

Procedure for Major Repairs (Estate Aided Schools)

1. While schools are responsible for maintenance of school premises, the Education Bureau (EDB) provides professional support to aided schools on school premises maintenance matters.
2. The School Premises Maintenance (SPM) Section established under the EDB has been coordinating major repairs/alteration (“MR” hereafter) applications submitted by aided schools and undertaking approved MR projects. MR works in estate aided schools are categorized as ‘external/structural repairs’ and ‘internal repairs’. External/structural repairs are funded by Architectural Services Department (ArchSD) and internal repairs are funded by the EDB. With effect from 1 April 2014, Housing Department (HD) is no longer the maintenance agent of MR projects approved for 2014-15 or after for estate aided schools.
3. Under the aforesaid arrangement, EDB has appointed term consultants and contractors to deliver approved MR projects for aided schools on behalf of EDB.
4. Every year, EDB will issue a circular memorandum to announce the detailed application arrangements for non-recurrent grants for MR projects for the following financial year.
5. In making applications, schools will have to specify the location and details of works proposed and state the reasons why the repairs are needed, preferably with supporting photos. Schools should also note the relevant details as stipulated in “**Major Repairs/Alteration of Estate Aided Schools: A Guide to the Support Provided by the EDB / ArchSD**” at the *Annex*.
6. Requests for capital subventions for MR items each costing at or above a specified threshold must be submitted to EDB through the School Maintenance Automated Rapport Terminal (SMART) System via EDB’s Common Log-On System (CLO) as advised in the circular memorandum issued annually to schools. The application must be submitted via the Supervisor’s account not later than the designated deadline (normally in early June each year), so that requests can be considered by EDB for inclusion in the following year’s draft estimates. The current threshold is \$3,000 for primary and special schools and \$8,000 for secondary schools, which shall be adjusted to \$6,000 and \$10,000 respectively with effect from 2024/25 school year. The threshold is subject to review and adjustment by EDB from time to time.
7. Upon receipt of applications as referred by EDB, the term consultants will conduct technical vetting of schools’ applications, i.e. categorizing the works in appropriate "work type", advising EDB on the estimated costs and providing comments as necessary on the technical aspects of the works proposed by the schools.
8. EDB will inform schools of the results of their applications once available. For schools with approved MR projects, the term consultants will approach individual schools direct to discuss the details and fix the works schedule.
9. All letters regarding MR application results will be issued to schools via SMART System every April/May. No hard copies of the letters will be sent by post or fax.
10. MR projects are expected to be completed within the same MR cycle (i.e. completed before the next round of MR application in the following year). Schools shall take all necessary

measures to facilitate the contractors and the term consultants appointed by EDB to take forward the approved MR projects within reasonable time. Schools with uncompleted MR projects might be accorded with lower priorities among new applications in the coming MR cycles.

11. Requests for capital subventions in respect of MR which have not been included in the estimates will not normally be considered unless they are of emergency or unforeseen nature.
12. Requested works involving non-school portions should be clearly indicated on the school's application. EDB will not be responsible for works on any non-school portion which is separately identifiable from the school portion. However, EDB may undertake works items on the non-school portion which is inseparable from the school portion, subject to the need that the school will be responsible for seeking all necessary approval from relevant authorities on the works to be executed on any non-school portion. EDB will inform the school direct of the cost of the inseparable works items (plus on cost at prevailing rate). If the school has no objection to the cost involved, EDB will carry out the works upon receiving the necessary deposit from the school. If EDB considers that the non-school portion works are not necessarily related to the MR as requested, the school will be notified as soon as possible, to facilitate the school to make own arrangements for the required works.

Education Bureau
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Major Repairs/Alteration of Estate Aided Schools: A Guide to the Support Provided by EDB/ArchSD

Generally

1. Upon receipt of applications from schools for capital subventions to carry out major repairs/alteration (“MR” hereafter) works in response to EDB's circular memorandum, EDB will forward schools’ applications to the term consultants appointed by EDB for vetting and providing recommendations. Upon receipt of recommendations from the consultants, ArchSD/EDB would approve the works items after taking into consideration the availability of fund, needs of schools and actual circumstances. EDB will inform schools the application results direct with copy to the term consultants. The term consultants will liaise with individual school for arrangement of the approved works to be undertaken on-site at the earliest possible time.

Support to Schools in respect of Applications for MR

2. After schools have submitted applications, the term consultants will provide the following support:
 - (a) On receipt of MR applications as consolidated by EDB, the term consultants will contact individual school to arrange for site inspections and discuss with the schools’ representatives to confirm details of the requested works. The term consultants will give professional and technical advice on the requested works to ensure the best course of action is adopted to meet the prevailing MR mechanism and school's particular needs.
 - (b) Having confirmed with the school the extent and details of the requested works (or "modified" requested work as per the term consultants’ advice in consultation with the school), the term consultants will prepare an estimated cost as well as their recommendations of the school's works for EDB/ArchSD's reference for budgetary and funding purposes.

Approved MR Works

3. For MR works which has funding approved by ArchSD/EDB, the term consultants will contact the schools concerned to proceed with the following:
 - (a) The term consultants will confirm the extent of the approved works and arrange with the schools for an agreed schedule to take forward the approved works.
 - (b) When the works schedule has been agreed, term consultants will arrange the works to be carried out by appointed contractors according to the agreed

schedule. It is advisable to inform term consultants at least one week in advance or as soon as practicable if there are any changes to the agreed schedule in order to facilitate planning of the works. Generally, works shall be carried out according to government's standards and specifications.

- (c) The term consultants will visit the schools regularly during the course of works to supervise the contractors and ensure the projects are delivered according to the programme and to the required standard.
- (d) The schools are requested to contact term consultants on all aspects of the works being undertaken and NOT to give instructions direct to the contractors. The contractors will not respond to requests for extra works or alterations to the approved works directly from the schools.
- (e) When the approved works are completed, term consultants will notify schools of the completion date. The date will be taken as the starting date of the "maintenance period" during which the contractors will be responsible for making good defects arising from workmanship or materials. If the schools considered the works are completed with minor defects / outstanding item, the schools can include such items in the handover form and pass to the term consultants for record and following up.
- (f) The term consultants will be responsible for valuing the contractors' works for the purposes of payment and final account, all in accordance with the ArchSD/EDB's accounting procedures, while schools will not be involved in this aspect.

Advisory Service

- 4. On deciding whether a school is going to have major repair works, the school may contact the term consultants to seek advice on matter of concern relating to the condition or maintenance of the school building.
- 5. When the request for advice is relating to serious defects or building safety of the school buildings, the matter will be dealt with as emergency repairs and the term consultants will –
 - (a) decide on the most appropriate action in consultation with EDB for arranging the necessary corrective works to be undertaken; or
 - (b) advise the school to appoint a consultant to investigate and arrange the necessary works. This will generally apply to slopes under the maintenance responsibility of the school. The school can refer to EDB Circular No. 25/1998 - "Administrative Procedures for Safety of Schools in the Vicinity of Slopes" for details.