

Standards for HVAC and Lighting for Child Care Centre

A. Air-conditioning System for Activity Areas

Design Criteria

(1) External conditions:	Summer	33°C db 66%RH
	Winter	10°C db 40% RH
(2) Internal conditions:	Summer	25.5°C db 54% RH
	Winter	20°C db
(3) Fresh air quantity:	10 litre/s/person. If room coolers or split type air conditioners are used, separate system of fresh air supply shall be provided to meet the said requirement.	

B. Noise level in Activity Areas

Noise level shall not exceed more than 4 dbA compared to the background noise.

C. Air-change rate for mechanical ventilation

Toilets:	15 air-change/hour
Kitchen:	15 air-change/hour (general extraction, not for kitchen exhaust hood)
Laundry:	15 air-change/hour

D. Lighting

Average illuminance of 300 lux at children's working level, i.e. 0.5m above ground level to be maintained in the activity rooms.

幼兒中心內空氣調節裝置的技術性資料一覽表

甲. 設計階段

- (1) 必須提交空氣調節及機械通風裝置的詳細設計圖則。
- (2) 必須列明每個房間的名稱及用途。
- (3) 必須列明在指定的房間及與其相連而沒有牆壁分隔的地方的總使用人數(包括職員、家長與幼兒)。
- (4) 必須標示冷氣機的位置及制冷量。
- (5) 必須標示每台通風扇的位置及運作模式 (抽入或排出)。
- (6) 必須詳列每台通風扇的大小及送風量 (公升/秒)。
- (7) 必須提供每處幼兒通常使用的地方 (例如課室、活動室、幼兒廁所等)的鮮風供應量及換氣率的計算記錄, 以表明該裝置符合幼兒中心的有關標準和規定。
- (8) 必須標示風槽/百葉孔/格柵的鮮風供應/排氣量。
- (9) 鮮風/排氣風槽應預留裝置以便日後測試風量。

乙. 申請實地檢查階段

在提出派員作實地檢查之前, 必須完成整個空氣調節及機械通風裝置的安裝及測試, 而且需提交裝置的測試報告, 計算記錄及標示有甲(1)至(9) (如適用) 之資料的竣工圖則。

Technical Information Checklist for
Air-conditioning Installation in Child Care Centre

A. Design Stage

- (1) Design drawing for air-conditioning and ventilation installations shall be submitted.
- (2) Room name indicating the purpose of use shall be shown.
- (3) Total number of occupants (including staff & children) in designated area and any other connected area not separated by solid wall shall be shown.
- (4) Location and cooling capacity of each air-conditioning unit shall be indicated.
- (5) Location mode of operation (intake or exhaust) of each ventilation fan shall be indicated.
- (6) Fan size and air handling capacity (l/s) of each ventilation fan shall be shown.
- (7) Fresh air supply quantity and air exchange rate calculations for each area normally occupied by children (e.g. classroom, activity room, children toilet, etc.) shall be provided to demonstrate compliance with the standards and requirements for child care centres.
- (8) The fresh/exhaust air quantity at each air duct/louver/grille shall be shown.
- (9) Provision shall be allowed in the fresh/exhaust air duct for measurement of air flow rate.

B. On Request for Inspection

Upon completion and testing of the whole installation, test report, calculation and as-fitted drawing with items A(1) to A(9) (where applicable) incorporated shall be submitted prior to the request for site inspection.

通風量度報告(幼兒中心/幼兒園適用)
Ventilation Air Measurement Report for CCC/Nursery

中心名稱 Agency:

地址 Address:

Y

1	2	3
4	5	6
7	8	9

Z

圖A Fig. A

評估的項目 Elevation of assessment item:

A. 進風/ 排氣通風口或 Inlet Air/Exhaust Air louvre or

B. 送風扇出口或 Supply Fan outlet or

C. 排氣扇入口 Exhaust Air Fan Inlet

通風量度表 Ventilation Air Measurement Table

位置 Location	評估項目 的種類 Type of assessment item	Y (米) (m)	Z (米) (m)	房間體積 Volume of Room (立方米) (m ³)	檢測點的量度風速(見圖A) Measure Air Velocity at Check Point (see Fig.A) (米/秒)(m/s)									平均速度 *Mean Velocity	每小時換氣15次所 需的最低通氣量 + Minimum Vent. Air Required at 15 air-change/hour (litre/s) (升/秒)	量度的通氣量 # Measured Vent. Air Quantity (litre/s) (升/秒)
					1	2	3	4	5	6	7	8	9			

* = 量度值的總和 (米/秒) Sum of measured value (m/s) ÷ 檢測點數目 No. of check Point

+ = 房間體積(立方米) Volume of room (m³) x 15 + 3600 x 1000

= 平均速度(米/秒) Mean velocity (m/s) x Y(m) (米) x Z(m) (米) x 1000 x 通風口的利
用系數 Utilization Factor of the
Louvre

簽署 Signature: _____

申請人姓名 Name of Applicant: _____

日期 Date: _____

承辦商名稱 Name of Contractor

及公司蓋印 & Company Stamp:

負責人員(姓名) Tested by (Name): _____

簽名 Signature: _____

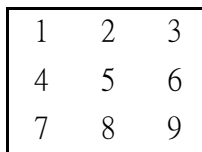
日期 Date: _____

鮮風量度報告(幼兒中心/幼兒園適用)
Fresh Air Measurement Report for CCC/Nursery

中心名稱 Agency:

地址 Address:

Y



Z

圖A Fig. A

評估的項目 Elevation of assessment item:

- A. 鮮風通風口或 Fresh Air louvre or
- B. 送風扇出口或 Supply Fan outlet or
- C. 排氣扇入口或 Exhaust Air Fan Inlet or
- D. 鮮風管道 Fresh Air Duct

鮮風量度表 Fresh Air Measurement Table

位置 Location	評估項目的種類 Type of assessment item	Y (米) (m)	Z (米) (m)	人數 No. of Person	檢測點的量度的風速(見圖A) Measure Air Velocity at Check Point (see Fig.A) (米/秒) (m/s)									平均速度 *Mean Velocity	所需的最低鮮氣量為10升/秒/人 + Minimum F.A. Required at 10 1/s/p (litre/s) (升/秒)	量度的鮮風量 # Measured F.A. Quantity (升/秒) (litre/s)
					房間 room	1	2	3	4	5	6	7	8			

* = 量度值的總和(米/秒) Sum of measured value (m/s) ÷ 檢測點數目 No. of check Point.

+ = 人數 No. of person x 10 (1/s)(升/秒)

= 平均速度 (米/秒) Mean velocity (m/s) x Y(m) (米) x Z(m) (米) x 1000 x 通風口的利用係數 Utilization Factor of the Louvre

簽署 Signature: _____

申請人姓名 Name of Applicant: _____

日期 Date: _____

承辦商名稱 Name of Contractor

及公司蓋印 & Company Stamp:

負責人員(姓名) Tested by (Name): _____

簽名 Signature: _____

日期 Date: _____

個人資料收集聲明

收集個人資料的目的

1. 你在本表格提供的個人資料，會供教育局用於以下一項或多項用途：

- (a) 就通風量度報告/鮮風量度報告(幼兒中心/幼兒園適用)，辦理有關處理、核實及查證的事務；
- (b) 就上文(a)項所述的處理、核實及查證，辦理有關把個人資料與政府相關政策局／部門資料庫進行核對程序的事務；
- (c) 為核實／更新教育局的記錄，辦理有關把個人資料與教育局資料庫進行核對程序的事務；
- (d) 辦理有關培訓及發展的事務，包括發出計劃／活動邀請、處理發還課程費用申請、評審提名、獎項和獎學金，以及監察達標進度；
- (e) 辦理有關處理及審核撥款／補助／津貼申請、發放撥款／補助／津貼，以及審計的事務；
- (f) 辦理有關編製統計資料、研究材料及政府刊物的事務；以及
- (g) 辦理有關施行及強制執行規則及規例 [包括《教育條例》(香港法例第 279 章)及其附屬法例(例如《教育規例》、《補助學校公積金規則》、《津貼學校公積金規則》)和《資助則例》)]的事務；及《幼兒服務條例》(香港法例第 243 章)及其附屬法例 [即《幼兒服務規例》(香港法例第 243A 章)]的事務

2. 你必須按本表格的要求及於本局處理本表格的過程中提供個人資料。假如你沒有提供該等個人資料，本局可能無法辦理或繼續處理。

可獲轉移資料者

3. 你提供的個人資料會供教育局人員取閱。除此之外，本局亦可能會向下列各方或在下述情況轉移或披露該等個人資料：

- (a) 政府其他政策局及部門，包括機電工程署，消防處，建築署以用於上文第 1 段所述的用途；
- (b) 與本表格相關的學校，以用於上文第 1 段所述的用途；
- (c) 你曾就披露個人資料給予訂明同意；以及
- (d) 根據適用於香港的法例或法庭命令授權或規定披露個人資料。

查閱個人資料

4. 你有權要求查閱及更正教育局所持有關於你的個人資料。如需查閱或更正個人資料，請以書面向以下人士提出：香港太古城太古灣道 14 號 6 樓 602 室幼稚園及幼兒中心聯合辦事處當值主任或電郵至 jokc@edb.gov.hk。

Personal Information Collection Statement

Purpose of Collection

1. The personal data provided by you in this form will be used by the EDB for one or more of the following purposes:
 - (a) Activities relating to the processing, authentication and counter-checking of the Ventilation Air Measurement Report/Fresh Air Measurement Report for CCC/Nursery;
 - (b) Activities relating to matching of the personal data with the database of other relevant Government bureaux / departments in connection with the processing, authentication and counter-checking of the application mentioned in (a) above;
 - (c) Activities relating to matching of the personal data within the database of EDB for purposes of verifying / updating records of the EDB;
 - (d) Activities relating to training and development including invitation of participation in programmes/activities, applications for reimbursement of course fees, assessment of nominations, awards and scholarship, and monitoring of attainment progress;
 - (e) Activities relating to the processing and vetting of applications for, and disbursement of, funding / grants / subsidies, and conducting of audits;
 - (f) Activities relating to compilation of statistics, research and Government publications; and
 - (g) Activities relating to the administration and enforcement of rules and regulations including the Education Ordinance (Cap. 279), its subsidiary legislation (such as the Education Regulations and the Grant/Subsidized Schools Provident Fund Rules); and the Codes of Aid, the Child Care Services Ordinance (Cap.243) and its subsidiary legislation (i.e., the Child Care Services Regulations (Cap 243 A))
2. The provision of personal data required by this form and during the processing of this form is obligatory. In the event that you do not provide those personal data, we may not be able to handle or further process the application.

Classes of Transferees

3. The personal data you provide will be made available to persons working in EDB. Apart from this, they may be transferred or disclosed to the parties or in the circumstances listed below:-
 - (a) other Government bureau and departments, including Electrical and Mechanical Services Department, Fire Services Department and Building Department, for the purposes mentioned in paragraph 1 above;
 - (b) the school in which the form relates for the purposes mentioned in paragraph 1 above;
 - (c) where you have given your prescribed consent to such disclosure; and
 - (d) where such disclosure is authorised or required under the law or court order applicable to Hong Kong.

Access to Personal Data

4. You have the right to request access to and correction of your personal data held by EDB. Request for access or correction of personal data should be made in writing to intake officer at Room 602, 6/F, 14 Taikoo Wan Road, Taikoo Shing, Hong Kong or email to jokc@edb.gov.hk.