

Technical Advice from Architectural Services Department

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1. Steps of Processing
2. Drawings and Estimates
3. Common Problems

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1. Five Steps of Processing

Step 1: Preliminary Assessment

Step 2: Arrangement for Joint Site Inspection

Step 3: Joint Site Inspection

Step 4: Budgetary Assessment

Step 5: Differences/Objections from Schools

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Step 1: Preliminary Assessment

- EDB to complete Initial Screening.
- EDB to forward to ArchSD the DSS applications in batching.
- ArchSD to advise EDB of preliminary assessment.

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Step 2:

Arrangement for Joint Site Inspection

- EDB to arrange site inspection upon receipt of ArchSD's preliminary assessment.
- Outstanding information to be provided by the school 3 days prior to the joint site inspection.

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Step 3:

Joint Site Inspection

- EDB to lead the joint inspection and decide on supportability of items as required.
- Schools' representative to answer queries raised during site walk and provide further information immediately afterwards.

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Step 4:

Budgetary Assessment by ArchSD

- Based on the available information from schools and policy decision on supportability of items from EDB, ArchSD to proceed with detailed budgetary examination.
- ArchSD to report on the technically supported amount to EDB.

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Step 5:

Differences/ Objections from Schools

- Schools to provide justification/ substantiation in respect of each disputed item within reasonable time after receipt of EDB's advice.
- EDB/ ArchSD to further assess and decide on the final supportable level.
- ArchSD to complete within reasonable time.
- May repeat the above process once more, where necessary, as the final round.

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2. Drawings and Estimates

Drawings

Drawings for each application item:

- 1) Layout plans with dimensions and location
- 2) Layout plans to scale
- 3) Highlight changes on plans

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Estimates

- Details of the proposed works items should be clear and sufficient to facilitate cost estimates

**ARCHITECTURAL SERVICES DEPARTMENT
SUBVENTED PROJECTS DIVISION**

**Estimate for DSS Major Repair Works
(Building Work)**

Item No.	Details of Works Items (description, locations, etc.)	Work Type	Justification	Qty	Unit	Rate	Applied Amount	To be completed by EDB/ArchSD		Remarks
								Supported Amount (\$/total \$)	Sub-Amount (\$/total \$)	
11	Waterproofing works for main roof, roof and upper roof floor (horizontal and impervement)									
11.1	Removal of existing roof floor and waterproofing membrane			1	Sqm	0	0			
11.2	Cement and screeding to fill			1	Sqm	0	0			
11.3	Laying of new waterproofing membrane			1	Sqm	0	0			
11.4	Laying of new polyurethane insulation board			1	Sqm	0	0			
11.5	Paving of new motorbikes			1	Sqm	0	0			
11.6	Pond top			1	Sqm	0	0			
			Sub-total and rounded to nearest				0			

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3. Common problems

1. Unclear or ambiguous description of the scope of works
2. Estimates combined into a lump sum without relevant breakdowns

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3. Inclusion of non/above-standard items
4. Inclusion of furniture and equipment (F & E) items
5. Slope repair works

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1. Unclear or ambiguous description of the scope of works

- Example:

Description	Unit	Unit Rate	Amount
Replacement of existing air-conditioners in the Offices	5nos	\$4,100	\$20,500

Arch SD's comment:

Layout plan with indication of the exact locations of the air-conditioner and detailed work scope (e.g. the cooling capacity and type of air-conditioner) should be provided.

- Proper Submission:
 - Provide clear description of the scope of works

Description	Unit	Unit Rate	Amount
(i)To replace the existing air-conditioners in the Staff Room on 2/F with window type A/C units (cooling only with cooling capacity @5.3kW) c/w all necessary supports, condensate drip pan, power supply connection and condensate drain pipe connected to nearest drain	3nos	\$4,500	\$13,500

- Proper Submission:
 - Provide clear description of the scope of works (cont'd)

Description	Unit	Unit Rate	Amount
(ii)To replace the existing air-conditioners in the General Office on G/F with window type A/C units (cooling only with cooling capacity @3.5kW) c/w all necessary supports, condensate drip pan, power supply connection and condensate drain pipe connected to nearest drain	2nos	\$3,500	\$7,000
Total			\$20,500

- Submit relevant layout plans to indicate locations of the air-conditioners.

2. Estimates combined into a lump sum without relevant breakdown

- Example:

Description	Unit	Unit Rate	Amount
Application of roof waterproof coat	1sum	\$890,000	\$890,000

Arch SD's comment:

Schools/AP should provide the cost breakdown for waterproof coat.

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- Proper Submission:
 - Schools should provide roof warranty to show expiry of guarantee period.

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- Example:

Description	Unit	Unit Rate	Amount	Remarks
Demolition of existing roof finishes and waterproofing membrane	1000 m ²	\$150	\$150,000	Water seepage and weathering of roof-top.
Cement sand screeding to fall	1000 m ²	\$200	\$200,000	
Laying of new waterproofing membrane	1000 m ²	\$250	\$250,000	
Laying of new polystyrene insulation board	1000 m ²	\$100	\$100,000	
Paving of new roof tiles	1000 m ²	\$180	\$180,000	
Pond test	1 sum	\$10000	\$10,000	
Total			\$890,000	

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3. Inclusion of non/above-standard items

- Examples:
 - CCTV System;
 - Air-conditioning system/units in Dining Hall, etc.
- Proper Submissions:
 - Schools should follow the standard provision according to EDB's requirements

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4. Inclusion of furniture and equipment (F&E) items

- Examples:
 - Audio/ Visual equipment;
 - LAN cable and computing equipment;
 - Overhead projector, etc.
- Proper Submission:
 - F&E items should not be included in the works.

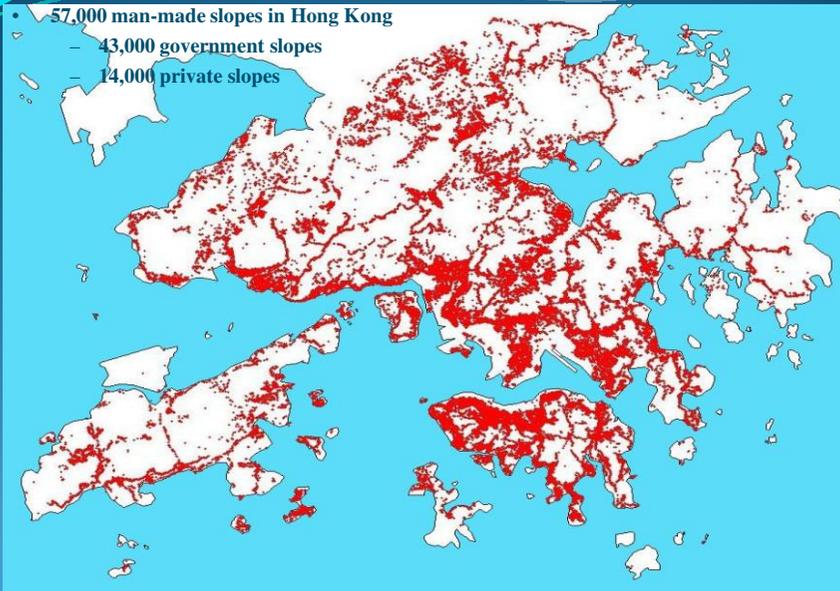
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5. Slope repair works

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Man-made slopes in Hong Kong

- 57,000 man-made slopes in Hong Kong
 - 43,000 government slopes
 - 14,000 private slopes



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Man-made slopes in Hong Kong

- Lack of slope maintenance is one of the contributory factors to landslides
- Regular maintenance is essential to the continued stability of all man-made slopes

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Record of slopes

Can be obtained from Lands Department Slope Maintenance Responsibility Information System (<http://www.slope.landso.gov.hk/smr/s/index.html>)

Click on map to zoom to the desired area or click on the selected search type.

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- Historical Landslide Catchments
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Slope Information System
The Slope Information System Provides Detailed Information on 57,000 Registered Slopes in the Territory.



Slope Safety Island

A Slope Maintenance Interactive Training Course including Games and Quizzes



Slope Maintenance

Essential Guides and Information on Slope Maintenance and Slope Improvement Works

Assistance to Slope Owners

Hong Kong Slope Safety System and Geological Information, Reference

Landslide Warning Messages, Personal Safety Messages &

Slope Maintenance

Layman's Guide to Slope Maintenance



- Maintenance Inspection:**
 - > Routine Maintenance Inspection (once every year)
 - > Engineer Inspection for Maintenance (once every 5 years)

Maintenance Works

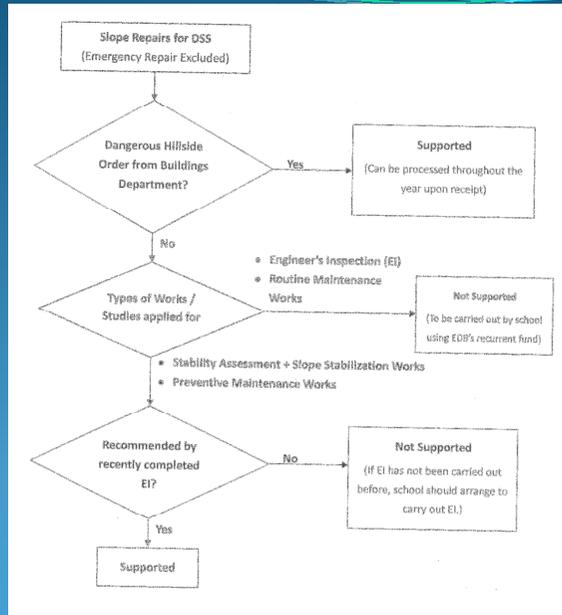
(<http://www.cedd.gov.hk/hkss>)

Downloading Area

Typical man-made items on slopes and retaining walls that require maintenance



DSS Application for non-recurrent assistance – Slope Repairs (SR)



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Types of Works Not Supported under Non-recurrent Assistance

- Routine slope maintenance works (e.g. Repair cracked / damaged chunam / shotcrete surface, remove unplanned vegetations, clearance of blocked drainage channels / catchpits, repair damaged channels / catchpits, clear blocked weepholes in retaining walls etc.)
- Engineer Inspection (EI) of slopes / retaining walls located within school boundaries to be carried out by Registered Geotechnical Engineers

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Cracked/Damaged Chunam Surface



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Repair Cracked Chunam Surface



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Removal of Unplanned Vegetation



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Well-Maintained Shotcrete Surface



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Vegetated Surface Erosion



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Overgrowth Vegetation



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Well-maintained Vegetated Surface



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Repair of Pointing



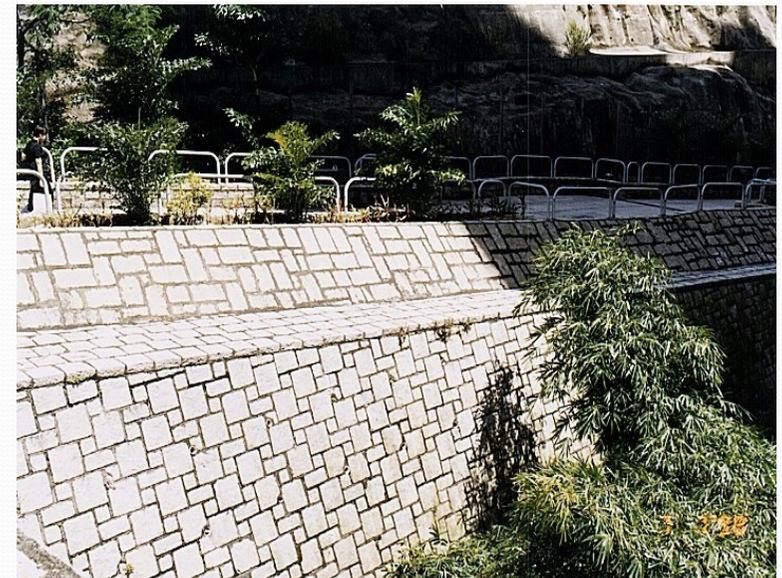
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Well-maintained Retaining Wall



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Well-Maintained Stone-Pitched Surface



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Surface Channel Blocked by Rubbish



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Surface Channel Blocked by Overgrown Vegetation



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Surface Channel Blocked by Fallen Leaves



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Cracked Surface Channel



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Blocked Catchpit Inlet



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Catchpit Blocked by Rubbish



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Properly Maintained Surface Channel



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Routine Maintenance Works

清理積存在排水渠內的雜物

修補破裂或損毀的排水渠

修補或更換破裂的斜坡護面

清理淤塞的疏水孔及出水管

修葺砌石牆的勾縫

清除引致斜坡護面及排水渠破裂的植物

在光禿的土坡面重新種草

清除岩坡上或孤石附近的碎石及雜草

修理滲漏的外露水管

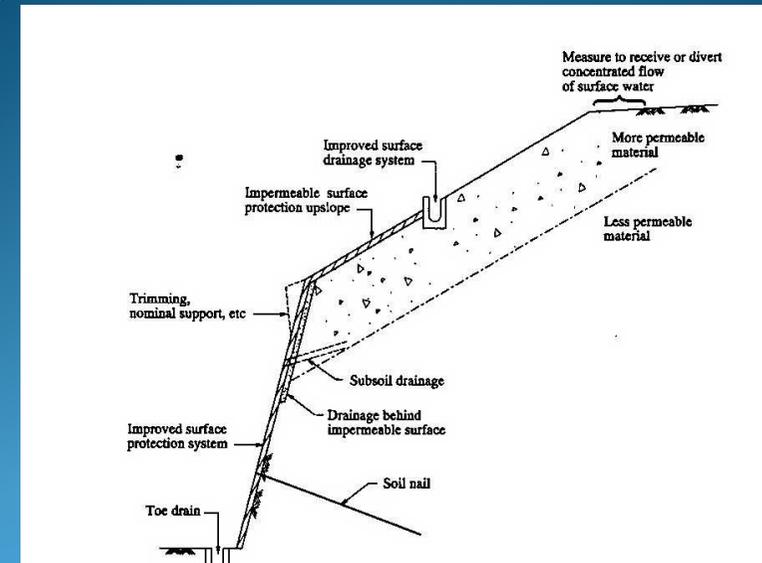
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Types of Works / Studies Supported under Non-recurrent Assistance

- **Stability Assessment by Registered Geotechnical Engineer + Slope stabilization works**
- **Preventive maintenance works**
 - Soil slopes – improved surface protection on slope and upslope, surface drainage channels, subsoil drainage, soil nails etc.
 - Rock slopes – concrete buttress, rock dowels, steel wire meshes, scaling or dentition etc.

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Typical Preventive Maintenance Works for Soil Slope



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Examples of Preventive Maintenance Works for Soil Slope

Surface Drainage



Surface Protection



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Examples of Preventive Maintenance Works for Soil Slope

Regrading and Surface Protection



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Examples of Preventive Maintenance Works for Soil Slope

Subsurface Drainage



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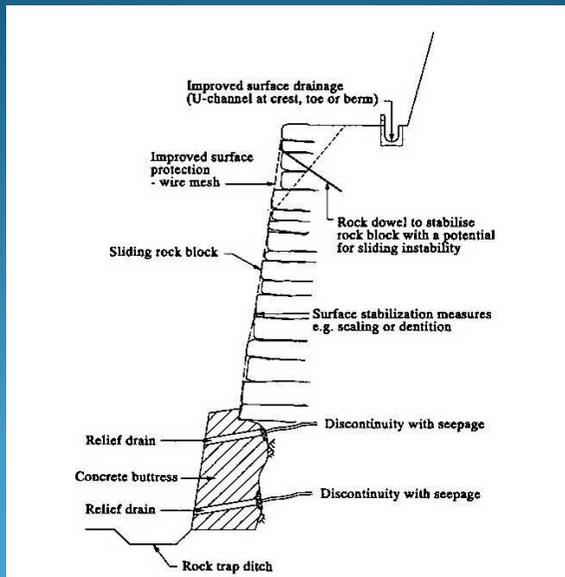
Examples of Preventive Maintenance Works for Soil Slope

Structural Support (Soil nails)



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Typical Preventive Maintenance Works for Rock Slope

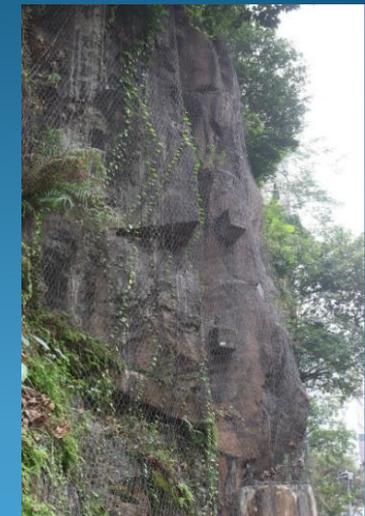


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Examples of Preventive Maintenance Works for Rock Slope



Steel meshes and shotcrete surface



Rock dowel and steel meshes

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Examples of Preventive Maintenance Works for Rock Slope



Dentition and rock dowel



Concrete buttress

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網址: http://www.bd.gov.hk/english/inform/index_ap.html

Buildings Department
The Government of the Hong Kong Special Administrative Region

GovHK 香港政府一站通 繁體版 简体版

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Questions & Answers

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Thank You

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