ITEM FOR PUBLIC WORKS SUBCOMMITTEE OF FINANCE COMMITTEE

HEAD 703 - BUILDINGS

Government Offices – Intra-governmental services 115KA – Relocation of Part of the Offices of the Department of Justice to the Main and East Wings of the Former Central Government Offices

Members are invited to recommend to Finance Committee the upgrading of **115KA** to Category A at an estimated cost of \$796 million in money-of-the-day prices for the works required for the relocation of part of the offices of the Department of Justice to the Main and East Wings of the former Central Government Offices.

PROBLEM

At present, the offices of the Department of Justice (DoJ) are scattered at different locations in the vicinity of Admiralty. This is not conducive to internal communication as well as the deployment of resources and the arrangements for the shared use of common facilities, thereby affecting the operational efficiency of the Department.

PROPOSAL

2. The Director of Architectural Services, with the support of the Secretary for Justice, proposes to upgrade **115KA** to Category A at an estimated cost of \$796 million in money-of-the-day (MOD) prices for the works required for the relocation of part of the offices of the DoJ to the Main and East Wings of the former Central Government Offices (CGO Main and East Wings) in Central.

/**PROJECT**

PROJECT SCOPE AND NATURE

3. The scope of the project comprises the conversion and refurbishment of the CGO Main and East Wings for providing the following facilities –

- (a) general office accommodation;
- (b) communal facilities including conference rooms, a multi-purpose function hall, a library and mini libraries in individual divisions; and
- (c) other ancillary facilities such as car parking spaces, a building management office and an access card control room.

The proposed works will cover a net operating floor area¹ of 11 170 square metres (m^2) in the CGO Main and East Wings.

4. In view of the historical significance of the Main and East Wings of the former CGO, which were completed in 1956 and 1954 respectively, we have taken steps to minimise the impact on or alteration to the original buildings in planning the works project for the relocation. The works are broadly divided into the following three parts –

(a) <u>Preservation and repair of the existing building structure</u>

The objective of this part of the works is to preserve and repair the original buildings and their character-defining elements with minimum intervention. Any alteration and addition works will be properly done to minimise physical damage and visual impact. The necessary structural works include –

/(i)

¹ Net operating floor area (NOFA) is the floor area actually allocated to the users of a building for carrying out the intended activities. Unlike the construction floor area which takes into account all areas within the building structure envelope, NOFA does not include areas for toilets, lift lobbies, stair halls, public/shared corridors, stairwells, escalators and lift shafts, pipe/services ducts, refuse chutes and refuse rooms, open decks and flat roofs, car parking spaces, loading and unloading areas, mechanical plant rooms, etc.

- plant rooms currently located outside the buildings and service ducting currently on the exterior surface facing public streets will be replaced in an orderly manner. The original exterior design will be preserved as far as possible and no unnecessary alteration works will be carried out;
- (ii) the existing window-type air conditioners will be removed and the respective steel windows will be replaced with new ones to match with the existing windows;
- (iii) the added building facilities on the roof surface, which are exposed, will be replaced by new set of facilities with an orderly layout and properly screened to reduce the visual impact; and
- (iv) green roof and non-reflective photovoltaic panels will be erected to enhance greenery space and improve the building environment. The new design will preserve the original flat roof setting without imposing excessive loading on the roof surface.
- (b) <u>Internal office layout restructuring and functional</u> <u>improvements</u>

This part of the works will mainly involve internal alterations, additions and fitting-out works for office use², including offices, libraries, conference rooms and a multi-purpose function hall. Besides, to meet functional and operational needs, the following basic features will be enhanced under the project –

 two lifts and two dumbwaiters will be added to enhance people flow and efficiency of internal document transfer between different floors. Their compatible design will minimise visual impact to the interior of the building; and

² Additional female toilets would be provided to meet the prevailing requirements.

- (ii) a new layer of windows will be provided to the internal side of the existing steel frame windows to improve the acoustics and indoor environment. The design of the new windows will not impair the design of the original steel frame windows.
- (c) <u>Enhancement works for complying with statutory</u> requirements

Enhancement works will be carried out in the CGO Main and East Wings to improve fire safety and provide a barrier-free environment in compliance with prevailing building codes. The works mainly consist of the following –

- (i) separate escape staircases will be provided to all underground levels;
- (ii) lift services will be extended to underground level and 7/F at Main Wing and 6/F at East Wing;
- (iii) escape staircases with protected lobbies will be added; and
- (iv) ramps will be provided at all key passageways to meet the requirement for barrier-free access³.

5. A site plan, layout plans, a sectional drawing, perspective drawings and a barrier-free access plan are at Enclosures 1 to 6 respectively. The New Annex Hall and some areas in the Main Wing are being used, on a temporary basis, by the "Commission of Inquiry into the Collision of Vessels near Lamma Island on 1 October 2012" for conducting hearings and related purposes. The Commission is expected to submit its report by the latter half of April 2013 or such time as the Chief Executive in Council may allow. In view of this latest development, we anticipate that subject to funding approval of the Finance Committee (FC), the conversion works will commence in the second quarter of 2013 for completion in the first quarter of 2015.

/JUSTIFICATION

³ Additional disabled toilets would be provided to meet the prevailing requirements.

JUSTIFICATION

6. The DoJ plays an important role in the legal system. The Department gives legal advice to other bureaux and departments of the Government, represents the Government in legal proceedings, drafts government bills, makes prosecution decisions, and promotes the rule of law. Since 1986, the offices of the DoJ have mainly been accommodated in the Queensway Government Offices (QGO). Over the years, DoJ has increasing demand for office space due to operational and development needs. Given the limited floor area in the QGO, the Department has to accommodate some of its offices in different commercial buildings (including United Centre, Admiralty Centre and Harcourt House) and government-owned properties (at Fairmont House, Rumsey Street Multi-storey Carpark Building and Murray Road Multi-storey Carpark Building) in the vicinity of Admiralty⁴. The offices of the DoJ, therefore, are currently scattered in the QGO and other different places. This affects the operational efficiency of the Department.

Offices to be located to CGO Main and East Wings

7. As stated in the 2009-10 Policy Address, the Main and East Wings of the former CGO will be preserved for use by DoJ after the relocation of the bureaux to the Central Government Offices at Tamar. This arrangement provides an opportunity for the DoJ to re-organise its offices with a view to enhancing its efficiency and optimising the use of government resources as a whole. We plan to relocate the following offices and divisions to the CGO Main and East Wings –

- (a) the Secretary for Justice's Office;
- (b) the International Law Division;
- (c) the Law Drafting Division;
- (d) the Legal Policy Division;
- (e) some offices of the Civil Division; and

/(f)

⁴ The offices accommodated in United Centre and Fairmont House are mainly units of Administration and Development Division, while offices accommodated in Admiralty Centre and Rumsey Street Multi-storey Carpark Building are mainly units of Civil Division. As for Harcourt House, the area is shared by units of Prosecutions Division, Legal Policy Division as well as Administration and Development Division. Areas in Murray Road Multi-storey Carpark Building are mainly used for file storage.

(f) some offices of the Administration and Development Division.

Arrangements for the West Wing of CGO

8. Our original plan was that the Prosecutions Division, which could not be relocated to the CGO Main and East Wings due to space constraints there, would continue to be accommodated at the QGO. We also hoped that those offices which are currently accommodated in different buildings in the vicinity of Admiralty and would not be relocated to the CGO Main and East Wings could also be integrated under one roof at the QGO to facilitate daily operation.

9. The Government announced on 4 December 2012 the decision to reuse the West Wing of the former CGO (CGO West Wing) and allocate it for use by DoJ and law-related non-government organizations (NGOs). Following this decision, those offices of DoJ located in the QGO and in the vicinity of Admiralty which will not be relocated to the CGO Main and East Wings can be accommodated in CGO West Wing, while some space can also be provided to law-related NGOs for setting up their offices. This arrangement will enable all Divisions of the DoJ to be accommodated in the three Wings of the former CGO, which will help enhance the Department's overall operational and service efficiency. The office space currently occupied by the DoJ in the QGO and outstation offices can also be released for use by other government departments or be deleased.

10. To ensure that the office space available in the CGO Main and East Wings can be put to use at the earliest possible time, we will proceed with the relocation project as scheduled. As it would take some time for the preparation of the relocation project in respect of the West Wing, we will take forward the works required for the West Wing as a separate project. We are working with departments concerned on the necessary preparation work, including technical feasibility study, heritage impact assessment (HIA), floor plan design, consultation with the Central and Western District Council, tender preparation and actual tendering and seeking funding approval from the FC.

/**Overall**

Overall space requirement of DoJ in CGO

The total area currently occupied by the DoJ in the vicinity of 11. Admiralty is about 17 700 m², including about 13 000 m² at QGO and about 4 700 m^2 in outstation offices (about 2 500 m^2 in rented office accommodation and about 2 200 m² in government-owned buildings). The available area in the CGO Main and East Wings is about 11 170 m², out of which about 9 700 m² will be occupied by existing offices to be relocated from the QGO and outstation offices. For the remaining area of about 1 500 m², about 1 000 m² is to cater for existing shortfall in provision⁵ for the teams to be relocated and about 500 m^2 is for preserving features with heritage value and existing facilities which would be put to gainful use (e.g. the conference room on 1/F of East Wing will be incorporated into the reading corner of the future library and the press conference hall will be used as a multi-purpose function hall). As regards the area of about 8 000 m^2 which will not be relocated to the CGO Main and East Wings, we plan to relocate the offices to the West Wing. We are working with departments concerned on our total space requirement in the CGO West Wing taking into account the existing shortfall in office provision for the other teams as well as the need for future development of the Department as a whole, with due reference to the prevailing space standards adopted in the Government. We will also ascertain the floor area available in the CGO West Wing. Further details regarding the space provision for DoJ offices in the CGO West Wing and law-related NGOs will be reported to Members when the works for that part of the relocation exercise is submitted to the Legislative Council for funding approval in due course. We will exercise due diligence in working out the space requirement.

12. The DoJ currently occupies about 2 500 m^2 of office area in rented office accommodation with an annual rental cost of about \$14.8 million based on current rental level. Upon the relocation of the offices to the CGO Main and East Wing and to the CGO West Wing, the rented office accommodation will be released in stages to achieve rental saving.

/FINANCIAL

⁵ Since the DoJ moved to the QGO in 1986, the Department has been encountering increasing workload, and hence additional manpower resources were required. However, the increase in the provision of accommodation could not meet the increase in space demand and thus officers are working in a congested environment. In planning the relocation project, efforts have been made to re-organize its offices and review the space requirement based on the prevailing space standards of the Government to ensure that sufficient space can be made available to the Department in order to meet its current accommodation need.

FINANCIAL IMPLICATIONS

13. We estimate the capital cost of the project to be \$796 million in MOD prices (please see paragraph 14 below), broken down as follows –

		\$ million	
(a)	Site works	4.0	
(b)	Building ⁶	319.8	
(c)	Building services ⁶	169.7	
(d)	Drainage	13.4	
(e)	External works	50.5	
(f)	Additional energy conservation measures	12.3	
(g)	Furniture and equipment ⁷	51.0	
(h)	Consultants' fee for heritage assessments ⁸	6.8	
(i)	Contingencies	63.0	
	Sub-total	690.5	(in September 2012 prices)
(j)	Provision for price adjustment	105.5	F
	Total	796.0	(in MOD prices)
			/We

⁶ The estimated cost for repair of the existing building and enhancement works for complying with statutory requirements is about 14% of the building and building services costs whereas the estimated cost for preservation works is about 6% of the building and building services costs. The remaining 80% relates to works for internal office layout restructuring and functional improvements.

⁷ The estimated cost of furniture and equipment is based on an indicative list of items required.

⁸ The heritage consultant will be responsible for vetting the contractor's proposed method statements and materials submissions, and providing on-site supervision of the preservation and repair works, including compilation of reports and as-built drawings.

14.

We propose to engage consultants to undertake heritage assessments for the project. A breakdown of the estimates for consultants' fees is at Enclosure 7. The construction floor area (CFA) of **115KA** is about 24 420 m². The estimated construction unit cost, represented by building and building services costs, is \$20,045 per m² of CFA in September 2012 prices. We consider this reasonable as compared with other projects involving the provision of government offices.

Subject to approval, we will phase the expenditure as follows -

Year	\$ million (Sept 2012)	Price adjustment factor	\$ million (MOD)	
2013 - 14	130.0	1.06250	138.1	
2014 - 15	360.0	1.12625	405.5	
2015 – 16	106.0	1.19383	126.5	
2016 - 17	36.0	1.26545	45.6	
2017 – 18	32.0	1.34138	42.9	
2018 - 19	26.5	1.41180	37.4	
	690.5		796.0	

15. We have derived the MOD estimates on the basis of the Government's latest set of assumptions on the trend rate of change in the prices of public sector building and construction output for the period from 2013 to 2019. We will award the contract on a lump-sum basis because the scope of the works can be clearly

defined in advance. The contract will provide for price adjustments.

We estimate the annual recurrent expenditure arising from the project 16. (mainly for additional staffing resources for building management; service contracts such as for security and cleansing; repair and maintenance; as well as daily running costs) to be about \$17 million.

PUBLIC CONSULTATION

17. The Antiquities Advisory Board (AAB) discussed the HIA report for the project and endorsed the report at its meeting on 14 June 2012.

18. We consulted the Central and Western District Council on 12 July 2012 on the project. Members expressed support for the project.

19. We consulted the Legislative Council Panel on Administration of Justice and Legal Services on 27 November 2012. The Panel has no objection to the Department submitting the proposal to the Public Works Subcommittee and FC. Some Members raised questions about the possibility of relocating the remaining offices of the DoJ to the CGO West Wing, the office area of the DoJ after the relocation to the CGO Main and East Wings, breakdown of the costs involved and the future arrangements for the existing fences. The relevant information about these issues is now set out in paragraphs 9 to 13 and 28.

ENVIRONMENTAL IMPLICATIONS

20. The project is not a designated project under the Environmental Impact Assessment Ordinance (Cap. 499). The project will not cause long term environmental impacts. We have included in the project estimates the cost to implement suitable mitigation measures to control short term environmental impacts.

21. During the works stage, we will control noise, dust and site runoff nuisances to levels within established standards and guidelines through the implementation of mitigation measures as required.

/22.

22. At the planning and design stages, we have considered measures to reduce the generation of construction waste where possible (e.g. using metal site hoardings and signboards so that these materials can be recycled or reused in other projects). In addition, we will require the contractor to reuse inert construction waste on site (e.g. use of excavated materials for filling within the site) or in other suitable construction sites as far as possible, in order to minimise the disposal of inert construction waste at public fill reception facilities⁹. We will encourage the contractor to maximise the use of recycled/recyclable inert construction waste, and the use of non-timber formwork to further reduce the generation of construction waste.

23. At the works stage, we will require the contractor to submit for approval a plan setting out the waste management measures, which will include appropriate mitigation means to avoid, reduce, reuse and recycle inert construction waste. We will ensure that the day-to-day operations on site comply with the approved plan. We will require the contractor to separate the inert portion from non-inert construction waste on site for disposal at appropriate facilities. We will control the disposal of inert construction waste and non-inert construction waste at public fill reception facilities and landfills respectively through a trip-ticket system.

24. We estimate that the project will generate in total about 16 250 tonnes of construction waste. Of these, we will reuse about 1 230 tonnes (7.6%) of inert construction waste on site and deliver 13 070 tonnes (80.4%) of inert construction waste to public fill reception facilities for subsequent reuse. We will dispose of the remaining 1 950 tonnes (12%) of non-inert construction waste at landfills. The total cost for accommodating construction waste at public fill reception facilities and landfill sites is estimated to be about \$0.6 million for this project (based on a unit cost of \$27 per tonne for disposal at public fill reception facilities and \$125 per tonne at landfills¹⁰).

/HERITAGE

⁹ Public fill reception facilities are specified in Schedule 4 of the Waste Disposal (Charges for Disposal of Construction Waste) Regulation (Cap. 354N). Disposal of inert construction waste in public fill reception facilities requires a licence issued by the Director of Civil Engineering and Development.

¹⁰ This estimate has taken into account the cost of developing, operating and restoring the landfills after they are filled and the aftercare required. It does not include the land opportunity cost of existing landfill sites (which is estimated at \$90 per m³), nor the cost to provide new landfills (which is likely to be more expensive) when the existing ones are filled.

HERITAGE IMPLICATIONS

25. As required under the prevailing requirements, this project is subject to a HIA. The HIA report has been considered by the Antiquities and Monuments Office (AMO) of the Leisure and Cultural Services Department and they have no objection to the report. The AAB endorsed the report at its meeting on 14 June 2012. We will ensure that the construction works and further maintenance will comply with the mitigation measures, recommendations and requirements stipulated in the HIA report. In case of any amendment to the scheme or the detailed design, we will further consult the AMO and the AAB as necessary to formulate additional mitigation measures to ensure that any possible impact on the heritage site is acceptable from the conservation perspective.

26. The HIA report proposes that the following features of the CGO Main and East Wings with heritage value be preserved for heritage interpretation (photos showing the features concerned are set out in Enclosure 8) –

- (a) the main entrance areas on the west elevation of the Main Wing and at the south elevation of the East Wing facing Garden Road respectively;
- (b) the original internal layout and furniture of the Executive Council Chamber on 1/F and the main staircase connecting the Chamber and the lobby on G/F of the Main Wing;
- (c) the small press room on G/F of the Main Wing and its internal setting;
- (d) the internal layout and fittings of the conference room on 1/F of the East Wing to be incorporated into the reading corner of the future library;
- (e) the commemorative plaque and time capsule in the lobby area of the Main Wing entrance; and
- (f) existing terrazzo wall finishes at the public lift lobby and along the escape staircase of the East Wing.

/27.

- 27. As for the external area, the HIA report proposes
 - (a) the existing metal fence along the Main Wing and East Wing boundary along Lower Albert Road to be replaced by a lower fence with compatible design;
 - (b) the metal fence along the boundary of the northern slope and facing St John's Cathedral to be preserved for public safety reason; and
 - (c) existing Old and Valuable Tree¹¹ to be retained, and greenery areas in the works areas to be increased subject to the approval of relevant departments.

28. As far as the metal fences are concerned, under the project, the fences in the site which would not be necessary would be removed, whilst in view of public safety reason for locations which have level difference with adjacent pavement / slope, the fences along the Lower Albert Road would be replaced by a lower fence and the fence along the northern slope facing St John's Cathedral would be maintained. In future, members of the public would be able to access the main entrance of the DoJ from the pavement.

29. Although the CGO Main and East Wings will be used as DoJ offices, we will be happy to open up some designated areas for public access on scheduled days in future provided that the daily operation of DoJ will not be affected. We will examine and discuss with the AMO the appropriate mode and arrangement in this respect.

LAND ACQUISITION

30. The project does not require land acquisition.

ENERGY CONSERVATION MEASURES

31. This project has adopted various forms of energy efficient features, including -

/(a)

¹¹ There is one Old and Valuable Tree (Chinese Banyan) inside the site as shown in the site plan at Enclosure 1.

- (b) automatic demand control of chilled water circulation system;
- (c) demand control of fresh air supply with carbon dioxide sensors;
- (d) heat wheels for heat energy reclaim of exhaust air;
- (e) fan coil units with brushless demand control motors;
- (f) light-emitting diode (LED) type exit signs and light fittings;
- (g) demand control of lighting by occupancy sensor and/or daylight sensor;
- (h) task lighting; and
- (i) lift power regeneration system.

32. For renewable energy technologies, we will install a photovoltaic system for environmental benefits.

33. For green features, we will provide greening on rooftop for environmental and amenity benefits.

34. For recycled features, we will provide rainwater recycling system for irrigating the greenery.

35. The total estimated additional cost for adoption of the above features is around \$12.3 million (including about \$5.5 million for energy efficient features), which has been included in the project estimates. The energy efficient features will achieve about 10.7% energy savings in the annual energy consumption with a payback period of about 7.8 years.

/BACKGROUND

BACKGROUND INFORMATION

36. We upgraded **115KA** to Category B in June 2011. We employed a contractor to carry out site investigations in November 2011. We engaged a consultant to carry out a HIA in October 2011. We charged the total cost of \$2 million to block allocation **Subhead 3100GX** "Project feasibility studies, minor investigations and consultants' fees for items in Category D of Public Works Programme". The contractor and consultant have completed the site investigation and HIA respectively. We have completed the detailed design and tender documents of the project with in-house staff resources.

37. Of the 90 trees within the project boundary, 89 trees will be preserved. The proposed project will involve removal of one tree which will be replanted within the project site. The tree to be removed is not an important tree¹². We will incorporate planting proposals as part of the project, including about 9 trees, 6 955 shrubs, 19 331 ground covers, 420 climbers and 50 bamboos.

38. We estimate that the proposed works will create about 417 jobs (385 for labourers and another 32 for professional/technical staff) providing a total employment of 7 890 man-months.

Department of Justice December 2012

¹² "Important tree" refers to trees in the Register of Old and Valuable Trees, or any other trees that meet one or more of the following criteria –

⁽a) trees of 100 years old or above;

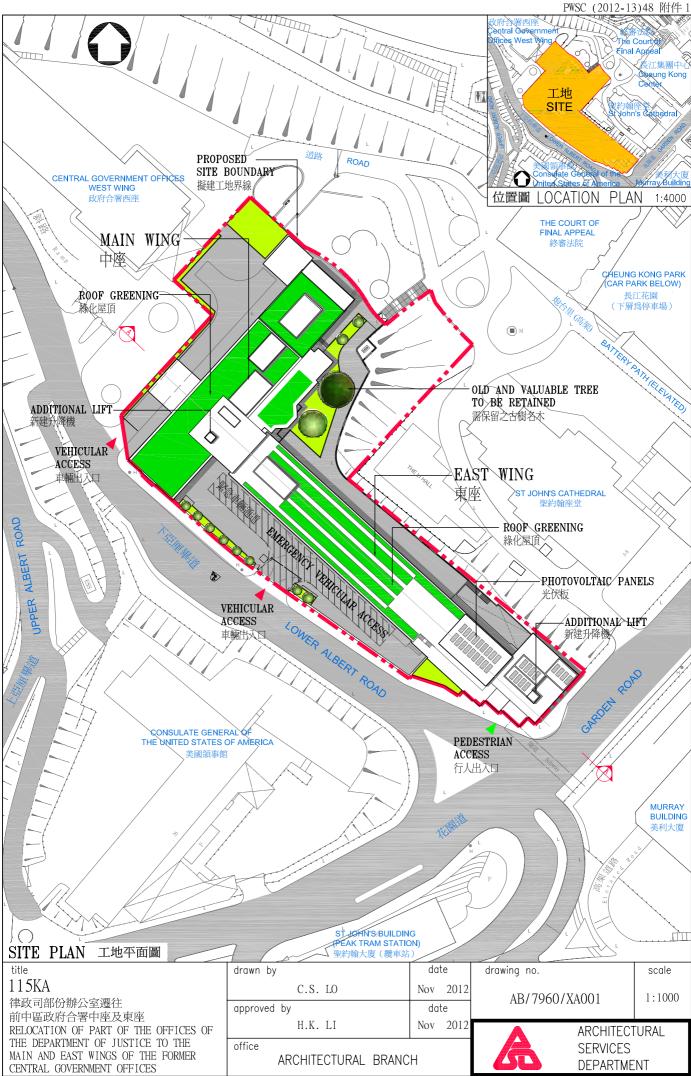
⁽b) trees of cultural, historical or memorable significance, e.g. Fung Shui tree, tree as landmark of monastery or heritage monument, and trees in memory of an important person or event;

⁽c) trees of precious or rare species;

⁽d) trees of outstanding form (taking account of overall tree sizes, shape and any special features) e.g. trees with curtain like aerial roots, trees growing in unusual habitat; or

⁽e) trees with trunk diameter equal or exceeding 1.0 metre (measured at 1.3 metre above ground level), or with height/canopy spread equal or exceeding 25 metres.

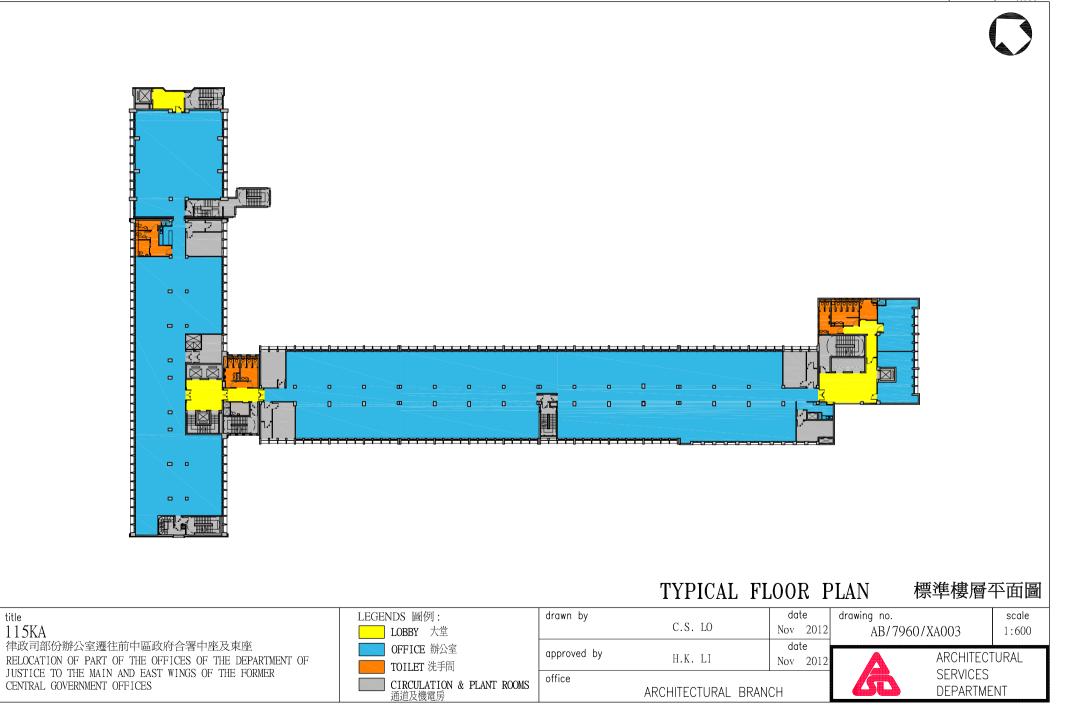
Enclosure 1 to PWSC (2012-13)48 PWSC (2012-13)48 附件 1



Enclosure 2 to PWSC (2012-13)48

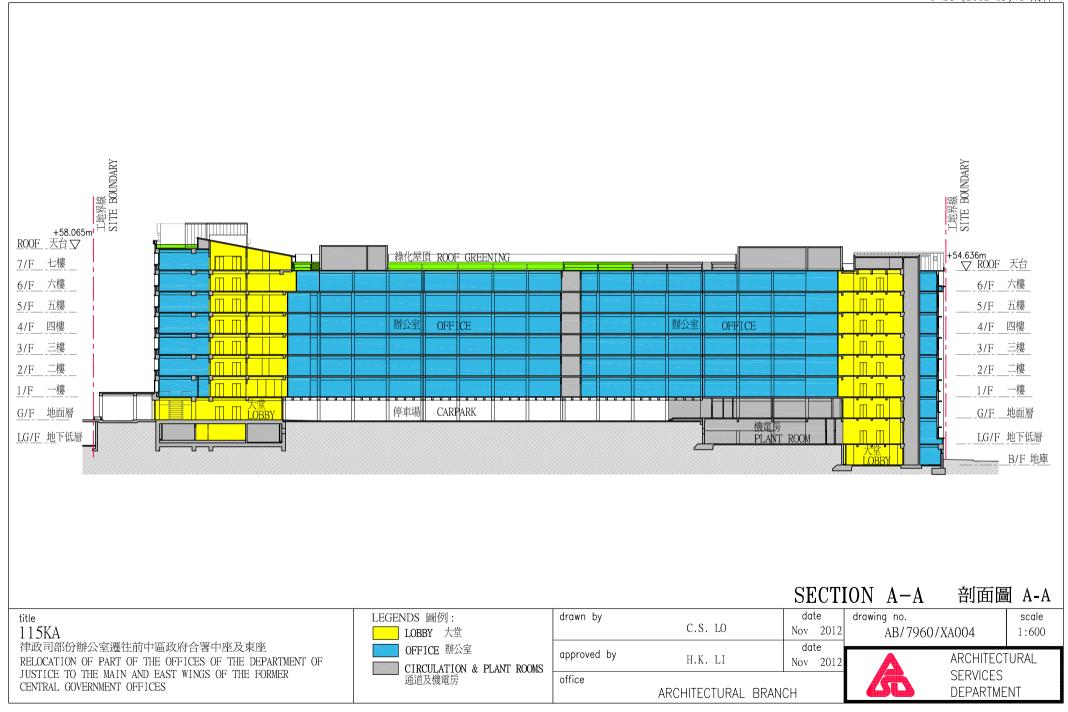
PWSC (2012-13)48 附件 2



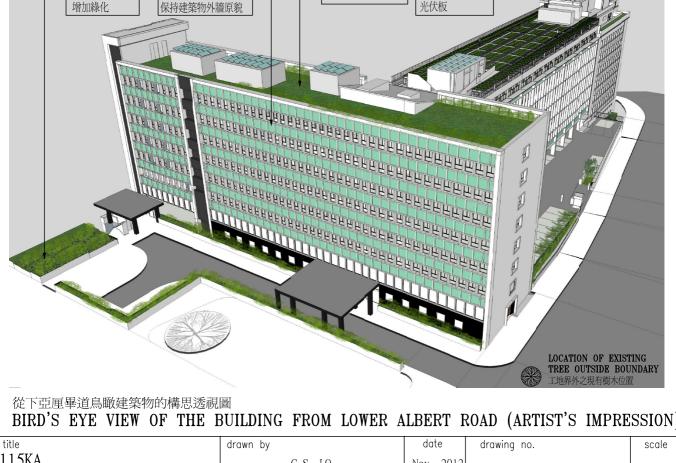


title

Enclosure 4 to PWSC (2012-13)48 PWSC (2012-13)48 附件 4



BIRD'S EYE VIEW OF THE BUILDING FROM LOWER ALBERT ROAD (ARTIST'S IMPRESSION)					
title	drawn by	date	drawing no.	scale	
115KA	C.S. LO	Nov 2012	AB/7960/XA005	NTS	
律政司部份辦公室遷往 前中區政府合署中座及東座	approved by	date	AD/ 79007 AA003		
RELOCATION OF PART OF THE OFFICES OF	H.K. LI	Nov 2012	ARCHITEC ⁻	TURAL	
THE DEPARTMENT OF JUSTICE TO THE MAIN AND EAST WINGS OF THE FORMER CENTRAL GOVERNMENT OFFICES	office ARCHITECTURAL BRANCH		SERVICES DEPARTME		



從下亞厘畢道望向建築物的構思透視圖 VIEW OF THE BUILDING FROM LOWER ALBERT ROAD (ARTIST'S IMPRESSION)

ADDITION OF

GREENERIES

CONSERVATION OF

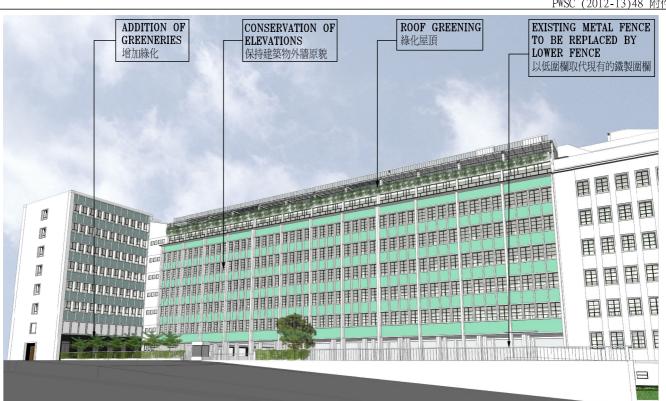
ELEVATIONS

ROOF GREENING

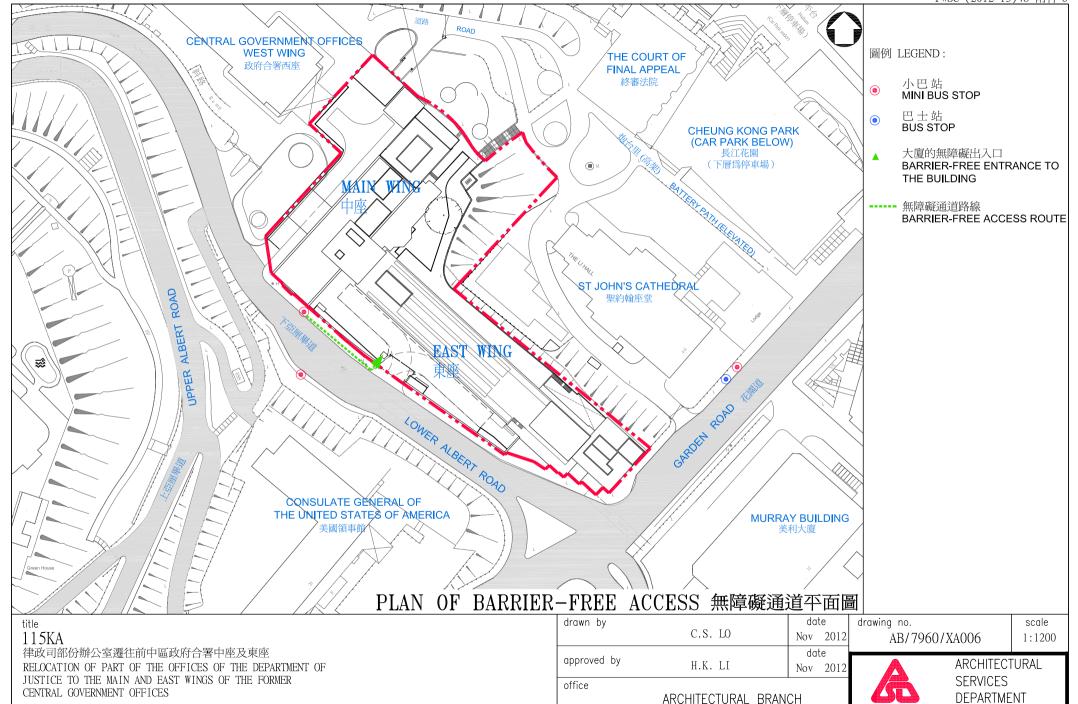
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PHOTOVOLTAIC

PANELS



Enclosure 6 to PWSC (2012-13)48 PWSC (2012-13)48 附件 6



115KA – Relocation of Part of the Offices of the Department of Justice to the Main and East Wings of the Former Central Government Offices

Breakdown of the estimates for consultants' fees (in September 2012 prices)

Heritage assessments (Note)	Professional	Estimated man- months -	Average MPS* salary point	Multiplier -	Estimated fee (\$ million) 4.8
	Technical	-	-	-	2.0
				Total	6.8

*MPS = Master Pay Scale

Note - The consultant's cost for heritage assessments is estimated in accordance with the existing heritage impact assessment consultancy agreement. The assignment will only be executed subject to the Finance Committee's approval to upgrade **115KA** to Category A.



FEATURE 文件所3	CS WITH HERITAGE VALUE TO BE 列的保育項目(續)	PRESERVED AS SET OUT IN THE	PAPER (CON	N'T)	
(d)	1/F of the East Wing to be it corner of the future library	ngs of the conference room on ncorporated into the reading 引隔和設備,納爲未來圖書飢	ATT		
(e)	The commemorative plaque area of the Main Wing entra 中座入口大堂的大理石紙				
(f)	along the escape staircase of	tes at the public lift lobby and f the East Wing E 樓 梯 牆 壁 上 的 水 磨 石 裝 飾			
title 115KA 律政司法		drawn by C.S. LO	date Nov 2012	drawing no. AB/7960/XA008	scale NTS
律政司部份辦公室遷往 前中區政府合署中座及東座 RELOCATION OF PART OF THE OFFICES OF THE DEPARTMENT OF JUSTICE TO THE MAIN AND EAST WINGS OF THE FORMER CENTRAL GOVERNMENT OFFICES		approved by H.K. LI	date Nov 2012	ARCHITE	
		office ARCHITECTURAL BRANCH		SERVICE DEPARTM	S