

**User guidelines and conditions for the use of Members’ offices
in the Legislative Council Complex and CITIC Tower**

General

Legislative Council (“LegCo”) Members are provided with office facilities on 6/F to 8/F of the LegCo Complex (“Complex”) or 13/F and 15/F of CITIC Tower. Such facilities should be used for LegCo-related business. Users of Members’ offices in CITIC Tower (“CITIC offices”) should also comply with the house rules of CITIC Tower.

2. The Administration Division of the Secretariat is responsible for the management of Members’ offices. The contact telephone numbers for various services are as follows:

Telephone number	Services
Estate Management (general enquiries) Tel. : 3919 3033	<ul style="list-style-type: none"> • Building management matters • Repair service for fixture/furniture • Cleaning service
Estate Management (alteration works in Members’ offices) Tel. : 3919 3771	<ul style="list-style-type: none"> • Matters related to alteration works in Members’ offices
Supplies Tel. : 3919 3016	<ul style="list-style-type: none"> • Furniture/equipment items • Telephone lines in the Complex • Mobile phone service plans for CITIC offices • Carpark labels
Receipt and Despatch Tel. : 3919 3046	<ul style="list-style-type: none"> • Document despatch service
Information Technology Office – Support Hotline Tel. : 3919 3065	<ul style="list-style-type: none"> • Information technology matters

Telephone number	Services
Security Control Room Tel. : 3919 3044 (24 hours)	<ul style="list-style-type: none">• Security matters and emergency
Access Card Team Tel. : 2537 1935	<ul style="list-style-type: none">• Access cards for Members and Members' staff• Booking of visitor carparking spaces in the Complex
One-stop Hotline: 3919 3721	<ul style="list-style-type: none">• General enquiries

Fitting Out and Furniture/Equipment Items

3. Members' offices are provided with the following furniture and equipment for use in the Complex or CITIC offices (Depending on their needs, Members may purchase furniture and equipment at their own cost):

- (a) one set of office desk and chair for Member;
- (b) two sets of desks and chairs for Members' staff;
- (c) two visitor's chairs;
- (d) two cabinets; and
- (e) two telephone sets (for Members' offices in the Complex) or two mobile phones with basic service plans (for CITIC offices).

4. WiFi coverage is available in all Members' offices for Internet access.

5. Members who wish to carry out alteration works in their offices at their own cost must inform the Administration Division at 3919 3771 in advance of such works. The Legislative Council Commission has decided that as the CITIC offices are temporary and to save public money, Members should minimize any unnecessary alteration works there. For any necessary alternation works, Members should contact the Management Office of CITIC Tower via the Administrative Division. Members are required to reinstate the offices upon vacation and bear all the costs incurred.

Telephone Sockets and Power Points

6. Floor boxes comprising power points, telephone sockets and computer network nodes have been installed by the Secretariat in each Member's office in the Complex. Two telephone lines are also provided by the Secretariat. Members who wish to install additional direct telephone lines, computer network, broadband facility or fax lines should make their own arrangements at their own expenses, but the Secretariat has to be informed in advance of such installation.

7. For CITIC offices, power points are installed in each Member's office and WiFi coverage for the whole floor is available. A maximum of two mobile phones with basic service plans will be provided by the Secretariat for each Member's office upon request.

Viewing open meetings of the Council and committees

8. Members' offices in the Complex are provided with TV outlets to enable Members and their staff to view open meetings of the Council and its committees held in the Complex. Members who wish to access this facility should install their own TV sets. In addition, Members, regardless of the locations of their offices, may view open meetings of the Council and its committees through the LegCo Webcasting System on the LegCo Website.

General building management guidelines

9. Members and their staff shall observe that:

- (a) the curtain wall glass panels and framework of the Complex and CITIC Tower should be carefully maintained to avoid property losses;
- (b) any openable window in Members' offices should not be opened;
- (c) other users of the Complex or CITIC Tower should not be interfered by using loudspeaker, gramophone, musical instrument or similar apparatus or equipment;
- (d) no dangerous or hazardous goods should be kept and/or stored in Members' offices;
- (e) no part of Members' offices should be used as sleeping quarters or as domestic premises and not to cause or permit any odours and/or noxious smells;
- (f) except for Guide Dog, no animal, pet or livestock should be brought onto the Complex or CITIC Tower;
- (g) no advertisement, sign, fascia, placard, billboard, bill, notice, signboard, posters or other notification should be erected, affixed or exhibited inside Members' offices which may be visible from outside Members' offices or on the exterior of curtain wall glass panels, openable windows or any common areas of the Complex or CITIC Tower; and

- (h) no free standing sign should be placed, exposed or left in the corridor outside Members' offices or any common areas of the Complex or CITIC Tower including but not limited to staircases, lift or loading and unloading areas.

Security Measures

10. Members and their staff are advised not to keep any personal valuables in their offices, and to lock their offices when they leave. In case any assistance is required, please call the Security Control Room in the Complex via its 24-hour hotline at 3919 3044 or the Management Office of CITIC Tower via its 24-hour hotline at 2104 6222.

11. Except for re-elected Members, all keys and access cards of both Members and Members' staff must be returned to the Secretariat on the expiry of Members' term of office. Members' staff are also required to return the access cards if they cease to be Members' staff and to report any loss of access cards to the Security Office immediately. The cardholders concerned are required to pay for the material cost (\$140 each) of the lost cards.

12. The general public, with a Member's permission, are allowed to access his/her Member's office and meeting rooms for Members' use.

13. Depending on the locations to be visited, visitors are required to observe the relevant regulations below:

Complex

14. Secretariat staff are required to ascertain the identity of visitors and their purpose of visits before they are allowed to enter the Complex for their meetings with Members. To facilitate the process, Members are invited to provide the reception with the details of the meeting and the information of the visitors prior to the meeting via the Electronic Visitor Admission System.

15. In case the information of the visitors cannot be provided to the Secretariat before the meeting, the Secretariat will have to confirm the identity of the visitors upon their arrival at the Complex with the relevant Members or Members' offices by phone.

16. Visitors' temporary passes will be issued to authorized visitors to facilitate their access to the designated meeting places after they have gone through the security screening procedures at the entrance of the Complex, which include passing through a metal detector archway and having their belongings (and items to be delivered, where applicable) screened by an X-ray machine, and

have their proof of identity documents inspected and registered at the reception counter. Visitors are required to return the temporary passes when they leave the Complex.

17. The arrangements above are equally applicable to the delivery of goods/items by hand directly to Members' offices or provision of services in Members' offices arranged by individual Members.

18. Members' visitors travelling to the Complex by vehicles, who are the drivers or wish to alight inside the LegCo Carpark on LG1, are required to go to the reception at Public Entrance 2 on G/F for registration after parking.

19. During a meeting of the Council or its committees, Members' visitors will not be admitted to the floor on which the venue of the meeting is located (i.e. 1/F or 2/F of the Complex), except for visiting the Viewing Gallery on 2/F or observing meetings of the Council or its committees at the public galleries of the Chamber or Conference Rooms after registration. Members' visitors are also prohibited from entering or staying inside the Complex from 10:00 pm to 7:00 am on the following day.

CITIC Tower

20. All visitors to the CITIC offices must have made prior appointment, be received by Members' staff in the lobby on G/F and be escorted by them at all times during the visit.

21. Members should not use the CITIC offices for holding any public meetings, conferences or any other events which are open to the public. No press or media meetings, interviews or conferences should be held in the CITIC offices or any common areas of CITIC Tower. Such activities, if necessary, should be held in the designated locations in the Complex according to the relevant regulations and conditions.

Lighting and Air-conditioning

22. Motion sensors for lighting and air-conditioning are installed in Members' offices in the Complex. If the sensors cannot detect motions for 15 minutes in the open plan office (10 minutes for cellular office), the lighting and air-conditioning in the concerned office will be switched off automatically.

23. Air-conditioning to Members' offices is provided during the following hours:

Complex: Monday to Friday: 8:00 am to 6:00 pm

CITIC offices: Monday to Friday: 8:00 am to 7:00 pm
Saturday: 8:00 am to 2:00 pm
(except public holidays)

24. If provision of air-conditioning beyond the above hours (“extended AC”) is required, Members or their staff whose offices are in the **Complex** may switch on the air-conditioning system in their offices with the activation keys provided. Members will not be charged for extended AC in the Complex.

25. For **CITIC offices**, Members will be charged for extended AC according to the prevailing rate determined by the Management Office of the CITIC Tower. If more than one Member requests extended AC for the same period of time on the same floor, the cost will be shared among the requesting Members. The hourly rate for extended AC is \$410 as at November 2022. Members should put up their requests to the Security Control Room in the Complex for extended AC by phone at 3919 3044. No cancellation is allowed upon the Secretariat’s receipt of such requests. The minimum duration for extended AC is one hour and can be further extended in units of 30 minutes. Such extension period shall commence at the zeroth or 30th minute of each hour.

26. To protect environment and public money, Members and their staff are advised to refrain from using air-conditioning beyond the above hours.

Building Management/Repairs

27. The Secretariat arranges repairs for, among others, fixtures/furniture provided by the Secretariat, water and electricity supplies, air-conditioning in Members’ offices and facilities in the public areas of the Complex. For any furniture, fixture or facilities that require repair services, please contact the Estate Management Office at 3919 3033 during office hours and the Security Control Room in the Complex at 3919 3044 (24-hour hotline) in case of emergency.

28. In addition to the above hotlines, users of CITIC offices may contact the Management Office of CITIC Tower via its 24-hour hotline at 2104 6222 in case of emergency.

Pantry Services

29. Each of the common pantries on Members’ office floors is provided with a hot/cold distilled water dispenser, a microwave oven and a refrigerator. Cooking of hot meals in the pantry is prohibited. Users should regularly clear up the food left in the cupboard and refrigerator as well as food remnants in the sink after use, so as to keep the pantry clean and hygienic.

Meeting Rooms

30. The meetings rooms available for Members' reservation and the relevant regulations are set out in **Appendices E and F**.

Fire Safety

31. Fire evacuation route plans are displayed at various prominent locations on each floor of the Complex and on 13/F and 15/F of CITIC Tower. Fire drills will be conducted in due course to familiarize Members and their staff with the means of escape and evacuation procedures in case of fire.

Cleaning Service

32. The Secretariat provides general cleaning service for Members' offices. Cleaning of carpet and spraying of pesticide are arranged on a regular basis.

Despatch Service

33. There is a daily despatch service to Members' offices from Monday to Friday except public holidays. To save paper, the Secretariat provides soft copies of documents for Members via emails.

Emergency

34. In case of emergency, Members and their staff can contact the Security Control Room in the Complex at 3919 3044 (24-hour hotline) or the Management Office of CITIC Tower at 2104 6222 (24-hour hotline) for assistance round-the-clock. Members and their staff whose offices are in the Complex can also seek help from the Security Control Room by pressing the duress button installed in their offices.

Liability

35. Members are liable for any damage to the respective Members' offices allocated to them as well as any damage to/loss of the items provided by the Secretariat (e.g. keys, furniture and equipment) caused by them or their staff, and the cost of repair or replacement.