



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

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致：直接資助計劃學校校監

各位校監：

**直接資助計劃學校**  
**非經常津貼申請：**  
**2022-23 年度大規模修葺／斜坡修葺工程**

本函旨在邀請各直接資助計劃(直資)學校申請一項非經常津貼，以進行費用逾 200 萬元的大規模修葺<sup>1</sup>／斜坡修葺工程。

貴校如欲申請該項非經常津貼以進行費用逾 200 萬元的大規模修葺／斜坡修葺工程，請以載於附錄 1 的申請表格(軟複本可向所屬地區的高級學校發展主任索取)列明擬議工程的範圍及預算費用。斜坡修葺工程的範圍包括土地勘測及斜坡鞏固等工程。至於大規模修葺工程，則指任何大型的一般修葺工程。申請手續及申請表格填寫指引載於附錄 2、2a、2b 及 2c(只適用於安裝升降機工程)，謹請參閱。

校監在提交申請書前，應注意下列各點：

1. 就 200 萬元或以下的一般修葺工程而言，所需撥款已計算在直資單位津貼額內。
2. 擬議工程的撥款申請是否獲得批准，視乎多項因素而定，當中包括該年度可供使用的撥款金額及個別學校就已獲批

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<sup>1</sup> 包括安裝升降機工程，工程的範圍包括土地勘測、地形測量及設計圖則並遞交有關部門審批等。財政司司長於 2018 年 2 月 28 日宣讀的 2018-19 年度財政預算案中宣布，政府會預留二十億元，為未有裝設升降機的學校加快進行相關的加裝工程。就直資學校而言，在獲確認撥款申請後，便可按現行處理校舍修葺安排，自行聘請工程顧問及承建商進行升降機加裝工程。

准工程項目撥款的開支進度。

3. 學校所遞交的申請表須由合資格的專業技術顧問<sup>2</sup>填寫，並連同所需文件遞交(詳見附錄 2)
4. 如校舍並非位於自置物業，校方須確保完全遵守契約上包括維修責任的條款，並在獲得業主書面同意後，方可進行任何大規模修葺工程。
5. 擬議工程如獲得批准，學校須負責進行該項修葺／改善工程和監察工程進度。就運用批核款項方面，學校亦須注意：
  - (a) 學校須保證能善用津貼款項，並對任何運用失當的款項作出補償；以及
  - (b) 一般情況下，修葺工程可在三年內完成。故此，學校需盡早展開工程，並在三年期間使用批核款項，三年期滿後本局或未能保留未使用的金額。
6. 如學校曾透過大規模修葺工程機制申請加裝升降機但尚未獲批，或已交回夾附於本局 2018 年 3 月 1 日有關「為有需要的學校加快安裝升降機事宜」的函件的回條表示有需要加裝升降機，學校仍須把加裝升降機工程項目詳列於年度大規模修葺工程申請表的第二部分及第三部分內。

如因接獲「危險斜坡修葺令」而須修葺斜坡，亦可申請此項非經常津貼，以徵求顧問服務及進行斜坡修葺工程。學校請注意，涉及「危險斜坡修葺令」的津貼申請，即使所需費用為 200 萬元或以下，亦會獲得考慮。


**申請書(一式三份)連同 MS Excel 格式的軟複本應交回所屬地區的高級學校發展主任；截止申請日期為 2021 年 6 月 3 日。除非有充分理由，否則遲交的申請概不受理。**

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<sup>2</sup> 專業技術顧問泛指持有建築、保養或修葺工程專業資格的人士。學校如有需要，可瀏覽各相關專業團體網頁以取得顧問的資料。

如有任何查詢，請與所屬地區的高級學校發展主任聯絡。

教育局常任秘書長

(陳子堅  代行)

連附件

2021年5月3日

**注意：**  
此空白表格僅供參考之用。學校如欲申請津貼，請與所屬地區的高級學校發展主任聯絡，以索取申請表格軟複本（只備英文版）及申請書參考樣本。

**直接資助計劃學校**  
**2022-23 年度大規模修葺／斜坡修葺工程申請表**  
(請填寫一式三份)

**第一部分**

**一般資料**

學校名稱： (中文) \_\_\_\_\_  
(英文) \_\_\_\_\_

學校地址： \_\_\_\_\_

所屬地區： \_\_\_\_\_ 學校編號 (即 Dxxx)： \_\_\_\_\_

校長姓名： \_\_\_\_\_ 電話號碼： \_\_\_\_\_ 傳真號碼： \_\_\_\_\_

擬申請進行的修葺工程類別 ( 如同時申請進行大規模修葺工程及斜坡修葺工程，請分開表格填寫 )

大規模修葺  斜坡修葺  涉及「危險斜坡修葺令」的斜坡修葺 (請在適當空格加上✓號)

申請津貼總額: \_\_\_\_\_元

專業技術顧問姓名: \_\_\_\_\_

專業資格: \_\_\_\_\_

部門／範疇: \_\_\_\_\_

會員編號: \_\_\_\_\_

如欲預約視察學校，請與\_\_\_\_\_先生／女士聯絡（電話號碼:\_\_\_\_\_）

夾附的文件／圖則／照片（請於各附件註明有關的工程項目編號):

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聲明：

本人確認並沒有把已獲批准而未完成的工程項目在是次申請中重複提出。

校監姓名: \_\_\_\_\_

簽署: \_\_\_\_\_

日期: \_\_\_\_\_



**直接資助計劃學校**  
**2022-23 年度大規模修葺／斜坡修葺工程申請表**  
 (請填寫一式三份)

學校名稱: \_\_\_\_\_

**第三部分**

大規模修葺／斜坡修葺\*工程項目列表 (\*請刪去不適用部分)

項目編號: \_\_\_\_\_

由學校聘任的專業技術顧問填寫							由教育局／建築署填寫	
工程細節(例如工程說明、工程位置等)	種類#	理由	數量	單位	單價	申請津貼額(元)	建議津貼額(元)	備註
<b>XXXX 的修葺工程</b>								
(1)								
(2)								
(3)								

# 種類： RA – 必要的修葺工程  
 (詳細資料 見附錄 2a) RB – 合宜但非必要的修葺工程  
 RC – 非必要的修葺工程

MA – 必要的改善工程  
 MB – 合宜但非必要的改善工程  
 NA – 從專業角度判斷，擬進行的工程不獲推薦，請填寫“NA”

直接資助計劃學校  
非經常津貼申請：  
2022-23年度大規模修葺／斜坡修葺工程  
(申請表格填寫指引)

有關大規模修葺／斜坡修葺工程的考慮事項：

- (1) 請檢視校舍內的衛生狀況，考慮須否修葺或改建廁所設施(包括排水系統及有關設備)。
- (2) 學校亦應檢視校舍設施，考慮須否修葺／安裝旗桿／升降機及保安設施。
- (3) 此表格僅供擬備大規模修葺／斜坡修葺工程的預算之用，樹木修剪／砍伐項目和家具及設備項目(例如窗簾、窗簾軌和籃球架等)不應包括在內。學校可透過以下教育局網頁的路徑，參閱供校舍使用的家具及設備項目：

教育局網頁(<http://www.edb.gov.hk>) > 學校行政及管理 > 校舍相關資料 > 新建校舍家具及設備一覽表

填表須知：

- (4) 有關大規模修葺工程和斜坡修葺工程的申請，須以兩份申請書分別提出。有關斜坡保養的程序，請同時參閱於1998年7月29日發出的教育局通告第25/1998號「保障毗鄰斜坡學校安全的行政程序」。
- (5) 每份申請書應由三個部分組成：首頁，用以填報一般資料(第一部分)；工程項目摘要(第二部分)；一張或多張續頁，用以填寫所需工程的細節(第三部分)。
- (6) 各項擬議工程項目均須加上編號及優次。
- (7) 應在申請表格第一部分註明負責擬備修葺／改善工程建議書及相關預算的專業技術顧問的姓名及相關資料。
- (8) 應在表格上註明負責處理大規模修葺／斜坡修葺工程事宜的學校職員的姓名及電話號碼，以便有關的高級學校發展主任在需要時與其聯絡，以安排到校進行聯合實地視察。
- (9) 填寫申請表格第三部分時，應注意下列各點：



- i. 學校申請進行大規模修葺工程時，應把工程項目摘要（即申請表格第二部分）內每個項目分別在不同的工作表（即申請表格第三部分）填寫各個工程項目的細節。所有工作表均須加上編號。
  - ii. 為方便學校擬備申請書，申請表格（軟複本）第三部分載列一份“修葺工程項目”一覽表，學校可向所屬地區的高級學校發展主任索取使用。該份一覽表雖非詳盡無遺，但已包括一般常見的工程項目。學校擬備申請書時，可按需要增刪或修訂已預先填寫的項目。
  - iii. 申請書應詳述擬議工程的細節（例如工程說明、工程位置等），並說明為何所述的修葺／改善工程屬「必要」的工程。有關資料必須清晰可讀。此外，凡在過往的申請中已獲批准但未完成的工程項目均不應在是次申請中重複提出。學校如重複申請已獲批准但未完成的工程項目或沒有就擬議工程提供充足的理由，該等工程將不獲本局考慮。學校可參閱附錄 2a，以決定擬議工程是否必要。在適用情況下，須夾附有關工程的草圖。
  - iv. 必須清楚列出各工程項目的預算費用，並逐一系列明數量及單價。
  - v. 凡在過去五年內曾獲批准進行大規模修葺工程的學校，須同時遞交相關核准信函及已獲批准進行項目清單（一式兩份）。
- (10) 凡屬非學校部分的工程，應在申請書內清楚註明。非學校部分的工程不會獲得政府資助。
- (11) 應一併提交標明尺寸的校舍圖則，並在圖中清楚註明個別工程項目的範圍。
- (12) 須就個別擬議項目提交前期設計方案／草圖。
- (13) 應填妥載於附錄 2b 有關「**Builder's works**」及「**Building services works**」的核對項目表，並隨申請書一併遞交。

註：

1. 教育局或會安排進行聯合實地視察及與校方磋商，以便全面了解所需工程的細節。
2. 如學校所提出的申請獲得批准，應注意下列各點：
  - (a) 教育局會向學校發出一份核准工程項目表，並將副本送交建築

署存案；

- (b) 除非有充分理由並獲教育局事先批准，否則所進行的工程不得有別於核准項目表所載者；
- (c) 教育局或會安排進行工地查核／審計查核；
- (d) 學校應在工程完竣時知會教育局；以及
- (e) 學校應保存所進行的大規模修葺工程及／或斜坡修葺工程的記錄，以便教育局日後查閱。

**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.
- 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

1. Up-dated legible drawing(s) for **each** 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.
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 **each** of the work items.
3. Works involve structural alteration? Y/N \*  
(Where the works involve structural alterations, prior approval/approval in principle from relevant authorities has to be obtained.)
4. Works involve re-roofing to the premises? Y/N \*  
(Where the works involve re-roofing to the premises, warranty of the re-roofing works has to be produced.)
5. Works involve slope remedial/repairs? Y/N \*  
(Where the works involve slope remedial/repairs, appointment of consultant to conduct slope inspection, to determine the scope of works and advice on the associated cost estimate is required.)
6. Address of the premises concerned and details of the contact person to facilitate site inspection by EDB or ArchSD staff.  
(Representative of the school should be available on site during the inspection to indicate and explain details of the proposed works.)
7. Provision of relevant substantiation for some application items such as infra-red thermographic survey report for replacement of external rendering or tiling, evidence for enhancing security measures, etc.

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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%; border-collapse: collapse;"> <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%; border-collapse: collapse;"> <tr><td style="height: 30px;"></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%; border-collapse: collapse;"> <tr><td style="height: 30px;"></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%; border-collapse: collapse;"> <tr><td style="height: 30px;"></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%; border-collapse: collapse;"> <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*   |  |             |  |  |  |  |
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| <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%; border-collapse: collapse;"> <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*   |  |             |  |  |  |  |
|   |  |             |  |  |  |  |
|   |  |             |  |  |  |  |
|   |  |             |  |  |  |  |

\* 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?	Yes/ No*
• Justification c/w of years of services and conditions of the existing light fittings.	
• Proposed new illumination levels in each area and room.	
5. Requirements of ACMV Installation	
a. Works involve replacement of AC units?	Yes/ No*
(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 as announced in the Chief Executive's 2017 Policy Address in October 2017 (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.	
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.)	
6. Requirements of Fire Service Installation	Yes/ No*
• FS 251 Form of the FS system	
• Test and inspection report of the FS system.	

### **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*

\* 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