau (EDB)/ Architectural Services Department (ArchSD)	
Details of Works Items (description, location, etc.)	<u>Work Type #</u>	<u>Justification</u>	<u>Qty</u>	<u>Unit</u>	<u>Rate</u>	<u>Applied Amount (\$)</u>	<u>Supported Amount (\$)</u>	<u>Remarks</u>
<b><u>Repairs to XXXX</u></b>								
(1)								
(2)								
(3)								

# Work type:  
(please refer to Appendix 2a for details)

RA - Repairs which are essential  
 RB - Repairs which are desirable but not essential  
 RC - Repairs which are not necessary

MA - Improvement items which are essential  
 MB - Improvement items which are desirable but not essential  
 NA - Please indicate "NA" if the proposed works is not recommended from professional perspective

**Schools under the Direct Subsidy Scheme**

**Application for Capital Subvention:**

**Major Repairs / Slope Repairs 2024-25**

**(Guidelines for Completing the Application Form)**

**Considerations for MR / SR:**

- (1) Please check the sanitary condition of the school premises and consider whether repairs or alterations to the toilet facilities (including replacement of squatting type toilets with pedestal type, repair or alteration to the drainage system and the related facilities) are required.
- (2) 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.
- (3) Schools are reminded to take stock of the facilities and consider whether repairs / installations of flagpoles, lift and security measures are required.
- (4) This application form is used only for preparing estimates for major repairs / slope repairs. Tree pruning / felling, and furniture & equipment (F&E) items such as curtains, curtain tracks and basketball stands, etc. should not be included in the application. 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*

**Points to note for preparing the submission:**

- (5) Separate application forms should be submitted for major repairs and slope repairs. For slope maintenance matters, school may also refer to the relevant procedures as stipulated in the EDB Circular No. 25/1998 dated 29 July 1998 on “Administrative Procedures for Safety of Schools in the Vicinity of Slopes”.
- (6) Each application should contain a covering sheet (Part I of the application form) for general information, summary of works items (Part II of the application form) and one or more continuation sheet(s) for entering the details of the works required (Part III of the application form).
- (7) The proposed items of works should be numbered and duly prioritised.
- (8) The name and relevant details of the Professional Technical Advisor who prepares the repairs / improvement proposals and estimates should be provided on Part I of the application form.
- (9) The name and telephone number of the school staff who is taking charge of MR/SR



matters should be provided on the form so that this person can be contacted by the Senior School Development Officer (SSDO) for arranging a joint site inspection to the school if required.

- (10) In completing Part III of the application form, please note the following: -
- i. Schools are advised to enter the required details on different worksheets (i.e. Part III) for each item in the Summary (i.e. Part II) in their MR applications. All sheets should be numbered.
  - ii. To facilitate schools' preparation work, a list of "Schedule of items" is entered in Part III of the application form (soft copy) which can be obtained from the respective SSDO upon request. The said list includes common works items which is not exhaustive; schools may wish to add, delete or amend the pre-entered items as appropriate when preparing their applications.
  - iii. The details of the proposed works (e.g., description, location, etc.), the justification for why the repairs/improvements are regarded as "essential" works type, etc., must be provided in detail on the application forms to ensure legibility. Previously approved works items that have not been completed should not be duplicated in this application. Any duplicated items as just mentioned and proposed works without sufficient justifications provided will NOT be considered. Please refer to Appendix 2a for reference for determining essential works items. Sketches as appropriate should be provided for the proposed works.
  - iv. There should be a clear breakdown of the estimated cost of the individual applied items by provision of quantity and unit rate.
  - v. 2 sets of copies of approval letters (together with the list of the approved items) of all applications approved within the past 5 years should be provided.
- (11) Any works related to non-school portion should be clearly indicated in the application form. Works of non-school portions of the school do not rank for government subsidy.
- (12) There should be layout plans of the school with dimensions; the area concerning the individual applied items should be properly marked on the layout plans.
- (13) Sketches and preliminary design proposal for each proposed item should be provided.
- (14) A checklist for "**builder's works**" and "**building services works**" at Appendix 2b should be completed and attached to the application form.

Note:

1. EDB may arrange joint site inspections and discussions with the school to establish the full details of the works requested.
2. If the school's application is approved,
  - (a) EDB would issue an approved list of works to the school, a copy of which will be provided to ArchSD for record;
  - (b) the works to be carried out by the school should not deviate from the approved list unless justifications are provided and prior approval from EDB is obtained;
  - (c) site checks/audit checks may be arranged by EDB;
  - (d) the school should notify EDB of the completion of the works; and
  - (e) the school should keep records of the MR and/or SR works for future checking by EDB.

## **Determining Essential Items**

### **In Preparing DSS Schools Major Repairs/Slope Repairs Applications**

#### **(for DSS Schools' Reference)**

This serves as a general reference for schools/professionals appointed by schools in preparing their major repairs/slope repairs applications. Nevertheless, schools should note the items mentioned below are by no means exhaustive, and the professionals responsible for preparing applications are advised to determine whether the items being proposed are essential based on their professional knowledge with due reference to the actual physical condition of the facilities concerned.

#### **1. General**

Items related to **statutory compliance, safety, health and hygiene** may be rated as essential items (i.e. RA or MA).

- 1.1 Statutory e.g. replacement of protective railings with insufficient height; or repair, replacement or installation of flagpoles.
- 1.2 Safety e.g. addition of safety nets at stair wells.
- 1.3 Health e.g. asbestos abatement works (relevant information such as the locations of asbestos containing materials and its total area involved should be stated on the application forms.)
- 1.4 Hygiene e.g. repair of defective drainage pipes.

#### **2. Consideration for Categorizing Specific Works Items as Essential**

##### **2.1 External redecoration**

In general, frequent external redecoration is not recommended. A school may consider rating an application for comprehensive external redecoration (i.e. re-painting with repair of spalled concrete) as essential if the 7-year redecoration cycle is over, subject to the actual physical condition as determined by a professional. For proposed external redecoration rated as essential, the professional appointed by the school is required to provide, along with the MR application, full justifications including relevant photos to support his/her recommendation.

##### **2.2 Re-wiring**

In general, frequent re-wiring is not recommended. A school may consider rating an application for electrical re-wiring as essential if the 10-year cycle is over, subject to the actual physical condition as determined by a professional. For

re-wiring rated as essential, the professional appointed by the school is required to provide, along with the MR application, full justifications, e.g. relevant observations / recommendations in the latest periodic inspection, testing and certification of electrical installations to support his / her recommendation.

### **2.3 Flagpoles**

Schools' requests for installation, addition and replacement of flagpoles (with resultant number of flagpoles not more than three) at locations for the convenience of conducting flag-hoisting ceremony may be rated as essential items. Request for relocation of existing flagpole(s) may also be considered "essential" if the existing flagpoles are not suitable for conducting flag-hoisting ceremony (e.g. at roof, etc.). However, application for installation of flagpoles at location not for the hoisting ceremony is considered not necessary.

### **2.4 Security Measures**

Security measures in accordance with recommendations of the police may be accorded higher priority. However, whether it is to be regarded as essential items should be considered on a case by case basis. In some cases, in particular for those involving burglary, reports from the police should also be submitted. However, requests for installation of electronic devices should normally not be supported.

### **2.5 Replacement of Air Conditioning (AC) Units**

In general, a school may consider rating an application for replacement of AC units as essential if the 10-year cycle is over, subject to the actual physical condition as determined by a professional. School should provide an inspection report (with support by testing / examination records of the AC units) along with its application for AC units replacement.

## **3. Items Which are Not Necessary**

### **3.1 Replacement of lighting facilities with energy saving ones**

Not necessary if the existing facilities still work.

### **3.2 Installation of Mosquitoes window wire mesh**

Not necessary

## **4. Other issues**

If the school is a historical building, repair and replacement of historic fabric should be handled with extreme care and with design and material matching the existing building. Allowance for additional costs may be required if the works require employment of specialist contractor(s). If the requested repair works involve change of material and design, please put "AMO's comment is required" at the Remarks column.

## Checklist for DSS School Major Repairs Application

Name of School: \_\_\_\_\_

### Part A – Builder’s Works

Tick as appropriate

- |   |   |
|---|---|
| <p>1. Up-dated legible drawing(s) for <b>each</b> application item in the Summary (Part II); showing the layout plan(s), elevation(s) and section(s) of the premises with dimensions, location(s) and description of the proposed works in each item.</p>   | <input style="width: 60px; height: 20px;" type="checkbox"/> |
| <p>2. Cost breakdown of the estimated costs of the proposed works with work type, full justification and description, unit rate, quantity and the total cost for <b>each</b> of the work items.</p>   | <input style="width: 60px; height: 20px;" type="checkbox"/> |
| <p>3. Works involve structural alteration? Y/<input checked="" type="checkbox"/>N *<br/>(Where the works involve structural alterations, prior approval/<br/>approval in principle from relevant authorities has to be obtained.)</p>   | <input style="width: 60px; height: 20px;" type="checkbox"/> |
| <p>4. Works involve re-roofing to the premises? Y/<input checked="" type="checkbox"/>N *<br/>(Where the works involve re-roofing to the premises, warranty of the<br/>re-roofing works has to be produced.)</p>   | <input style="width: 60px; height: 20px;" type="checkbox"/> |
| <p>5. Works involve slope remedial/<input checked="" type="checkbox"/>repairs? Y/<input checked="" type="checkbox"/>N *<br/>(Where the works involve slope remedial/<br/>repairs, appointment of<br/>consultant to conduct slope inspection, to determine the scope of works<br/>and advice on the associated cost estimate is required.)</p> | <input style="width: 60px; height: 20px;" type="checkbox"/> |
| <p>6. Address of the premises concerned and details of the contact person<br/>to facilitate site inspection by EDB or ArchSD staff.<br/>(Representative of the school should be available on site during the<br/>inspection to indicate and explain details of the proposed works.)</p>   | <input style="width: 60px; height: 20px;" type="checkbox"/> |
| <p>7. Provision of relevant substantiation for some application items such as infra-red<br/>thermographic survey report for replacement of external rendering or tiling,<br/>evidence for enhancing security measures, etc.</p>   | <input style="width: 60px; height: 20px;" type="checkbox"/> |

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\* Delete as appropriate

**Part B – Building Services Works**

# Check and put a “√” for completed item, “X” for incomplete item or “N/A” for not applicable.

#“√”/ “X”/  
“N/A”

- |   |   |             |  |  |  |  |
|---|---|-------------|--|--|--|--|
| <p>1. Itemized scope of works c/w justification, cost breakdown and cross-reference to the submitted BS drawings for <u>each category of BS works</u></p> <ul style="list-style-type: none"> <li>• Electrical Installation,</li> <li>• Air-conditioning and Mechanical Ventilation Installation,</li> <li>• Fire Services Installation,</li> <li>• Gas Installation,</li> <li>• Others (to be stated by the School).</li> </ul> | <table border="1" style="width: 100%; height: 100%;"> <tr><td style="height: 25px;"></td></tr> <tr><td style="height: 25px;"></td></tr> <tr><td style="height: 25px;"></td></tr> <tr><td style="height: 25px;"></td></tr> <tr><td style="height: 25px;"></td></tr> </table> |             |  |  |  |  |
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| <p>2. Clarification of any non-standard BS works included in the application.</p>   | <table border="1" style="width: 100%; height: 100%;"> <tr><td style="height: 25px;"></td></tr> </table>   |             |  |  |  |  |
|   |   |             |  |  |  |  |
| <p>3. BS drawings for the new installations and alterations of the existing installations:</p> <p>a. Clear and dimensioned/ scaled layouts for <u>each category</u> of BS Installations to show all new installation and alteration / repair works c/w cross-reference to all works items.</p>  | <table border="1" style="width: 100%; height: 100%;"> <tr><td style="height: 25px;"></td></tr> </table>   |             |  |  |  |  |
|   |   |             |  |  |  |  |
| <p>b. Clear schematic diagrams for <u>each category</u> of BS works to show the new and existing BS systems c/w cross-reference to all works items.</p>   | <table border="1" style="width: 100%; height: 100%;"> <tr><td style="height: 25px;"></td></tr> </table>   |             |  |  |  |  |
|   |   |             |  |  |  |  |
| <p>4. Requirements of Electrical Installation</p> <p>a. Works involving upgrading of the main power supply?</p> <ul style="list-style-type: none"> <li>• Technical justification for the upgrade c/w power loading assessment report.</li> <li>• Electrical load test records and the WR2 inspection form of existing installations.</li> </ul>   | <table border="1" style="width: 100%; height: 100%;"> <tr><td style="text-align: center;">Yes/<br/>No*</td></tr> <tr><td style="height: 25px;"></td></tr> <tr><td style="height: 25px;"></td></tr> </table>   | Yes/<br>No* |  |  |  |  |
| Yes/<br>No*   |   |             |  |  |  |  |
|   |   |             |  |  |  |  |
|   |   |             |  |  |  |  |
| <p>b. Works involve Complete Rewiring Works?</p> <p>Inspection, load and insulation test report and the existing installation WR2 form.</p> <ul style="list-style-type: none"> <li>• Substantiation of the report findings with CoP of Electricity (Wiring) Regulations.</li> <li>• Remedial proposal report c/w year of service and conditions of the existing wiring.</li> </ul>  | <table border="1" style="width: 100%; height: 100%;"> <tr><td style="text-align: center;">Yes/<br/>No*</td></tr> <tr><td style="height: 25px;"></td></tr> <tr><td style="height: 25px;"></td></tr> <tr><td style="height: 25px;"></td></tr> </table>                        | Yes/<br>No* |  |  |  |  |
| Yes/<br>No*   |   |             |  |  |  |  |
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\* Delete as appropriate

- The existing and proposed new schematic diagrams
- Details of the existing and proposed MCB boards
- Loading assessment report for entire electrical installation and each MCB board.


c. Works involve Lighting Replacement?

- Justification c/w of years of services and conditions of the existing light fittings.
- Proposed new illumination levels in each area and room.

Yes/ No*

5. Requirements of ACMV Installation

a. Works involve replacement of AC units?

- (i) Clarification of the subvention status of each existing AC unit:
- AC for rooms entitled to standard provision of AC installation c/w substantiation.
  - AC for teaching rooms entitled to treatment for Noise Abatement Measures (NAM) c/w substantiation of the NAM AC entitlement (i.e. under the Noise Abatement Programme (NAP)).
  - AC for standard teaching facilities (including classrooms and special rooms), student activity centres and assembly halls (excluding AC already provided in these facilities under the NAP).
- (ii) Technical justification, c/w information on years of services and conditions, for each of the existing AC units proposed to be replaced.
- (iii) Technical data (type and cooling capacity of each AC unit, etc) of each existing AC unit and each new AC unit.

Yes/ No*
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b. Clarification of any non-standard provision of ACMV Works included and EDB's decision on them. (ACMV for non-standard rooms is not supported.)

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6. Requirements of Fire Service Installation

- FS 251 Form of the FS system
- Test and inspection report of the FS system.

Yes/ No*
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**Part C – Others**

Senior School Development Officer of EDB has been consulted prior to including the facilities in the enclosed MR/SR application.

Yes/ No*
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\* Delete as appropriate

## **Checklist for Preparation of Technical Feasibility Study for Lift Installation**

### **Work**

(to be completed and signed by DSS Schools)

1. Project Scope and Description
  - Description of Project Scope
  - Location of the Works
  - Outline dimensioned Layout Plans & Sections
  - Outline the proposed route of barrier free access
  - Proposed type of Structure (e.g. RC, steel etc.) with the design configurations
  - Proposed type of Foundation (e.g. raft foundation, pilings etc.) with the design configurations
  - Proposed type of Envelop (e.g. RC, bricks, glass panels etc.)
  - Proposed Type and Specification of Lift
  - Proposed electrical installation (e.g. any upgrading of power supply)
  - Proposed schedule of Finishes
  - Proposed temporary works and safety precautions
  - Description (supplemented by drawings if required) of alteration to existing structure
  - Further specific proposed works (e.g. heavy site formation, treatment to existing slopes, etc.)
  
2. Development Constraints
  - Preliminary geotechnical appraisal
  - Site constraints and risk affecting cost and programme (e.g. drainage reserve etc.)
  - Construction limitation (e.g. phasing problems, utilities diversion, etc.)
  
3. Project Programme
  - Gantt chart covering major activities with critical path highlighted
  
4. Cost Estimates
  - Rough breakdown of the cost estimate

Signature : \_\_\_\_\_

Name : \_\_\_\_\_

Post : \_\_\_\_\_

DSS School : \_\_\_\_\_

Date : \_\_\_\_\_

\* Delete as appropriate