



中华人民共和国香港特别行政区政府总部教育局
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Government Secretariat, The Government of the Hong Kong Special Administrative Region
The People's Republic of China
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致：各直接资助计划学校及按位津贴学校校监 / 校长

各位校监 / 校长：

为直接资助计划学校及按位津贴学校 提供通风检测及优化措施的一笔过津贴

本信函旨在通知直接资助计划（直资）学校及按位津贴学校有关提供一笔过津贴以采购校舍通风检测服务及相关优化措施的详情。

背景

自 2019 冠状病毒病爆发以来，学校已采取多项防疫措施，包括保持良好通风以确保学校环境的安全。根据《学校健康指引》所载的规定，学校须保持室内空气流通，礼堂、课室及特别室须适当地打开门口 / 窗户以增加鲜风的流入；尽可能避免使风从一人吹向其他人；及定期清洗空调设备的隔尘网等。鉴于疫情持续及最近恶化的趋势，学校应提高警觉，并为校舍进行全面的通风检测及在可行情况下尽快采取适切的优化措施，以保持校舍室内适当的通风，保障学生和教职员的健康。

详情

一笔过通风检测及优化措施津贴

教育局会根据学校的实际支出，向每所直资学校¹及按位津贴学校提供一笔过津贴，上限为 40 万元，以进行通风检测及优化措施（例如：加装抽气扇、采购空气净化机等）。学校须运用是项津贴作以下用途：

¹ 小学暨中學會被视作两所学校计算。

- (i) 为学校采购通风检测服务，获委任的注册承办商须：
- (a) 根据所提供的「直资 / 按位津贴学校通风系统清单」(下称「清单」，只有英文版) (Checklist on Ventilation System for DSS/ Caput Schools) (附件 I) 为校舍所有占用空间进行全面通风检测；
 - (b) 以指定表格(只有英文版)(附件 II)预备通风检测报告，报告须包括清单(以附件形式)及建议采取的必要措施；及
 - (c) 以指定表格(只有英文版)(附件 III)发出证明书，以确认学校已根据注册承办商在通风检测报告提供的建议作出相应的补救措施。
- (ii) 采购空气净化机及 / 或安装抽气扇及 / 或进行其他小型改善工程以符合注册承办商所建议的通风要求。

采购服务 / 设备

学校须自行安排报价 / 招标程序以采购通风检测的顾问服务及注册承办商建议的优化措施和通风设备。注册承办商的资料可于屋宇署网页 (网页连结：<https://www.bd.gov.hk/sc/resources/online-tools/registers-search/registrationsearch-disclaimer.html>) 拣选「注册类型：RSC(V) 专门承建商名册 (通风系统工程类别分册)」，然后点击「搜寻」取得。为协助学校采购所需的服务，采购承办商服务的服务规格样本(只有英文版)已载于附件 IV。如获建议购买空气净化机，须符合与用于餐饮业务指定规格的空气净化机相同，学校可参考食物环境卫生署网页 (网页连结：https://www.fehd.gov.hk/sc_chi/licensing/guide_general_reference/Information_air-changes_purification.html) 以获取相关资料。在采购服务 / 设备时，直资学校须根据教育局通告第 4/2013 号「资助学校采购程序」及「资助学校采购程序指引」(2013 年 4 月) 所载有关资助学校进行采购程序的指引，或已由校董会 / 法团校董会通过的自行制定的采购政策。至于按位津贴学校，则应依循教育局通告第 4/2013 号「资助学校采购程序」及「资助学校采购程序指引」(2013 年 4 月) 行事。

发放津贴、财务及会计安排

直资学校及按位津贴学校可按学校的实际开支向教育局提出申请。学校须确保没有就通风检测及优化措施的开支向政府申请其他

津贴。学校须填妥申请表格（只有英文版）（附件 V），列出所需的津贴款项（包括分项资料），并连同通风检测报告、证明书及经核证为真实的证明文件副本（即收据及 / 或发票），于 **2022 年 12 月 31 日或之前**交回所属的学校发展组办理。

是项一笔过津贴会尽快发放予学校。津贴的上限为每所学校 40 万元。如有关通风检测及优化措施的开支超过津贴的金额，学校将不获发额外资金。直资学校应灵活运用资源，適切地运用直资津贴及非政府经费，而按位津贴学校则应使用学校经费，在需要时支付有关开支。

学校须依循现行的会计及审核规定备存独立的账目，以妥善记录是项特别津贴的收支项目。所有账簿、收据、支款凭单及发票等必须由学校保存不少于七年，以作会计及审核用途。

保养及替换

直资学校可根据教育局通告第 17/2012 号的现行规定以直资津贴支付其后保养及替换由是项一笔过津贴购买的空气净化机及 / 或抽气扇的开支。至于按位津贴学校，有关费用可以学费津贴支付。

如有查询，请联络所属的高级学校发展主任。

教育局常任秘书长

（刘颖贤



代行)

2022 年 3 月 1 日

副本送： 各区总学校发展主任
库务会计师（核数）
库务会计师（管理会计）
库务会计师（管理服务）
库务会计师（经常津贴）

**Checklist on Ventilation System for
Direct Subsidy Scheme (DSS) / Caput Schools**

School Name: _____ (School No.: _____)

Address: _____

District: _____

Type of school: Primary / Secondary / Primary-cum-Secondary[#]

Inspection Date: _____

1 General

1.1 MVAC Installation adopted for school (Please tick ✓ as appropriate)

System Type	Classroom	Function Room	Laboratory	Hall	Staff Room	Others
A/C system (1.window-type / 2.split-type / 3.VRV / 4.packaged a/c unit / 5.central a/c)	<input type="checkbox"/> (1 / 2 / 3 / 4 / 5) [#]	<input type="checkbox"/> (1 / 2 / 3 / 4 / 5) [#]	<input type="checkbox"/> (1 / 2 / 3 / 4 / 5) [#]	<input type="checkbox"/> (1 / 2 / 3 / 4 / 5) [#]	<input type="checkbox"/> (1 / 2 / 3 / 4 / 5) [#]	<input type="checkbox"/> (1 / 2 / 3 / 4 / 5) [#]
Natural ventilation (1.cross-ventilating / 2.single-side)	<input type="checkbox"/> (1 / 2) [#]	<input type="checkbox"/> (1 / 2) [#]	<input type="checkbox"/> (1 / 2) [#]	<input type="checkbox"/> (1 / 2) [#]	<input type="checkbox"/> (1 / 2) [#]	<input type="checkbox"/> (1 / 2) [#]
Mechanical ventilation (1.exhaust / 2.OAP / 3.FAP / 4.packaged a/c unit / 5.central a/c)	<input type="checkbox"/> (1 / 2 / 3 / 4 / 5) [#]	<input type="checkbox"/> (1 / 2 / 3 / 4 / 5) [#]	<input type="checkbox"/> (1 / 2 / 3 / 4 / 5) [#]	<input type="checkbox"/> (1 / 2 / 3 / 4 / 5) [#]	<input type="checkbox"/> (1 / 2 / 3 / 4 / 5) [#]	<input type="checkbox"/> (1 / 2 / 3 / 4 / 5) [#]
Other (_____)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

- Delete as appropriate

Remarks : 1. _____
2. _____

1.2 Summary of Assessment (Occupied Spaces)

Nos. of room	Classroom	Function Room	Laboratory	Hall	Staff Room	Others
<input checked="" type="checkbox"/> 10L/s/person						
<input checked="" type="checkbox"/> 5 metres separation distance						
<input checked="" type="checkbox"/> 10L/s/person						
<input checked="" type="checkbox"/> 5 metres separation distance						
<input checked="" type="checkbox"/> 10L/s/person						
<input checked="" type="checkbox"/> 5 metres separation distance						
<input checked="" type="checkbox"/> 10L/s/person						
<input checked="" type="checkbox"/> 5 metres separation distance						
Total:						

1.3 Summary of Assessment (Toilets)

Nos. of toilet	Student Toilets	Staff Toilets
<input checked="" type="checkbox"/> 15 ACH <input checked="" type="checkbox"/> Proper air intake & discharge		
<input checked="" type="checkbox"/> 15 ACH <input checked="" type="checkbox"/> Proper air intake & discharge		
<input checked="" type="checkbox"/> 15 ACH <input checked="" type="checkbox"/> Proper air intake & discharge		
<input checked="" type="checkbox"/> 15 ACH <input checked="" type="checkbox"/> Proper air intake & discharge		
Total:		

**Checklist on Ventilation System for
Direct Subsidy Scheme (DSS) / Caput Schools**

School Name: _____ (School No.: _____)

2	Classroom / Function Room / Laboratory / Staff Room <i>(please add supplementary sheet if necessary)</i>		
2.1	Room number:		
2.2	Size of room:	(meter) _____ W _____ D _____ H	(Volume = _____ m ³)
2.3	Capacity:	_____ Students + _____ Teachers = _____ Persons	
2.4	Air-conditioning system:	Window-type <input type="checkbox"/>	Split-type <input type="checkbox"/> VRV <input type="checkbox"/> Central A/C <input type="checkbox"/>
2.5	Natural ventilation:	Cross-ventilating <input type="checkbox"/>	Ventilation Path = _____ metres Single-side <input type="checkbox"/> Room Depth / Headroom = _____
2.6	Mechanical ventilation:	Mechanical ventilation system Exhaust <input type="checkbox"/> OAP <input type="checkbox"/> FAP <input type="checkbox"/> Central A/C <input type="checkbox"/> Fresh air supply for room/ Flowrate (estimated / measured [#]) _____ litres / second <ul style="list-style-type: none"> • Fresh air supply per person _____ litres / second / person • Meet the fresh air requirement of 10L/second/person Yes <input type="checkbox"/> No <input type="checkbox"/> • Air change per hour (fresh air)¹ _____ Distance between fresh air inlet and contaminated exhaust outlet _____ metres <ul style="list-style-type: none"> • Meet the 5 metres separation distance Yes <input type="checkbox"/> (default / operation[#]) No <input type="checkbox"/> • Discharge point of mechanical ventilation Open air <input type="checkbox"/> Semi-open air <input type="checkbox"/> Remarks: _____	
2.7	Air filtration:	<ul style="list-style-type: none"> • Brand & Model of air purifiers _____ • Type of air purifiers HEPA filter <input type="checkbox"/> UV-C device <input type="checkbox"/> HEPA filter cum UV-C <input type="checkbox"/> Others (please specify): _____ • Location Standalone at floor level <input type="checkbox"/> Ceiling-mounted <input type="checkbox"/> Wall-mounted or standalone at middle level <input type="checkbox"/> • Number of air purifier _____ • Serving area per air purifier (m²) _____ (No. of Air Purifier / Floor area) • Air change per hour (recirculated air) _____ 	
2.8	Recommended Improvement works:	(e.g. Additional exhaust fans / Re-fix existing exhaust fans / Additional FAPs / Re-fix existing FAPs) (e.g. Additional OAP / Air balancing / Increase the capacity of PAU)	

¹ Calculated air change rate using formula: ACH = Room Volume / Total Air Flow Rate (i.e. (L x W x H)/(Quantity x flowrate))

**Checklist on Ventilation System for
Direct Subsidy Scheme (DSS) / Caput Schools**

School Name: _____ (School No.: _____)

3 Hall <i>(please add supplementary sheet if necessary)</i>	
3.1 Size of Hall:	(meter) _____ W _____ D _____ H (Volume = _____ m ³)
3.2 Capacity:	_____ Persons <i>(if available)</i>
3.3 Air-conditioning system:	Split-type <input type="checkbox"/> VRV <input type="checkbox"/> Packaged A/C unit <input type="checkbox"/> Central A/C <input type="checkbox"/>
3.4 Natural ventilation:	Cross-ventilating <input type="checkbox"/> Ventilation Path = _____ metres Single-side <input type="checkbox"/> Room Depth / Headroom = _____
3.5 Mechanical ventilation:	<p>Mechanical ventilation system Exhaust <input type="checkbox"/> OAP <input type="checkbox"/> Packaged A/C unit <input type="checkbox"/> Central A/C <input type="checkbox"/></p> <p>Fresh air supply for room/ Flowrate (estimated / measured[#]) _____ litres / second</p> <ul style="list-style-type: none"> • Meet the fresh air requirement of 10L/second/person Yes <input type="checkbox"/> No <input type="checkbox"/> • Allowable capacity based on 10L/s/person _____ persons • Air change per hour (fresh air)¹ _____ <p>Distance between fresh air inlet and contaminated air outlet _____ metres</p> <ul style="list-style-type: none"> • Meet the 5 metres separation distance Yes <input type="checkbox"/> (default / operation[#]) No <input type="checkbox"/> • Discharge point of mechanical ventilation Open air <input type="checkbox"/> Semi-open air <input type="checkbox"/> <p>Remarks:</p>
3.6 Recommended Improvement works:	

**Checklist on Ventilation System for
Direct Subsidy Scheme (DSS) / Caput Schools**

School Name: _____ (School No.: _____)

4	Toilet (Student / Staff[#]) <i>(please add supplementary sheet if necessary)</i>		
4.1	Toilet number:		
4.2	Size of toilet:	Volume = _____ m ³	
4.3	Mechanical ventilation:		
	Exhaust System	Exhaust Fan <input type="checkbox"/>	Central Exhaust <input type="checkbox"/>
	Exhaust Flow Rate (estimated / measured [#])	_____ m ³ / hr	
	<ul style="list-style-type: none">• Air change per hour¹• Meet the 15 ACH requirement• Discharge point of mechanical ventilation• Do the exhaust air discharge to play area or assembly area?• Do the toilets have door louvre or window/louvre at opposite side?	Yes <input type="checkbox"/> No <input type="checkbox"/> Open air <input type="checkbox"/> Semi-open air <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> (toilet no. __) Yes <input type="checkbox"/> No <input type="checkbox"/> (toilet no. __) N/A <input type="checkbox"/>	
	Remarks:		
4.4	Recommended Improvement works:		
	(e.g. Additional exhaust fans / Re-fix existing exhaust fans)		

Note: Site layout plan with exhaust fans / FAPs / package a/c unit indicated are attached at the end of this report.

~ End ~

**Assessment Report on Ventilation System for
Direct Subsidy Scheme (DSS)/ Caput Schools**

Part A - Background Information

School Name:	
School No.:	
Address:	
District:	
Type of School:	Primary / Secondary / Primary-cum-Secondary [#]
Consultant:	
Inspection Team Member:	(1)(TC)
	(2)(MTC)
	(3)(MTC)
Inspection Date:	
Inspection Time:	

Part B - Assessment Findings

Details of the assessment findings are given in the attached Checklists (***Annex A***) [Please refer to ***Annex I*** of EDB’s letter to DSS / caput schools dated 1 March 2022 on *One-off Grant to Direct Subsidy Scheme Schools and Caput Schools for Ventilation Assessment and Improvement Works.*] . The assessment findings are tabulated below. *The relevant site photos and school layout plans are shown in **Annex B** and **Annex C** respectively.*

Room No.	Room Type¹	Findings (☒ indicates irregularity)				
		Insufficient mechanical ventilation ²	Insufficient separation between fresh air inlet & other sources of contamination	Equipment Malfunction of ventilation equipment	Improper Installation / Location of ventilation equipment ³	Others (please specify)
		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> _____

¹ Classroom, function room, laboratory, staff room, hall, toilet, etc.

² For example, lack of air grilles / transfer air grilles, resulting in ineffective operation of ventilation equipment.

³ For example, exhaust fans and fresh air intake grilles on the same side of a wall / window, resulting in unsatisfactory cross ventilation.

**Assessment Report on Ventilation System for
Direct Subsidy Scheme (DSS)/ Caput Schools**

		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Part C – Recommendations

Based on the site inspection conducted, the following improvement work is recommended, with illustration of drawings and photos in the attached Checklists (*Annex A*).

Room No.	Room Type¹	Recommended Improvement Works

**Assessment Report on Ventilation System for
Direct Subsidy Scheme (DSS)/ Caput Schools**

Part D – Copyright Notice

The _____ (name of school) _____ reserves the copyright of this document. It may not be reproduced, distributed, transmitted, displayed, published or disclosed any content without consent from the copyright owner.

Part E – CAVEAT

This report is confidential to the _____ (name of school) _____ for the specific purposes to which it refers. It might be disclosed to the Education Bureau and / or other professional advisers assisting the _____ (name of school) _____ in respect of that purpose.

This report is based on the condition of mechanical ventilation system in the inspected area on the date of inspection. No liability can be accepted for any deterioration / change in condition of the premises after this date.

- END OF REPORT-

Chop of Registered Specialist Contractor
(Ventilation Works Category)
and signature of Authorized Signatory

Date (dd/mm/yy)

Name of Registered Specialist Contractor
(Ventilation Works Category):

Name of Authorized Signatory:

Registration Number:

Date of Expiry of Registration (dd/mm/yy):

Registered Address: _____

Contact Tel. No.: _____ Fax No. : _____

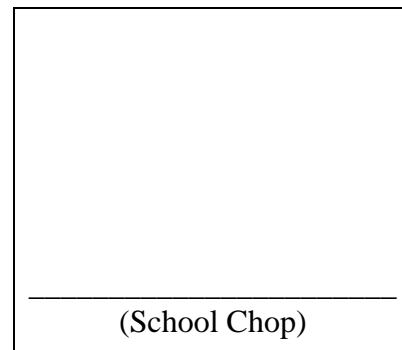
Assessment Report on Ventilation System for
Direct Subsidy Scheme (DSS)/ Caput Schools

Part F – Acknowledgement

I / We (Representative of the School) agree to carry out the proposed improvement works as recommended in Part C of this report.

Signed: _____

Name: _____



(School Chop)

**Checklist on Ventilation System for
Direct Subsidy Scheme (DSS)/ Caput Schools**

Annex A

**Inspection Report on Ventilation System for
Direct Subsidy Scheme (DSS)/ Caput Schools**

Annex B

Inspection photo	
Photo no. 1 Item: 1 Problem finding:	Photo no. 2 Item: 2 Problem finding:
Photo no. 3 Item: 3 Problem finding:	

**Inspection Report on Ventilation System for
Direct Subsidy Scheme (DSS)/ Caput Schools**

Annex C

Layout Plan

Certificate on Ventilation System for Direct Subsidy Scheme (DSS)/ Caput Schools

School Name:	
School No.:	
Address:	

I have inspected the above school premises on _____ (dd/mm/yy) (inspection date) and certify the particulars in respect of the above premises as follows and in the Ventilation Assessment Report and Checklist on Ventilation System for DSS/ Caput Schools:

Type of Occupied Spaces Assessed	Classroom	Function Room	Laboratory	Hall	Staff Room	Toilet	Others (please specify)
Number of Occupied Spaces Assessed							

I confirm that the ventilation of the abovementioned occupied spaces have been assessed, improvement work has been done according to the recommendations as written in the Ventilation Assessment Report

I understand that the matters and information stated herein and the related documents submitted (if any) are subject to further checking, vetting and verification by officers of Education Bureau (EDB) or authorized officers if deems necessary by EDB.

Note: If separate sheet is necessary, every page should be signed by the Authorized Signatory of the Registered Specialist Contractor (Ventilation Works Category).

Chop of Registered Specialist Contractor
(Ventilation Works Category)
and signature of Authorized Signatory

Date(dd/mm/yy)

Name of Registered Specialist Contractor
(Ventilation Works Category):

Name of Authorized Signatory:

Registration Number:

Date of Expiry of Registration(dd/mm/yy):

Registered

Address: _____

Contact Tel. No.: _____

Fax No. : _____

**Provision of Ventilation Assessment Services for
Direct Subsidy Scheme (DSS)/ Caput Schools**

Service Specifications

- Notes: (a) Tenderers shall note that **all the specifications stated in these Service Specifications are essential requirements.**
- (b) Tenderers shall provide documentary evidence thereto wherever requested in the Service Specifications to show compliance of their offered ventilation assessment services with all the requirements.

Service Specifications

1. General

1.1. Introduction

1.1.1. This Invitation to Tender calls for the provision of ventilation assessment services for _____ (the School).
(Name of school)

1.1.2. The information of the School as stated in Clause 1.1.1, including names, addresses, school size and estimated number of rooms are provided below.

Address	
School Size (m ²)	
Estimated number of occupied spaces (including classroom, function room, Hall, library, laboratory, staff room, toilets, etc.)	

1.2. Scope of Services

1.2.1. The scope of services under these Service Specifications is to call for provision of ventilation assessment services to the School in accordance with the below guiding principle.

Items	Suggested Standard
Fresh Air Supply at occupied space ¹	6 Air Change per Hour in enclosed rooms or 10L/s/person whichever is greater
Toilet Ventilation	15 Air Change per Hour (Exhaust)
Distance between fresh air intake and other sources of contamination	5 metres
Air Flow Pattern	Maintain the air flow direction from clean zones to dirty zones

Note:

1. This fresh air requirement should cover all occupied space, including but not limited to classrooms, function rooms, staff rooms and the school hall. (The School shall specify other occupied space e.g. laboratories, theatre(s), etc. as appropriate.) The number of persons per room shall follow the permitted accommodation.

1.2.2. Reference should also be made to “*A Supplement on Ventilation – Guidelines on Prevention of Communicable Diseases in Schools/ Kindergartens/ Kindergartens-cum-Child Care Centres/ Child Care Centres*” and the relevant guidelines / regulations as set out by the Buildings Department and the Fire Services

Service Specifications

Department.

- 1.2.3. The ventilation assessment services as set out in section 2 of the Service Specifications shall be provided to the School during the contract period.
- 1.2.4. The ventilation assessment services shall be conducted by an **engineering team**. The engineering team shall comprise a team of technical competent persons which is led by a professional engineer as stated in Clause 3.1.
- 1.2.5. The engineering team leader (professional engineer) shall provide a report on the ventilation assessment findings and the shortcomings of ventilation system based on the guiding principle stated in Clause 1.2.1 and also provide the remedial action plan. The plan shall include the short-term modification/housekeeping proposal and long-term improvement plan.

1.3. Contract Period

- 1.3.1. This contract commence from _____ to _____ inclusive

Service Specifications

2. Ventilation Assessment Services

2.1. Collection of Operation Data

- 2.1.1. The engineering team shall collect information on operation and technical characteristics of the ventilation system of the School. The collection method shall include, but not limit to, site visits, interviews, surveys, and reviews on building layouts, drawings, schematic diagrams, operation and maintenance records.
- 2.1.2. The operation data of the ventilation system shall include, but not limit to, the following items:
- (i) Operation days and hours of ventilation system;
 - (ii) Estimated internal floor area, categories and number of individual rooms;
 - (iii) Records on all ventilation system installation as far as reasonably practicable;
 - (iv) Equipment list of ventilation system as well as operation and maintenance status; and
 - (v) Ventilation performance in accordance with the guiding principle as stated in Clause 1.2.1 under mechanical ventilation with air-conditioning or mixed mode of natural and mechanical ventilation.
- 2.1.3. The engineering team shall bear any cost to collect and retrieve operation data from the building management system or similar system(s), with no additional cost to the School.
- 2.1.4. If some of the building data are not available, the engineering team shall conduct measurement at representative instant and intervals in order to reasonably predict the operation data with no additional cost to the School.

2.2. Site Inspection

- 2.2.1. The engineering team shall study the collected building data and conduct site inspections as far as practicable according to the guiding principle as stated in Clause 1.2.1.
- 2.2.2. The site inspection shall include, but not limit to, verification of equipment data, air flow (L/s) measurement, smoke test, CO₂ measurement and visual inspection of the ventilation system.
- 2.2.3. The engineering team shall identify any abnormalities of the ventilation system

Service Specifications

installation and take photo record of any abnormalities found. The engineering team shall also examine their effects according to the guiding principle as stated in Clause 1.2.1.

2.3. Analysis and Recommendations

2.3.1. With the analysis of site inspection result, the engineering team shall be able to advise the School and the School Sponsoring Body (SSB) / School Management Committee (SMC) / Incorporated Management Committee (IMC) of the School of the followings: -

- Condition of the existing ventilation system;
- Fresh air supply status to different rooms in the School;
- Air change rate of toilets;
- Dead air zone / area;
- Distance between fresh air intake and other sources of contamination; and
- Proposed short-term modification/housekeeping proposal and long-term improvement plan.

2.3.2. For each item mentioned in Clause 2.3.1, the engineering team shall provide the root cause and propose remedial action plan with illustration of drawings and photos, which include a short-term modification/housekeeping proposal and a long-term improvement action plan.

2.4. Number of Ventilation Assessment Service Provided

2.4.1. The engineering team shall at least provide one full ventilation assessment and a follow-up visit to the School during the Contract Period. As the exact number of the on-site visits to school may vary, the engineering team shall also bear the cost of all on-site visits with no additional cost to the School.

2.4.2. The engineering team shall visit the School and complete the first ventilation assessment (including submission of an assessment report as specified in Section 4) within 1 month upon award of contract. The follow-up visit shall be provided to the School within 1 month after the improvement measures have been put in place to check and advise the School again on the ventilation condition.

Service Specifications

3. Staffing Requirement

3.1. The engineering team shall at least comprise of 4 members, 2 sub-team heads and a team leader. Their qualification requirements are listed as follows: -

Grade of Staff	Role	Qualification
Professional Engineer	Team Leader	<ul style="list-style-type: none">• Member of HKIE in Building Services Engineering or Mechanical Engineering or equivalent; and• 3 years' experience in air-conditioning design or 6 years' experience in maintenance of air-conditioning installations
Inspector	Sub-team head	<ul style="list-style-type: none">• Higher diploma / higher certificate in Building Services Engineering or Mechanical Engineering or equivalent; and• 3 years' experience in supervision of air-conditioning projects or 6 years' experience in maintenance of air-conditioning installations
Work Supervisor	Team member	<ul style="list-style-type: none">• Diploma /Ordinary certificate in Building Services Engineering or Mechanical Engineering or equivalent; and• 3 years' experience in supervision of air-conditioning projects or 6 years' experience in maintenance of air-conditioning installations

Service Specifications

4. Ventilation Assessment Report

- 4.1. The engineering team shall complete the ventilation assessment report in a specified form in **Appendix 1** [Please refer to **Annex II** of EDB's letter to DSS/ caput schools dated 1 March 2022 on *One-off Grant to Direct Subsidy Scheme Schools and Caput Schools for Ventilation Assessment and Improvement Works.*] with Check list on Ventilation System for the School as an appended annex upon the full ventilation assessment, and the Certificate on Ventilation System for School in a specified form in **Appendix 2** [Please refer to **Annex III** of EDB's letter to DSS/ caput schools dated 1 March 2022 on *One-off Grant to Direct Subsidy Scheme Schools and Caput Schools for Ventilation Assessment and Improvement Works.*] upon the follow-up visit, taking into account the guiding principle as stated in Clause 1.2.1 and such report shall be approved and issued by the engineering team leader.
- 4.2. If the School is recommended to procure air purifier(s) and/or air disinfection equipment(s) as the remedial action plan, the engineering team shall be responsible to vet the model of such equipment(s) proposed/submitted by the School to ensure the specification compliance.

Service Specifications

5. Briefing on Ventilation Assessment Report

5.1. Upon completion of the ventilation assessment service for the School, the engineering team leader shall conduct a briefing to explain the report to the School. The presentation shall cover the following items:

- (i) detailed description of the ventilation assessment;
- (ii) findings and results of the ventilation assessment;
- (iii) short-term proposal; and
- (iv) long-term improvement plans if necessary.

5.2. The presentation shall normally include questions and answers.

To: Permanent Secretary for Education

(Attn.: _____ District School Development Section)

[Please complete and submit this form to the respective School Development Section on or before 31 December 2022.]**Application for One-off Grant for Ventilation Assessment and Improvement Works**

(Applicable to schools under Direct Subsidy Scheme (DSS)/ caput schools)

Part A: to be completed by the school

My school would like to apply for the above subsidy in the total amount at HK\$ _____.

	Items	Amount (HK\$)
1.		
2.		
3.		
4.		
5.		
Total :		

My school certifies that: -

- (a) the above expenditure is incurred from the ventilation assessment and the subsequent necessary improvement works recommended by the registered contractor appointed as written in the Ventilation Assessment Report, including the installation of exhaust fans and/ or air purifiers;
- (b) [for DSS schools] the tender/quotation for the procurement of the related goods/ services/ works has been conducted and approved in accordance with the procedures as stipulated in the relevant guidelines and circulars issued by EDB or the respective school-based procurement policies and procedures as approved by the SMC/IMC;
[for caput schools] the tender/quotation for the procurement of the related goods/ services/ works has been conducted and approved in accordance with the procedures as stipulated in the relevant guidelines and circulars issued by EDB;
- (c) in respect of the goods/ services procured/ works carried out as set out above, my school has not applied for other subsidy from the Government; and
- (d) the ventilation assessment report prepared by the registered contractor detailing the recommendation to meet the DH's requirement, the certification report issued by the registered contractor confirming the respective remedial action have met DH's requirements, as well as copies of the documentary evidence^{Note 1} verified and signed by the School Head (i.e. invoices and/ or related receipts) are enclosed.

Name of School : _____

Signature of School Supervisor/ School Head* : _____

Name of School Supervisor/ School Head* : _____

Date : _____

School Chop

* Please delete as appropriate

Remarks:

- **The basic ceiling of the above subsidy to each DSS/ caput school is HK\$ 400,000.** Each application will be considered on its own merits.
- All books of accounts, receipts, payment vouchers and invoices in respect of the purchases must be kept by the school for accounting and auditing purposes. The quotation/tender records in respect of the purchases shall also be available for EDB's inspection as and when required.

Part B: to be completed by District School Development SectionAfter verification by EDB, the application for the One-off Grant for Ventilation Assessment and Improvement Works is now approved in the total amount at HK\$ _____ for the approved items as set out in Part A^{Note 2}.

Signature of SSDO : _____

Name of SSDO : _____

Date : _____

Note 1: The school head is required to sign on each page of the documentary evidence to certify as a true copy, and write down "The expenditure is resulted from improvement works recommended by the contractor to meet the DH's requirement".

Note 2: Unapproved items will be deleted from the table in Part A.