



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.: (73) in EDB(SPM)/F&A/45/2 Pt.4

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To: Supervisors / Heads of All Aided, Caput and Direct Subsidy Scheme (DSS) Schools

Dear Sir/Madam,

Inspection and Maintenance of School Premises

This is to draw your attention to the importance of carrying out routine inspection to school premises and proceeding with necessary maintenance works promptly with a view to keeping the school premises in good condition.

Aided schools may wish to refer to the latest School Administration Guide on the Education Bureau (EDB) Homepage for details and, if maintenance/repair works are required, should proceed with the necessary actions in accordance with the prevailing mechanisms, as highlighted below –

- (a) schools should carry out routine maintenance and minor repair works soonest possible with the expenditure, if any, charged to the School and Class Grant under the Operating Expenses Block Grant or to Expanded Operating Expenses Block Grant as appropriate; and
- (b) for repairs items each costing \$3,000 or above for primary schools and special schools/ \$8,000 or above for secondary schools, schools may apply for non-recurrent grants to carry out the required repairs works through emergency repairs (ER) or major repairs (MR).

For the prevailing arrangement concerning MR and ER of aided schools, please refer to the annual call circular memorandum for major repairs and the EDB Circular No. 1/2010 dated 26 February 2010 on “**Revised Arrangement on Processing Emergency Repairs in Aided Schools**” respectively.

ER standard request forms for aided schools, contact points for the entrusted works departments/parties, housing estates and other relevant reference documents are available on the School Premises Maintenance webpage at the following path of the EDB Homepage -

EDB Homepage (<http://www.edb.gov.hk>) > School Administration > School Premises Related Information > School Premises Maintenance

Regarding the arrangements for DSS schools, expenditure for maintenance and repairs items costing \$2 million or below should be covered by recurrent DSS subsidies disbursed to schools. For major repairs exceeding \$2 million, DSS schools may apply for non-recurrent assistance similar to the prevailing practice for aided schools.

As for caput schools, the estimated expenditure for maintenance and repairs items should be included in the schools’ annual estimates to be submitted to EDB for approval.

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

Yours sincerely,



(Anchor L W TSE)

for Permanent Secretary for Education