

## Procedure for Major Repairs (Non-Estate Aided Schools)

1. The School Premises Maintenance (SPM) Section established under the Education Bureau (EDB) has been, apart from coordinating matters concerning emergency repairs (ER) and major repairs (MR) for aided schools, undertaking ER and MR projects for all aided schools. The Architectural Services Department (ArchSD), however, will continue to deliver ER and MR projects approved before 1 April 2019 with estimated cost exceeding \$2 million each for non-estate aided school.
2. Under the aforesaid arrangement, EDB has appointed term consultants (“**Term Consultants**” hereafter) and maintenance term contractors (“**Term Contractors**” hereafter) to deliver MR and ER projects approved for aided schools on behalf of EDB.
3. Annually, EDB will issue a call circular and announce the detailed arrangements of applications from schools for non-recurrent grants to carry out major repairs/ alterations for the following financial year.
4. In making their applications for works, schools will have to specify the location and details of works to be done and state the reasons why the repairs are needed, preferably with supporting photos. Schools should also note the relevant details as stipulated in “**Maintenance of Non-Estate Aided Schools: A Guide to the Services Provided by the EDB / ArchSD**” at the *Annex*.
5. Requests for subsidy towards the cost of items such as major repairs to buildings, internal redecorations etc. costing \$3,000 or above for primary schools and special schools / \$8,000 or above for secondary schools must be submitted to EDB through the School Maintenance Automated Rapport Terminal (SMART) System as advised in the call circular issued annually to schools. The application for non-recurrent grants for major repairs/ alterations should be submitted via the Supervisor’s account, not later than the date prescribed by the Permanent Secretary for Education each year (normally in early-June), so that requests can be considered by EDB for inclusion in the following year's draft estimates.
6. Upon receipt of applications as referred by EDB, the Term Consultants will conduct a technical vetting of school’ application, 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.
7. Subject to the availability of funds, EDB will inform schools of the results of their applications once available. The arrangement for which is provided below –
  - (a) The Term Consultants and Term Contractors will deliver approved major repairs and emergency repairs projects on behalf of EDB. For schools with approved funding falling into the said category, the Term Consultants will approach individual schools direct to discuss the details and arrange for the works programme.
  - (b) ArchSD will continue to deliver approved projects approved before 1 April 2019 with estimated cost exceeding \$2 million each.

8. From 2021-22 financial year onwards, all letters regarding MR application results will be issued to schools via SMART system. No hard copies of the letters will be sent by post or fax.
9. Requests for subsidy in respect of major repairs which have not been included in the estimates will not normally be considered unless they are of emergency or unforeseen nature.
10. Requested works involving non-school portions should be clearly indicated on the school's application. ArchSD/EDB will not be responsible for works on any non-school portion which is separately identifiable from the school portion. However, ArchSD/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. ArchSD/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, ArchSD/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 major repairs as requested, the school will be notified as soon as possible, to facilitate the school to make private arrangements for the required works.

**Education Bureau**

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## **Maintenance of Non-Estate Aided Schools: A Guide to the Services Provided by EDB / ArchSD**

### **Generally**

1. Upon receipt of applications from schools for subsidy to carry out major repairs /alterations works in response to EDB's call circular, EDB will forward school' applications to the term consultants appointed by EDB (“**Term Consultants**” hereafter) for vetting and providing recommendations. The Term Consultants will provide recommendations to EDB for consideration of funding for major repairs /alterations. Once funding is approved, EDB will inform schools direct with copy to the Term Consultants. Upon receipt of approval from EDB, the Term Consultants will liaise with individual school for arrangement of the works to be undertaken on-site at the earliest possible time convenient to the schools.

### **Services to School Supervisors in respect of Applications for Major Repairs/ Alterations**

2. As briefly touched upon earlier, the services provided by the Term Consultants after schools have submitted applications for funding are as follows :
  - (a) On receipt of major repairs/ alterations applications as consolidated by EDB, the Term Consultants will contact individual school to arrange for site inspections and discuss with the school supervisor/head to confirm the details of the works requested for. During the site inspections and discussions, the Term Consultants will give professional or technical advice on the works requested for and ensure that the best course of action being adopted to meet the 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's reference for budgetary and funding purposes.

### **Approved Major Repair Works**

3. For major repair works for which EDB has approved funding in a certain financial year, the Term Consultants (or the ArchSD if projects approved before 1 April 2019 with estimated cost exceeding \$2 million each) taking care of approved major repairs projects will then contact the schools concerned to proceed with the following :
  - (a) The ArchSD/Term Consultants will establish the extent of the approved works and arrange with the school supervisors for the most convenient time for the works to be executed.
  - (b) For straightforward repair works, ArchSD/Term Consultants will undertake the works as soon as possible, avoid interfering with or disrupting the school's teaching programme. However, for some projects, it will be necessary for works to be executed during school holidays and also for some works, e.g. re-roofing, replacement of windows, etc., to be undertaken in dry seasons when the risk of

typhoons, rainstorms, etc. is lower. The school supervisors will be fully consulted on the works programme.

- (c) When the works programme has been agreed, ArchSD/Term Consultants will place orders with the Term Contractors and arrange for the works to be carried out according to the agreed schedule. It is advised to inform ArchSD/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 the works. Generally, works shall be carried out to government's standards and specifications.
- (d) The ArchSD/Term Consultants will pay regular visits to schools during the course of the works to supervise Term Contractors and ensure the projects are being delivered correctly and to programme.
- (e) The schools are requested to contact the ArchSD/Term Consultants on all aspects of the works being undertaken on their premises and NOT to give instructions direct to the Term Contractors. Term Contractors will not respond to requests for extra work or alterations to the approved works unless instructed by the ArchSD/Term Consultants. Similarly, any complaints about the Term Contractors' performance or criticism of workmanship etc. should be made to the ArchSD/Term Consultants for follow-up actions.
- (f) When the works for individual school are considered to be satisfactorily completed, the ArchSD/Term Consultants will notify schools of the completion date. The date will be taken as the starting date of a twelve months "maintenance period" during which the Term Contractors will be responsible for making good defects arising from bad workmanship or materials. If the school considered the works are completed with some touch-up/ outstanding item, the school can include such item in the handover form and pass to ArchSD/Term Consultants for record and following up. Moreover, if warranted by the nature of the work, a joint "hand-over" meeting with the school supervisor will be arranged by the ArchSD/Term Consultants.
- (g) The ArchSD/Term Consultants will be responsible for valuing the Term Contractors' works for the purposes of stage payments and final accounts, all in accordance with the ArchSD/EDB's accounting procedures, and school supervisors will not be involved in this aspect (except to confirm whether they are satisfied with the works undertaken on non-school portions, if any).

#### **Advisory/ Consultant 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 any 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 dangerous conditions 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 by arranging the necessary corrective works to be undertaken by Term Contractors as a temporary or permanent repair; or

- (b) advise the school supervisor to appoint a consultant to investigate and arrange the necessary works. This will generally apply to very specialist types of problems only, e.g. in respect of geotechnical works requiring extensive and detailed investigations beyond the staff resources of the ArchSD/EDB, or requiring civil engineering work expertise beyond the capability of the Term Contractors appointed by ArchSD/ EDB.