

政府總部
民政事務局

香港添馬添美道二號
政府總部西翼十二樓



**GOVERNMENT SECRETARIAT
HOME AFFAIRS BUREAU**

12th FLOOR, WEST WING,
CENTRAL GOVERNMENT OFFICES
2 TIM MEI AVENUE, TAMAR, HONG KONG

本局檔號：HAB/CA1/3-5/11/20 (YS)
來函檔號：
電話：3509 8103
圖文傳真：2591 6002

香港中區
立法會道1號
立法會綜合大樓
立法會秘書處
工務小組委員會秘書
盧慧欣女士

盧女士：

**工務小組委員會
2018年12月12日會議的跟進事宜**

陳淑莊議員於2018年12月12日致函工務小組委員會，要求政府就文件編號PWSC(2018-19)35「2019-20年度基本工程儲備基金的整體撥款」中的「柴灣青年廣場Y旅舍改建及改善工程」開支提供補充資料。現附上有關資料供委員參閱(見附件)。

民政事務局局長

(江嘉敏  代行)

2019年1月7日

副本送
財經事務及庫務局 (經辦人：鄺善恆女士)

工務小組委員會
2018年12月12日會議的跟進事宜

應陳淑莊議員要求政府當局就文件編號PWSC(2018-19)35「2019-20年度基本工程儲備基金的整體撥款」中的「柴灣青年廣場Y旅舍改建及改善工程」開支提供補充資料，我們的回覆如下。

提問(一): 在補充文件中，政府當局指「是次建議進行的工程主要涉及翻新及改善Y旅舍的設施以提升服務水平，加強市場競爭力，並非一般為維持旅舍設施正常可用狀況而進行的例行維修保養工作」，但為何政府當局不將此項重要的工程項目，先交付民政事務委員會作出詳細討論，及獨立提交開支預算，而是一併納入整筆基本工程儲備基金的整體撥款之中。

2. 按既定機制，政府每年向立法會申請撥款，於基本工程儲備基金總目703分目3101GX下進行「為工務計劃丁級工程項目進行小規模建築工程」，當中涵蓋小規模建築工程、裝修工程及小規模改建、加建及改善工程(包括為進行有關工程而需更換的家具及設備)，以及斜坡勘察及小規模斜坡改善工程，惟每個項目的開支上限不得超過3,000萬元。「柴灣青年廣場Y旅舍改建及改善工程」預算開支少於3,000萬元，按既定機制應在分目3101GX下支用撥款，因此政府把有關工程納入分目3101GX，並按一貫程序就2019-20年度基本工程儲備基金整體撥款在2018年11月27日向立法會發展事務委員會作出簡介，及後提交工務小組委員會。

3. 此外，民政事務局於2009年成立青年廣場管理諮詢委員會(委員會)。委員會由來自不同界別人士組成，包括青年團體、商界、學術界及藝術界等，亦有青年發展委員會、公民教育委員會、東區區議會、華人永遠墳場管理委員會及政府的代表，就青年廣場的管理及營運事宜向民政事務局提供意見。在2016年6月22日的會議上，多名委員表示青年廣場(包括Y旅舍)已運作經年，各項設施應進行較大型的維修及翻新工程。及後，委員會在2018年3月1日的會議

上討論及通過 2018-19 年青年廣場的周年策略／營運計劃書，當中包括 Y 旅舍的客房翻新工程。

提問(二)：柴灣青年廣場 Y 旅舍於 2009 年 12 月正式營運，而今年的基本工程儲備基金的整體撥款中，新增了 Y 旅舍改建及改善工程，總預算為 2,850 萬，而本年度的預算為 1,510 萬。請詳細交代，為何 Y 旅舍只營運 8 年，原有設施的折舊和損耗已達到需要進行大型翻新工程的原因；政府當局有否調查是否涉及承辦商管理不善；請提供詳細的工程細節，包括所有相關建築圖則、各項開支明細（增設無線上網線路、裝修工程及更換家具等）及預計完成時間。

4. Y 旅舍於 2009 年 12 月開始營運，每年平均入住率超過八成。縱有管理及營運服務承辦商（營辦商）負責例行維修保養並有良好表現，而住客對 Y 旅舍亦持續表現滿意¹，經過超過十年（以擬進行的工程預計開工日期（即 2020 年初）計算）高入住率的營運，Y 旅舍的原有設施難免受到正常折舊和損耗，有需要進行較具規模的翻新工程以加強旅舍的市場競爭力。另一方面，我們亦擬透過是項工程項目改善 Y 旅舍的設施，使之更能配合社會發展和符合最新的行業標準，例如加設適用於現今電子裝置的插座、改善無線上網線路系統規格、安裝更具能源效益的照明設備、安裝智慧生活設施等。

5. 視乎工程撥款申請進度，Y 旅舍計劃於 2020 年初及 2021 年初分別為主座的旅舍樓層及旅舍大樓進行翻新工程，整項工程計劃於 2021 年 4 月完成，屆時 Y 旅舍將已營運超過 11 年。工程預算分項如下：

¹ 根據營辦商委託研究公司進行的 2018 年青年廣場使用者意見調查，Y 旅舍的管理整體滿意率達到 96.1%。另外，根據全球最大的旅遊評論網站「貓途鷹」(TripAdvisor) 的資料，截至 2018 年 12 月 17 日，Y 旅舍在 190 多間香港特色旅舍當中獲旅客排名第六，並獲得頒發「卓越獎」，代表 Y 旅舍「持續獲得旅客最佳評論」。詳見：
https://www.tripadvisor.com.hk/Hotel_Review-g294217-d1676385-Reviews-Y_Loft_Youth_Square-Hong_Kong.html

	<u>百萬元</u>
(a) 前期費用(包括保險、保護措施)	0.35
(b) 建築工程及屋宇裝備	22.00
(i) 牆身及地面的飾面工程	9.80
(ii) 門窗、防滑地板及防水工程	6.10
(iii) 接待處櫃位及精品角	0.90
(iv) 重新敷設無線上網線路和安裝智慧生活設施等裝備提升工程	5.20
(c) 家具及設備	4.40
(d) 顧問費(包括室內設計)	1.60
(e) 應急費用	0.15
總計:	<u>28.50</u>

由於翻新工程目前在規劃階段，因此未有工程施工圖則。

提問(三)：在補充文件中，政府當局指根據合約條款，「營辦商須負責例行維修、修葺及保養工作，例如負責維修或更換損壞的裝置，以維持青年廣場的設施正常可用」，但由於「是次建議進行的工程主要涉及翻新及改善 Y 旅舍的設施以提升服務水平，加強市場競爭力，並非一般為維持旅舍設施正常可用狀況而進行的例行維修保養工作。因此，根據合約規定，相關工程涉及的費用應由政府而非營辦商負責」，請完整提供政府當局於 2015 年，向柴灣青年廣場的管理承辦商批出的「為青年廣場提供管理及營運服務」合約，並明確指出相關合約條款的出處。

6. 民政事務局通過公開招標，聘請營辦商負責為青年廣場及其各項設施提供日常管理與營運服務。在進行公開招標時，局方已公布了合約條款細則（參見附錄），當中清楚界定了政府與營辦商分別就維修及保養工作上的責任，以便投標人在清楚了解服務範疇的情況下作出其最佳報價。正如早前回覆指出，根據合約規定，營辦商須負責例行維修、修葺及保養工作，以維持青年廣場的設施正常可用，而建築署則負責定期翻新及大型的維修及保養工程。相關合約條款見第

IV 部分— 服務規格第 15.1.1 段、第 15.2.1 段和第 15.2.3 段 (即夾附文件第 195-196 頁)。

7. 是次建議進行的工程主要涉及翻新及改善 Y 旅舍的設施以提升服務水平，加強市場競爭力，並非合約訂明為維持旅舍設施正常可用狀況而進行的例行維修保養工作。

民政事務局
二零一九年一月

Tender Reference: HAB RMU 3-5/25/4/002/14

RESTRICTED (TENDER)**THE GOVERNMENT OF
THE HONG KONG SPECIAL ADMINISTRATIVE REGION
TENDER FOR SERVICES**Tender Ref. : HAB RMU 3-5/25/4/002/14**TENDER FORM**

Contract No. : _____

LODGING OF TENDER

To be acceptable as a tender, this form, properly completed in triplicate and enclosed in a sealed plain envelope marked "Tender for

“Provision of Management and Operation Services for the Youth Square”

and addressed to the Chairman, Central Tender Board

must be deposited in the Government Logistics Department Tender Box situated on the ground floor of North Point Government Offices at 333 Java Road, North Point, Hong Kong

before **12:00 noon** on **8 May 2015**

Late tenders will not be accepted.

Note: In case of any inconsistency between the English version and the Chinese version of this Tender Form, the English version shall prevail.

**PART I — TERMS OF TENDER
PART II — CONDITIONS OF CONTRACT
PART III — CONTRACT SCHEDULES
PART IV – SERVICE SPECIFICATIONS**

Details on the Terms of Tender, Conditions of Contract, Contract Schedules and Service Specifications used for tendering for provision of Services to the Government of the Hong Kong Special Administrative Region are attached to this Tender Form.

Dated this20 March 2015

Patsy Wong
Government Representative

PART V — OFFER TO BE BOUND

- 1. Having read the Tender Documents, I/we agree to be bound by the terms and conditions as stipulated therein.
- 2. I/We do hereby agree to carry out the whole of the Services which may, during the Contract Term or any extension thereto, be required by or on behalf of the Government to be carried out at the price(s) quoted by me/us in the Price Proposal free of all other charges, subject to and in accordance with the terms of the Contract.
- 3. I/We also certify that the particulars given by me/us below, are correct :
 - (a) The number of my/our Business Registration Certificate is
 - (b) The date of expiry of my/our Business Registration Certificate is
 - (c) I am/We are covered by an Employees' Compensation Insurance Policy, the particulars of which are as follows :-
 - Policy No.:.....
 - Name of Insurance Company :.....
 - Period covered by the Policy is from to
 - Brief particulars of the cover provided and any special conditions are as follows :
.....
.....
- 4. We are the Company hereinafter mentioned. We have duly authorised the signator(ies) below to sign this Tender Form for and on our behalf.

- or -

I am a partner/We are partners in the Firm hereinafter mentioned and duly authorised to bind the said Firm and the partners therein for the time being by my/our signatures.

- 5. The name of the Company/Firm is.....
(English).....
(Chinese).....
- 6. The registered office of the Company is situated at
..... Hong Kong.

- or -

The names and residential addresses of the partners of the Firm are as follows:

- 7. Name(s) , post(s)/title(s) and address(es) of person(s) signing:
.....
.....

Signature(s) :

Dated this day of 20

*Note (i) All the particulars required above must be provided.
(ii) Strike out clearly alternatives which are not applicable.*

**PART VI
MEMORANDUM OF ACCEPTANCE**

The Tender Documents (Tender Ref.: HAB RMU 3-5/25/4/002/14) and your tender submitted in response thereto refer.

On behalf of the Government of the Hong Kong Special Administrative Region,

I
(Name and position of officer)

accept your tender for the Contract. A copy of each document constituting the Contract is hereby attached for identification purpose.

Dated this day of 20

Signed by the said
.....
.....

in the presence of :
.....
.....

限閱文件（投標）

香港特別行政區政府
招標承投提供服務

招標編號: HAB RMU 3-5/25/4/002/14

投標表格

合約編號:.....

投遞標書

投遞標書，必須填妥此表格，一式三份密封於信封內，信封面須註明「為青年廣場提供管理及營運服務」，收件人為中央投標委員會主席，並於**2015年5月8日 中午 12:00 時前**投入設於香港北角渣華道333號北角政府合署地下的「政府物流服務署投標箱」內。逾期投標概不受理。

註：本投標表格的中、英文版如有任何歧義，概以英文版為準。

- 第 I 部分—投標條款
- 第 II 部分—合約條款
- 第 III 部分—合約附表
- 第 IV 部分—服務規格

有關招標承投提供服務予香港特別行政區政府的投標條款、合約條款、合約附表及服務規格的詳情，夾附於本投標表格內。

日期：2015 年 3 月 20 日

黃淑琮
政府代表

第 V 部分 — 應約履行

1. 我／我們已閱讀招標文件，並同意受招標文件的條款及條件約束。
 2. 我／我們同意根據並依照合約的條款，在合約期或需要延長的期限內，按照政府的要求，以我／我們在收費建議書呈報的收費，提供招標文件所載的全部服務，不另收取其他任何費用。
 3. 我／我們並證實下述經由我／我們提供的資料均屬正確：
 - (a) 我／我們的商業登記證號碼為：
.....
 - (b) 我／我們的商業登記證屆滿日期為：
.....
 - (c) 我／我們已購買僱員補償保險，保險單詳情如下：
 保險單編號：.....
 保險公司名稱.....
 保險單生效日期：由..... 至
- 保險單承保概要及特別條款如下：
.....
.....

4. 我們為下述公司，我們已正式授權下述簽署人員代表我們簽署本投標表格。

- 或 -

我／我們為下述商號的合伙人，我／我們獲正式授權作出對該商號及其他合伙人有約束力的簽署。

5. 公司／商號的名稱為：

(英文)

(中文)

6. 上述公司已登記辦事處地址為香港.....

- 或 -

上述商號合伙人的姓名及住址為：.....

7. 簽署人的姓名、職位／職銜及地址：

.....
.....

簽署：

.....

日期：二零 年..... 月..... 日

註：(i) 投標者必須填報上述所需的資料。

(ii) 請將不適用者清楚刪去。

**第 VI 部分
接受投標備忘錄**

茲提述招標文件(招標編號: HAB RMU 3-5/25/4/002/14)以及你就上述招標文件遞交的投標。

本人.....

(姓名及職位)

現代表香港特別行政區政府接納你的投標。現付上構成合約的每份文件的副本，以供識別之用。

日期：二零 年..... 月..... 日

簽署人：

見證人：

.....
.....

.....
.....

INTRODUCTION

This Introduction is provided for the Tenderers' information only and does not form part of the Tender Documents (Tender Ref.: HAB RMU 3-5/25/4/002/14).

Background

In his 1998 Policy Address, the Chief Executive announced the Centre for Youth Development (CYD) (later renamed as Youth Square (YS) project). The main purpose of the YS is to serve as a focal point for territory-wide youth development activities in Hong Kong. It would provide facilities and venues for promoting youth development and training. It would also provide the steer and support for non-governmental organisations (NGOs) involved in youth development work and for youth groups.

In November 2001, the Legislative Council Finance Committee (LegCo FC) approved the construction of the YS in Chai Wan at an estimated cost of \$750.9 million. In 2005, the LegCo FC tasked the Home Affairs Bureau (HAB) for the operation and management of the YS. A Management Advisory Committee (MAC) was set up in 2009 to advise the Government on the overall strategy and objectives of the YS, the themes and contents of youth development programmes, as well as the use and allocation, the leasing and charging arrangements of various facilities. The MAC consists of representatives from Government bureaux/departments, NGOs, youth organisations and other interested parties involved in youth development work. In order to reduce operating costs, the day-to-day management and operation of the YS premises and its various facilities has been contracted out. The current management and operation services contract runs from 23 April 2009 to 22 April 2016 inclusive.

In December 2013, the HAB completed a consultancy study on the Review of YS. It was recommended that YS should continue its position of serving as a focal point for youth development activities in Hong Kong and contribute to youth development by providing venues and facilities to the youths and youth organisations at affordable prices. As far as the management and operation mode of YS is concerned, the current mode by contracting out its day-to-day management and operation remains unchanged.

New Contract

The proposed outsourcing contract for the management and operation services of the YS is an integrated facility management contract, including hostel operation, venue facility management (such as management of auditorium, exhibition platform, theatrical studio/multi-purpose hall, studios and other facilities), security, cleansing, repair and maintenance, marketing and promotion, and leasing of hostel guest rooms, offices, venue facilities, studios and retail shops, etc.

The Government (through the HAB) is responsible for the overall management of the YS, while the day-to-day operation and management of the YS premises and the venue facilities including, but not limited to, the hostel and all common areas and the leasing/licensing of the

auditorium, exhibition platform, multi-purpose hall, cafeteria, hostel lounge, exhibition areas, multi-purpose areas, retail shops, studios and so on will continue to be contracted out to the Contractor through a service contract. Provision of catering services of the YS has been contracted out through a separate revenue contract.

Further Information on Youth Square

The background information of the YS, its financial positions, as well as the notes of all meetings of the YS MAC are available on the HAB website:

Home Affairs Bureau > Policy Responsibilities > Social Harmony and Civic Education > Youth Development > Youth Square

(http://www.hab.gov.hk/en/policy_responsibilities/Social_Harmony_and_Civic_Education/Centre_youth.htm)

You are invited to refer to the HAB website to know more about the YS.

Checklist of Documents to be included in Tender Submission

Notes to Tenderers:

1. The checklist below is for Tenderers' reference only and does not form part of the Tender Documents.
2. Tenders shall be submitted in accordance with the requirements under Part I - Terms of Tender including those under Clause 8 (Tender Preparation) and Clause 9 (Two-Envelope System in Submission of Tenders).

Checklist:

- Tender Form (with "Offer to be Bound" in Part V of the Tender Form completed and signed)
- Schedule 1 - Qualifications and Experience of the Proposed General Manager of YS together with the information/documents required thereunder including documentary proof to substantiate the claim on the qualification and relevant experience of the proposed General Manager and a copy of the undertaking in favour of the Government given by the proposed General Manager agreeing to be deployed by the Tenderer as the General Manager of YS under the Contract should the same be awarded to the Tenderer
- * Schedule 2 - Proposed Sub-contractor for Hostel Management Services together with the information/documents required thereunder including a copy of the undertaking in favour of the Government given by the proposed Sub-contractor for Hostel Management Services required under Clause 10.8(c) of Part I - Terms of Tender (*only applicable to Tenderers with a sub-contracting proposal for Hostel Management Services)
- The following plans and proposals required under Schedule 3 - Tenderer's Plans and Proposals:
 - Management Plan
 - Business Plan
 - Contingency Plan
 - Transition Plan
 - Quality Assurance Plan
 - Value-added Proposals (Optional)
- Schedule 4 - Price Proposal for the Contracting Services
- Schedule 5 - Information and Status of Tenderer together with the information/documents required thereunder including:

- A copy of the constitutional documents of the Tenderer (e.g. Articles of Association), Certificate of Incorporation, the current Business Registration Certificate, and any other document evidencing the Tenderer's business status
- A copy of the latest Annual Return of the company filed with the Companies Registry (if applicable)
- A copy of the relevant documents (e.g. board resolutions of the Tenderer) showing that the authorised person(s) who sign(s) the Offer to be Bound has/have the authority to sign it for and on behalf of the Tenderer
- Schedule 6 - Relevant Experience in Facility Management, Hostel Operation and Quality Management Accreditation together with the information/documents required thereunder including documentary proof to substantiate the claim on the relevant experience in providing facility management services, operating hostel/hotel/building of service apartments/guest house, and accreditation to ISO 9001, ISO 14001 and OHSAS 18001

Provision of Management and Operation Services for the Youth Square

PART I

TERMS OF TENDER

Table of Content

1. Tender Documents.....	3
2. Interpretation	3
3. Invitation to Tender.....	4
4. Supplementary Information.....	4
5. Briefing Session	4
6. Tenderers' Enquiries	4
7. Cost of Tender.....	5
8. Tender Preparation	5
9. Two-Envelope System in Submission of Tenders	7
10. Essential Requirements	7
11. Prices Tendered	13
12. Tender to Remain Open.....	14
13. Tenderers' Commitment.....	14
14. Submission of Documents for Financial Vetting	14
15. Tender Evaluation	16
16. Basis of Acceptance and Award of Contract.....	16
17. Contract Deposit.....	17
18. Tenderers' Response to the Government's Enquiries.....	18
19. Written Instruction Procedure	18
20. Negotiations	18
21. Offer to be Binding.....	19
22. Contractor's Performance Monitoring.....	19
23. Cancellation of Tender.....	19
24. Documents of Unsuccessful Tenderers	19
25. Environment Friendly Measures.....	20

26. Personal Data Provided	20
27. Consent to Disclosure.....	20
28. Warranty against Collusion	21
29. No Warranty on the Tender Documents	21
30. Complaints about Tendering Process or Contract Award	22
31. Undisclosed Agency	22
32. New Information Relevant to Qualified Status	22
33. Offering Gratuities.....	22
34. Saving	22
35. Intellectual Property Rights Licence of Tender Documents.....	23
Annex 1A - Tender Evaluation Procedures.....	24
Annex 1B – Assessment Criteria and Marking Scheme.....	26
Annex 2 - Reply Slip for Attending Briefing Session.....	36

Provision of Management and Operation Services for the Youth Square

PART I

TERMS OF TENDER

ALL TENDERERS ARE ADVISED TO READ THE TENDER DOCUMENTS CAREFULLY PRIOR TO PREPARING THEIR SUBMISSIONS. ANY SUBMISSION WHICH DOES NOT FOLLOW THE INSTRUCTIONS CONTAINED IN THE TENDER DOCUMENTS WILL BE CONSIDERED INCOMPLETE AND MAY BE DISQUALIFIED.

1. Tender Documents

1.1 These Tender Documents identified as HAB RMU 3-5/25/4/002/14 consist of:

- **Lodging of Tender (in the Tender Form)**
- **Part I - Terms of Tender**
 - **Annex IA – Tender Evaluation Procedure**
 - **Annex 1B – Assessment Criteria and Marking Scheme**
 - **Annex 2 – Reply Slip for Attending the Briefing Session**
- **Part II- Conditions of Contract**
- **Part III - Contract Schedules**
- **Part IV - Service Specifications**
- **Offer to be Bound (in Part V of the Tender Form)**
- **Memorandum of Acceptance (in Part VI the Tender Form)**

1.2 Each of the above Tender Documents shall be referred to by their names as stated above throughout the Tender Documents.

2. Interpretation

2.1 Where words and expressions appearing in the Tender Documents are defined in the **Clause 1 of the Conditions of Contract** in Part II of the Tender Documents, they shall have the meanings assigned to them in the Conditions of Contract, unless the context otherwise requires.

3. Invitation to Tender

- 3.1 Tenders are invited for the provision of Services to the Government on such terms and conditions as set out in these Terms of Tender in Part I, the Conditions of Contract in Part II, the Contract Schedules in Part III and the Service Specifications in Part IV.
- 3.2 A Tenderer must have legal capacity to enter into contract with the Government in its own name.

4. Supplementary Information

- 4.1 The Government reserves the right to issue supplementary information or amend the Tender Documents at any time prior to Tender Closing Date. All supplementary information or tender addenda will be provided in writing by the Government with content and number of pages described and forwarded to all Tenderers who have according to the Government's record collected a copy of the Tender Documents.

5. Briefing Session

- 5.1 A tender briefing session cum site visit will be conducted at 1600 hour on 14 April 2015 (Tuesday) at Conference Room, 8/F, Youth Square, 238 Chai Wan Road, Chai Wan, Hong Kong. Tenderers are strongly recommended to attend this briefing session. Tenderers who wish to attend the briefing session are requested to complete the reply slip at **Annex 2 to these Terms of Tender** and fax it to Youth Square Management Unit, Home Affairs Bureau, 7/F Youth Square, 238 Chai Wan Road, Chai Wan, Hong Kong (Attn.: Miss Elaine LAM) at fax no. (852) 2505 0286 on or before 1700 hour (Hong Kong Time) on 8 April 2015. **Each Tenderer should register no more than 2 persons for the briefing session.**
- 5.2 The briefing session will clarify any enquiries Tenderers may have on the Tender Documents. All questions for clarification at the briefing session must be in writing and submitted to Youth Square Management Unit, Home Affairs Bureau, 7/F Youth Square, 238 Chai Wan Road, Chai Wan, Hong Kong (Attn.: Miss Elaine LAM) at fax no. (852) 2505 0286 by 1700 hour (Hong Kong Time) on 8 April 2015.
- 5.3 In case a black rainstorm warning signal or tropical cyclone warning signal No. 8 or above is hoisted or in force at or after 0900 hour on tender briefing date, the tender briefing will be cancelled and the Government will notify the arrangement of the next briefing session to the Tenderers who have submitted the reply slip.

6. Tenderers' Enquiries

- 6.1 Any enquiries from the Tenderer relating to the Tender Documents up to the date of lodging its tender with the Government shall be in writing to:

Secretary for Home Affairs

Home Affairs Bureau

Youth Square Management Unit

7/F Youth Square

238 Chai Wan Road

Chai Wan, Hong Kong.

(Attn.: Miss Elaine Lam, EO(YS))

Facsimile: (852) 2505 0286

- 6.2 After lodging a tender with the Government, the Tenderer shall not attempt to initiate any further contact, whether direct or indirect, with the Government on its tender or the Tender Documents. The Government shall have the sole right to initiate any such further contact and all such contacts and any replies of the Tenderer thereto shall be in writing or formally documented in writing.

7. Cost of Tender

- 7.1 A Tenderer should submit his offer at his own expense. The Government will not be liable for any costs whatsoever incurred by the Tenderer in connection with the preparation or submission of its tender or in any related communications with the Government, whether before, on or after the Tender Closing Date.

8. Tender Preparation

- 8.1 All Tender Documents must be completed in ink or typescript in English or Chinese in **TRIPLICATE** in accordance with this Clause and submitted in the manner as specified in **Clause 9** below.
- 8.2 Figures should not be altered or erased; any alteration should be effected by striking through the incorrect figures and inserting the correct figures in ink above the original figures. All such amendments should be initialed by the Tenderer in ink.
- 8.3 Tenders may not be considered if false or incorrect information is given or if complete information including but not limited to description literature, catalogues and documentary evidence is not given with the tender or if any particulars and data asked for in the Contract Schedules are not furnished in full.
- 8.4 Tenderers are required to complete and submit the following Tender Documents together with all documents and information required therein:
- (a) Contract Schedules contained in **Part III** of the Tender Documents, namely:

- (i) **Schedule 1** – Qualifications and Experience of the Proposed General Manager of YS
- (ii) **Schedule 2** – Proposed Sub-contractor for Hostel Management Services
- (iii) **Schedule 3** – Tenderer’s Plans and Proposals
- (iv) **Schedule 4** – Price Proposal for the Contracting Services
- (v) **Schedule 5** – Information and Status of Tenderer
- (vi) **Schedule 6** – Relevant Experience in Facility Management, Hostel Operation and Quality Management Accreditation

- (b) a duly signed “**Offer to be Bound**” (in **Part V of the Tender Form**)

8.5 **Failure to submit any of the following on or before the Tender Closing Date will render a tender non-conforming and not to be further considered:**

- (a) The signed “Offer to be Bound” (in Part V of the Tender Form) with paragraph 5 of the “Offer to be Bound” completed;
- (b) The completed Schedule 1 (Qualifications and Experience of the Proposed General Manager of YS) of Part III;
- (c) The completed Schedule 2 (Proposed Sub-contractor for Hostel Management Services) of Part III if there is sub-contracting proposal for Hostel Management Services;
- (d) The Management Plan, Business Plan, Contingency Plan, Transition Plan and Quality Assurance Plan required under Schedule 3 (Tenderer’s Plans and Proposals) of Part III;
- (e) The completed Schedule 4 (Price Proposal for the Contracting Services) of Part III;
- (f) Schedule 5 (Information and Status of Tenderer) of Part III with paragraph 7 thereof completed if the Tenderer is a joint venture;
- (g) Schedule 6 (Relevant Experience in Facility Management, Hostel Operation and Quality Management Accreditation) of Part III with Part A (Contract Period(s), Name and Address of Client Premises and Total Gross Floor Area) and Part B (Contract Period(s), Name and Address of Client Hostel/Hotel/Building of Service Apartments/Guest House and No. of Guest Rooms in the Client Hostel/Hotel/Building of Service Apartments/Guest House) of Schedule 6 completed.

9. Two-Envelope System in Submission of Tenders

9.1 A two-envelope system will be adopted for this tender exercise. The documents set out under **Clause 9.1(a) and (b)** below, shall be first placed inside two separate envelopes marked as specified below:

- (a) **Price Proposal:** Three copies (i.e. 1 original and 2 photocopies) of **Schedule 4** of Part III – “Price Proposal for the Contracting Services” fully completed, signed and dated shall be placed in an envelope clearly marked with the tender reference and the words “Price Proposal”.
- (b) **Service Proposal:** Three copies (i.e. 1 original and 2 photocopies) of all documents/information as required under **Clause 8.4** above (except Schedule 4 of Part III - Price Proposal for the Contracting Services) and **without any indication of the tendered price** shall be placed in another envelope clearly marked with the tender reference and the words “Service Proposal”.

9.2 The completed **Price Proposal** and the **Service Proposal** shall then be put into one single large sealed plain envelope clearly marked:

“Tender Ref.: HAB RMU 3-5/25/4/002/14 - Provision of Management and Operation Services for the Youth Square”

without bearing any references to the identity of the Tenderer or any particular entity, and shall be addressed to the Chairman, Central Tender Board, and placed in the Government Logistics Department Tender Box situated on the ground floor of North Point Government Offices at 333 Java Road, North Point, Hong Kong before the Tender Closing Date and time.

9.3 Tenders not submitted in the manner described in Clauses 9.1 and 9.2 above may not be considered.

9.4 Tenders must be submitted before the Tender Closing Date and time. **Late tenders will not be considered.**

9.5 In case a rainstorm black warning or typhoon signal No. 8 or above is hoisted between 9:00 a.m. and 12:00 noon (Hong Kong time) on the Tender Closing Date, the tender closing time will be extended to 12:00 noon (Hong Kong time) on the first working day of the following week (i.e. except Saturday, Sunday and public holiday).

10. Essential Requirements

10.1 All tenders will be checked against the essential requirements. **Tenders that fail to**

meet any of the essential requirements set out in Clauses 10.2 to 10.5 below will not be further considered.

Experience in facility management services for non-residential building(s)

10.2 A Tenderer (or a participant/shareholder of the Tenderer with not less than 30% share of work by value in the Contract if the Tenderer is a joint venture) shall have at least three (3) aggregate years of experience in providing facility management services for non-residential building(s) each of which has a gross floor area of not less than 10 000 m² in or outside Hong Kong during the past ten (10) years immediately prior to the original Tender Closing Date.

Experience in operating hostel/hotel/building of service apartments/guest house

10.3 (a) For a tender submitted without any sub-contracting proposal for Hostel Management Services at Schedule 2 of Part III of the Tender Documents, a Tenderer (or a participant/shareholder of the Tenderer with not less than 30% share of work by value in the Contract if the Tenderer is a joint venture) shall have experience in operating any of the following type(s) of property in or outside Hong Kong for an aggregate period of at least three (3) years during the past ten (10) years immediately prior to the original Tender Closing Date:

(a) hostel (with not less than 100 guest rooms);

(b) hotel (with not less than 100 guest rooms);

(c) building of service apartments (with not less than 100 guest rooms); and

(d) guest house (with not less than 100 guest rooms).

(b) For a tender submitted with a sub-contracting proposal for Hostel Management Services at Schedule 2 of Part III of the Tender Documents, the Tenderer's proposed Sub-contractor for Hostel Management Services shall have experience in operating any of the following type(s) of property in or outside Hong Kong for an aggregate period of at least three (3) years during the past ten (10) years immediately prior to the original Tender Closing Date:

(a) hostel (with not less than 100 guest rooms);

(b) hotel (with not less than 100 guest rooms);

(c) building of service apartments (with not less than 100 guest rooms); and

(d) guest house (with not less than 100 guest rooms).

Proposed General Manager of YS

- 10.4 The proposed General Manager of YS shall possess at least a higher diploma in property management, hotel management, business management, marketing management or corporate administration from a Hong Kong university, the Hong Kong Institute of Vocational Education or a technical institute/technical college or equivalent.
- 10.5 The proposed General Manager of YS shall have post-qualification full-time experience in the management of any of the following type(s) of property in or outside Hong Kong for an aggregate period of at least three (3) years during the past ten (10) years immediately prior to the original Tender Closing Date:
- (a) non-residential building of not less than 10,000 m² gross floor area;
 - (b) hostel (with not less than 100 guest rooms);
 - (c) hotel (with not less than 100 guest rooms);
 - (d) building of service apartments (with not less than 100 guest rooms); and
 - (e) guest house (with not less than 100 guest rooms).
- 10.6 For the purpose of this Clause 10,
- (a) "facility management services" must at least comprise (i) security services; (ii) cleansing services; (iii) repair and maintenance services for building services and electrical and mechanical installations and equipment; and (iv) management of non-residential tenancies, including the related marketing and leasing arrangements. Provision of facility management services means providing all the above services through direct employees or sub-contractors.
 - (b) "non-residential building" means a building for a purpose other than domestic residence. It also includes hostel, hotel, building of service apartments or guest house.
 - (c) "associated company", in relation to any person, means: (i) a subsidiary of that person; (ii) a holding company of that person; or (iii) a subsidiary of such holding company. The existence of a holding-subsidiary relationship shall be determined in accordance with the provisions in Sections 13 to 15 of the Companies Ordinance (Cap. 622).
 - (d) the required years of experience will be counted in days. In other words, in calculating the "aggregate years of experience", the total aggregate number of days of experience claimed by a Tenderer will be divided by 365, being the number of days for a year. The calculation will be rounded to two decimal places. Figures larger than or equal to 0.005 will be rounded up to 0.01

whereas figures below 0.005 will be rounded down to 0. As an illustration, “three (3) aggregate years of experience” shall mean an aggregate of 1 095 days of experience, being 365 days x 3.

- (e) the experience of a Tenderer, a participant/shareholder of the Tenderer with not less than 30% share of work by value in the Contract if the Tenderer is a joint venture or the Tenderer’s proposed Sub-contractor for Hostel Management Services (as the case may be) gained under different contracts or in respect of different non-residential buildings or different properties of the stipulated types will not be double-counted for those overlapping periods. Two examples are set out below for Tenderer’s reference.

Example 1:

Tenderer A has experience in providing facility management services for non-residential buildings each of which has a gross floor area of not less than 10 000 m² under three contracts during the past ten (10) years immediately prior to the original Tender Closing Date.

Relevant contracts	Service period	Service period without overlapping with the service period of another contract	Number of days counted for accumulated experience required under Clause 10.2
Contract A	16.4.2010-15.4.2012	16.4.2010-15.4.2012	731 days
Contract B	1.10.2011-31.3.2013	16.4.2012-31.3.2013	350 days
Contract C	1.1.2012-31.12.2013	1.4.2013-31.12.2013	275 days
Total:			1 356 days

Example 2:

Tenderer B’s proposed Sub-contractor for Hostel Management Services has experience in operating three properties of the stipulated types during the past ten (10) years immediately prior to the original Tender Closing Date:

Property involved	Operation period	Operation period without overlapping with the operation period of another property involved	Number of days counted for accumulated experience required under Clause 10.3
Guest House A	16.4.2010-15.4.2012	16.4.2010-15.4.2012	731 days

Property involved	Operation period	Operation period without overlapping with the operation period of another property involved	Number of days counted for accumulated experience required under Clause 10.3
Hostel B	1.10.2011-31.3.2014	16.4.2012-31.3.2014	715 days
Hostel C	1.1.2012-31.1.2015	1.4.2014-31.1.2015	306 days
		Total:	1752 days

10.7 For the purpose of the essential requirement in Clause 10.2 above, the following rules will be adopted in determining the validity of the experience claimed by a Tenderer (or a participant/shareholder of the Tenderer with not less than 30% share of work by value in the Contract if the Tenderer is a joint venture) -

- (a) The experience gained by a Tenderer (or a participant/shareholder of the Tenderer with not less than 30% share of work by value in the Contract if the Tenderer is a joint venture) in providing facility management services under contracts will only be counted where the contracts were entered into in the name of the Tenderer (or a participant/shareholder of the Tenderer with not less than 30% share of work by value in the Contract if the Tenderer is a joint venture) in the capacity of a main contractor. Contract(s) entered into in the name of the sub-contractor of the Tenderer (or the sub-contractor of a participant/shareholder of the Tenderer with not less than 30% share of work by value in the Contract if the Tenderer is a joint venture) will not be counted.
- (b) Where Clause 10.7(a) above is not applicable, the experience gained by a Tenderer (or a participant/shareholder of the Tenderer with not less than 30% share of work by value in the Contract if the Tenderer is a joint venture) in providing facility management services will be counted if the non-residential building(s) involved is/are operated in the name of the Tenderer (or a participant/shareholder of the Tenderer with not less than 30% share of work by value in the Contract if the Tenderer is a joint venture).
- (c) For the avoidance of doubt, experience of any associated company of the Tenderer (or any associated company of a participant/shareholder of the Tenderer with not less than 30% share of work by value in the Contract if the Tenderer is a joint venture) will not be counted.
- (d) A Tenderer is required to provide documentary evidence to the satisfaction of the Government to prove that the Tenderer itself (or a participant/shareholder of the Tenderer with not less than 30% share of work by value in the Contract if the Tenderer is a joint venture) satisfies the experience requirement.

Otherwise, the claimed experience will not be taken into account. For the avoidance of doubt, the Government may request a Tenderer to provide documentary evidence to substantiate the claimed experience and such documentary evidence may be submitted after the Tender Closing Date within such period as may be specified in the request.

- 10.8 For the purpose of the essential requirement in Clauses 10.3 above, the following rules will be adopted in determining the validity of the experience claimed by a Tenderer, a participant/shareholder of the Tenderer with not less than 30% share of work by value in the Contract if the Tenderer is a joint venture, or the Tenderer's proposed Sub-contractor for Hostel Management Services (as the case may be) –
- (a) For a tender submitted without any sub-contracting proposal for Hostel Management Services, the experience gained in the name of the Tenderer (or a participant/shareholder of the Tenderer with not less than 30% share of work by value in the Contract if the Tenderer is a joint venture) will be counted. For the avoidance of doubt, experience of any associated company of the Tenderer (or a participant/shareholder of the Tenderer with not less than 30% share of work by value in the Contract if the Tenderer is a joint venture) will not be counted.
 - (b) For a tender submitted with a sub-contracting proposal for Hostel Management Services, the experience gained in the name of the Tenderer's proposed Sub-contractor for Hostel Management Services will be counted. For the avoidance of doubt, experience of any associated company of the Tenderer's proposed Sub-contractor for Hostel Management Services will not be counted.
 - (c) Where the Tenderer proposes a Sub-contractor for Hostel Management Services under the Contract, it is required to submit an undertaking in favour of the Government given by the Sub-contractor on or before the Tender Closing Date agreeing to provide Hostel Management Services under the Contract should the same be awarded to the Tenderer. Otherwise, the experience of the proposed Sub-contractor will not be taken into account.
 - (d) The hostel(s), hotel(s), building(s) of service apartments, and/or guest house(s) concerned must be operated with necessary licenses in accordance with applicable laws, rules and regulations. Experience in operating hostel(s), hotel(s), building(s) of service apartment(s), and/or guest house(s) without the necessary licences will not be taken into account.
 - (e) A Tenderer is required to provide documentary evidence to the satisfaction of the Government to prove that the Tenderer itself, or a participant/shareholder of the Tenderer with not less than 30% share of work by value in the Contract

if the Tenderer is a joint venture, or the Tenderer's proposed Sub-contractor for Hostel Management Services (as the case may be) satisfies the experience requirement. Otherwise, the claimed experience will not be taken into account. For the avoidance of doubt, the Government may request a Tenderer to provide documentary evidence to substantiate the claimed experience and such documentary evidence may be submitted after the Tender Closing Date within such period as may be specified in the request.

10.9 For the purpose of the essential requirements in Clauses 10.4 and 10.5 above, the following rules will be adopted in determining the validity of the qualification and experience of the proposed General Manager of YS -

- (a) The hostel(s), hotel(s), building(s) of service apartments, and/or guest house(s) concerned must be operated with necessary licenses in accordance with applicable laws, rules and regulations. Experience in management of hostel(s), hotel(s), building(s) of service apartments, and/or guest house(s) operated without the necessary licences will not be taken into account.
- (b) A Tenderer is required to submit an undertaking in favour of the Government given by the proposed General Manager of YS agreeing to be deployed by the Tenderer as the General Manager of YS under the Contract should the same be awarded to the Tenderer.
- (c) A Tenderer is required to provide documentary evidence to the satisfaction of the Government to prove that the proposed General Manager of YS satisfies the qualification and experience requirements as specified. Otherwise, the claimed qualification and experience will not be taken into account. For the avoidance of doubt, the Government may request a Tenderer to provide documentary evidence to substantiate the claimed qualification and experience and such documentary evidence may be submitted after the Tender Closing Date within such period as may be specified in the request.

11. Prices Tendered

- 11.1 Tenderers should make certain that prices tendered are accurate before submitting their tenders. Under no circumstances will the Government be obliged to accept any request for price adjustment on the ground that a mistake has been made in the prices tendered.
- 11.2 All prices tendered in the tender shall be in **Hong Kong dollars** and, if accepted by the Government, shall remain valid and binding throughout the Contract Term. **Prices quoted in other currencies will render the tender invalid.**
- 11.3 Without prejudice to the generality of the Terms of Tender, the Government may

require a Tenderer who in the opinion of the Government, has submitted unreasonably low prices, justify and demonstrate to the reasonable satisfaction of the Government that such a Tenderer is capable of carrying out and completing the Contract. Failing to justify and demonstrate to the Government's satisfaction would entitle the Government to reject the tender.

12. Tender to Remain Open

- 12.1 Tenders shall remain valid and open for not less than **one hundred and eighty (180) days** after the Tender Closing Date (“**Validity Period**”).
- 12.2 If before the expiry of the Validity Period, a Tenderer withdraws its offer, the Government will take due notice of the Tenderer's action and this may well prejudice its future standing as a Government contractor.

13. Tenderers' Commitment

- 13.1 All proposals, information and responses from the Tenderer shall be submitted in writing and be the representation of the Tenderer. All or any proposals, information and responses submitted by the Tenderer may by law or at the Government's sole option be incorporated into and made a part of the Contract to be made between the Government and the successful Tenderer in such manner as the Government considers appropriate. The Government may, and, in submitting a tender, the Tenderer irrevocably authorises the Government to, make such changes to the terms and conditions of the Contract as may be necessary as a result of such incorporation without the need to obtain any prior agreement of the successful Tenderer. No information or other material that cannot be incorporated into the Contract should be submitted.
- 13.2 The Government reserves the right to disqualify any Tenderer who submits a proposal or tender that in the opinion of the Government directly or indirectly attempts to preclude or limit the effect of this requirement.

14. Submission of Documents for Financial Vetting

- 14.1 A Tenderer shall upon request by the Government Representative provide the following documents and other financial information for financial vetting purpose within seven (7) days from the date of such request (or such other period as may be specified by the Government Representative). For a joint venture, the following information requirements shall also apply to each member of the joint venture company:
- (a) Audited accounts of the Tenderer for the past three (3) years. The requirements of the audited accounts are –

- (i) Originals (or copies certified by the Tenderer's auditor as the true and complete copies thereof) for the three (3) financial years prior to the Tender Closing Date;
 - (ii) The latest accounts must be for a period ending no more than eighteen (18) months before the Tender Closing Date;
 - (iii) The accounts must contain the directors' report, auditors' report, balance sheet, profit and loss account, cash flow statement and notes to the accounts;
 - (iv) Consolidated group companies accounts may be submitted if the Tenderer is a subsidiary of another company, but the company-only accounts reflecting the financial position and results of the Tenderer itself must be submitted also;
 - (v) All such accounts must have been audited by certified public accountants or other accountants acceptable to the Government;
 - (vi) If any such accounts are in a language other than Chinese or English, translations and certification as accurate of such accounts by respective consulate or a notary public registered in Hong Kong must be provided; and
 - (vii) The account shall be prepared on the same basis for each year in accordance with accounting principles generally accepted in Hong Kong and the disclosure requirements of the Companies Ordinance;
- (b) Management accounts up to a period not earlier than three (3) months before the Tender Closing Date (if that has not already been covered by the latest audited accounts). The accounts shall be prepared on the same basis for each year in accordance with accounting principles generally accepted in Hong Kong and the disclosure requirements of the Companies Ordinance;
- (c) Unaudited accounts are acceptable only if the Tenderer is a newly established company where the first accounts are not yet available or the Tenderers are unincorporated entities (e.g. sole-proprietors and partnership) where audited accounts supplemented with past tax assessment records instead. The unaudited accounts (and management accounts mentioned in (b) above) must be certified by the sole proprietor, partner, company director or certified public accountant (practicing) or a corporate practice registered under the Professional Accountant Ordinance (Cap. 50); and
- (d) Projected profit and loss accounts and cash flow statements for the Contract and for each Contract year, one for the Services and one for the organisation as a whole. The projected statements should be certified by the company's director. The projected statements should show the revenue, operating expenses, capital

expenditure, source of finance such as upfront investment and/or debt financing, and other particulars showing how the Tenderer will deal with the Contract. The assumptions used in preparing the projections should be reasonable and must be clearly stated. The assumptions by the Government included in the Tender Documents must be reflected in the Tenderer's projections. All the supporting schedules and detailed calculations should also be required.

- 14.2 Tenderers shall upon the request in writing by the Government provide any other financial and corporate information as required by the Government for assessment of the financial capability of the Tenderer to undertake the Contract on or before such date as stated in the written notification by the Government.
- 14.3 For the avoidance of doubt, the Government's request for submission of financial documents and information above is not an indication that the offer from the relevant Tenderer will be accepted by the Government.

15. Tender Evaluation

- 15.1 All tenders will be evaluated in accordance with the tender evaluation procedures and marking scheme as set out in **Annex 1A and Annex 1B to these Terms of Tender** respectively. Before submitting their tenders, Tenderers are advised to note the evaluation criteria and marking scheme for assessment of their Service Proposals and Price Proposals.
- 15.2 The Government shall have the right to disclose documents submitted by the Tenderers to any third party for the purpose of tender evaluation.

16. Basis of Acceptance and Award of Contract

- 16.1 Tenderers should note that their offers will be considered on a complete overall basis. Tender with only partial offers will not be considered.
- 16.2 The Government Representative is not bound to accept the tender with the lowest Estimated Contract Value or any tender and reserves the right to accept all or any part of any tender at any time within the Validity Period.
- 16.3 The award of Contract will be made to the Tenderer whose tender is determined by the Government to be the most advantageous to the Government. The Government is not obliged to give any reasons for the acceptance or non-acceptance of any tender.
- 16.4 The successful Tenderer will receive a Letter of Conditional Acceptance from the Government notifying it the Government's conditional acceptance of its tender, subject to delivery to the Government of the Contract Deposit pursuant to **Clause 17** of the Terms of Tender and fulfillment of any other conditions as the Government may specify therein.

- 16.5 Upon and subject to the successful Tenderer having duly complied with **Clause 17** of the Terms of Tender and such other conditions as may be specified in the Letter of Conditional Acceptance by a specified date (“**Specified Date**”), a legally binding Contract will come into existence between the Government and the successful Tenderer and the successful Tenderer will receive a duplicate copy of the Contract with the “Memorandum of Acceptance” signed by the Government.
- 16.6 If the successful Tenderer who receives the Letter of Conditional Acceptance fails to deliver the Contract Deposit in accordance with **Clause 17** of the Terms of Tender or fulfill such other conditions as may be stipulated in the Letter of Conditional Acceptance by the Specified Date, the Letter of Conditional Acceptance shall lapse and be of no effect and the Government shall be at liberty to award the Contract to any other Tenderer, to conduct a fresh tender exercise or to take such appropriate action as the Government deems fit. Tenderers who do not receive any notification of acceptance within the Validity Period may assume that their tenders have not been accepted.

17. Contract Deposit

- 17.1 The successful Tenderer will be required to deliver to the Government before the Specified Date a Contract Deposit of an amount equivalent to not more than two percent (2%) of the Estimated Contract Value as set out in the successful Tenderer’s Price Proposal as security for the due and faithful performance of the Contract. The Contract Deposit may be paid either in cash or in the form of performance guarantee issued by a bank which holds a valid banking licence granted under the Banking Ordinance (Cap. 155) or an insurer authorised under the Insurance Companies Ordinance (Cap. 41), in the form set out in **Appendix 1 to the Conditions of Contract** with only such amendments as may previously have been agreed in writing by the Government.
- 17.2 A Tenderer should elect the method of providing a Contract Deposit in **Schedule 5** of Part III. In the event that a Tenderer fails to elect the method of providing a Contract Deposit in **Schedule 5**, it will be assumed that the Tenderer will pay the Government the Contract Deposit by way of cash.
- 17.3 If a Tenderer elects to provide a performance guarantee, the guarantee must remain in force from the Commencement Date until three (3) months after the expiry of the Contract Term or the date on which all the obligations and liabilities of the Contractor under the Contract have been duly carried out, completed and discharged to the satisfaction of the Government, whichever is the later.
- 17.4 Notwithstanding anything herein to the contrary, in case where the successful Tenderer (e.g. a newly established company) is unable to submit adequate information for conducting a meaningful assessment or it fails in the financial vetting, the successful

Tenderer will be required to submit in writing its agreement to submit, in addition to the Contract Deposit specified in **Clause 17.1** above, a further Contract Deposit in Hong Kong dollars in an amount equivalent to 3% of the Estimated Contract Value, either in cash or in the form of a performance guarantee issued by a bank which holds a valid banking licence granted under the Banking Ordinance (Cap. 155) or an insurer authorised under the Insurance Companies Ordinance (Cap.41), in the form set out in **Appendix 1 to the Conditions of Contract** with only such amendments as may previously have been agreed in writing by the Government, to guarantee the fulfillment of the contractual obligations if the Contract is awarded to the Tenderer.

18. Tenderers' Response to the Government's Enquiries

- 18.1 In the event that the Government determines that clarification of or supplement for incomplete information to any tender is necessary, it may, but is not obliged to, request the Tenderer concerned to provide the necessary clarification, information and/or document relating to its tender. The Tenderer shall thereafter within five (5) working days or such other period as specified in the request submits the requested clarification, information and/or document in the form required by the Government. If the Tenderer fails to comply with such request or the clarification, information and/or document submitted is incomplete or not acceptable to the Government, the Government may, at its discretion, proceed to evaluate the tender on an as is basis or disqualify the Tenderer.
- 18.2 Any statement, whether oral or written, made and any action taken by any Government officer in response to any enquiry made by a prospective Tenderer shall be for guidance and reference purposes only. The statement shall not be deemed to form part of these Terms of Tender and such statement or action shall not and shall not be deemed to amplify, alter, negate, waive or otherwise vary any of the terms or conditions set out in the Tender Documents.

19. Written Instruction Procedure

Only those communications which are signed and in writing from the Government may be considered as duly authorised expressions on behalf of the Government. Only communications from Tenderers which are in writing will be recognised by the Government as duly authorised on behalf of Tenderers.

20. Negotiations

The Government reserves the right to negotiate with any or all Tenderers concerning the terms of the offer and the terms and conditions of the Contract.

21. Offer to be Binding

- 21.1 All parts of the Tender Documents and the tender submitted by the successful Tenderer will be binding on the Tenderer and form part of the Contract after the Contract has been awarded. A Tenderer is deemed to have satisfied itself as to the correctness of its tender. In the event that a Tenderer discovers an error in its tender after the tender has been deposited, the Tenderer may correct the same in a separate letter before the Tender Closing Date. No request for adjustment or variation whatsoever will be allowed or entertained after the Tender Closing Date.
- 21.2 By signing the “Offer to be Bound”, a Tenderer confirms that its offer has been made subject to the terms and conditions contained in the Tender Documents, and any variation or adjustment agreed with Government and upon being accepted by Government, be incorporated into and form part of the Contract.

22. Contractor’s Performance Monitoring

Tenderer is advised that should the Government award the Contract to it, its performance of Contract will be monitored and may be taken into account when the Government evaluates any tenders or quotations that it may submit in future. An offer or tender submitted by a Tenderer who has been in breach of any of its statutory obligations or contractual obligations under any comparable current or past contracts with the Government may not be considered having regard, including and not limited to, the seriousness and the number of breaches and its or their relevancy to the offer or tender submitted. Without prejudice to the foregoing, the Tenderer may have criminal or civil liabilities for its breach of the contract and may be liable to compensate the Government for the losses and expenses that it may have suffered or incurred.

23. Cancellation of Tender

Without prejudice to the Government’s right to cancel this invitation to tender, where there are changes of requirement after the Tender Closing Date for operational or whatever reasons, the Government is not bound to accept any conforming tender and reserves the right to cancel this invitation to tender.

24. Documents of Unsuccessful Tenderers

- 24.1 Documents of unsuccessful Tenderers will be retained by the Government for a period of not less than three (3) months after the Contract has been awarded and may be destroyed thereafter.

25. Environment Friendly Measures

- 25.1 The following environment friendly measures are recommended in the preparation of the documents in relation to the tender:
- (a) All documents should preferably be printed on both sides and on recycled papers. Paper exceeding 80 gsm is not recommended.
 - (b) Excessive use of plastic laminates, glossy covers or double covers should be avoided as far as possible. Use of recyclable non-glossy art board paper as document covers is recommended.
 - (c) Single line spacing should be used and excessive space in the margins and in between the paragraphs should be avoided.

26. Personal Data Provided

- 26.1 The personal data of any individual provided by a Tenderer in the tender will be used by the Government for the purposes of this invitation to tender and all other purposes arising from or incidental to the invitation (including for tender evaluation and contract award purposes). If insufficient and inaccurate information is provided, the tender may not be considered.
- 26.2 A Tenderer shall ensure that, prior to disclosure in the tender, the relevant individual to whom the personal data belongs has acknowledged and consented that his/her personal data may be disclosed to the Government and all parties responsible for tender evaluation in Government bureaux, departments and non-Government organisations.
- 26.3 Tenderers have the right of access and correction with respect to personal data as provided for in Sections 18 and 22 of and Principle 6 of Schedule 1 to the Personal Data (Privacy) Ordinance (Cap. 486). The right of access includes the right to obtain a copy of the Tenderers' personal data provided in the tender.
- 26.4 Enquiries concerning the personal data collected by means of the tender, including the making of access and corrections, should be addressed to Personal Data Privacy Officer of the Home Affairs Bureau.

27. Consent to Disclosure

- 27.1 The Government shall have the right to disclose without any further reference to the successful Tenderer, whenever it considers appropriate or upon request by any third party (written or otherwise) information on the awarded Contract, the name and address of the successful Tenderer, description of the Services and the Contract amount.

28. Warranty against Collusion

- 28.1 By submitting a tender, the Tenderer represents and warrants that in relation to its tender:
- (a) It has not communicated and will not communicate to any person other than the Government the amount of any tender price;
 - (b) It has not fixed and will not fix the amount of any tender price by arrangement with any person;
 - (c) It has not made or will not make any arrangement with any person as to whether it or that other person will or will not submit a tender; and
 - (d) It has not otherwise colluded and will not otherwise collude with any person in any manner whatsoever in the tendering process.
- 28.2 In the event that the Tenderer is in breach of any of the representations and/or warranties in **Clause 28.1** above, the Government shall be entitled to, without compensation to any person or liability on the part of the Government:
- (a) reject the tender;
 - (b) if the Government has accepted the tender, withdraw its acceptance of the tender; and
 - (c) if the Government has entered into the Contract with the Tenderer, terminate the Contract.
- 28.3 The Tenderer shall indemnify and keep indemnified the Government against all losses, damages, costs or expenses arising out of or in relation to any breach of any of the representations and/or warranties in **Clause 28.1** above.
- 28.4 Any breach of any of the representations and/or warranties in **Clause 28.1** above by the Tenderer may prejudice the Tenderer's future standing as a Government contractor.
- 28.5 **Clause 28.1** above shall have no application to the Tenderer's communication in strict confidence with its own insurers or brokers to obtain an insurance quotation for computation of the tender price, or with its professional advisers, consultants or sub-contractors to solicit their assistance in preparation of the tender submission.
- 28.6 The rights of the Government under **Clauses 28.2 to 28.4** above are in addition to and without prejudice to any other rights or remedies available to it against the Tenderer.

29. No Warranty on the Tender Documents

- 29.1 Tenderers should study the Tender Documents and all its Parts, Schedules, Annexes and Appendices carefully and ensure that they fully understand the terms and conditions before submitting their tenders. Tenderers should note that all information provided by the Government in connection with this tender are for reference only. The Government (including its employees and agents) gives no warranty or representation, be it express or implied, as to its accuracy, completeness and application. Tenderers should conduct their own independent assessment of the information and content of the Tender Documents at their own costs. The Government accepts no liability whatsoever for the accuracy, completeness or

otherwise of any information or representation of any information in the Tender Documents.

30. Complaints about Tendering Process or Contract Award

30.1 The tendering process is subject to internal monitoring to ensure that contracts are awarded properly and fairly. Any Tenderer who feels that its offer has not been fairly evaluated may write to the Permanent Secretary for Home Affairs who will personally examine the complaint and refer it to the approving authority/relevant tender boards for consideration if it relates to the tendering system or procedures followed. The Tenderer shall lodge the complaint before disposal of documents of unsuccessful Tenderers which shall be within three (3) months after the award of the Contract.

31. Undisclosed Agency

31.1 The person who signs a tender as Tenderer shall be deemed to be acting as a principal unless it discloses therein that it is acting as an agent only, in which case it shall also disclose therein the name, address and the name(s) of the contact person(s) of its principal.

32. New Information Relevant to Qualified Status

32.1 A Tenderer should inform the Government in writing immediately of any factor which might affect its status as a service provider of the Government, or as a service provider for a particular service. The Government reserves the right to review the Tenderer's status in the light of any new information relevant to its qualification.

33. Offering Gratuities

33.1 The Tenderer shall not and shall ensure that its employees, sub-contractors and the employees of its Sub-contractors shall not offer or give any advantage as defined in the Prevention of Bribery Ordinance (Cap. 201) to any employee of the Government Representatives. Any breach of or non-compliance with this Clause by the Tenderer shall, without affecting the Tenderer's liability for such breach or non-compliance, invalidate its tender, and if the Contract has been awarded to the Tenderer without knowing the breach, the Government shall be entitled to immediately terminate the Contract and claim for all losses and costs incurred.

34. Saving

34.1 The Government reserves the right to exclude a Tenderer from this tender exercise on

the grounds specified by the Government, including but not limited to significant or persistent deficiencies in performance, professional misconduct or infringement of Intellectual Property Rights.

35. Intellectual Property Rights Licence of Tender Documents

- 35.1 A tender once submitted will become the property of the Government. Tenders of unsuccessful Tenderer may be destroyed in accordance with Clause 24 above. In consideration of the Government considering its tender on and subject to the terms and conditions of the Tender Documents, without prejudice to all other rights and powers of the Government under the Tender Documents (including in particular its right to disclose information in the tenders) and under the Contract (including in particular the licence), each Tenderer hereby grants and undertakes to procure at its own cost and expense the owners of the relevant Intellectual Property Rights to grant to the Government, its assigns, successors-in-title and authorised users, a royalty-free, non-exclusive, irrevocable, sub-licensable, transferable, world-wide, unrestricted right and licence to use or exercise all or any Intellectual Property Rights subsisting in its tender for the purposes of tender evaluation and for all other purposes incidental thereto or in connection therewith. Such right and licence shall continue to subsist so long as all or any Intellectual Property Rights subsist in the tender (or any part thereof) under any applicable law, including the laws of Hong Kong.
- 35.2 The Tenderer shall indemnify the Government, its assigns, successors-in-title, and authorised users on the terms set out in Clause 23.2 of the Conditions of Contract in the event if the exercise by any of them of the rights mentioned in Clause 35.1 above infringes or is alleged to infringe the Intellectual Property Rights of any person.
- 35.3 The Tenderer shall irrevocably waive, and undertake to procure at its own cost and expense all authors of the tender or any part thereof to irrevocably waive, all moral rights (whether past, present or future) in such items. The waiver shall operate in favour of the Government, its assigns, successors-in-title and authorised uses and shall take effect from the date of submission of the tender.

Annex 1A - Tender Evaluation Procedures

The Tender Assessment Panel will evaluate the tenders based on the following evaluation procedures. All calculations of the technical mark, weighted technical score, weighted price score and combined score in Stages II to IV will be rounded to the nearest two decimal places. Figures larger than or equal to 0.005 will be rounded up to 0.01 whereas figures below 0.005 will be rounded down to 0.

(a) Stage I – Assessment on Compliance with Essential Requirements

Tenders received will be checked to ensure their compliance with all the essential requirements under Clauses 10.2 to 10.5 of the Terms of Tender. **Any tender which fails to meet any of the essential requirements under Clauses 10.2 to 10.5 will not be considered further.**

(b) Stage II – Technical Assessment

- (i) A tender which has passed Stage I will be further evaluated according to the Assessment Criteria and Marking Scheme as detailed in **Annex 1B**.
- (ii) **Schedule 3** (Tenderer's Plans and Proposals) submitted by a Tenderer shall not be more than 100 pages in A4 size paper for text (with margin not less than 25 mm and character font size not less than 12). Those pages that exceed the specified limit shall not be considered in the Technical Assessment. Other information, including the annexes to the Plans and Proposals and the related documentary proof, will not be included in the counting of pages for this purpose.
- (iii) A maximum technical mark of 100 is assigned for the Technical Assessment. To be qualified for further assessment under Stage III, a tender must attain the overall passing mark of 50 for the Technical Assessment. **Any tender which fails to achieve the overall passing mark of 50 in Stage II will not be considered further.**
- (iv) A maximum weighted technical score of 40 will be allocated to the tender which has attained the highest total technical mark. The weighted technical score of the other tenders will be worked out in accordance with the following formula:

40	x	$\frac{\text{Total technical mark of the tender being considered which has passed both Stages I and II evaluation}}{\text{Highest total technical mark among all the tenders which have passed both Stages I and II evaluation}}$
----	---	---

(c) Stage III – Price Assessment

- (i) The Price Proposals of Tenderers who have passed both Stages I and II evaluation will be opened and evaluated. **A Tenderer must propose the Annual Basic Management Fee in its Price Proposal, failure to do so will render its tender non-conforming and not to be further considered.**

- (ii) A maximum weighted price score of 60 will be allocated to the tender with the lowest Estimated Contract Value (defined in Clause 1.1 of the Conditions of Contract, Part II of the Tender Documents). The weighted price score for the other tenders will be worked out in accordance with the following formula:

60	x	$\frac{\text{Lowest Estimated Contract Value among the tenders which has passed both Stages I and II evaluation}}{\text{Estimated Contract Value of the tender being assessed which has passed both Stages I and II evaluation}}$
----	---	---

(d) Stage IV – Calculation of Combined Score

- (i) The combined technical and price score of a tender will be worked out as follows:

Combined score = Weighted technical score + Weighted price score

- (ii) Normally, the tender with the highest combined score will be recommended for acceptance, subject to the requirement that acceptance of the recommended tender is the most advantageous to the Government in accordance with the tender provisions.

Annex 1B – Assessment Criteria and Marking Scheme

	Assessment Criteria	Maximum Mark	
1.	(a) Relevant experience of the Tenderer (or a participant/shareholder of the Tenderer with not less than 30% share of work by value in the Contract if the Tenderer is a joint venture) in providing facility management services for non-residential building(s)	8	
	(b) Relevant experience of the Tenderer, a participant/shareholder of the Tenderer with not less than 30% share of work by value in the Contract if the Tenderer is a joint venture, or the Tenderer's proposed Sub-contractor for Hostel Management Services (as the case may be) in operating hostel(s)/hotel(s)/building(s) of service apartments/guest house(s)	8	
2.	Relevant experience of the proposed General Manager of YS	8	
3.	Qualifications of the proposed General Manager of YS	4	
4.	Qualification in quality management	6	
5.	Management Plan	16	
6.	Business Plan	24	
7.	Contingency Plan	8	
8.	Transition Plan	6	
9.	Quality Assurance Plan	8	
10.	Number of Value-added Proposals	4	
	Total	100	

The marking sheet with marks breakdown is enclosed for reference:

Marking Sheet for Tender Assessment

Assessment Criteria	Mark	Mark obtained by Tenderers			
<p>1 (a) Aggregate years of experience of the Tenderer (or a participant/shareholder of the Tenderer with not less than 30% share of work by value in the Contract if the Tenderer is a joint venture) in providing facility management services for non-residential building(s) each of which has a gross floor area of not less than 10 000 m² in or outside Hong Kong during the past ten (10) years immediately prior to the original Tender Closing Date</p> <p>(see Note 1 of the “Explanatory Notes for Marking Scheme”) (max. mark 8)</p>					
<p>(i) >9 years (ii) >7 to 9 years (iii) >5 to 7 years (iv) >3 to 5 years (v) 3 years</p>	<p>8 6 4 2 0</p>				
<p>1 (b) Aggregate years of experience of the Tenderer, a participant/shareholder of a joint venture Tenderer with not less than 30% share of work by value in the Contract, or the Tenderer’s proposed Sub-contractor for Hostel Management Services (as the case may be), in operating any of the following type(s) of property in or outside Hong Kong during the past ten (10) years immediately prior to the original Tender Closing Date:</p> <ul style="list-style-type: none"> ▪ hostel (with not less than 100 guest rooms); ▪ hotel (with not less than 100 guest rooms); ▪ building of service apartments (with not less than 100 guest rooms); and ▪ guest house (with not less than 100 guest rooms). <p>(see Note 2 of the “Explanatory Notes for Marking Scheme”) (max. mark 8)</p>					
<p>(i) >9 years (ii) >7 to 9 years (iii) >5 to 7 years (iv) >3 to 5 years (v) 3 years</p>	<p>8 6 4 2 0</p>				
Mark obtained					

Assessment Criteria	Mark	Mark obtained by Tenderers			
<p>2. Aggregate years of post-qualification full-time experience of the proposed General Manager of YS in the management of any of the following type(s) of property in or outside Hong Kong during the past ten (10) years immediately prior to the original Tender Closing Date:</p> <ul style="list-style-type: none"> • non-residential building of not less than 10,000 m² gross floor area; • hostel (with not less than 100 guest rooms); • hotel (with not less than 100 guest rooms); • building of service apartments (with not less than 100 guest rooms); and • guest house (with not less than 100 guest rooms). <p>(see Note 3 of the “Explanatory Notes for Marking Scheme”) (max. mark 8)</p>					
<p>(i) >9 years</p> <p>(ii) >7 to 9 years</p> <p>(iii) >5 to 7 years</p> <p>(iv) >3 to 5 years</p> <p>(v) 3 years</p>	<p>8</p> <p>6</p> <p>4</p> <p>2</p> <p>0</p>				
Mark obtained					

<p>3. Qualifications of the General Manager of YS (see Note 3 of the “Explanatory Notes for Marking Scheme”) (max. mark 4) as at the original Tender Closing Date</p>					
<p>(i) a bachelor's degree or above in property management, hotel management, business management, marketing management or corporate administration from a Hong Kong university, the Hong Kong Institute of Vocational Education or a technical institute/technical college or equivalent</p> <p>(ii) a higher diploma in property management, hotel management, business management, marketing management or corporate administration from a Hong Kong university, the Hong Kong Institute of Vocational Education or a technical institute/technical college or equivalent</p>	<p>4</p> <p>0</p>				
Mark obtained					

Assessment Criteria	Mark	Mark obtained by Tenderers			
4. Accreditation to relevant ISO and OHSAS certifications which are valid as at the original Tender Closing Date (see Note 4 of the “Explanatory Notes for Marking Scheme”) (max. mark 6)					
(i) accredited to ISO 9001, ISO 14001 and OHSAS 18001 with documentary proof	6				
(ii) accredited to any two (2) of ISO 9001, ISO 14001 and OHSAS 18001 with documentary proof	4				
(iii) accredited to any one (1) of ISO 9001, ISO 14001 and OHSAS 18001 with documentary proof	2				
(iv) no ISO or OHSAS certifications or documentary proof	0				
Mark obtained					

5. Management Plan (see Note 5(a) of the “Explanatory Notes for Marking Scheme”) (max. mark 16)					
(i) Proposed plan is practicable and provides detailed information on all items as listed under Note 5(a) of the “Explanatory Notes for Marking Scheme” (“the relevant Note”) with good suggestion(s) on at least one item.	16				
(ii) Proposed plan is practicable and provides detailed information on all items as listed in the relevant Note.	12				
(iii) Proposed plan is practicable and provides detailed information on two of the items and brief information on the remaining item as listed in the relevant Note.	8				
(iv) Proposed plan is practicable and provides: <ul style="list-style-type: none"> ● detailed information on one of the items and brief information on the remaining items as listed in the relevant Note; or ● brief information on all items as listed in the relevant Note. 	4				
(v) Proposed plan is impracticable, or provides no information on any of the items as listed in the relevant Note.	0				
Mark obtained					

Assessment Criteria	Mark	Mark obtained by Tenderers			
6. Business Plan (see Note 5(b) of the “Explanatory Notes for Marking Scheme”) (max. mark 24)					
(i) Proposed plan is in line with the youth development mission and objectives of the YS having regard to the utilisation and occupancy of the facilities of the YS and cost-recovery objective, and is practicable and provides detailed information on all items as listed under Note 5(b) of the “Explanatory Notes for Marking Scheme” (“the relevant Note”) with good suggestion(s) on at least one item.	24				
(ii) Proposed plan is in line with the youth development mission and objectives of the YS having regard to the utilisation and occupancy of the facilities of the YS and cost-recovery objective, and is practicable and provides detailed information on all items as listed in the relevant Note.	18				
(iii) Proposed plan is in line with the youth development mission and objectives of the YS having regard to the utilisation and occupancy of the facilities of the YS and cost-recovery objective, and is practicable and provides detailed information on two or three of the items and brief information on the remaining items as listed in the relevant Note.	12				
(iv) Proposed plan is in line with the youth development mission and objectives of the YS having regard to the utilisation and occupancy of the facilities of the YS and cost-recovery objective, and is practicable and provides: <ul style="list-style-type: none"> ● detailed information on one item and brief information on the remaining items as listed in the relevant Note; or ● brief information on all items as listed in the relevant Note. 	6				
(v) Proposed plan is not in line with the youth development mission and objectives of the YS having regard to the utilisation, occupancy and cost-recovery objective, or is impracticable, or provides no information on any of the items as listed in the relevant Note.	0				
Mark obtained					

Assessment Criteria	Mark	Mark obtained by Tenderers			
7. Contingency Plan (see Note 5(c) of the “Explanatory Notes for Marking Scheme”) (max. mark 8)					
(i) Proposed plan is practicable and provides detailed information on all items as listed under Note 5(c) of the “Explanatory Notes for Marking Scheme” (“the relevant Note”) with good suggestion(s) on at least one item.	8				
(ii) Proposed plan is practicable and provides detailed information on all items as listed in the relevant Note.	6				
(iii) Proposed plan is practicable and provides detailed information on one of the items and brief information on the remaining item as listed in the relevant Note.	4				
(iv) Proposed plan is practicable and provides brief information on all items as listed in the relevant Note.	2				
(v) Proposed plan is impracticable, or provides no information on any of the items as listed in the relevant Note.	0				
Mark obtained					

8. Transition Plan (see Note 5(d) of the “Explanatory Notes for Marking Scheme”) (max. mark 6)					
(i) Proposed plan is practicable and provides detailed information on all items as listed under Note 5(d) of the “Explanatory Notes for Marking Scheme” (“the relevant Note”) with good suggestion(s) on at least one item.	6				
(ii) Proposed plan is practicable and provides detailed information on all items as listed in the relevant Note.	4.5				
(iii) Proposed plan is practicable and provides detailed information on one of the items and brief information on the remaining item as listed in the relevant Note	3				
(iv) Proposed plan is practicable and provides brief information on all items as listed in the relevant Note.	1.5				
(v) Proposed plan is impracticable, or provides no information on any of the items as listed in the relevant Note.	0				
Mark obtained					

Assessment Criteria	Mark	Mark obtained by Tenderers			
9. Quality Assurance Plan (see Note 5(e) of the “Explanatory Notes for Marking Scheme”) (max. mark 8)					
(i) Proposed plan is practicable and provides detailed information on all items as listed under Note 5(e) of the “Explanatory Notes for Marking Scheme” (“the relevant Note”) with good suggestion(s) on at least one item.	8				
(ii) Proposed plan is practicable and provides detailed information on all items as listed in the relevant Note.	6				
(iii) Proposed plan is practicable and provides detailed information on two of the items and brief information on the remaining item as listed in the relevant Note.	4				
(iv) Proposed plan is practicable and provides: <ul style="list-style-type: none"> ● detailed information on one of the items and brief information on the remaining items as listed in the relevant Note; or ● brief information on all items as listed in the relevant Note. 	2				
(v) Proposed plan is impracticable, or provides no information on any of the items as listed in the relevant Note.	0				
Mark obtained					

10. Number of value-added proposals (see Note 6 of the “Explanatory Notes for Marking Scheme”) (max. mark 4)					
(i) 4 or more value-added proposals	4				
(ii) 3 value-added proposals	3				
(iii) 2 value-added proposals	2				
(iv) 1 value-added proposal	1				
(v) 0 value-added proposal	0				
Mark obtained					
Total Marks Scored (Overall Passing Mark = 50)					

Explanatory Notes for Marking Scheme

1. For the purpose of Assessment Criterion 1(a), the rules set out in Clauses 10.6 and 10.7 of the Terms of Tender are applicable. For a tender submitted by a joint venture Tenderer, in the event that more than one of participant/shareholder of the Tenderer are able to meet the experience requirement, only the experience of the participant/shareholder of the joint venture Tenderer with not less than 30% share of work by value in the Contract and with the longest years of aggregate experience will be taken into account.
2. For the purpose of Assessment Criterion 1(b), the rules set out in Clauses 10.6 and 10.8 of the Terms of Tender are applicable. For a tender submitted by a joint venture Tenderer without any sub-contracting proposal for Hostel Management Services, in the event that more than one of participant/shareholder of the Tenderer are able to meet the experience requirement, only the experience of the participant/shareholder of the joint venture Tenderer with not less than 30% share of work by value in the Contract with the longest years of aggregate experience will be taken into account.
3. For the purpose of Assessment Criteria 2 and 3, the rules set out in Clauses 10.6 and 10.9 of the Terms of Tender are applicable.
4. For the purpose of Assessment Criterion 4, relevant ISO and OHSAS certifications in possession by the Tenderer itself, any participant/shareholder of a joint venture Tenderer with not less than 30% share of work by value in the Contract, or the Tenderer's proposed Sub-contractor for Hostel Management Services (as the case may be), which are valid as at the original Tender Closing Date and supported with documentary evidence will be taken into account but each type of certification will only be counted once.
5. For the purpose of Assessment Criteria 5 to 9, the following rules are applicable:
 - (a) Management Plan shall include the following items –
 - (i) an organisation chart for carrying out the Services, indicating the areas to be performed by in-house staff with proposed post title(s), the number of key management and technical staff at managerial and supervisory level (including the proposed General Manager) who will fulfill the minimum qualification and experience requirements for the key functions as laid down in Attachment 3 of Part IV – Service Specifications, and sub-contractor(s), if any;
 - (ii) the training programmes for the managerial/supervisory/frontline staff of the Tenderer for performance of the Services;
 - (iii) the mechanism for supervision and inspection of the work of frontline staff.

- (b) Business Plan must be in line with the youth development mission and objectives of the YS as laid down in Clause 7 of Part IV - Service Specifications having regard to the utilisation and occupancy of the facilities of the YS and cost-recovery objective and shall include the following items -
- (i) a marketing strategy for promotional events with proposed scale/coverage to boost up the utilisation of the facilities of the YS including the venue promotional activities to improve occupancy and usage of YS and pricing strategy for YS facilities and venues in maximizing occupancy rates with the understanding of the Government's objective to achieve a cost-recovery ratio of not less than 50%;
 - (ii) a youth development programme plan which includes proposals on how to approach/source different government or non-government organisations in co-organising and/or promoting youth development programmes, proposals on achieving the performance indicators as laid down in Sub-clause 20.3.1 of Part IV – Service Specifications in relation to the youth development objectives and the means of assessing the effectiveness in promoting youth development programmes;
 - (iii) details on management of the database system about bookings and utilisation of the facilities of the YS with a view to generating instant management information reports; and
 - (iv) details and particulars of the safety measures to be adopted in carrying out the Services, such as measures to ensure all facilities and equipment are in good condition for safe use, measures to prevent and minimise damage to the property of the YS and injuries to visitors or staff in the YS.
- (c) Contingency Plan shall include the following items -
- (i) details and procedures on the arrangement for emergency situations such as suspension/interruption of water or electricity supply, breakdown of computerized booking system, shortage of staff; and
 - (ii) details on the availability of additional resources for contingency or emergency situations.
- (d) Transition Plan shall include the following items -
- (i) transition-in arrangements to ensure smooth provision of the Services at the commencement of the Contract; and
 - (ii) transition-out arrangements to minimize disruption of the Services before and upon the expiry or termination of the Contract.
- (e) Quality Assurance Plan shall include the following items -

- (i) the mechanism to assure the performance quality and measures to remedy performance defects and to prevent recurrence of any sub-standard services;
 - (ii) arrangements to achieve indoor air quality, water quality, energy efficiency, waste reduction and other environmental protection initiatives mentioned in Clause 8.3.39 and Clause 16.3.2(c) in Part IV – Service Specifications; and
 - (iii) ways/approach to work with the Government Representative and other relevant parties (such as Architectural Services Department for building maintenance issues, the Hong Kong Police Force for security arrangements) as may be directed by the Government Representative to resolve issues arising from the Contract.
6. For the purpose of Assessment Criterion 10, the marking scale will be based on the number of value-added proposals submitted by a Tenderer which –
- (a) are not covered by the Contract requirements;
 - (b) are not covered in any plans submitted for Assessment Criteria 5 to 9 in the Marking Scheme;
 - (c) the implementation of which will not cause additional cost to the Government;
 - (d) can improve:
 - (i) the quality of the Services to a level exceeding any minimum performance indicator(s) as laid down in Sub-clauses 8.4, 9.4, 12.4, 13.4, 14.4, 15.4, 16.4, 17.4 and 20.3.1 of Part IV – Service Specifications; or
 - (ii) the ambience of the YS; and
 - (e) can better achieve the mission and any objective(s) of the YS as laid down in Clause 7 of Part IV - Service Specifications.

Annex 2 - Reply Slip for Attending Briefing Session

**Home Affairs Bureau
Youth Square Management Unit
7/F Youth Square
238 Chai Wan Road
Chai Wan, Hong Kong
(Attn.: Miss Elaine LAM)
Fax. No. (852) 2505 0286**

Tender Ref.: HAB RMU 3-5/25/4/002/14

Provision of Management and Operation Services for the Youth Square

Briefing Session

I/We would like to attend the briefing session cum site visit to be held on 14 April 2015 (Tuesday) at 1600 hour (Hong Kong Time) at Conference Room, 8/F, Youth Square, 238 Chai Wan Road, Chai Wan, Hong Kong.

Full Name(s) of Representative(s)

Post Title(s)

Mr./ Mrs./ Miss _____

Mr./ Mrs./ Miss _____

Name of Company: _____

Signature of Authorised Person: _____

Full Name (in BLOCK LETTERS): _____

Tel. No.: _____

Fax. No.: _____

Mobile Phone: _____

Email Address: _____

Questions (if any) in relation to the Tender Documents

**Provision of Management and Operation Services for the
Youth Square**

PART II

CONDITIONS OF CONTRACT

Table of Content

1. Definitions and Interpretation	40
2. Services to be Provided	47
3. Contract Term	48
4. Contractor’s Acknowledgement	48
5. Compliance with Ordinance	49
6. Governing Law	49
7. Contractor’s Act, Default, etc.	49
8. Contractor’s Warranties & Undertakings.....	49
9. Relationship of the Parties	50
10. Contract Deposit.....	50
11. Relevant Plans and Proposals submitted by Contractor	51
12. Management Advisory Committee	52
13. Assignment and Sub-contracting.....	52
14. Provision of Personnel	53
15. Employees’ Wages and Employment Contracts.....	54
16. Employees’ Passes	55
17. Accidents involving the Contractor’s Employees	56
18. Reporting Accidents	56
19. Government Provided Information.....	57
20. Government Data	57
21. Confidentiality	57
22. Protection of Personal Data.....	59
23. Intellectual Property Rights	60
24. Conflict of Interest	63
25. Contractor’s Obligation to Inform Government Representative of Relevant Facts	63
26. Monies or Valuables Found	64
27. Contractor’s Inspection of the YS	64
28. Title and Risk.....	64

29. Government Assets	65
30. Repair and Maintenance Provided by the Contractor	66
31. Repair and Maintenance Provided by the Government	66
32. Contractor’s Provision of Equipment, Materials and Tools	67
33. Use of Premises and Facilities of the YS	67
34. Cleansing	68
35. Nuisance, Annoyance and Obstruction	69
36. Publicity and Advertisement	70
37. Right to Enter and Carry Out Works in the YS	70
38. Warning Signs	71
39. Protection from Tropical Cyclones	71
40. Emergency Procedures	71
41. Temporary Closure of the YS	72
42. Report on Emergency Closure	72
43. Proper Books and Accounts	72
44. Audit of Revenue and Expenditure	73
45. Payment of Outgoing Expenses	74
46. Water Supply	74
47. Electricity Supply	74
48. Monitoring of Services and Performance Default	75
49. Management Fee	77
50. Deduction of Management Fee	79
51. Receipt and Setting of Charges	81
52. Waiver of Remedies	81
53. Force Majeure	81
54. Termination	82
55. Effect of Termination and Expiry	83
56. Transitioning-out	85
57. Recovery of Sums Due	85
58. Liability for Damages or Compensation	85
59. Liability and Indemnity	86
60. Insurance	87
61. Government’s Right to Grant Tenancy, Wayleave or Other Licences to Third Parties	89
62. Order for Variation	90
63. Joint & Several Liability	90
64. Service of Notices or Other Communications	90
65. Settlement of Disputes	91
66. Consent to Disclosure	93
67. Severability	94

68. Entire Agreement94
69. Order of Precedence.....94

Appendix 1 –Form of Performance Guarantee95
Appendix 2 –Standard Employment Contract.....100

Provision of Management and Operation Services for the Youth Square

PART II

CONDITIONS OF CONTRACT

1. Definitions and Interpretation

1.1 In these Tender Documents and the Contract (as hereinafter defined), unless the context otherwise requires, the following expressions shall have the following meanings:

“Annual Basic Management Fee” means the Annual Basic Management Fee calculated in accordance with Clause 49.5 of the Conditions of Contract.

“associate” of any person means

- (i) a relative or partner of that person;
- (ii) a company one or more of whose directors is in common with one or more of the directors of that person.

“associated person” in relation to another person means

- (i) any person who is controlled, directly or indirectly, by another, or;
- (ii) any person who has control, directly or indirectly, over the other; or
- (iii) any person who is controlled by, or has control over, a person at (i) or (ii) above.

“Cleaner” means any one or more of the cleaners deployed by the Contractor or its Sub-contractor for performing the cleansing services as set out in Clause 14 of the Service Specifications.

“Commencement Date” means 23 April 2016 or such earlier date as may be agreed between the Government and the Contractor.

“Companies Ordinance” means Cap. 622 of the Laws of Hong Kong and includes the Companies Ordinance (Cap. 32) as in force from time to time before the commencement date of the Companies Ordinance (Cap. 622).

“Contract” means the agreement concluded between the

Government and the Contractor in relation to the provision of Services on and subject insofar as they are applicable to the terms and conditions contained in the Terms of Tender, the Conditions of Contract, the Service Specifications, the Contract Schedules, the Offer to be Bound as signed by the Contractor and forming part of its tender, the Letter of Conditional Acceptance, the Memorandum of Acceptance as signed on behalf of the Government and their respective exhibits / attachments / schedules / annexes / appendices, parts, plans and other documents which are incorporated herein.

“Contract Deposit”	means the contract deposit referred to in Clause 17 of the Terms of Tender and Clause 10 of the Conditions of Contract.
“Contract Term”	means the Contract Term and any extension thereof referred to in Clause 3 of the Conditions of Contract.
“Contractor”	means the Tenderer whose tender has been accepted by the Government and includes its personal representatives, successors and permitted assigns.
“Contractor’s Employees”	means collectively the Direct Employees and the persons deployed by the Sub-contractor for the performance of the Services.
“Contractor’s Representative”	means the person duly authorised by the Contractor to act for and on its behalf for the purposes of this Contract.
“control” in relation to another person	<p>means holding office as a director or the power of a person to secure:</p> <ul style="list-style-type: none">(i) by means of the holding of shares or interests or the possession of voting power in or in relation to that or any other person; or(ii) by virtue of any powers conferred by any constitution, memorandum or articles of association, partnership, agreement or arrangement (whether legally enforceable or not) affecting that or any other person, <p>that the affairs of the first-mentioned person are conducted in accordance with the wishes of that other person.</p>

“Default Notice”	means a notice issued under Clause 48.4(b) of the Conditions of Contract.
“Direct Employee”	means persons employed by the Contractor for the performance of the Services, excluding persons employed by the Sub-contractors.
“Estimated Contract Value”	means the Estimated Contract Value calculated in accordance with the formula set out in Schedule 4 (Price Proposal for the Contracting Services) of Part III for the purposes of tender evaluation and Contract Deposit calculation.
“Expenditure”	means all the expenditure incurred by the Contractor in connection with the Services pursuant to the Contract.
“Facility”	means all facilities within the boundary of the YS.
“Fiscal Year”	means each period of 12 months commencing on 1 st April and ending at midnight on 31 st March consecutively during the Contract Term, provided that: <ul style="list-style-type: none">(i) the first Fiscal Year shall commence on the commencement date of the Contract Term; and(ii) the final Fiscal Year shall end on the last day of the Contract Term.
“Force Majeure”	means <ul style="list-style-type: none">(i) any supervening outbreak of war affecting Hong Kong, hostilities (whether war be declared or not), invasion, acts of foreign enemies, rebellion, revolution, military or usurped power, overthrow (whether by external or internal means) of the Government, civil war, riot, civil disturbances, fire if not caused or contributed to by the Contractor, its associates or associated persons or any employee or agent or ex-employee or ex-agent thereof, civil commotion and acts of God; or(ii) any supervening catastrophic event which is similar to the foregoing if not caused or contributed to by the Contractor, its associates or associated persons or any employee or agent or ex-employee or ex-agent thereof,

and which prevents the performance of the Contractor's duties and obligations hereunder.

“General Manager of YS”	the General Manager of the YS appointed by the Contractor in accordance with Clause 48.1 of the Conditions of Contract.
“Generally Accepted Accounting Principles”	means those accounting principles, standards and practices on which the preparation of audited accounts in Hong Kong are based and those accounting policies which were used in the preparation of such accounts and such further and/or amended and/or updated accounting principles, standards, practices and policies as are introduced from time to time by Statements of Standard Accounting Practice issued or otherwise officially adopted or promulgated by the Hong Kong Society of Accountants.
“Government”	means the Government of Hong Kong.
“Government Assets”	means things provided by the Government to the Contractor for the performance of the Services, including without limitation, all systems, equipment, furniture, materials, drawings, plans and documents including those as listed in Exhibit 5(c) and Exhibit 6 of the Service Specifications.
“Government Representative”	means the Permanent Secretary for Home Affairs acting for and on behalf of the Government and any officer nominated by the Permanent Secretary for Home Affairs from time to time for the purpose of this Contract.
“Gross Revenue”	means all receipts, revenues, income and proceeds of sales and services of every kind earned from the operation of the YS calculated on a cash received basis and properly attributable to the period under consideration determined in accordance with Generally Accepted Accounting Principles, including: <ul style="list-style-type: none">(a) room sales and related rental charges;(b) food and beverage sales;(c) proceeds of insurance received by the Government or the Contractor with respect to or in lieu of use and occupancy or business interruption insurance (if obtained); and(d) any amount received in any legal action or proceedings or settlement thereof which arose out of the operation of the YS to the extent

that such amount constitutes a recovery of bad debts or is compensating for loss of revenue to the YS.

Gross Revenue shall exclude, however:

- (i) any gratuities or service charges added to a customer's bill which the Contractor is obliged to turn over directly to any employee;
- (ii) credits or refunds made to customers, guests or patrons;
- (iii) sale taxes (if any) payable to the Government in respect of any sale included in the bill;
- (iv) discounts, commissions, allowances, deductions, rebated and overcharges from all sales of rooms, food and beverage;
- (v) any hostel tax or any other duties payable to the Government;
- (vi) resumption or expropriation awards, insurance proceeds (other than use and occupancy or business interruption insurance), and similar extraordinary capital receipts (other than the portion of such awards or receipts representing compensation for loss of Income); and
- (vii) recoveries in legal actions (other than the portion of such awards or receipts representing compensation for loss of Income) or awards for punitive damages.

“Hong Kong”	means the Hong Kong Special Administrative Region of the People's Republic of China.
“Hostel”	means the Hostel in the YS consisting of 148 guestrooms and ancillary facilities as shown in the layout plans at Exhibits 3 and 4 of the Service Specifications.
“Hostel Management Services”	means the service stipulated in Clause 10 of the Service Specifications at Part IV of the Tender Documents.
“Incentive Management Fee”	means the Incentive Management Fee calculated in accordance with Clause 49.6 of the Conditions of Contract.
“Income”	means all receipts, revenues, income and proceeds of sales and services of every kind earned from the operation of the YS.
“Intellectual Property Rights”	means patents, trade marks, service marks, trade

names, design rights, copyright, domain names, database rights, rights in know-how, new inventions, designs or processes and other intellectual property rights whether now known or created in future (of whatever nature and wherever arising) and in each case whether registered or unregistered and including applications for the grant of any such rights.

“Last Operator” means New World Facilities Management Company Limited.

“Letter of Conditional Acceptance” means the letter of conditional acceptance referred to in Clause 16 of the Terms of Tender.

“Management” means the management, operation and maintenance of the YS including but not limited to hiring of guest rooms and venue facilities, cleansing, security, repair and maintenance, collection of fees and charges, marketing, general administration and preparations for the above services as set out in the Tender Documents and “manage” shall be construed accordingly.

“Management Fee” means the fee payable by the Government to the Contractor for the Services provided in accordance with the Contract and which consists the Annual Basic Management Fee and the Incentive Management Fee (if applicable).

“MAC” means the Management Advisory Committee set up to advise the Government on the overall strategy, objectives and the operation of the YS.

“Month” means a calendar month.

“MTRC” means MTR Corporation Limited.

“NGO” means non-governmental organisations.

“Plans and Proposals” means the Plans and Proposals referred to in Clause 11.1 of the Conditions of Contract.

“Price Proposal” means the Price Proposal submitted by a Tenderer in accordance with Clause 9 of the Terms of Tender.

“Review Date” means 1 April 2017 (or such other date as may be specified by the Government) and each anniversary of the said date.

“Security Guard” means any one or more of the security guards

	deployed by the Contractor or its Sub-contractor for performing the security services as set out in Clause 13 of the Service Specifications.
“Services”	means all the services, works, duties, responsibilities and obligations to be carried out by the Contractor in accordance with the Service Specifications subject to all the terms and conditions of the Contract.
“Service Specifications”	means the requirements of the Services as specified in Part IV of the Tender Documents together with all the exhibits/ attachments/ schedules/ annexes/ appendices referred to therein.
“Standard Employment Contract”	means the written employment contracts to be entered into between the Contractor or Sub-contractor and the Cleaners/ Workers/ Security Guards (except a temporary relief worker whose period of engagement does not exceed seven (7) days), a sample of such contract and its guidance notes are set out in Appendix 2 to the Conditions of Contract.
“Sub-contractor”	means a Sub-contractor employed by the Contractor under Clause 13 of the Conditions of Contract.
“Tender Closing Date”	means the 12:00 noon 8 May 2015 (Hong Kong time) as the same may be extended by the Government in accordance with Clause 9.5 of the Terms of Tender.
“Tender Documents”	means the documents as specified in Clause 1 of the Terms of Tender and any supplementary information or addendum issued under Clause 4 of the Terms of Tender.
“Tenderer”	means a tenderer who has submitted a tender in response to the invitation to tender (Tender Reference: HAB RMU 3-5/25/4/002/14).
“Validity Period”	means the Validity Period referred to in Clause 12 of the Terms of Tender.
“Worker”	means any one or more of the workers deployed by the Contractor or its Sub-contractor for performing the cleansing services as set out in Clauses 14.3.16 and 14.3.18 of the Service Specifications.
“YS”	means the Youth Square (青年廣場), located at

the junction of Chai Wan Road and Wan Tsui Road at Chai Wan as marked in the location plan at **Exhibit 1** of the Service Specifications.

- 1.2 In the Tender Documents, unless the context otherwise requires, the following rules of interpretation shall apply:
- (a) references to statutes or statutory provisions shall be construed as references to those statutes or statutory provisions as replaced, amended, modified or re-enacted from time to time; and shall include all subordinate legislation made under those statutes;
 - (b) words importing the singular shall include the plural and vice versa; words importing a gender shall include every gender; references to any person shall include references to individual, firm, public body, body, corporate or unincorporated (wherever established or incorporated);
 - (c) section or clause headings are inserted for convenience of reference only and shall not affect the interpretation and construction of this Contract;
 - (d) a reference to a clause, sub-clause, contract schedule, appendix or attachment by number or letter, and not in conjunction with an ordinance or regulation, shall be construed as a reference to the clause, sub-clause, contract schedule, appendix or attachment of that number or letter contained in the Tender Documents;
 - (e) references to time and dates in the Tender Documents shall be construed as Hong Kong time and dates;
 - (f) reference to a day refers to calendar day; and reference to a working day means any day other than Saturdays and General Holidays as defined in the Interpretation and General Clauses Ordinance (Cap. 1);
 - (g) reference to a month or a monthly period refers to a calendar month; and
 - (h) any word or expression to which a specific meaning has been attached in any part of any of the Tender Documents shall bear such meaning whenever it may appear in the same or other parts of the Tender Documents.
3. All rights and powers of the Government under the Contract may be exercised by the Government Representatives acting on behalf of the Government. The Government may change the Government Representatives and/or their post titles from time to time as it thinks fit without prior notice to the Contractor.

2. Services to be Provided

- 2.1 The Contractor shall, to the satisfaction of the Government, carry out the Services in accordance with the Service Specifications and the Plans and Proposals (as the same may be revised from time to time in accordance with the terms of this Contract) subject

to the provisions of this Contract and any lawful direction or requirements of the Government.

- 2.2 The Contractor shall carry out its duties and comply with the service requirements and performance standards as set out in the Service Specifications.

3. Contract Term

- 3.1 The Contractor shall provide the Services to the Government for the period commencing on the Commencement Date and ending on 31 March 2023 (“**Contract Term**”), subject to the provisions of this Contract, including the provisions for termination and extension of this Contract. The Government reserves the right to advance the Commencement Date to a mutually acceptable date with the expiry date of the Contract Term remaining unchanged.

- 3.2 Subject to 3.1, the first Fiscal Year will run from 23 April 2016 to 31 March 2017, the second Fiscal Year onwards will commence on 1 April of the year to 31 March of the following year. At the end of the fourth Fiscal Year and each subsequent year, the Contract shall remain effective and continue in the next year if all the performance indicators listed in Clause 20.3.1 of the Service Specifications have been fulfilled over the previous Fiscal Year. Otherwise, the Government has the right, at its own discretion, to suspend or terminate the Contract at the end of the fourth Fiscal Year and each subsequent year without entitling the Contractor to any compensation by giving at least a three (3) months’ advanced notice in writing to the Contractor.

4. Contractor’s Acknowledgement

- 4.1 The Contractor acknowledges that –

- (a) it has made itself thoroughly conversant with all aspects of the Contract including but not limited to the nature and the scope of Services, the quality and performance standards which will be required under the Contract;
- (b) it has been supplied with sufficient information to enable it to provide the Services set out in the Service Specifications and in the provisions of the Contract; and
- (c) it shall not be entitled to any additional payment or claim against the Government nor be relieved from performing any obligation or requirements as imposed under the Contract on the ground of any misinterpretation to the Contractor of any information or matters relating to the Contract.

5. Compliance with Ordinance

- 5.1 The Contractor shall obey and comply with and shall indemnify the Government against the breach of all ordinances, regulations, by-laws, rules and requirements of Governmental or other competent authority relating to the conduct and carrying out of the Contractor's Services under the Contract.

6. Governing Law

- 6.1 The Contract shall be governed by and construed in accordance with the laws of Hong Kong.

7. Contractor's Act, Default, etc.

- 7.1 Any act, default, neglect or omission of any employee or agent or contractor (including the Sub-contractor) of the Contractor shall be deemed to be the act, default, neglect or omission of the Contractor. Any act, default, neglect or omission of any employee or agent or contractor of the Sub-contractor shall be deemed to be the act, default, neglect or omission of the Contractor.

8. Contractor's Warranties & Undertakings

- 8.1 The Contractor warrants and undertakes to the Government that:
- (a) the Contractor and the Sub-contractors shall carry out the Services with all due and reasonable diligence and in a proper, skilful and courteous manner and shall use its best endeavours to perform the Services to the reasonable satisfaction of the Government Representative;
 - (b) the Contractor and the Sub-contractors and their respective employees and agents shall have the necessary qualifications, skills, experience and expertise to provide the Services as set out in the Contract;
 - (c) the Services shall be performed in compliance with all laws, enactments, orders, regulations, code of practice and other similar instruments which are from time to time applicable to the provision of the Services, including obtaining and maintaining of all necessary licences or permits; and
 - (d) the Contractor shall comply with all reasonable instructions and directions on all matters relating to the Contract as the Government Representative may from time to time issue to the Contractor.

9. Relationship of the Parties

- 9.1 The Contractor enters into the Contract with the Government as an independent contractor only and shall not represent itself and shall ensure all of its other employees and agents (including the Sub-contractors) shall not represent themselves, as employees, servants, agents or partners of the Government.
- 9.2 For the purpose of the Services to be performed under the Contract, the Contractor shall be a service provider independent of the Government. The Contractor shall have the sole responsibility for the performance of the Services and shall efficiently perform, direct and supervise the Services to the full extent of its ability and with its full attention. The Contractor shall NOT, without prior consent in writing of the Government, commit the Government to any obligation whatsoever.
- 9.3 The Contractor is not permitted to purchase or to order anything in the name of the Government Representative or the Government. The Government or the Government Representative is not liable for any outstanding bills to any creditors who do business with the Contractor.

10. Contract Deposit

- 10.1 The Contractor shall have before the commencement of the Services deposited with the Government in cash or in the form of a performance guarantee issued by a bank that holds a valid banking licence and on terms approved by the Government the Contract Deposit by way of security for the due and proper performance of and observance by the Contractor of the terms and provisions of the Contract.
- 10.2 Upon the expiry or sooner termination of the Contract and on condition that all of the Contractor's obligations have been performed and discharged to the satisfaction of the Government, the Government shall refund the balance of the Contract Deposit, if paid in cash, to the Contractor, without interest. If a performance guarantee is provided, such performance guarantee shall be discharged or released on condition that all the Contractor's obligations shall have been observed and complied with to the satisfaction of the Government Representative and after the recovery of any sums due from the Contractor to the Government.
- 10.3 If the Contractor fails to comply with any provisions of the Contract, without prejudice to any rights that the Government has or may have against the Contractor, the Government may deduct from the Contract Deposit (and in the event that the Contract Deposit is in the form of a performance guarantee, to call on the performance guarantee the amount) of any costs, damages, losses or expenses incurred or suffered by the Government as a result of (whether directly or indirectly) a breach of the Contract by the Contractor, and any sums that are due to the Government under the Contract whether or not demand has been made.

- 10.4 The Contract Deposit shall be wholly forfeited to the Government in the event of the Contract being terminated in accordance with Clause 54 hereof.
- 10.5 If any deduction is made by the Government from the Contract Deposit or a call is made on the performance guarantee during the Contract Period, the Contractor shall, within fourteen (14) days on demand in writing by the Government Representative, deposit a further sum, or reinstate the level or extent of the performance guarantee in a sum equal to the amount so deducted or so called which further sum shall be added to the residue of and form part of the Contract Deposit, or procure the issuance of a fresh performance guarantee.
- 10.6 If the Contractor fails to replenish the Contract Deposit in accordance with Clause 10.5 above, without prejudice to any other rights or remedies which the Government has or may have against the Contractor, the Government may terminate the Contract forthwith by notice in writing to the Contractor.

11. Relevant Plans and Proposals submitted by Contractor

- 11.1 The Contractor shall carry out its obligations and perform the Services in accordance with the Management Plan, Business Plan, Contingency Plan, Transition Plan, Quality Assurance Plan and Value-added Proposals (if any) in accordance with the outlines set out in **Schedule 3** of Part III (collectively, “**Plans and Proposals**”).
- 11.2 The Contractor shall regularly review and improve such Plans and Proposals in force to meet changing needs and improve the service quality. Prior consultation and agreement with the Government Representative for any changes to the approved Plans and Proposals shall be sought.
- 11.3 The Contractor shall develop proposals to improve the Services for the Government Representative’s consideration and approval. Such proposals may include initiatives for new services, development of new and improved facilities, or application of other types of systems and equipment with a view to improving Services and increasing revenue.
- 11.4 The Government Representative shall have the right to review the Plans and Proposals submitted by the Contractor from time to time. Where the Government Representative finds with reasonable grounds that any of such Plans and Proposals requires adjustment, the Contractor shall, upon request by the Government Representative, without additional payment from the Government Representative revise the relevant plan or proposal with such modifications to ensure adequate provision of the Services to the satisfaction of the Government Representative. The Contractor shall make arrangements to comply with such revised Plans and Proposals

accordingly.

12. Management Advisory Committee

- 12.1 The MAC was set up in January 2009 to advise the Government on the overall strategy, objectives and the operation of the YS. Members of the MAC include representatives from the Government, the Commission on Youth, the Board of Management of the Chinese Permanent Cemeteries, the Committee on the Promotion of Civic Education, the Eastern District Council and individuals from different sectors (such as youth, business, academic and arts). The MAC would meet at regular intervals as determined by the Government to review the operation and the performance of the Contractor against pre-agreed service and performance standards. The roles and composition of the MAC have been specified under Clause 4 of the Service Specifications.
- 12.2 Without limiting its other obligations under this Contract, the Contractor shall ensure that the Contractor's Representative shall have supervisory management and control of the provision of the Services and shall have authority to commit the Contractor to all decisions relating to this Contract.
- 12.3 The Government Representative shall be responsible for communicating all decisions and instructions from the Government relating to matters arising out of this Contract and the Contractor shall be entitled to treat any such decisions and instructions as binding upon the Government.

13. Assignment and Sub-contracting

- 13.1 Subject to the prior written approval of the Government Representative, the Contractor shall be permitted to sub-contract any part of the Services under the Contract to one or more Sub-contractors either on the basis of the provision of the Services or the provision of labour, materials or expertise in relation to a particular kind of Services.
- 13.2 The Contractor, in sub-contracting part of the Services to a Sub-contractor pursuant to Clause 13.1, shall ensure that the sub-contracted Services are not further sub-contracted out by the Sub-contractor. Notwithstanding anything herein to the contrary, the Sub-contractor for Hostel Management Services may further sub-contract out any part of the Hostel Management Services.
- 13.3 Notwithstanding anything herein to the contrary, the Government Representative may, at his absolute discretion, give notice in writing requiring the Contractor to remove, or replace any Sub-contractor (including the sub-contractor of the Sub-contractor for Hostel Management Services, if any) from providing the Services within a reasonable

time. The Contractor shall arrange for the removal of such Sub-contractor and either replace it with a Sub-contractor suitably qualified and acceptable to the Government Representative, or provide the Services itself.

- 13.4 The sub-contracting of any part of the Services shall not relieve the Contractor from any liability or obligation under the Contract. The Contractor shall be responsible for the acts, defaults and neglects of any Sub-contractor or the agents, employees or workmen of any Sub-contractor as fully as if they were the acts, defaults and neglects of the Contractor, its agents, employees or workmen. The Contractor shall ensure that the Sub-contractor is fully aware of the requirements under this Contract and shall comply with all the requirements set out in this Contract.
- 13.5 The Contractor shall furnish the Government Representative with full particulars of all Sub-contractors employed or to be employed on the Services within fourteen (14) days from the Commencement Date. In the event that there is any subsequent change of the Sub-contractor(s), the Contractor shall notify the Government of the change and furnish the Government Representative with full particulars of the incoming Sub-contractor(s) within fourteen (14) days after such change.

14. Provision of Personnel

- 14.1 The Contractor shall provide and maintain sufficient number of suitable personnel at various levels as required for proper management of the YS and delivery of quality Services. In the event of resignation, dismissal or absence of any Contractor's Employee, the Contractor shall promptly provide adequate and appropriate replacement in order to maintain the level of Services required.
- 14.2 The Contractor shall ensure that all Contractor's Employees wear tidy and clean uniforms or any special or protective clothing, e.g. eye goggles, face mask and footwear while they are performing the Services as the Government Representative considers necessary or appropriate. The uniforms and any special or protective clothing shall be provided, maintained and replaced as necessary by the Contractor at its own expense. Prior approval of the Government Representative is required for the design of the uniforms.
- 14.3 The Contractor shall ensure that all Contractor's Employees in performing the Services shall only occupy or use such part of the YS as necessary for the due discharge of the Contractor's obligations under this Contract.
- 14.4 The Contractor shall ensure that all Contractor's Employees maintain the highest standards of appearance, hygiene, courtesy and consideration in performing the Services and keep the YS in a clean, tidy and orderly condition.

14.5 The Government Representative shall have the power, on reasonable grounds, to require the Contractor to terminate the service at the YS of any Contractor's Employee who is found not suitable for his job. The Contractor shall ensure that the Services performed by the staff/agents affected are maintained. If there is any break, the Services should be resumed at the earliest opportunity.

15. Employees' Wages and Employment Contracts

15.1 The Contractor shall maintain proper current and accurate records of the employment contracts, the attendance log and wage books showing details of working hours, working days and payment of wages to the Contractor's Employees, bank autopay return, receipt of wages and record of contribution to the statutory provident fund schemes. Such records shall also include the name, identity card number, photograph, grade, qualifications and/or record of experience (of manager and supervisors only) and age of each of the Contractor's Employees. The Contractor and the Sub-contractor shall enter into with non-skilled workers (such as the Cleaners, Workers and Security Guards) employed for the purpose of this Contract a Standard Employment Contract if the contract period of the employment exceeds seven (7) days.

15.2 The Contractor shall within two (2) weeks from the Commencement Date provide the Government Representative with a copy of the Standard Employment Contract entered into with each non-skilled worker (such as the Cleaner, Worker and Security Guard) under Clause 15.1 at its own costs. In the event that there is any subsequent change of concerned worker and/or of the terms of the Standard Employment Contract as approved by the Government Representative, the Contractor shall provide the Government Representative within three (3) days after such change with a copy of any new employment contract entered into or any employment contract as amended, as the case may be, at its own costs.

15.3 The Contractor shall not vary the terms and conditions of the Standard Employment Contracts without the prior written approval of the Government Representative.

15.4 If requested by the Government Representative, the Contractor shall produce evidence to satisfy the Government Representative that the terms and conditions specified in the Standard Employment Contracts have been complied with. The Government Representative may at any time during the Contract Term approach the Contractor's Employees to verify the information provided by the Contractor. If requested by the Government Representative, the Contractor shall make arrangement for any or all of the Contractor's Employees to meet the Government Representative or the representative of the Labour Department.

15.5 The Contractor shall obtain consent from the Contractor's Employees for disclosure of

their personal data, the Standard Employment Contracts and all other records of employment to the Government Representative and the representatives of the Labour Department for the purposes of the Contract.

- 15.6 The Contractor shall use autopay for payment of wages to the Contractor's Employees. The Contractor shall promptly pay wages to the Contractor's Employees. Failure to do so will entitle the Government to terminate the Contract. Payment of wages by cheque is only allowed upon termination of employment contract at the request of the employee concerned or for employees employed for a period of not more than seven (7) days.
- 15.7 For non-skilled workers, including Cleaners, Workers and Security Guards, the Contractor shall adhere to the requirements in the Standard Employment Contract.
- 15.8 The Contractor shall ensure that its contract(s) with its permitted Sub-contractors, employees and agents shall contain contractual clauses to the same effect as set out in this Clause 15. Any failure on the part of the Contractor's permitted Sub-contractors, employees or agents to observe or comply with this Clause will be regarded as a breach of the same on the part of the Contractor entitling the Government to terminate the Contract forthwith on giving notice to the Contractor without prejudice to any other rights or remedies which the Government has or may have against the Contractor. Without prejudice as aforesaid, if the Contractor fails to comply with its obligations under this Clause, the Contractor shall ensure that any default on the part of its permitted Sub-contractors, employees or agents of this Clause shall be readily remedied.
- 15.9 Any breach of Clauses 15.1 or 15.7 or any contractual obligations referred to in Clause 15.8 may be construed as a material breach of the Contract and the Government Representative shall have right to seek appropriate remedies which include the right to terminate the Contract.

16. Employees' Passes

- 16.1 The Contractor shall issue passes to its temporary / permanent employees, Sub-contractors, agents and employees of such Sub-contractors for the admission to the YS or any part thereof. Any person who fails to show his pass on demand may be refused admission to the YS or any part thereof. The Contractor shall continue to perform the Services despite admission of any of its Sub-contractors, employees or agents are refused under this sub-clause.
- 16.2 Any passes so issued shall be returned immediately to the Contractor upon the cessation of the bearer's employment with the Contractor or the Sub-contractor as the

case may be.

- 16.3 The Government Representative shall be entitled to refuse to admit to the YS or any part thereof for the purposes of this Contract any person employed by the Contractor, or by the Contractor's agents or Sub-contractors, whose admission will, in the reasonable opinion of the Government Representative, be undesirable. Any refusal shall not be deemed to be a breach of this Contract on the part of the Government.
- 16.4 The Contractor shall maintain an updated list of the names, identity card numbers and photographs of the staff of the Contractor and the staff of its Sub-contractors, employees or agents and shall prove to the satisfaction of the Government Representative their bona fide identities. Such record shall be produced for inspection by the Government Representative on request.

17. Accidents involving the Contractor's Employees

- 17.1 The Government shall not be liable for or in respect of any damages or compensation under the Fatal Accidents Ordinance (Cap. 22), the Employees' Compensation Ordinance (Cap. 282), the Occupiers' Liability Ordinance (Cap. 314), or at common law by or in consequence of any accident or injury to any workman or other person whether in the employment of the Contractor or its Sub-contractors and the Contractor shall indemnify and keep indemnified the Government against all claims, demands, proceedings, costs, charges and expenses whatsoever in respect thereof or in relation thereto.
- 17.2 In the event of any person employed in connection with the Contract suffering any personal injury, whether there be a claim for compensation or not, the Contractor shall, without delay, notify the Commissioner of Labour in such form as the Commissioner of Labour may require under the Employees' Compensation Ordinance (Cap. 282) and shall forward one copy of such notification to the Government Representative for information on the same day.

18. Reporting Accidents

- 18.1 In the event of any person suffering any personal serious injury or death at the YS, any serious property damage, fire, utilities cut off or other incidents which cause partial or full closure of the YS, the Contractor shall without delay give immediate oral notice, to be followed by written report, of such injury, death or incident to the Government Representative.

19. Government Provided Information

19.1 Subject to Clause 21 below, the Government Representative shall upon the commencement of the Contract freely provide the Contractor with forms, manuals, maps and other documents containing technical information relating to the operation and management of the YS, but all such documents shall be returned to the Government Representative upon completion of the Contract.

20. Government Data

20.1 The Contractor acknowledges that all data of whatever nature in relation to the management of the YS to be maintained and compiled under the Contract is Government data (“**Government Data**”) which shall at all times be and remain the sole property of the Government, and the Government Representative hereby reserves all rights which may subsist in Government Data. The Contractor shall not delete or remove any copyright notices contained within or relating to Government Data.

20.2 The Contractor shall take reasonable precautions to preserve the integrity of Government Data and to prevent any corruption or loss of Government Data.

20.3 As part of the Services, the Contractor shall at the request of Government in the event of any corruption or loss of Government Data and without prejudice to any other remedies that may be available to the Government either under the Contract or otherwise, restore the Government Data to its state immediately prior to the said corruption or loss at the Contractor’s cost.

21. Confidentiality

21.1 All materials, data and other information furnished by or on behalf of the Government in connection with the Contract shall be treated as confidential information. The Contractor and its employees, Sub-contractors or agents shall not, during the continuance of the Contract or at any time thereafter, disclose to any person the terms and conditions of the Contract, or any confidential information, PROVIDED that the restrictions on disclosure contained in this Clause shall not apply:

- (a) to the disclosure of any information to any person in circumstances where such disclosure is necessary for the performance of the duties and obligations of the Contractor, its employees, Sub-contractors or agents under the Contract;
- (b) to the disclosure of any information already known to the recipient other than as a result of disclosure by the Contractor, its employees, Sub-contractors or agents;
- (c) to the disclosure of any information which is or becomes public knowledge

other than as a result of disclosure by the Contractor, its employees, Sub-contractors or agents;

- (d) to the disclosure of any information in circumstances where such disclosure is required pursuant to any law or order of a Court of competent jurisdiction;
- (e) to the disclosure of any information to the Contractor's professional advisers who receive the same under the aforesaid duty of confidentiality; and
- (f) to the disclosure of any information with the prior written consent of the Government.

The Government shall have the right to determine in good faith at any time whether any information is within that described in (b) or (c) above and the Contractor shall comply with that determination.

- 21.2 Any disclosure permitted under **Clause 21.1** shall be in strict confidence and shall extend only so far as may be necessary for the purpose specified in **Clause 21.1** and the Contractor and its employees, Sub-contractors, agents shall use its best endeavours to ensure the confidentiality of any such disclosure.
- 21.3 The Contractor shall not make use of or reproduce any information, report, chart, document, plan, software, data or other particulars or information whatsoever relating to the Contract furnished by or on behalf of the Government other than in the performance of its obligations under the Contract and shall not make use of any materials produced or created in relation to the performance of its obligations under this Contract other than in the performance of its obligations under the Contract or with the prior written consent of the Government.
- 21.4 The Contractor shall not without the prior written consent of the Government publish, either alone or in conjunction with any other person, in any newspaper, magazine, periodical, film, video, or other medium, any confidential information relating to the Contract (including without limitation the advice provided by it or the duties undertaken by it under the Contract).
- 21.5 The Contractor shall inform every person to whom any information, report, chart, document, plan, software, data or other particulars or information relating to the Contract is disclosed pursuant to this Clause of the restrictions on reproduction and disclosure attaching to such information and the Contractor shall require such a person to notify the same restrictions to any other person to whom it makes any such disclosure.
- 21.6 The Contractor shall require its employees, Sub-contractors or agents to execute a written undertaking in favour of the Contractor in a form agreed between the Contractor and the Government agreeing not to disclose any such confidential

information and the Contractor shall provide certified true copies of all such undertakings to the Government as may be required by the Government. The Contractor further agrees that, if so required by the Government, it shall take all such steps as are lawful and necessary to enforce such undertakings.

- 21.7 The Contractor shall observe the requirements of security and confidentiality requested by the Government Representative and shall comply with the Government's data, computer and facility security standards.
- 21.8 The Contractor shall indemnify the Government, its employees, sub-contractors or agents against any loss or damage, which the Government, its employees, sub-contractors or agents may sustain or incur as a result of any breach of confidence (whether under this Contract or otherwise) by the Contractor.

22. Protection of Personal Data

- 22.1 The Contractor shall not disclose or allow access to any personal data provided by the Government or acquired by the Contractor or the Sub-contractor during the course of executing its obligations under this Contract, other than to a person employed or engaged by the Contractor; and the same shall apply to any personal data provided by the Contractor to the Government Representative.
- 22.2 Any disclosure or access allowed to personal data shall be made in confidence and shall extend only so far as is necessary for the purpose of carrying out the Contract.
- 22.3 The Contractor shall observe the legal obligations under the Personal Data (Privacy) Ordinance (Cap. 486), in particular, Data Protection Principles 2, 3 and 4 with regard to duration of retention, use and security of the personal data.
- 22.4 The Contractor shall ensure that its Sub-contractor, agents and the Contractor's Employees are aware of and comply with the provisions of this Clause and the Personal Data (Privacy) Ordinance (Cap. 486). The Contractor shall notify the Government Representative immediately after it becomes aware of any sign of abnormalities or data security breaches.
- 22.5 The Contractor shall fully indemnify the Government in respect of all losses, liabilities, claims, actions, proceedings, demands, costs, charges or expenses arising out of or in connection with any civil claim made in respect of information subject to the Personal Data (Privacy) Ordinance (Cap. 486), which claims would not have arisen but for some act, omission or negligence on the part of the Contractor and the Sub-contractor and their respective employees and agents (or anyone acting on its behalf).
- 22.6 All personal data submitted by the Contractor will be used by the Government Representative for the purpose of the Contract only.

22.7 For the purposes of this Clause 22, “personal data” shall have the meaning assigned to in Section 2(1) of the Personal Data (Privacy) Ordinance (Cap. 486).

23. Intellectual Property Rights

23.1 All materials, reports and any other documents, plans or things prepared, produced or created by the Contractor, its Sub-contractors and agents and the Contractor’s Employees in relation to and/or in the course of the performance of the Services (“**Materials**”) shall be the property of the Government. Subject to Clause 23.2, all Intellectual Property Rights in any such Materials shall vest in and belong to the Government immediately upon creation.

23.2 The Contractor hereby grants or undertakes to procure at its own cost and expense for the benefits of the Government, its authorised users, assigns and successors-in-title an irrevocable, non-exclusive, worldwide, perpetual, royalty-free, transferable and sub-licensable licence to use any Materials the Intellectual Property Rights of which are owned by third parties (“**Third Party Materials**”) submitted or to be submitted by the Contractor under this Contract. Such licence shall include the following rights:

- (a) the rights to use any Third Party Materials submitted hereunder for all purposes (or any one or more) contemplated by this Contract; and
- (b) the rights to reproduce in any format as many copies of the Third Party Materials as, in the opinion of the Government, are reasonably required for operational use, analysing, recording, disclosure and security.

23.3 The Contractor shall keep the Government informed in writing of any Third Party Materials that are the subject matters of the licence(s) granted or to be granted to which the Contractor is not empowered to grant licence(s) pursuant to Clause 23.2 above and upon the terms of this Contract and any restrictions whatsoever affecting the use thereof.

23.4 The Contractor hereby undertakes to procure at its own costs and expense from the relevant third parties (and produce for inspection by the Government within 2 days upon request) all proper licences clearances and releases in writing to be granted in favour of the Government, its authorised users, assigns and successors-in-title pursuant to the terms of the licence under Clause 23.2.

23.5 For the purpose of this Clause 23, the licences granted or to be granted shall cover all Intellectual Property Rights of whatever nature.

23.6 The Contractor hereby irrevocably waives, and undertakes to procure at its own costs and expense all authors of all Materials (including any Third Party Materials) or any part thereof submitted or to be submitted by the Contractor to irrevocably waive, all

moral rights (whether past, present or future) in the respective materials. Such waiver shall operate in favour of the Government, its authorised users, assigns and successors-in-title and shall take effect upon creation of such items or upon delivery of such items to the Government or upon the grant of licence to the Government, its authorised users, assigns and successors-in-title.

23.7 The Contractor shall at its own costs expense do and execute any further things and documents (or procure that the same be done or executed) as may be required by the Government to give full effect to this Clause 23 and shall provide all such documents and materials to the Government within fourteen (14) days of the date of the Government's written request or such longer period as may be agreed by the Government in writing.

23.8 The Contractor warrants to the Government that:

- (a) the Contractor shall not infringe or cause, suffer or allow infringement of any Intellectual Property Rights of any person in respect of any things and materials whatsoever used or provided in or from the YS or any activity conducted in the YS or in connection with the performance of this Contract, including but not limited to any design, computer software, commodity, publication, music, entertainment or other form of literal or artistic production;
- (b) all commodities to be stocked, displayed or for sale in or from the YS do not consist of or contain any things or materials which infringe the Intellectual Property Rights of any person;
- (c) the Contractor shall be responsible for obtaining all clearances at its own costs and expenses for musical works, literary works, dramatic works, sound recordings and any other copyright works to be performed, shown, played in public in the YS, including but not limited to paying the licence fee to the Composers and Authors Society of Hong Kong Limited, the Phonographic Performance (South East Asia) Limited, Hong Kong Recording Industry Alliance Limited, licensing bodies and other copyright owners;
- (d) the provision of any of the Services and any Materials (including any Third Party Materials) by the Contractor in performing this Contract, the use, operation or possession by the Government, its authorised users, assigns and successors-in-title of any Materials (including any Third Party Materials) or any part thereof for any of the purposes contemplated by this Contract does not and will not infringe any Intellectual Property Rights of any person;
- (e) the exercise by the Government, its authorised users, assigns and successors-in-title of any of the rights granted under this Contract will not infringe any Intellectual Property Rights of any person;

- (f) the Government, its authorised users, assigns and successors-in-title will not incur any liability for infringement of any Intellectual Property Rights of any person by the Contractor's possession, stocking, display or sale of any commodities or any other things and materials whatsoever used or provided in or from the YS or any activity conducted in the YS or in connection with the performance of this Contract;
- (g) in respect of any Materials, software, things and other materials supplied or used by the Contractor, its Sub-contractors or agents or the Contractor's Employees in the performance of this Contract and in respect of which any Intellectual Property Rights is vested in a third party, prior to the use of such Materials, software, things and other materials, the Contractor has or shall have obtained the grant of all necessary consents, approvals and agreements for itself and its authorised users and for the Government, its authorised users, assigns and successors-in-title authorising the use of such Materials, software, things and other materials for all purposes;
- (h) the Contractor shall indemnify and keep the Government, its authorised users, assigns and successors-in-title fully and effectively indemnified against all actions, costs, claims, demands, damages, expenses (including without limitation the fees and disbursements of lawyers, agents and expert witnesses) and any awards and costs which may be agreed to be paid in settlement of any proceedings and liabilities of whatsoever nature arising out of or in connection with any allegation and/or claim in respect of any infringement of any Intellectual Property Rights of any person in or from the YS or in connection with the performance of this Contract;
- (i) the provisions of this Clause 23.8 shall survive the expiry, completion or termination of this Contract (howsoever, occasioned) and shall continue in full force and effect notwithstanding such expiry, completion or termination.

23.9 The Contractor shall remove forthwith from display and not to sell or continue to sell, stock or display any goods or merchandise or any other things and materials whatsoever used or provided in or from the YS or in connection with the performance of the Contract:

- (a) to which the Government has notified its objection to the Contractor as being inconsistent with the objectives of the business or the objectives/images of the YS or the Government;
- (b) of which there is allegation or claim of infringement of Intellectual Property Rights of any person; or
- (c) which consists of or contains any things or materials that infringe or are alleged

to infringe the Intellectual Property Rights of any person,

and the Government shall not be liable for any losses suffered or expenses incurred whatsoever by the Contractor as a result of such suspension from sale or removal of the item concerned.

23.10 The Government shall have the naming right of the YS and own all Intellectual Property Rights in the name of the YS (including without limitation the trade marks nos. 301399717, 301399735, 302414754 and 302537271). The Contractor shall have no rights to use the name of the YS other than for the purpose of performing its obligations under this Contract.

24. Conflict of Interest

24.1 The Contractor shall during the term of this Contract:

- (a) ensure that the Contractor and the Sub-contractor and each of their respective agents and employees undertake no service, task or job or do anything whatsoever for or on behalf of third party (other than in the proper performance of this Contract) which may reasonably be seen to concern or adversely affect the Services without the prior written approval of the Government; and
- (b) promptly notify the Government in writing of all or any facts which may reasonably be considered to give rise to a situation where the financial interests of the Contractor or any of its Sub-contractors or any of their respective employees or agents or any of their respective associate or associated person conflict or compete, or may conflict or compete, with the Contractor's obligations to the Government under this Contract.

24.2 The Contractor shall render the Services to the Government in good faith on an impartial basis without giving favour to any particular company, organisation, product, services or equipment in which the Contractor has a commercial interest. The Contractor shall notify the Government Representative immediately and in writing of any actual or potential financial or other interests the Contractor or any of its Sub-contractors or any of their respective employees or agents or their respective associate or associated persons may have in, or any association or connection it or the aforesaid persons may have with, any of the services, products or equipment proposed or recommended by the Contractor under this Contract.

25. Contractor's Obligation to Inform Government Representative of Relevant Facts

25.1 The Contractor shall keep itself informed and shall immediately inform the

Government Representative of any or all facts or matters incidental to or related to its obligations under the provisions of this Contract including but not limited to the Prevention of Bribery Ordinance (Cap. 201) or any subsidiary legislation made thereunder or under any law of a similar nature, conflicts of interest, and Contractor's obligation not to disclose confidential and official information, including any such facts and matters affecting the relevant employees.

- 25.2 The Contractor shall notify in writing the Government Representative immediately of any circumstances relating to the Contractor and/or the Government concerning the Services of which the Contractor is aware or which it reasonably anticipates may justify the Government taking action to protect its interests (including its reputation and standing).

26. Monies or Valuables Found

- 26.1 All monies or other valuable items found by the Contractor or its Sub-contractor or their respective employees and agents in performing the Services in the YS shall be kept by the Contractor and shall be returned to the owner of the items. Details of the items and the owner's particulars shall be marked down on a logbook which shall be produced for inspection by the Government on request. If no claim of the monies or valuables is made within one-month time, the Contractor shall forward the items to the Police direct after recording the matter in the logbook.

27. Contractor's Inspection of the YS

- 27.1 An inspection with designated staff of the Government and the Contractor prior to the Commencement Date shall be arranged to ensure that the YS is handed over in good condition. The Contractor shall be deemed to have examined and inspected the YS, its surroundings and the Government Assets and to have satisfied with the form, nature and condition of the YS and the Government Assets, the nature of the work, materials and facilities necessary for the carrying out of its obligations under this Contract. The Contractor should generally have to obtain its own information on all matters affecting its performance under this Contract and should not rely solely on any information or representation whether in writing, oral or by any act, provided by the Government and the Government Representative and any employees or agents or contractors of the Government as to the condition the YS and the Government Assets.

28. Title and Risk

- 28.1 All equipment and other tangible property except as provided in the Contract supplied

by the Contractor for the performance of the Services shall remain the property of the Contractor.

- 28.2 Title in all facilities and other tangible property provided by the Government or Government Representative including those listed in **Exhibits 5(c)** and **6** of the Service Specifications for the performance of the Services shall remain with the Government.

29. Government Assets

- 29.1 The Contractor shall ensure that all Government Assets at the YS including but not limited those listed in **Exhibits 5(c)** and **6** of the Service Specifications, are properly maintained by the Contractor at its costs. All Government Assets shall be itemised in an inventory list as prepared and verified jointly by the Last Operator and the Contractor in the presence of the Government Representative prior to the Commencement Date. The Contractor shall be responsible for the return of all Government Assets in good repair and serviceable condition upon the termination of the Contract or at any time when required by the Government.
- 29.2 Prior to the Commencement Date, the Contractor shall, at its own cost, prepare take-over certificates for verification of all items of Government Assets, including but not limited to equipment, furniture, fixtures, software and facilities which are to be taken over from the Last Operator or such person as the Government Representative may specify. The take-over of all such Government Assets shall take place on a date to be determined by the Government Representative in the presence of the person specified by the Government Representative.
- 29.3 All Government Assets are provided to the Contractor for the sole purpose of performing the Services and shall remain the property of the Government. Annual stock-take will be carried out jointly by the Government Representative and the Contractor. The Government Representative reserves the right to take stock checking of the same at any time and the Contractor shall render every assistance to the Government for this purpose.
- 29.4 The Contractor shall undertake all necessary precautionary measures to ensure that all items of the Facility and associated equipment are safe for their intended purposes. Any defective items should be properly cordoned off or otherwise made safe to ensure safety of the users and safe use of facilities of the YS.
- 29.5 For Government Assets maintained by the Government or its agencies, the Contractor shall be liable to the Government for any damage or loss of such assets which may be caused by the Contractor or its Sub-contractors or their respective employees, agents and contractors either maliciously, intentionally or negligently or any cause whatsoever (fair wear and tear excepted), and the Contractor shall pay the costs for all repair or

replacement of the same.

30. Repair and Maintenance Provided by the Contractor

- 30.1 The Contractor shall maintain and keep in good condition at its own costs the entire YS including but not limited to the building and building services and all facilities and installations and including but not limited to floors, internal walls, windows, doors, staircases, courtyard, connecting platform to associated footbridge, landscapings, building services and electrical and mechanical installations in accordance with the as-constructed record drawings and specifications to be provided by the Government Representative (except that the Government will provide repair and maintenance services for the structural elements and the external wall and the roof of the YS in accordance with Clause 31 below).
- 30.2 The Contractor shall keep in good repair all the furniture, equipment, fixtures and fittings provided by the Government and the Contractor for use in the YS as set out in the inventory list referred to in Clause 29.1 above and maintain them in good working condition at its own cost in accordance with the as-constructed record drawings and specifications to be provided by the Government Representative; and to replace any of the said furniture, equipment or fixtures, whenever they are obsolete or beyond economic repair, with similar articles of at least equal quality at its own cost. Such item provided by the Contractor as replacement for an item of Government Assets shall form part of Government Assets. The inventory list shall be amended and signed by both parties to reflect the change.

31. Repair and Maintenance Provided by the Government

- 31.1 The Government will provide repair and maintenance services for the structural elements and the external wall and the roof of the YS. However, the Contractor shall be liable to the Government for any damage or deterioration of the structural elements and the external wall and the roof of the YS due to any cause whatsoever including any act or omission of the Contractor or its Sub-contractors or their respective employees, agents and contractors (unless the damage and deterioration of the structural elements and the external wall and the roof of the YS is, in the opinion of the Government Representative, due to fair wear and tear) and the Contractor shall pay the costs for all repair or maintenance of the same. The opinion of the Government Representative as to whether a part of the YS is a structural element or the external wall or the roof of the YS shall be final and binding.
- 31.2 The Contractor shall allow access of the Government Representative and the relevant Government departments/agencies to the YS for the purpose of carrying out inspection,

repair or maintenance works, and the free use of as-constructed maintenance equipment (for example, gondola) for the relevant works.

- 31.3 For the avoidance of doubt, the Government's obligation to carry out any repair or remedy works in respect of the YS shall not arise unless and until both the Government Representative and the relevant Government departments/agencies responsible for the repairing work (for example, the Architectural Services Department or other relevant Government/agency responsible for the repair work) receive written notifications from the Contractor on requests for repair in respect of any such defects.

32. Contractor's Provision of Equipment, Materials and Tools

- 32.1 Except the Government Assets, the Contractor shall provide at its own expense all equipment, materials and tools necessary for proper and efficient performance of the Services.
- 32.2 All equipment, materials and tools shall be provided by the Contractor for efficient operation of the YS. The Government Representative has the right to demand any or all of these equipment, materials and tools to be replaced by other suitable equipment, materials or tools if they cannot perform the functions properly. Upon receiving written notice from the Government Representative, the Contractor shall arrange replacement within the time specified, otherwise the Government may effect such replacement and deduct any amount as paid by the Government from any money due or which may become due to the Contractor or recover the same as a debt due from the Contractor.
- 32.3 All equipment, materials and tools must be stored properly after use, so that they are not unsightly or causing obstruction to the users of the YS and other facilities of the YS. The Government shall not be liable for any loss or damage howsoever caused to such equipment, materials or tools used by the Contractor.

33. Use of Premises and Facilities of the YS

- 33.1 The Government grants to the Contractor access to the YS or any part thereof and provide office space, working area and storage space in the YS for the use of the Contractor and for storage of plant, equipment and materials if such space is available, for the sole purpose of enabling the Contractor to perform its obligations under the Contract.
- 33.2 The Contractor shall not at any time without the prior written consent of the Government Representative make any alterations or additions to the YS including building structures, repartitioning, electrical wiring, fixtures and fittings to any

facilities and any installation of machinery or equipment in the YS. If such written consent is obtained, the alteration works shall only be carried out by qualified persons approved by the Government and to a standard acceptable to the Government Representative.

- 33.3 There is no intention on the part of the Government to create a tenancy or licence of whatsoever nature in favour of the Contractor and no such tenancy or licence has or shall come into effect. Except the areas leased or licensed to other persons for which the Government's rights are bound by the respective lease agreements/licences, the Government retains the right of entry and use of any part of the YS at any time, and may close or restrict the access of all or any persons to the whole or any part of the YS for any period if the Government Representative shall in its opinion consider it prudent and expedient to do so. Such closure should not be deemed to be a breach by the Government or incurring any liability whatsoever to the Contractor whether in respect of any disturbance, reduction or loss of business or revenue, and the Contractor shall not be entitled to any claim for compensation for any closure or restriction of access.
- 33.4 The Government reserves the right to display notices, posters and banners in the YS for publicity of activities and programmes organised by the Government or to allow display of notices, posters and banners in the YS by organisations approved by the Government.
- 33.5 The Contractor shall not keep or allow to be kept any animals or pets in the YS unless prior approval is given by the Government Representative.
- 33.6 The Contractor shall not place or leave any boxes, furniture, rubbish or any other things or objects which may in any way encumber, obstruct or block the means of escape, access or common areas or any part of the premises.
- 33.7 The Contractor shall be encouraged to propose any innovative ideas to improve the interior design of the YS or any other innovative services and new facilities for enhancing the Services provided to users of the Facility. The Contractor may at any time submit a proposal to the Government Representative for approval if it wants to carry out new services or activity other than those expressly provided in this Contract. The proposal should include detailed description of the new services, its justification, purpose, target clients, estimated cost and Income generated, if any. The proposed services should be consistent with the overall atmosphere and objectives of the YS. The Contractor shall not carry out any other business or activity not provided in the Contract at the YS without prior written approval of the Government Representative.

34. Cleansing

- 34.1 The Contractor and any person employed by the Contractor shall not use or cause to be

used in the performance of the Services any cleansing agents of corrosive nature which may cause any personal injury or property damage to the Government, the YS, any members of the public or person in the performances of the Services.

- 34.2 The Contractor shall ensure that any electrical equipment shall not be used in such manner that will overload the fuses and electrical wiring of the YS. Particular attention must be given to the maintenance of cleansing equipment in order that it does not run below rated speed and draw excessive electricity current. Double adapters will not be permitted.
- 34.3 The Contractor shall ensure that the Sub-contractors and the Contractor's Employees must exercise their utmost care to avoid contamination to the electrical fittings with detergents, cleansing agent or any liquid during cleansing operations.
- 34.4 The Contractor shall at its own expense arrange to collect and sort all refuse in an environmentally sound and responsible manner as instructed by the Government Representative from time to time. All refuse and litter collected, except recyclable waste, shall be removed and disposed of in recyclable polyethylene bags, or in any other containers approved by the Government Representative to such a refuse collection point inside or outside the YS nominated by the Government Representative or to such place as shall be agreed or specified by the Government from time to time. All recyclable waste shall be placed into designated recyclable rubbish bin within a refuse collection point or any other place specified by the Government Representative and shall be collected by appropriate contractor of the Government.

35. Nuisance, Annoyance and Obstruction

- 35.1 The Contractor shall ensure that the Sub-contractors and the Contractor's Employees shall perform their daily duties in an orderly manner and in as quiet a manner as may reasonably be practicable to minimise annoyance to others having regard to the nature of the duties being performed by them.
- 35.2 At any time in organising activities and performing its Services, the Contractor shall use its best endeavours to avoid causing nuisance or annoyance to the users of the YS as well as to the general public including the owners or occupiers of premises in the neighbourhood of the YS.
- 35.3 The Contractor shall arrange for delivery and removal of all supplies and materials to and from and within the YS at such time and manner to minimise inconvenience or disturbance to the operation of the YS or to any of the functions or activities held in the YS. The Government Representative reserves the right to stop any such delivery or removal in order to minimise the disturbance.

36. Publicity and Advertisement

- 36.1 The Contractor may publicise or promote the YS in its own innovative ways except that it shall not exhibit or display, or permit or cause to exhibit or display, or suffer to be exhibited or displayed any advertisements or materials whatsoever (such as writings, photos, logos, signboards or any other devices whether illuminated or not) on the external walls of the YS, save and except where the Government Representative at his discretion may permit or require.
- 36.2 Save and except where the Government Representative at his discretion may permit or require, the Contractor shall not exhibit or display, or permit or cause to exhibit or display, or suffer to be exhibited or displayed either inside or outside the YS any advertisements or materials whatsoever.

37. Right to Enter and Carry Out Works in the YS

- 37.1 The Government Representative, and any public officers authorised by him to carry out Government obligations or duties under this Contract may at any time enter the YS to inspect whether the Contractor is:
- (a) adequately and efficiently operating and managing the YS;
 - (b) adequately and efficiently operating and maintaining the Government Assets;
 - (c) maintaining adequate and proper records and accounts; and
 - (d) complying with the provisions of this Contract.
- 37.2 The Contractor shall at all times allow access and afford all reasonable facilities and assistance to:
- (a) the officers of the relevant Government departments or the Government's appointed agents to enable the Government to perform its obligations including, but without limitation, any inspection, repairs, maintenance, alteration, installation, removal or improvement works at the YS; and
 - (b) the contractors and their workmen of the Government, any utility undertakings, other duly constituted authorities or their agents who may be required to carry out any works in the YS approved by the Government from time to time.
- 37.3 For the purpose of carrying out any works under this Clause, the Government Representative may:
- (a) designate a particular area within the YS for use as works area; and/or
 - (b) effect closures of the whole or part of the YS as the Government deems fit.

37.4 The Government Representative shall provide reasonable notice (except in an emergency) to the Contractor on any works to be carried out and shall consult the Contractor to minimise inconvenience to the users of the YS or loss of revenue to the Contractor. The Contractor shall not make any claim for compensation or relief of any nature whatsoever against the Government for the carrying out of the inspection, works or activities under this Clause.

38. Warning Signs

38.1 The Contractor shall provide warning signs and notices in English and Chinese to alert persons of any hazardous situations or works being conducted within the YS, and provide all associated safety measures to prevent damage to property of the YS and injury to persons in the YS during or after any operational work, cleansing process or other works in the YS.

39. Protection from Tropical Cyclones

39.1 The Contractor shall take all reasonable precautions to protect persons or property within the YS against injury or damage by storm, tropical cyclones, bad weather or other natural element or acts of God.

40. Emergency Procedures

40.1 The Contractor shall draw up, in consultation with the Government Representative and the Director of Fire Services, appropriate emergency procedures in the event of any situation or circumstance which the Contractor and the Government consider as emergency including fire, water mains or gas leakage or bursts, equipment failure, accident or other major incidents. The Contractor shall provide adequate training to its employees and shall ensure that adequate training is provided to the employees of the Sub-contractors and ensure that these procedures are carried out promptly and efficiently by its staff and the staff of its Sub-contractors. The Contractor shall draw up housekeeping procedures to reduce fire hazards and the risk from combustible materials, and shall ensure that the fire load in each area is controlled and the requirement of fire engineering design is met. The Contractor shall, at its own cost, arrange regular testing and maintenance of all fire services installations.

40.2 The Contractor shall, at its own cost, liaise with the Director of Fire Services from time to time for its advice on the appropriate frequency, duration and procedure of fire drills in connection with the management and operation of the YS. The Contractor shall, at its own cost, arrange and participate in such fire drills as advised by the Director of Fire Services.

40.3 In the event of illness of any epidemic nature breaking out, the Contractor shall comply with all such orders, arrangements or regulations as may be issued by the Government with a view to stamping out the same. The Contractor shall comply with any instructions issued by the Government regarding measures to be adopted to prevent or control diseases of any kind.

41. Temporary Closure of the YS

41.1 In the event that the Government Representative deems it necessary or expedient to close all or part of the YS temporarily for safety or other reasons, the Contractor shall not make any claim for compensation or relief of any nature whatsoever against the Government for such temporary closure.

41.2 In connection with Clause 41.1 above, if the demand for closure of all or part of the YS by the Government is due to maintenance or building modification of the YS, the Government shall give the Contractor one (1) month advance notice before the starting date of such suspension, unless it is not practicable in the circumstances.

41.3 Upon such closure and on demand of the Government, the Contractor and the Sub-contractor and their respective employees and agents, shall forthwith suspend the Services or any part of the Services, and remove any equipment and materials as required by the Government.

42. Report on Emergency Closure

42.1 In the event of an emergency closure of any part or whole of the YS, the Contractor shall follow the appropriate emergency procedures drawn up under Clause 40 and shall submit to the Government Representative a detailed report on the reason for the emergency closure and duration from the date of such closure.

43. Proper Books and Accounts

43.1 The Contractor shall keep proper finance books and accounts, as may be required by the Government, in relation to the operation and management of the YS. The books and accounts shall include such details as may be necessary to enable the Contractor to furnish the information to the Government as required under the Service Specifications. The books and accounts shall be preserved for at least seven (7) years.

43.2 For any transaction with receipt of Income, the Contractor shall issue a receipt on a prescribed form for any money received and keep proper records. The records shall be preserved for at least seven (7) years. Receipt must be printed with consecutive numbers and issued in consecutive order. No amendment or alteration may be made

to any receipt. If an error is made in the preparation of a receipt, the receipt must be cancelled and retained.

- 43.3 The Contractor shall permit the Government Representative, or any person agreed or authorised by him in writing, to inspect such records within the YS or anywhere the records are stored at all reasonable times for the purpose of ensuring due compliance by the Contractor with any of its obligations under this Contract. The Contractor shall provide, at its own cost,
- (a) additional financial information as the Government may reasonably require; and
 - (b) facilities for the said officers to inspect and examine such records or to make copies thereof as the said officers may reasonably require.

44. Audit of Revenue and Expenditure

- 44.1 The Contractor shall for each Fiscal Year for the duration of this Contract provide, at its own expense, the Government with an auditor's report for such Fiscal Year and containing, inter alia, a detailed breakdown of the amount of Revenue Receipt and Expenditure in respect of the YS ("**Auditor's Report**").
- 44.2 The Auditor's Report should contain a clear expression of opinion as to whether:
- (a) the annual income and expenditure statement as specified in Clause 16.3.2 of the Service Specifications has been properly prepared in accordance with the requirements laid down by the Government;
 - (b) the revenue and expenditure amounts contained in the income and expenditure statement referred to in Clause 16.3.2 of the Service Specifications are correct; and
 - (c) the amounts of Annual Basic Management Fee paid/payable and Incentive Management Fee paid/payable (if any) by the Government for the period under audit are correct.
- 44.3 The Auditor's Report shall be prepared, certified by the senior management of the Contractor, and issued by a certified public accountant or a public accountant registered under the Professional Accountants Ordinance (Cap. 50) and such Auditor's Report shall be submitted to the Government within three (3) months from the end of each Fiscal Year during the Contract Term.
- 44.4 Notwithstanding the expiry or earlier termination of this Contract, where the Contract is terminated by the Government under Clause 54, the Contractor shall at its own expense submit to the Government within three (3) months from the date of termination or expiry of this Contract an Auditor's Report prepared in respect of such

period as is not covered by the last Auditor's Report submitted until the date of termination or expiry of this Contract.

45. Payment of Outgoing Expenses

45.1 The tenants/licensees of any part of the YS under a lease/licence of one year or more shall be responsible for paying all Government rent, rates, and all deposits and charges for public utilities, including electricity, telephone, gas, drainage and water, consumed in their occupied premises in the form of a fixed monthly management fee calculated on a pro-rata basis according to their leased/licensed floor areas.

46. Water Supply

46.1 The Contractor may use water supply which may be available at the YS to carry out the Services.

46.2 If water supply is not available at the YS, the Contractor shall at its own expense arrange installation of waterworks and provide all the water required for the Services and in connection therewith. The ownership of any such installations at the YS shall be vested in the Government if it deems necessary upon the termination of the Contract free of any costs or charges.

46.3 The Contractor shall arrange for the installation of water meters and relevant works of water supply, if necessary, for the tenants/licensees and ensure that the tenants/licensees are liable to the consumption of water within their occupied premises as specified in the lease agreements.

47. Electricity Supply

47.1 The electricity costs and public utility charges incurred for the YS, all communal areas, the Government offices and unleased venues will be borne by the Government. Unless specified otherwise the Contractor is responsible for paying all deposits and charges for public utilities and the electricity cost consumed in its office area, at its own costs. The Contractor may consume electricity from supply points which may be available at the YS to perform the Services.

47.2 If electricity supply points are not available, the Contractor shall at its own expense arrange installation of wiring, lighting fittings and all other electrical works to provide all electricity needed and pay all fees and charges in connection therewith. The ownership of any such installations shall be vested in the Government if it deems necessary upon the termination of the Contract free of any costs or charges.

47.3 The Contractor shall arrange for the installation of electricity meters and relevant works of electricity supply, if necessary, for the tenants/licensees and ensure that the tenants/licensees are liable to the consumption of electricity within their occupied premises as specified in the lease agreements.

48. Monitoring of Services and Performance Default

48.1 Prior to the Commencement Date, the Contractor shall appoint, subject to the Government Representative's approval, and deploy throughout the Contract Term a General Manager of YS who shall meet the criteria as set out in Clauses 10.4 and 10.5 of the Terms of Tender and who shall be responsible for the overall facility management and day-to-day operation of the YS. He shall be generally responsible for all contractual and management matters and shall be required to liaise directly with the Government Representative. In the event of a proposed change of the General Manager of YS or other key management and technical staff as set out in **Schedule 1** and **Schedule 3** of Part III, the Contractor shall submit details of the incoming personnel to the Government Representative for approval at least 1 month prior to such change. The Government Representative will give approval for a proposed change of General Manager of YS or other key management and technical staff as set out in **Schedule 1** and **Schedule 3** of Part III only if it is satisfied that the qualifications and experience of the incoming personnel is equivalent to or better than the outgoing personnel.

48.2 The Services performed shall be subject to monitoring and checking by the Government Representative. If in the reasonable opinions of the Government Representative, the Services have not been performed in accordance with the Conditions of Contract or the performance standards as stipulated in the Service Specifications, the Government Representative shall invite the Contractor's Representative and/or the on-site General Manager of YS to meet to discuss the issues and reasons for non-compliance. Similarly, if the Contractor fails to perform any part of the Services, he shall inform Government Representative and may request a meeting to discuss the matter including proposing alternative solutions to the Government Representative.

48.3 After being notified by the Government Representative that any part of the Services are not considered acceptable, the Contractor shall take immediate and necessary action to rectify such rejected Services within the time specified by the Government Representative. If the Contractor fails to rectify such Services, the Government Representative may without prejudice to any other rights and remedies available to the Government carry out and complete such Services by its own resources or by other contractors. All costs and expenses whatsoever which may be incurred by the

Government Representative thereof shall be recoverable in full from the Contractor forthwith.

48.4 The Contractor shall ensure that the actual performance output levels do not fall below the performance targets as specified in Clauses 8.4, 9.4, 12.4, 13.4, 14.4, 15.4, 16.4, 17.4 and 20.3 of the Service Specifications during the Contract Term. The actions the Government may take against performance default are as follows:

- (a) discussion between the Government Representative and the Contractor to understand the matter and reasons behind;
- (b) issue the Contractor with a written notice (hereinafter called a “**Default Notice**”) giving details of the breach, the steps required by the Contractor to remedy the breach (if any) and a reasonable time within which the Contractor must comply with the Default Notice; and
- (c) provide or procure a third party to provide that part of the Services until such time as the Contractor has resumed the Services to the reasonable satisfaction of the Government Representative in which event the Government’s payment to the Contractor of the Quarterly Management Fee shall be suspended during such period for such part of the rejected Services.

48.5 The arrangements of payment deduction are:

- (a) In the event that the Contractor complies with the Default Notice served upon it pursuant to Clause 48.4(b) to the reasonable satisfaction of the Government Representative, the Contractor will be charged the Government’s administration costs resulting from the breach; and
- (b) In the event that the Contractor fails to comply with a Default Notice served upon it pursuant to Clause 48.4(b) to the reasonable satisfaction of the Government Representative or the breach is such that remedy is not possible, the Government shall be entitled to deduct from payments due to the Contractor such reasonable sum as the Government considers appropriate to reflect the actual loss to the Government resulting from the breach including administrative charges such sum to be calculated by reference to the Management Fee.

48.6 For the purpose of Clause 48.3 the Government Representative shall serve a notice on the Contractor setting out those parts of the Services which the Government intends to provide or procure. If the Government requires the Contractor to resume the provision of such part of the Services, the Government shall serve a notice on the Contractor (if such be the case).

48.7 The Government shall be entitled to deduct from payments due to the Contractor any costs (including any administration costs) reasonably incurred by the

Government in respect of the provision of any rejected Services by the Government or by a third party to the extent that such costs may exceed the payment which would otherwise have been payable to the Contractor for such part of the Services. The Government will not be entitled to exercise its right under Clauses 48.3 and 48.4 if the Contractor can demonstrate to the Government's reasonable satisfaction that the Contractor's failure to meet the performance targets is due to Force Majeure Event beyond the control of the Contractor.

49. Management Fee

49.1 Subject always to the terms hereof and the Contractor having performed the Services in accordance with the Contract and to the satisfaction of the Government, the Government shall pay to the Contractor the Management Fee consisting of the Annual Basic Management Fee and the Incentive Management Fee (if any) subject to and after any deductions in respect of the relevant period.

Annual Basic Management Fee

49.2 Subject always to the terms hereof and the Contractor having performed the Services in accordance with the Contract and to the satisfaction of the Government, the Government shall pay the Annual Basic Management Fee for a particular Fiscal Year in arrears on a quarterly basis in four equal instalments subject to and after any deductions in respect of the relevant period.

49.3 The Contractor shall deliver to the Government Representative an invoice in respect of the Services rendered to the Government in the preceding quarter. Payment will be made within twenty-one (21) days after (i) the date of the Government's acceptance of satisfactory completion of performance or (ii) the date of invoice and all relevant supporting documents received, whichever is the later.

49.4 Whenever under this Contract there is overpayment or underpayment of Annual Basic Management Fee in the previous quarter by the Government, the Government is entitled to adjust the Annual Basic Management Fee payable to the Contractor in the subsequent quarter to cover the overpayment or underpayment.

49.5 The Annual Basic Management Fee for the first Fiscal Year shall be calculated on a pro-rata basis according to the twelve (12) months' Annual Basic Management Fee as set out in **Schedule 4** of Part III. The Annual Basic Management Fee for each subsequent Fiscal Year shall be adjusted at the Review Date, to take effect at the beginning of the Fiscal Year concerned, upward or downward according to the percentage increase/decrease of the Composite Consumer Price Index ("CCPI")

compiled and released by the Government for the relevant twelve (12) months period in accordance with the following formula¹:

$$\text{Adjusted Annual Basic Management Fee} = \mathbf{A} + [\mathbf{A} \times (\mathbf{Z} - \mathbf{Y})/\mathbf{Y}]$$

Where:

A means the Annual Basic Management Fee for the Fiscal Year immediately before the relevant Review Date;

Y means the CCPI for the 1st month of the 12 months period immediately before the relevant Review Date; and

Z means the CCPI for the 1st month of the 12 months period commencing on the relevant Review Date.

Incentive Management Fee

- 49.6 Starting from the beginning of the second Fiscal Year, the Government shall pay the Contractor the Incentive Management Fee on an annual basis subject to the terms hereof and the Contractor having fully achieved the performance targets as set out in **Exhibit 10** of the Service Specifications for the Fiscal Year concerned. The amount of the Incentive Management Fee payable for a particular Fiscal Year shall be calculated by the Government in accordance with the formula set out in **Exhibit 10** of the Service Specifications.
- 49.7 Together with the Auditor's Report prepared in accordance with Clause 44, the Contractor shall submit to the Government Representative, an Annual Performance Report as stipulated in Clause 16.3.2(a) and **Attachment 4** of the Service Specifications to show the achievements in performance measures and an invoice showing calculation of the Incentive Management Fee for the same Fiscal Year.
- 49.8 The Incentive Management Fee will be paid within twenty-one (21) days after (i) the date of Government acceptance of satisfactory completion of performance or (ii) the date of invoice and all relevant supporting documents received, whichever is the later.

¹ For illustration purpose, assuming the First Review Date is 1 April 2017, the calculation of the adjusted Annual Basic Management Fee for the Fiscal Year commencing on 1 April 2017 will be as follows:

$$\begin{aligned} & \text{Adjusted Annual Basic Management Fee} \\ & = \text{Annual Basic Management Fee for the Fiscal Year commencing 1 April 2016} + \{ \text{Annual Basic} \\ & \text{Management Fee for the Fiscal Year commencing 1 April 2016} \times [(\text{CCPI for April 2017} - \text{CCPI for April 2016}) \\ & / \text{CCPI for April 2016}] \} \end{aligned}$$

- 49.9 The Incentive Management Fee for any given year shall stand alone and shall not be subject to revision based on the results of prior or subsequent Fiscal Years.
- 49.10 For the avoidance of doubt, the Annual Basic Management Fee and the Incentive Management Fee shall be inclusive of any and all expenses, costs, charges and disbursements which may be incurred by the Contractor in providing the Services under the Contract (including those incurred during the transition period referred to in Clause 56.1 below).

50. Deduction of Management Fee

- 50.1 The Government shall be entitled to withhold compensation for administration cost or deduct from the Management Fee a reasonable amount for any part of the Services which has not been duly completed to the satisfaction of the Government Representative.
- 50.2 The Contractor shall ensure that the actual performance levels of the key performance indicators for any given Fiscal Year are not less than the performance targets as agreed in the corresponding Annual Business Plan and as stipulated in **Clause 20.3** of Part IV – Service Specifications. The 16 key performance indicators as per **Clause 20.3** of Part IV are:
- (a) the satisfaction level of the youth participants who have used the venues and/or facilities;
 - (b) the number of venue promotional programmes organised and the number of youth participants;
 - (c)(i) the occupancy rate of the Hostel;
 - (c)(ii) the usage rate of the retail shops and office units;
 - (c)(iii) the usage rate of multi-purpose rooms;
 - (c)(iv) the usage rate of Y-Theatre and Y-Studio;
 - (c)(v) the usage rate of Y-Platform;
 - (d) the extent to which the Facility has achieved youth development objectives, i.e. the 6Gs principle (namely Groom, Growth, Green, Global vision, Glow and Give) as reflected by the following performance indicators:
 - (i) ratio of youth vs non-youth events;
 - (ii) ratio of target-mix of the occupancy of Hostel (i.e. occupancy by youths/youth

- organisations/organisations holding youth activities vs others);
- (iii) relevance to 6Gs for venue promotional events;
 - (iv) youth participants' satisfaction level for events in achieving 6Gs under the Customer Satisfaction Survey in (a) as reflected by the percentage of respondents who considered the event(s) can achieve any one of the 6Gs; and
 - (v) youth participants' satisfaction level for events in achieving 6Gs under the Customer Satisfaction Survey in (a) as reflected by the overall percentage of respondents who rank '4' or above in a 6-unit scale showing the extent to which the event(s) can achieve the 6Gs;
- (e) the service availability of major electrical and mechanical systems;
 - (f) the compliance with all statutory requirements in managing and maintaining the YS;
 - (g) the availability of security guards to provide security service and emergency support; and
 - (h) the provision of regular cleansing services according to the work schedule as per **Clause 14.3.21** and **Exhibits 9(a)** and **9(b)** of Part IV – Service Specifications.
- 50.3 Where the Contractor has not achieved the minimum performance target of any one of the key performance indicators as mentioned in **Clause 20.3** of Part IV, the Government shall have the right to deduct the Annual Basic Management Fee on annual basis with reference to the respective deduction amount according to the performance level for deduction of management fee as set out in **Exhibit 10** of Part IV. The total amount to be deducted for the Fiscal Year concerned will be equal to the sum of the deduction amount worked out having regard to the actual performance of individual key performance indicators.
- 50.4 Any deduction from the Annual Basic Management Fee pursuant to **Clause 50.3** above will be made annually by adjusting the forthcoming quarterly payment of the Annual Basic Management Fee payable to the Contractor.
- 50.5 The Government will not be entitled to exercise its right under **Clause 50.3** if the Contractor can demonstrate to the Government's reasonable satisfaction that the Contractor's failure to meet the performance targets is due to Force Majeure Event beyond the control of the Contractor.
- 50.6 The Government shall also be entitled to deduct from the Annual Basic Management Fee an amount as stated in **Clause 56.4** if the Contractor fails to fulfil the requirements detailed in **Clauses 56.1** to **56.3**.

51. Receipt and Setting of Charges

51.1 The Contractor shall collect all fees and charges from tenants/licensees, facility hirers and other users of the YS on behalf of the Government Representative in accordance with the fees and charges approved by the Government Representative from time to time. For rent/licence fee and other charges of the venues for leasing/licensing, the Contractor shall be responsible for collecting the rent/licence fee, management fees, deposits and other fees and charges from the tenants/licensees on behalf of the Government in accordance with the provisions as contained in the lease agreements/licenses. Any revenue collected shall be deposited within 3 working days from receipt of the same by the Contractor into such bank accounts designated by the Government Representative without any deduction or set off.

52. Waiver of Remedies

52.1 No forbearance, delay or indulgence by either party in enforcing the provisions of this Contract shall prejudice or restrict the rights of that party nor shall any waiver of its rights operate as a waiver of any subsequent breach and no right, power or remedy herein conferred upon or reserved for either party is exclusive of any other right, power or remedy available to that party and each such right, power, or remedy shall be cumulative.

53. Force Majeure

53.1 In the event of Force Majeure the party so prevented shall be excused from the duties and obligations of the Contract during the period that the events persist. The party prevented by Force Majeure shall give notice in writing to the other party as soon as possible of the occurrence of the event of Force Majeure. Save as otherwise provided herein, this Contract shall continue in full force and effect.

53.2 Where the Government is satisfied that an event of Force Majeure has occurred and the Government Representative forms the view that such event is likely to persist, the Government Representative shall be entitled at any time to give to the Contractor not less than seven days' notice in writing terminating this Contract and upon the expiration of such notice, the Contract shall terminate and the provisions of the Clause on "Effect of Termination" shall apply.

53.3 In the event that the Contract was terminated pursuant to the **Clause 53.2** above, the Contractor shall be entitled to receive payment for the services rendered to the Government up to the date of termination.

54. Termination

54.1 Without prejudice to other provisions of the Contract or any other right, actions or remedy which shall be accrued or shall accrue thereafter to the Government, the Government is entitled to terminate the Contract by notice in writing to the Contractor without entitling the Contractor to compensation in any of the following events:

- (a) the Contractor has obtained any conviction under the following Ordinances –
 - (i) the Employment Ordinance (Cap. 57) and/or the Employees' Compensation Ordinance (Cap. 282) convictions of which individually carries a maximum fine corresponding to Level 5 or higher within the meaning of Schedule 8 to the Criminal Procedure Ordinance (Cap. 221);
 - (ii) Section 17I(1) of the Immigration Ordinance (Cap. 115);
 - (iii) Section 89 of the Criminal Procedure Ordinance (Cap. 221) and Section 41 of the Immigration Ordinance (Cap. 115);
 - (iv) Section 38A(4) of the Immigration Ordinance (Cap. 115);
 - (v) Sections 7, 7A, 7AA and 43E of the Mandatory Provident Fund Schemes Ordinance (Cap. 485); and
 - (vi) The Minimum Wage Ordinance (Cap. 608); or
- (b) the Contractor commits a fundamental breach of any term or condition of the Contract or fails to remedy any breach of the Contract (for those breaches capable of rectification) within the time specified on a written request issued by the Government Representative requesting the remedy; or
- (c) the Contractor fails to meet any service requirements and performance standards set out in the Service Specifications and the Contract Schedules within the time specified by the Government Representative to rectify them; or
- (d) the Contractor or any employee or agent of the Contractor shall be found to have committed an offence under the Prevention of Bribery Ordinance (Cap. 201) or any subsidiary legislation made hereunder or under any law of a similar nature in relation to the Contract or any other Government contracts; or
- (e) the Contractor goes into liquidation or a petition is filed for the bankruptcy of the Contractor or the Court makes an order that the Contractor be wound up whether compulsorily or voluntarily (otherwise than for the purpose of a bona fide reconstruction or amalgamation) or the Contractor has a receiving order made

against it or the Contractor makes an arrangement generally with or assignment generally in favour of its creditor or agrees to perform this Contract under a committee of inspection of its creditor; or

- (f) the Contractor assigns, or purports to assign, any or all the burden or benefits of this Contract without the prior written consent of the Government; or
- (g) the Contractor is in breach of **Clause 15**.

54.2 Notwithstanding anything herein to the contrary, the Government may at any time during the Contract Term, at its option and without cause, terminate the Contract by giving the Contractor three (3) months' prior written notice of such termination. The Government shall not be responsible for any loss or damage to the Contractor arising from such termination of Contract.

54.3 The rights of the Government under this Clause are in addition and without prejudice to any other right the Government may have to claim the amount of any loss or damage suffered by the Government on account of the acts or omissions of the Contractor.

55. Effect of Termination and Expiry

55.1 If the Contract is terminated under **Clause 54.1** above, the Government shall:

- (a) be entitled to recover all losses, damages, costs and expenses suffered or incurred by the Government (including but not limited to all costs and expenses incurred in relation to engaging replacement contractor(s) and conducting re-tendering exercise(s)). In such event, the Government may deduct from any money due to the Contractor under this Contract and under any other Government contracts the losses, damages, costs and expenses;
- (b) cease to be under any obligation to make further Management Fee payments to the Contractor until the costs, loss and/or damage resulting from or arising out of the termination of the Contractor's employment shall have been calculated and provided such calculation shows a sum or sums due to the Contractor;
- (c) not be responsible for any loss and expenses suffered or incurred by the Contractor due to the termination of the Contract;
- (d) be entitled to repossess all Government Assets provided to the Contractor and to exercise a lien over any of the equipment, materials, tools or other goods belonging to the Contractor for any sum due hereunder or otherwise from the Contractor to the Government;
- (e) have, without prejudice to any claims by the Government for breach of the whole or any part of Contract, the right to assign the uncompleted Services to another

contractor(s) whereupon the Contractor shall be liable for any costs in excess of the Annual Basic Management Fee incurred by the Government and the Government shall be entitled to use all such Contractor's equipment, materials or tools or other goods for the purposes thereof free of charge and free from any liability until a new contractor(s) is formally engaged by the Government to perform the uncompleted Services; and

- (f) be entitled to remove any person or property or equipment or tools of the Contractor or its Sub-Contractor or agents from the YS.

55.2 Upon the termination or expiry of this Contract:

- (a) the Contractor shall yield up vacant possession of the YS in a clean condition and return the Government Assets in good repair and in clean workable and hygienic condition;
- (b) the Contractor shall remove at its own expense all fixtures and fittings erected by the Contractor under this Contract and its own trade equipment from any place in the YS and make good any damage to the Government property and equipment which may be caused by such removal; and
- (c) the Contractor shall submit to the Government the Auditor's Report as required under **Clause 44.4** above; and
- (d) the Contractor shall pay and discharge all existing and future taxes, assessment duties, and outgoings whatsoever which are imposed, assessed or charged upon the YS for the period before the date of termination or expiry of the Contract.

55.3 If the Contractor shall fail to comply with **Clause 55.2** above, the Government has the right to remove any person or property or machinery or equipment found or any fixture or fittings erected by the Contractor in the YS and to effect the necessary repair and cleansing work to keep the YS in a good repair, clean workable and hygienic condition. All costs, losses, damages or expenses incurred by the Government as a direct or indirect result of the Contractor's breach of the Contract under this Clause shall be recoverable as a debt due from the Contractor.

55.4 The rights of the Government are in addition to and without prejudice to any other right the Government may have against the Contractor either under other provisions of this Contract or under common law.

55.5 Any termination of this Contract (howsoever occasioned) shall not affect any accrued right or liabilities of either party nor shall it affect the coming into force or the continuance in force of any provision hereof which is expressly or by implication intended to come into or continue in force on or after such termination.

56. Transitioning-out

- 56.1 Upon termination of the Contract, either through normal expiry or premature termination for whatever reasons, the Contractor shall cooperate fully with the Government Representative, its successor(s) and other parties designated by the Government Representative during the transition period to the handover of the YS in order to avoid any interruption or disruption to the provision of the Services.
- 56.2 The cooperation of the Contractor shall include, but not be limited to, the provision of all data, records, documents, manuals, working instructions, reports, books of account and any other information, whether held in written or electronic form, which the Government Representative reasonably considers necessary or appropriate in order to achieve a smooth handover and subsequent provision of the Services. The Contractor shall be required to pass all such information and records to the Government Representative upon the expiry or termination of the Contract.
- 56.3 A walk-through with designated staff of the Government and new operator of the YS assigned by the Government after termination of the Contract shall be required to ensure the YS is handed over in good condition and all outstanding issues are resolved or passed on.
- 56.4 In accordance with **Clause 50.6**, the Government shall be entitled to deduct up to 2% of the Annual Basic Management Fee if the Contractor fails to fulfil the above requirements to the satisfaction of the Government Representative.

57. Recovery of Sums Due

- 57.1 Whenever under this Contract any sum of money shall be recoverable from or payable by the Contractor, the same may be deducted from any sum then due or which at any time thereafter may become due to the Contractor under this or any other contracts with the Government.

58. Liability for Damages or Compensation

- 58.1 The Government and its employees and agents shall not be under any liability whatsoever for or in respect of:
- (a) any loss of or damage to any of the Contractor's property or that of its employees or agents however caused (whether by any Negligence of the Government or any of its employees or agents or otherwise); and
 - (b) any injury to or death of any of the Contractor's employees except any such injury or death caused by the Negligence of the Government or any of its

employees or agents.

58.2 The Contractor shall indemnify the Government and its employees and agents against any claim or demand made against or liability incurred (including all costs, charges or expenses whatsoever) by the Government or any of its employees or agents in respect of:

- (a) any loss, damage, injury or death (save and except injury or death caused by the Negligence of the Government or any of its employees or agents); and
- (b) any loss or damage sustained by or any injury to or death of any third party in consequence of any Negligence of the Contractor or the Sub-contractor or any of their employees or agents or contractors.

58.3 The Contractor shall indemnify the Government against any loss of or damage to any property of the Government or any of its employees or any injury to any employee or agent of the Government arising out of the Negligence of the Contractor or the Sub-contractor or any of their employees or agents or contractors.

58.4 For the purposes of this Clause “Negligence” shall have the same meaning as that assigned to it in Section 2(1) of the Control of Exemption Clauses Ordinance (Cap. 71).

59. Liability and Indemnity

59.1 Without prejudice to **Clause 58** above, the Contractor shall indemnify the Government and keep the Government fully and effectively indemnified against any and all complaints, summons, notices, losses, injuries, claims, damages, costs, charges, expenses (including all fees, costs, charges and expenses which the Government may pay or incur in disputing or defending any claim or action instituted against the Government), liabilities, demands, proceedings and actions which the Government may sustain or incur or which may be brought or established against it by any person and which in any case arises out of or in relation to or by reason of, but not be limited to, the following:

- (a) the default, negligence, recklessness or wilful misconduct of the Contractor or the Sub-contractor and their respective employees or agents or contractors;
- (b) the breach or the non-performance or non-observance of any of the warranties and undertakings, obligations, terms or conditions by the Contractor or the Sub-contractor and their respective employees or agents or contractors under this Contract;
- (c) any unauthorised act or omission of the Contractor or the Sub-contractor and their respective employees or agents or contractors;

- (d) the non-compliance with any applicable laws and any requirement or regulation of the Government or other competent authority in connection with the performance of the obligations under the Contract by the Contractor or the Sub-contractor and their respective employees or agents or contractors; or
 - (e) any loss or damage sustained by or any injury to or death of any third party which is partially or jointly in consequence of any negligence, omission, default of the Contractor or its permitted Sub-contractor, the Contractor's Employee or its agent under statute and under common law as long as such loss or damage sustained by or any injury to or death of such third party is partially or jointly attributable to the Contractor or its permitted Sub-contractor or employees or agent in the manner as described in (a) to (d) above.
- 59.2 The indemnities, payment and compensation given in pursuance of this Contract by the Contractor shall not be affected or reduced by reason of any failure or omission of the Government in enforcing any of the terms and conditions of this Contract, or in supervising or controlling the Contractor's operation or method of working, or in detecting or preventing or remedying any defective work carried out by the Contractor or the Sub-contractor and their respective employees, agents or contractors.
- 59.3 With prejudice to **Clause 59.1**, the Contractor shall indemnify the Government from and against all claims and proceedings for or on account of infringement of any Intellectual Property Rights in respect of any equipment, machine, work, method or material or anything provided or introduced by the Contractor at the YS for the purpose of this Contract and from and against all claims, demands, proceedings, damages, costs, charges and expenses whatsoever in respect thereof or in relation thereto.
- 59.4 Without prejudice to any rights of or remedies available to the Government, the Government shall be entitled to draw under the performance guarantee in **Clause 10** any amount owed by the Contractor to the Government under this Clause plus interest thereon.

60. Insurance

60.1 Property Damage Insurance

Without prejudice to the Contractor's obligations under this Contract, the Contractor shall during the term of the Contract at its own expense negotiate, arrange, effect and maintain for the benefit and in the joint names of the Contractor and the Government, the insurance covering all loss of or damage, from whatever cause, to the YS and all equipment, tools, instruments, facilities, maintenance spares and materials provided by

the Government at the YS. The risks insured shall include but not be limited to fire, flood, storm, landslide, typhoon, explosive, aircraft, traffic accidents, water main burst and such other risks as may from time to time be required in writing by the Government.

60.2 Third Parties/Public Liability Insurance

Without prejudice to the Contractor's obligations under this Contract, the Contractor shall during the term of the Contract at its own expense negotiate, arrange, effect and maintain for the benefit and in the joint names of the Contractor and the Government, Third Party/Public Liability Insurance with a Cross Liability Clause covering the legal liability of both the Contractor and the Government for accidental injury or death to persons or accidental loss of or damage to property arising out of or in consequence of the operation and maintenance of the YS and the provision of the Services.

60.3 Insurance under the Employees' Compensation Ordinance (Cap. 282)

- (a) Without prejudice to the Contractor's obligations under this Contract, the Contractor shall during the term of the Contract at its own expense insure and indemnify the Government against all claims, demands and proceedings made by employees or agents of the Contractor or its Sub-contractors working at the YS or by the relatives of such employees or agents under the Employees' Compensation Ordinance (Cap. 282).
- (b) In respect of any persons employed by any Sub-contractor of the Contractor, the Contractor's obligations to effect a policy of insurance as aforesaid under this **Clause 60.3** shall be satisfied if the Sub-contractor shall have effected such policy of insurance in respect of such persons but the Contractor shall require the Sub-contractor to deposit with the Government, as and when required, such policy of insurance together with the receipt of payment of the current premium.

60.4 Other Insurance

Without prejudice to the Contractor's obligations under this Contract, the Contractor shall at its own expense take out such other policies of insurance as it deems fit or as may reasonably be required by the Government from time to time.

60.5 Inspection of Policies and Premium Receipts

The Contractor and its Sub-contractors shall arrange and maintain with an insurance company the required insurances in respect of any liability (of whatsoever nature) of the Contractor or Sub-contractors towards the Government that may arise from the performance of this Contract. The Contractor shall as soon as practicable, on written request by the Government Representative during the Contract Term, produce to the

Government Representative the current certificates of insurance evidencing that the Contractor and its Sub-contractors have effected and maintained all insurance required under this Contract, and provide the valid insurance policies and premium receipts for the inspection of the Government Representative at any time upon request.

60.6 Approval of Policies

All insurance referred to in this Clause shall be –

- (a) in such terms and for such amounts as approved by the Government; and
- (b) effected with insurers as approved by the Government.

60.7 Contractor to Conform to Conditions of Policies

The Contractor shall with all due diligence conform to the conditions of the insurance policies referred to in this **Clause 60** and all reasonable requirements of the insurers in connection with the settlement of claims, the recovery of losses and the prevention of accidents and the Contractor shall bear at its own cost the consequences of any failure to do so. The Contractor shall bear the cost of all excesses (deductibles), exclusions or limitations applying under the said policies insofar as they concern risks or obligations for which the Contractor is responsible under the terms of this Contract whether in respect of claims made against the Contractor and/or the Government. The Government may deduct any amounts payable by the Contractor under this **Clause 60** from amounts due or which may become due to the Contractor under this Contract.

60.8 Recovery of Premiums by Government in Case of Contractor's Default

If the Contractor shall fail to effect and keep in force any insurance which is required to be effected under this Contract, then and in any such case the Government may effect and keep in force any such insurance and pay such premiums as may be necessary for that purpose. Without prejudice to any other methods of recovery of the premiums so paid by the Government, such premiums may be deducted from amounts due or which may become due to the Contractor under this Contract.

60.9 Application of Insurance Monies

The Contractor shall cause all sums received by virtue of the insurances taken out by the Contractor under this **Clause 60** to be paid to the Government, who shall forthwith apply the same towards the discharge of any liability, settlement of any action or claims and/or reinstatement of any damaged property and the Contractor shall make up any deficiency in the costs of discharging such liability, settling such action or claim and/or reinstatement of any damaged property.

61. Government's Right to Grant Tenancy, Wayleave or Other Licences to Third Parties

61.1 The Government may at any time and from time to time grant a tenancy, wayleave, or

other licences to a third party in respect of the whole or part of the YS without seeking the consent of the Contractor and any Income so derived from such arrangements shall belong to the Government absolutely. Any arrangements so made with the third parties shall not derogate from the exercise and performance of the powers, duties or obligations by the Contractor under this Contract and the Government shall keep the Contractor informed of any such arrangements.

62. Order for Variation

- 62.1 The Government Representative or the Contractor shall consult and seek consent in writing from each other in advance to make variation in any part of the Services as well as the performance requirements for such period or periods detailed in the Service Specifications and such variation shall not in any way invalidate the Contract.
- 62.2 No amendments, modifications or variations of this Contract shall be binding upon the parties unless made by a written instrument signed by a duly authorised representative of each of the parties.
- 62.3 In order to allow flexibility and improvement to the performance standards, periodic review meetings shall be conducted every six (6) months within the Contract Term to review the performance standards stipulated in the Service Specifications. Revision to the performance standards may be proposed by either the Government Representative or the Contractor and shall come into effect only after a written agreement has been reached and properly signed by representatives of both parties.

63. Joint & Several Liability

- 63.1 In the event that the Contractor is a partnership or joint venture, all partners or participants/shareholders (as the case may be) shall, irrespective of their percentage of participation or interest between or among the parties, be jointly and severally liable for the due performance and observance of all the obligations under or in respect of this Contract and all references to the Contractor shall take effect as references to all the partners or participants/shareholders of the Contractor (as the case may be).

64. Service of Notices or Other Communications

- 64.1 All notices or other communications given under the Contract by the Government to the Contractor shall be in writing and shall be sent to the address or facsimile number of the Contractor as set out below (or such other address as the Contractor may by five (5) days' prior written notice specify to the Government).

Address:

Fax:

Attention:

- 64.2 All notices or other communications given under the Contract by the Contractor to the Government shall be in writing and shall be sent to the address or facsimile number of the Government as set out below (or such other address as the Government may by five (5) days' prior written notice specify to the Contractor).

Address: Youth Square Management Unit, Home Affairs Bureau

7/F Youth Square, 238 Chai Wan Road, Chai Wan

Fax: 2505 0286

Attention: Senior Executive Officer (Youth Square)

- 64.3 Such notices, demands or other communications shall be addressed as provided above and, if so addressed, shall be deemed to have been duly given or made as follows:

- (a) if sent by personal delivery, upon delivery at the address of the relevant party; or
- (b) if sent by post, five (5) working days (for local post) and ten (10) working days (for overseas post) after the date of posting; or
- (c) if sent by facsimile, when despatched with confirmed receipt as evidenced by the transmission report generated at the end of the transmission of such facsimile by the facsimile machine used for such transmission.

65. Settlement of Disputes

- 65.1 If any dispute or difference of any kind whatsoever shall arise between the Government and the Contractor in connection with or arising out of the Contract or the carrying out of the Services including any dispute as to any decision, instruction, order, direction, certificate or valuation by the Government Representative whether during the progress of the Services or after their completion and whether before or after the termination, abandonment or breach of the Contract, it shall be referred to and settled by the Government Representative who shall state his decision in writing and give notice of the same to the Government and the Contractor. Unless the Contract shall have been already terminated or abandoned the Contractor shall in every case continue to proceed with the Services with all due diligence and he shall give effect forthwith to every such decision of the Government Representative unless and until the same shall be revised in mediation or arbitration as hereinafter provided. Such decision shall be

final and binding upon the Contractor and the Government unless either of them shall require that the matter be referred to mediation or arbitration as hereinafter provided. If the Government Representative shall fail to give such decision for a period of 28 days after being requested to do so or if either the Government or the Contractor be dissatisfied with any such decision of the Government Representative then either the Government or the Contractor may within 28 days after receiving notice of such decision, or within 28 days after the expiry of the said decision period of 28 days, as the case may be, request that the matter shall be referred to mediation in accordance with and subject to the Hong Kong Government Mediation Rules or any modification thereof for the time being in force.

65.2 If the matter cannot be resolved by mediation, or if either the Government or the Contractor do not wish the matter to be referred to mediation then either the Government or the Contractor may within the time specified herein require that the matter shall be referred to arbitration in accordance with and subject to the provisions of the Arbitration Ordinance (Cap. 609) and any such reference shall be deemed to be a submission to arbitration within the meaning of the Arbitration Ordinance (Cap. 609). Any reference to arbitrations shall be made within 90 days of:

- (a) the refusal to mediate, or
- (b) the failure of the mediation proceedings to produce a settlement acceptable to the Government and the Contractor, or
- (c) the abandonment of the mediation, or
- (d) the Government Representative failing to make a decision for a period of 90 days after being so requested to do so and subsequently neither the Government nor the Contractor having requested mediation, or
- (e) the receipt of a notice of a decision by the Government Representative and neither the Government nor the Contractor having requested mediation.

65.3 The arbitrator appointed shall have full power to open up, review and revise any decision, instruction, order, direction, certificate or valuation by the Government Representative and neither party shall be limited in the proceedings before such arbitrator to the evidence or arguments put before the Government Representative for the purpose of obtaining his decision above referred to. No steps shall be taken in the reference to the arbitrator until after the completion or alleged completion of the Services unless with the written consent of the Government and the Contractor.

65.4 Subject to Clauses 65.5 and 65.6 below, the then current Hong Kong International Arbitration Centre Domestic Arbitration Rules (the “**Arbitration Rules**”) shall apply to any arbitration instituted in accordance with this Clause unless the parties agree to

the contrary.

65.5 Notwithstanding Article 8.3 of the Arbitration Rules, the place of meetings and hearings in the arbitration shall be Hong Kong.

65.6 Article 20.1 of the Arbitration Rules shall be deleted and replaced by:

“20.1 (a) The arbitration proceedings are private and confidential between the parties and the arbitrator. No information relating to the arbitration shall be disclosed by any person without the written consent of each and every party to the arbitration.

(b) Notwithstanding the above, disclosures are permissible where disclosures –

- (i) are necessary for enforcement of the arbitral award or any settlement agreement between the parties;
- (ii) are required by the parties’ auditors or for some other legitimate business reason;
- (iii) are required by law or an order of the courts of Hong Kong; or
- (iv) are necessary for the making of claims against any third party or to defend a claim brought by any third party.”

65.7 All provisions in Schedule 2 to the Arbitration Ordinance (Cap. 609) shall apply to any arbitration instituted in accordance with this Clause.

65.8 The Contractor shall be obliged to perform the Services in accordance with the Contract irrespective that a notice of arbitration having been served by either party or arbitration is in progress.

66. Consent to Disclosure

The Government shall have the right to disclose without any further reference to the Contractor, whenever he considers appropriate or upon request by any third party (written or otherwise) information on the awarded Contract, the name and address of the Contractor, description of the Services and the Contract amount.

67. Severability

- 67.1 In the event that any provision of the Contract or any part of any such provisions shall at any time be adjudged to be invalid, unlawful, illegal or otherwise howsoever unenforceable under any applicable law of Hong Kong, such provision or such part of such provision, as the case may be, but only to the extent required by such law, shall be severed from the Contract and rendered ineffective so far as possible without modifying the remaining provisions hereof.
- 67.2 Where, however, the provisions of any such applicable law of Hong Kong may be waived they are hereby waived by the parties hereto to the full extent permitted by such law to the end that the Contract shall be valid, binding and enforceable in accordance with its terms and conditions.

68. Entire Agreement

- 68.1 This Contract supersedes all prior agreements, arrangement and undertakings between the parties and constitutes the entire Contract between the parties relating to the subject matter hereof. No addition to or modification of any provision of this Contract shall be binding upon the parties unless made by a written instrument signed by a duly authorised representative of each of the parties.

69. Order of Precedence

- 69.1 In the event that there is any conflict, contradiction or ambiguity between the Conditions of Contract, the Service Specifications and the Contract Schedules, the following order of precedence shall be applied in order to resolve any such conflict, contradiction or ambiguity:
- (a) **Part II** – Conditions of Contract
 - (b) **Part IV** – Service Specifications
 - (c) **Part III** – Contract Schedules.

Appendix 1 – Form of Performance Guarantee

THIS GUARANTEE is made the day of 20.....
 BETWEEN
 of, a bank within the meaning of the Banking Ordinance, Cap. 155 /an insurer authorised under the Insurance Companies Ordinance, Cap. 41* (hereinafter called the “**Guarantor**”) of the one part and The Government of the Hong Kong Special Administrative Region (hereinafter called the “**Government**”) of the other part.

WHEREAS

(A) By a contract (hereinafter called the “**Contract**”) dated the day of 20 made between
 of

(hereinafter called the “**Contractor**”) of the one part and the Government of the other part whereby the Contractor agreed and undertook to provide management and operation services for the Youth Square for the Government upon the terms and conditions of the Contract.

(B) The Guarantor has agreed to guarantee in the manner and on the terms and conditions hereinafter appearing, the due and faithful performance of the Contract by the Contractor.

Now the Guarantor HEREBY AGREES with the Government as follows:

(1) Where applicable, words and expressions used in this Guarantee shall have the meaning assigned to them under the Contract.

(2) In consideration of the Government entering into the Contract with the Contractor-

- (a) The Guarantor hereby irrevocably and unconditionally guarantees the due and punctual performance and discharge by the Contractor of all of his, her and their obligations and liabilities under the Contract and the Guarantor shall pay to the Government on demand and without cavil or argument all monies and discharge all liabilities which are now or at any time hereafter shall become due or owing by the Contractor to or in favour of the Government under or in connection with the Contract together with all costs, charges and expenses on a full indemnity basis which may be incurred by the Government by reason or in consequence of any default on the part of the Contractor in performing or observing any of the obligations terms conditions stipulations or provisions of the Contract;

* Please delete as appropriate.

- (b) The Guarantor, as a principal obligor and as a separate and independent obligation and liability from its obligations and liabilities under sub-clause (a) above, irrevocably and unconditionally agrees to indemnify and keep indemnified the Government against and shall pay to the Government on demand and without cavil or argument all losses, damages, costs, charges and expenses on a full indemnity basis suffered or incurred by the Government arising from or in connection with the failure of the Contractor to perform fully or promptly any of his, her or their obligations terms conditions stipulations or provisions of the Contract.
- (c) The Guarantor further agrees that all dividends, compositions and payments which the Government may at any time receive from the Contractor or from his, her or their estate or estates, whether in liquidation, bankruptcy or otherwise, in respect of all such losses, damages, costs, charges and expenses shall be taken and applied by the Government as payments in gross, and that this Guarantee shall stand good in respect of the balance to the full amount of HK\$.....
- (3) This Guarantee shall not be affected by any change of name or status in the company, firm or individual described as "the Contractor" or where "the Contractor" is a partnership, any change in the partners or in its constitution.
- (4) The Guarantor shall not be discharged or released from this Guarantee by any arrangement made between the Government and the Contractor or by any alteration in the obligations imposed upon the Contractor by the Contract or by any waiver or forbearance granted by the Government to the Contractor as to payment, time, performance or otherwise whether or not such arrangement, alteration, waiver or forbearance may have been or is made or granted with or without knowledge or assent of the Guarantor.
- (5) Without prejudice to **Clause 4** above, the obligations of the Guarantor under this Guarantee shall remain in full force and effect and shall not be affected or discharged in any way by, and the Guarantor hereby waives notice of or assent to:
- (a) any suspension, termination, amendment, variation, novation or supplement of or to the Contract from time to time (including without limitation extension of time for performance);
 - (b) any provision of the Contract being or becoming illegal, invalid, void, voidable or unenforceable;
 - (c) the termination of the Contract or of the engagement of the Contractor under the Contract for any reason;
 - (d) any forbearance, variation, extension, discharge, compromise, dealing with, exchange, waiver or renewal in respect of any right of action or remedy that the Government may have, now or after the day of this Guarantee, against the Contractor and/or the negligence, failure, omission, indulgence or delay by the Government in enforcing any right, power,

privilege to or remedy available to the Government in relation to the obligations of the Contractor set out in the Contract;

- (e) the voluntary or involuntary liquidation, bankruptcy, dissolution, sale of assets, receivership, general assignment for benefit of creditors, insolvency, reorganisation arrangement, composition, or other proceedings of or affecting the Contractor or its assets, or any change in the constitution of the Contractor;
- (f) any assignment, novation or sub-contracting by the Contractor of any or all of its obligations set out in the Contract; and
- (g) without prejudice to the generality of the foregoing, any fact or event (whether similar to any of the foregoing or not) which in the absence of this provision would or might constitute or afford a legal or equitable discharge or release of or defence to the Guarantor, other than the express release of its obligations.

(6) This Guarantee shall extend to any variation, novation of or amendment to the Contract and to any agreement supplemental thereto agreed between the Government and the Contractor and for the avoidance of doubt, the Guarantor hereby authorises the Government and the Contractor to make any such amendment, variation, novation or supplemental agreement without its notice or assent.

(7) This Guarantee shall have immediate effect upon execution and is a continuing security. This Guarantee shall cover all of the obligations and liabilities of the Contractor under the Contract and shall remain in full force and effect and irrevocable until:

- (a) the date falling three months after the expiry of the Contract; or
- (b) the date on which all the obligations and liabilities of the Contractor under the Contract have been duly carried out, completed and discharged in accordance with the Contract,

whichever is the later.

(8) This Guarantee is in addition to and shall not merge with or otherwise prejudice or affect any contractual or other right or remedy or any guarantee, indemnity, lien, pledge, bill, note, charge or any other security which the Government may at any time hold (collectively “Other Security”) and this Guarantee may be enforced by the Government without first having recourse to any of the Other Security or taking any steps or proceedings against the Contractor, and notwithstanding any release, waiver or invalidity of the Other Security.

(9) Any demand, notification or certificate given by the Government specifying amounts due and payable under or in connection with any of the provisions of this Guarantee shall be conclusive and binding on the Guarantor.

(10) The obligations expressed to be undertaken by the Guarantor under this Guarantee are those of primary obligor and not as a surety.

(11) This Guarantee shall be governed by and construed according to the laws for the

time being in force in the Hong Kong Special Administrative Region of the People’s Republic of China (“Hong Kong”) and the Guarantor agrees to submit to the exclusive jurisdiction of the Courts of Hong Kong.

(12) All documents arising out of or in connection with this Guarantee shall be served:

- (a) upon the Government, at the Home Affairs Bureau, 11/F, West Wing, Central Government Offices, 2 Tim Mei Avenue, Tamar, Hong Kong, marked for the attention of the Secretary for Home Affairs, facsimile number 2505 0286; and
- (b) upon the Guarantor, at _____, Hong Kong, marked for the attention of _____, facsimile number _____.

(13) Documents to be served under this Guarantee shall be deemed to have been duly served by one party if sent by letter or fax addressed to the other party at the address stated above or to the facsimile number set out above. The documents so served shall be effective (a) on the date of delivery if hand-delivered; (b) on the date of transmission if sent by facsimile; and (c) if despatched by mail (whether registered or not), on the day on which they are tendered for delivery by the postal authority in Hong Kong.

(14) The aggregate amount of the Guarantor's liability under this Guarantee shall not exceed _____.

(15) The Guarantor hereby acknowledges that

- (a) the Guarantor should read and fully understand, with the benefit of independent legal advice if necessary, the terms and conditions of this Guarantee before entering into this Guarantee; and
- (b) no Government officer is authorised to advise on, make representations regarding or amend (other than by a written instrument signed by both the Guarantor and the Government) the terms and conditions of this Guarantee.

IN WITNESS whereof the said Guarantorhas caused its Common Seal to be hereunto affixed the day and year first above written.

* The Common Seal/Seal* of the said)
 Guarantor was hereunto affixed)
 in the presence of)
)
)

@ Signed Sealed and Delivered)
 for and on behalf of and as)
 lawful attorney of the Guarantor)
 under power of attorney)
 dated)
 by)
 and in the presence of.....)
)

)
)
)

* Please delete as appropriate

@ See Powers of Attorney Ordinance, Cap. 31

Note : When performance guarantees are executed under power of attorney, a photocopy of the power of attorney, certified on each page by a Hong Kong solicitor that it is a true and complete copy of the origin must be submitted.

Revised on 8.3.2013**Appendix 2 –**

**Standard Employment Contract
for Employees of Contractors of Government Service Contract (Note 1)
Government Service Contract No.: _____ (Note 2)**

This employment contract is made between _____ (“the Employer”) at the address of _____ and Mr/Ms* _____ (Hong Kong Identity Card No. _____) (“the Employee”) at the address of _____. The Employer and the Employee understand and agree to observe the terms of employment set out below. Both parties understand that this employment contract is governed by the laws of Hong Kong, in particular, the Employment Ordinance, Chapter 57, the Employees’ Compensation Ordinance, Chapter 282 and the Minimum Wage Ordinance, Chapter 608. Both parties acknowledge that they have read the attached Guidance Notes on Signing of Standard Employment Contract (“the Guidance Notes”).

1. This employment contract shall commence on _____ (day/month/year).
2. The Employee shall be employed by the Employer as _____ (post title). The place of work is _____ (as specified in government service contract no.: _____ (Note 2)). If necessary, the Employer shall be allowed to deploy the Employee to work within _____ region (Note 3) under an urgent situation or on an ad hoc and limited basis in the course of this employment contract. (Note 4)
3. (a) The Employee shall work _____ days a week, and his/her daily working hours shall be: (Note 5)
 - _____ a.m./p.m.* to _____ a.m./p.m.* and _____ a.m./p.m.* to _____ a.m./p.m.*
 - on shift _____ a.m./p.m.* to _____ a.m./p.m.* and _____ a.m./p.m.* to _____ a.m./p.m.* ; _____ a.m./p.m.* to _____ a.m./p.m.* and _____ a.m./p.m.* to _____ a.m./p.m.* ; or _____ a.m./p.m.* to _____ a.m./p.m.* and _____ a.m./p.m.* to _____ a.m./p.m.*
- (b) The meal time of the Employee shall be from _____ a.m./p.m.* to _____ a.m./p.m.* / _____ hour(s)/minutes* per day and is:
 - counted as hours worked and its pay has been included in the monthly wages payable under Clause 6(a); (Note 6)
 - not counted as hours worked and shall be paid at the rate of HK\$ _____ per day on top of the monthly wages payable under Clause 6(a);
 - not counted as hours worked and no payment will be made in this respect.

Under exceptional circumstances and at the request of the relevant procuring department, the Employer may make appropriate adjustment to the above working hours, provided that such adjustment should be on an ad hoc basis and it should not affect the original number of working hours in a day of the Employee.
4. The Employee is entitled to 1 paid rest day in every period of 7 days. The paid rest day for the Employee shall be on every _____ / granted on an irregular basis* (in

which case the Employer must inform the Employee in writing of the appointed paid rest days, or exhibit the Employee's roster of paid rest days in a conspicuous place in the place of employment, before the beginning of each month). The rest day pay of the Employee shall be a sum equivalent to the pay for the Employee's work on a normal working day (excluding overtime pay).

5. Contractual day-off other than paid rest days as specified in Clause 4 shall be (if applicable):
- paid at the rate of HK\$ _____ per day/a sum equivalent to the pay for the Employee's work on a normal working day* on top of the monthly wages payable under Clause 6(a).
 - unpaid.
6. If the Employee works in accordance with the working hours as specified in Clause 3(a) of this employment contract, he/she shall receive:
- (a) monthly wages (excluding any overtime pay) of HK\$ _____, which shall include wages for hours worked by the Employee on his/her normal working days and rest day pay as specified in Clause 4. (Note 6)
Irrespective of the number of days in a particular month, the Employee shall be paid monthly wages equivalent to the wages specified in this employment contract. The Employee's deductions for absence from work shall be calculated on the basis of the number of normal working days plus paid rest days in a particular month.
 - wages for working in each workplace calculated pro rata according to the monthly wages specified in the Tables under Clause 2 of the Schedule if he/she is employed to work for the Employer under different government service contracts undertaken by the Employer in the same region. (The Schedule to this employment contract must also be completed.)Any allowance shall be paid on top of the above wages.
 - (b) the overtime pay and pay for work on rest day/contractual day-off shall be _____% (the entered figure must not be less than 100) of the wage rate for the Employee's work on his/her normal working days if the Employee is required to work beyond the working hours as specified in Clause 3(a) of this employment contract or on a rest day/contractual day-off. (Note 7)
 - (c) the pay for meal time if the periods of meal time as specified in Clause 3(b) are not counted as hours worked and are payable.
 - (d) the pay for contractual day-off, if any, as specified in Clause 5.
 - (e) additional remuneration, if any, in accordance with the Minimum Wage Ordinance. (Note 8)
 - (f) any other sum payable to the Employee under the provisions of this employment contract or the laws of Hong Kong.
7. The wage period shall be one month. Wages (including overtime pay and other sum payable under Clause 6, if any) shall be paid in any case not later than 7 days after the expiry of the wage period. Similarly, wages and any sum due to the Employee (including any other sums due in respect of this employment contract, if any) must be paid not later than 7 days after the termination of the employment contract.

8. The Employer and the Employee agree that all wages (including overtime pay and other sum payable under Clause 6 but excluding any sum payable upon termination of this employment contract) shall be paid directly by way of automatic payment into a bank account in the Employee's name with a bank licensed under the Banking Ordinance, Chapter 155. The Employer shall also provide a wage record (pay slip) setting out the breakdown of wages for each wage period to the Employee for reference. If the Employee agrees, the Employer may pay the sum payable upon termination of this employment contract (including wages) by cheque not later than 7 days after the termination of the contract.
9. No deductions shall be made by the Employer from the wages of the Employee other than permitted deductions made in accordance with the Employment Ordinance and the Employee's contribution in accordance with the Mandatory Provident Fund Schemes Ordinance, Chapter 485, and the sum to be deducted shall not exceed the limit stipulated therein. Subject to the provisions of the law, any operating and/or administrative costs due to wear and tear of fixed assets and equipment including expenses on uniforms (clothing, shoes, socks, etc.), training fees, administrative costs, cleaning fees, tool charges, travelling expenses, deposits, etc, and any sum and/or deductions imposed on the Employer by the procuring department pursuant to the terms of the relevant government service contract shall be borne by the Employer and not be charged to the Employee or recovered by deductions from the Employee's wages.
10. The Employee shall be entitled to statutory rights and benefits and the relevant protection such as rest days, statutory holidays, paid annual leave, maternity leave and sickness allowance in accordance with the Employment Ordinance.
11. The Employer shall arrange the Employee to take rest days, statutory holidays and paid annual leave on separate dates in accordance with the Employment Ordinance. These holidays must not be substituted by each other.
12. The Employer shall comply with the provisions of the Employees' Compensation Ordinance. The Employee shall be entitled to the rights, benefits and protection provided under the Employees' Compensation Ordinance.
13. The Employee is/is not* required to obtain a security personnel permit according to the requirements of the Security and Guarding Services Ordinance, Chapter 460. (Note 9)
14. The Employer shall arrange the Employee to enrol as a member of a mandatory provident fund scheme and pay the contribution to the relevant registered scheme each month in accordance with the Mandatory Provident Fund Schemes Ordinance. The Employer shall issue to the Employee a record of mandatory provident fund contribution within 7 working days after each monthly contribution.
15. When typhoon signal no. 8 or above is hoisted,
 - the Employee is not required to work and no wages shall be deducted. The Employee is required to resume duty if typhoon signal no. 8 is lowered not less than _____ hours before close of working hours.
 - the Employee is required to work and is entitled to reimbursement of extra travelling expenses.
 - the Employee is required to work and is entitled to a typhoon allowance of HK\$_____.

16. When black rainstorm warning is hoisted,
- the Employee is not required to work and no wages shall be deducted. The Employee is required to resume duty if the black rainstorm warning is lowered not less than _____ hours before close of working hours.
 - the Employee is required to work and is entitled to reimbursement of extra travelling expenses.
 - the Employee is required to work and is entitled to a rainstorm allowance of HK\$_____.
- 17*. The probation period of the Employee shall be _____day(s)/month(s) *.
18. Either party may terminate this employment contract under the following circumstances:
- In the first month of the probation period, both parties are not required to give notice or payment in lieu of notice. During the rest of the probation period, a notice period of _____ day(s)/month(s) * or payment in lieu of notice is required.
After the probation period, a notice period of _____ day(s)/month(s) * or payment in lieu of notice is required.
 - There is no probation period, a notice period of _____day(s)/month(s) * or payment in lieu of notice is required.
19. Should there be any legislative amendment to the relevant legislation subsequent to the signing of this employment contract which in effect confers more favourable terms on the Employee than what he/she is entitled to under this employment contract, the provision of the legislation shall prevail and the employment contract shall be taken to be varied accordingly. Should the rights and benefits conferred on the Employee after the legislative amendment be still less favourable than the terms of this employment contract, the terms of this employment contract shall prevail.
20. The Employer shall provide a copy of this employment contract signed by both parties (including the Schedule to this employment contract, if any, and the attached Guidance Notes on Signing of Standard Employment Contract) to the Employee for his/her retention.
21. Any variation, amendment, cancellation or addition to any terms of this employment contract (including the Schedule) must not extinguish or reduce any right, benefit or protection conferred upon the Employee by this employment contract, and must be duly signed by both parties, otherwise it shall be void. The Employer shall provide a copy of the amendments duly signed by both parties to the Employee for retention.
22. The Employee consents to the Employer providing his/her wage records, attendance records and other relevant information to _____ [name(s) of procuring department(s)] (Note 10) for the purpose of monitoring the Employer's fulfillment of employment-related obligations under the government service contract(s).
23. The Employee consents to the Employer providing copies of this signed employment contract together with the amendments, if any, to _____ [name(s) of procuring department(s)](Note 10) for record and for the purpose of monitoring the Employer's compliance with the government service contract(s). The Employee also consents to the procuring department(s) providing copies of this signed employment contract

together with any amendments, and any other relevant information to other government departments and enforcement agencies for the purpose of monitoring the Employer's compliance with the relevant legislation.

Employee's signature

Signature of Employer or Employer's representative

Name: _____

Name: _____

HK Identity Card No.: _____

Post: _____

Date: _____

Date: _____

Company Chop

- * Delete whichever is inapplicable
 Please mark a "✓" at the appropriate box

Notes:

- Note 1: In accordance with the relevant mandatory requirements specified in government service contracts, government service contractors are required to enter into this Standard Employment Contract with each and every employee who is employed to work under government service contracts for more than 7 days in posts which signing of Standard Employment Contract is specified in the relevant government service contracts.
- Note 2: If the Employee is employed by the Employer to work under more than one government service contract undertaken by the Employer in the same region, the parties must also complete the Schedule but are not required to fill in the government service contract no., Clause 2, Clause 3 and Clause 6(b) of this employment contract.
- Note 3: "Region" refers to an area delineated under the Declaration of Geographical Constituencies (Legislative Council) Order 2011, with the exception of Islands District which is separated from New Territories West. As such, there are 6 relevant regions, namely, Hong Kong Island, Kowloon West, Kowloon East, New Territories West, New Territories East and Islands District. The parties shall state one region only in accordance with the area of the place of work specified in Clause 2.
- Note 4: Clause 2 of this employment contract only provides for deployment of the Employee to work within the region specified in Clause 2 of this employment contract under an urgent situation or on an ad hoc and limited basis in the course of this employment contract and is not applicable to any redeployment of the Employee to other posts or work places as a result of the termination of this employment contract or expiry of the government service contract specified in Clause 2 of this

employment contract, which shall be subject to the mutual agreement between the Employer and the Employee and relevant provisions of the Employment Ordinance.

- Note 5: The Employer has committed in the relevant government service contract that the Employee's maximum number of working hours in a day shall be _____ hours.
- Note 6: (i) The wage rate of the monthly wages specified in Clause 6(a) of this employment contract shall not be less than the wage rate of the monthly wages committed by the Employer in the relevant government service contract or with reference to paragraph 2 of the Guidance Notes any adjusted wage level brought about by future revisions of the prescribed minimum hourly wage rate under the Minimum Wage Ordinance, whichever is higher. Employees with disabilities are entitled to the same monthly wage rate committed by the employer in the relevant government service contract.
- (ii) The wage rate of the monthly wages specified in Clause 6(a) of this employment contract shall be calculated based on the maximum number of _____ normal working days plus paid rest days per month and the average number of _____ normal hours of work per day. If the period of meal time as specified in Clause 3(b) of this employment contract is counted as hours worked, such period shall be included in the above average number of normal hours of work per day for derivation of the monthly wages.
- (iii) The wage rate of the monthly wages of HK\$ _____ committed by the Employer in the relevant government service contract is calculated on the basis of 31 days (27 normal working days plus 4 paid rest days) per month and the average number of _____ normal hours of work per day. For the avoidance of doubt, the Employee is entitled to 1 paid rest day in every period of 7 days in accordance with Clause 4 of this employment contract.
- Note 7: The wage rates of overtime pay and pay for work on rest day/contractual day-off specified in Clause 6(b) of this employment contract shall not be less than 100% of the wage rates calculated using the monthly wages specified in Clause 6(a) of this employment contract and the number of normal working days plus paid rest days in the month and the average number of normal hours of work per day specified in Note 6(ii).
- Note 8: Under the Minimum Wage Ordinance, the minimum wage for an employee for a wage period is the amount derived by multiplying the total number of hours (including any part of an hour) worked by the employee in the wage period by the minimum hourly wage rate for the employee provided by the Ordinance. A payment made to an employee in any wage period for any time that is not hours worked by the employee must not be counted as part of the wages payable in respect of that or any other wage period. If the wages payable to an employee in respect of any wage period are less than the minimum wage for the employee for that period, the employee is entitled to additional remuneration in respect of that period of the amount derived by subtracting from that minimum wage the amount of wages that is payable in respect of that period.
- Note 9: All employees employed to perform security work are required to obtain a permit in accordance with the Security and Guarding Services Ordinance.
- Note 10: If the Employee is employed by the Employer to work under more than one government service contract, the names of all relevant procuring departments have to be filled in Clause 22 and Clause 23 of this employment contract.

Standard Employment Contract
for Employees of Contractors of Government Service Contracts
Schedule

(If the Employee is employed by the Employer to work under more than one government service contract in the same region (Note 11), this Schedule should also be completed. Clause 2, Clause 3 and Clause 6(b) of the Standard Employment Contract are not applicable and shall be left blank.)

1. The Employee shall be employed by the Employer for posts of employment terms stated in the Table(s) below. If necessary, the Employer shall be allowed to deploy the Employee to work within _____ region (Note 11) under an urgent situation or on an ad hoc and limited basis in the course of this employment contract. (Note 12)
2. The Employee shall work _____ days a week. The daily working hours shall accord with that specified in the relevant government service contracts awarded to the Employer. Information on relevant government service contracts is listed in the Table(s) below. The actual monthly wages to be received by the Employee shall be calculated in accordance with the monthly wages listed in the following Tables in respect of different government service contracts under which the Employee has worked during a particular month and on the basis of the number of normal working days plus paid rest days in that particular month (if the number of government service contracts is more than two, please continue to list out after Table (2)):

Table (1)	(a)	Government service contract no.		Procuring department	
		Post title		Place of work	
		Number of working hours in a day		Maximum number of working hours in a day	
	(b)	Daily working hours	<input type="checkbox"/> _____ a.m./p.m.* to _____ a.m./p.m.* and _____ a.m./p.m.* to a.m./p.m. <input type="checkbox"/> on shift _____ a.m./p.m.* to _____ a.m./p.m.* and _____ a.m./p.m.* to a.m./p.m. ; _____ a.m./p.m.* to _____ a.m./p.m.* and _____ a.m./p.m.* to a.m./p.m. ; or _____ a.m./p.m.* to _____ a.m./p.m.* and _____ a.m./p.m.* to a.m./p.m. The meal time of the Employee shall be from _____ a.m./p.m.* to a.m./p.m.* / _____hour(s)/minutes* per day and is: <input type="checkbox"/> counted as hours worked and its pay has been included in the monthly wages payable under item (c) of this Table; (Note 13) <input type="checkbox"/> not counted as hours worked and shall be paid at the rate of HK\$ per day on top of the monthly wages payable under item (c) of this Table; <input type="checkbox"/> not counted as hours worked and no payment will be made in this respect. Under exceptional circumstances and at the request of the relevant procuring department, the Employer may make appropriate adjustment to the above daily working hours, provided that such adjustment shall be on an ad hoc basis and it shall not affect the original number of working hours in a day of the Employee.		

	(c) If the Employee works in accordance with the working hours as specified in item (b) of this Table and works _____ days a week, he/she shall receive monthly wages (excluding any overtime pay) of HK\$ _____, which shall include wages for hours worked by the Employee on his/her normal working days and rest day pay as specified in Clause 4 of the Standard Employment Contract. (Note 13)			
	(d) The wage rate for overtime pay and pay for work on rest day/contractual day-off shall be _____ % (the entered figure must not be less than 100) of the pay for the Employee’s work on his/her normal working days if the Employee is required to work beyond the working hours as specified in item (b) of this Table or on a rest day/contractual day-off. (Note 14)			
Table (2)	(a) Government service contract no.		Procuring department	
	Post title		Place of work	
	Number of working hours in a day		Maximum number of working hours in a day	
(b)	Daily working hours	<input type="checkbox"/> _____ a.m./p.m.* to _____ a.m./p.m.* and _____ a.m./p.m.* to a.m./p.m. <input type="checkbox"/> on shift _____ a.m./p.m.* to _____ a.m./p.m.* and _____ a.m./p.m.* to a.m./p.m. ; _____ a.m./p.m.* to _____ a.m./p.m.* and _____ a.m./p.m.* to a.m./p.m. ; or _____ a.m./p.m.* to _____ a.m./p.m.* and _____ a.m./p.m.* to a.m./p.m. The meal time of the Employee shall be from _____ a.m./p.m.* to a.m./p.m.* / _____hour(s)/minutes* per day and is: <input type="checkbox"/> counted as hours worked and its pay has been included in the monthly wages payable under item (c) of this Table; (Note 13) <input type="checkbox"/> not counted as hours worked and shall be paid at the rate of HK\$ per day on top of the monthly wages payable under item (c) of this Table; <input type="checkbox"/> not counted as hours worked and no payment will be made in this respect. Under exceptional circumstances and at the request of the relevant procuring department, the Employer may make appropriate adjustment to the above daily working hours, provided that such adjustment shall be on an ad hoc basis and it shall not affect the original number of working hours in a day of the Employee.		
	(c) If the Employee works in accordance with the working hours as specified in item (b) of this Table and works _____ days a week, he/she shall receive monthly wages (excluding any overtime pay) of HK\$ _____, which shall include wages for hours worked by the Employee on his/her normal working days and rest day pay as specified in Clause 4 of the Standard Employment Contract. (Note 13)			
	(d) The wage rate for overtime pay and pay for work on rest day/contractual day-off shall be _____ % (the entered figure must not be less than 100) of the pay for the Employee’s work on his/her normal working days if the Employee is required to work beyond the working hours as specified in item (b) of this Table or on a rest day/contractual day-off. (Note 14)			

3. If the Employee works under different government service contracts awarded to the Employer:
- (a) The statutory benefits of the Employee including holiday pay, annual leave pay and sickness allowance shall be calculated in accordance with the Employment Ordinance.

If it is not possible to ascertain the amount of holiday pay, annual leave pay, sickness allowance and other statutory benefits to which the Employee is entitled, the sum shall be calculated in accordance with the highest monthly wages among those listed in the Tables under Clause 2 of this Schedule.

- (b) The rest day pay of the Employee shall be the average daily wages of the Employee for work on a normal working day (excluding overtime pay) in the month. The Employer shall pay the Employee such rest day pay not later than the day on which the Employee is next paid his wages after the rest day.
- (c) If the Employee is not provided with any work for a period, the Employee shall still receive wages equivalent to the wages which he/she would have earned if he/she had worked for that period during which work is not provided.

If it is not possible to ascertain the wages which the Employee would have earned for the period during which work is not provided, the sum shall be calculated in accordance with the highest monthly wages among those listed in the Tables under Clause 2 of this Schedule.

- The Employer and the Employee may choose an amount calculated at a wage rate no less than the highest wage rate of the monthly wages among those listed in the Tables under Clause 2 of this Schedule for calculating the monthly wages of the Employee. If this is the case, the Employee shall work in accordance with the number of working days as specified in Clause 2 of this Schedule and the working hours as specified in the relevant government service contracts, and he/she shall receive monthly wages (excluding any overtime pay) of HK\$ _____, which shall include wages for hours worked by the Employee on his/her normal working days and rest day pay as specified in Clause 4 of the Standard Employment Contract. The overtime pay and pay for work on rest day/contractual day-off shall be _____% (the entered figure must not be less than 100) of the wage rate for the Employee’s work on his/her normal working days if the Employee is required to work beyond the daily working hours in respect of the relevant government service contract as specified in the Tables under Clause 2 of this Schedule or on a rest day/contractual day-off. (Note 15)

Employee’s signature

Signature of Employer or Employer’s representative

 Name: _____
 HK Identity Card No.: _____
 Date: _____

 Name: _____
 Post: _____
 Date: _____

 Company Chop

* Delete whichever is inapplicable

Please mark a “✓” at the appropriate box

Notes:

Note 11: “Region” refers to an area delineated under the Declaration of Geographical Constituencies (Legislative Council) Order 2011, with the exception of Islands District which is separated from New Territories West. As such, there are 6 relevant regions, namely, Hong Kong Island, Kowloon West, Kowloon East, New Territories West, New Territories East and Islands District. The parties shall state one region only in accordance with the area of the place of work specified in Clause 1 of this Schedule.

Note 12: Clause 1 of this Schedule only provides for deployment of the Employee to work within the region specified in Clause 1 of this Schedule under an urgent situation or on an ad hoc and limited basis in the course of this employment contract and is not applicable to any redeployment of the Employee to other posts or work places as a result of the termination of this employment contract or expiry of the government service contracts specified in the Table(s) in Clause 2 of this Schedule, which shall be subject to the mutual agreement between the Employer and the Employee and relevant provisions of the Employment Ordinance.

Note 13: (i) The wage rates of the monthly wages listed in the Tables under Clause 2 of this Schedule shall not be less than the wage rates of the monthly wages committed by the Employer in the relevant government service contracts or with reference to paragraph 2 of the Guidance Notes any adjusted wage level brought about by future revisions of the prescribed minimum hourly wage rate under the Minimum Wage Ordinance, whichever is higher. Employees with disabilities are entitled to the same monthly wage rate committed by the employer in the relevant government service contract.

(ii) The wage rates of the monthly wages listed in the Tables under Clause 2 of this Schedule are calculated based on the following maximum number of normal working days plus paid rest days per month and average number of normal hours of work per day. If the periods of meal time as specified in the Tables under Clause 2 of this Schedule are counted as hours worked, such periods shall be included in the average number of normal hours of work per day for derivation of the monthly wages.

	Table (1)	Table (2)
Maximum number of normal working days plus paid rest days per month	days	days
Average number of normal hours of work per day	hours	hours

(iii) The wage rates of the monthly wages committed by the Employer in the relevant government service contracts specified in the Tables under Clause 2 of this Schedule are calculated on the basis of 31 days (27 normal working days plus 4 paid rest days) per month and the following average number of normal hours of work per day:

	Table (1)	Table (2)
Monthly wages committed in government service contract	HK\$	HK\$
Average number of normal hours of work per day	hours	hours

For the avoidance of doubt, the employee is entitled to 1 paid rest day in every period of 7 days in accordance with Clause 4 of the Standard Employment Contract.

Note 14: The wage rates of overtime pay and pay for work on rest day/contractual day-off specified in the Tables under Clause 2 of this Schedule shall not be less than 100% of the wage rates calculated using the monthly wages specified in item (c) of the Tables under Clause 2 of this Schedule and the relevant number of normal working days plus paid rest days in the month and the average number of normal hours of work per day as specified in Note 13(ii).

Note 15: The wage rates of overtime pay and pay for work on rest day/contractual day-off shall not be less than 100% of the wage rates calculated based on the chosen monthly wages specified in the second box of Clause 3 of this Schedule, the number of normal working days plus paid rest days in the month and the average number of normal hours of work per day.

Guidance Notes on Signing of Standard Employment Contract (SEC) for Employees of Contractors of Government Service Contracts

The Guidance Notes explain the points to note when filling in the SEC and the Schedule. Before signing the SEC, the employer and the employee should read the contents of the SEC and these Guidance Notes thoroughly to ensure that both parties understand all the contents. The employer and the employee should refer to the Employment Ordinance (Cap. 57) for statutory provisions on employees' rights and benefits. Please note that the Employment Ordinance only lays down the minimum requirements of employment terms. Employers and employees may enter into employment terms more favourable than those provided in the Employment Ordinance. They may also refer to the booklet "A Concise Guide to the Employment Ordinance" published by the Labour Department for reference.

Points to note when filling in the SEC and the Schedule

2. The monthly wages committed by the employer in the government service contract shall not be less than the amount derived by multiplying the maximum number of normal working days plus paid rest days per month (i.e. 27 normal working days plus 4 paid rest days) and the average number of normal hours of work per day of the employee by the prescribed minimum hourly wage rate under the Minimum Wage Ordinance ("statutory minimum wage plus rest day pay rate"). However, if the wage rate of the average monthly wages for a particular industry/occupation as published in the Census and Statistics Department's Quarterly Report of Wage and Payroll Statistics (December 2010 edition) ("C&SD rate") is higher than the "statutory minimum wage plus rest day pay rate", the "C&SD rate" should be adopted. Besides, the employee's wages shall not be less than any adjusted wage level brought about by future revisions of the prescribed minimum hourly wage rate under the Minimum Wage Ordinance. Employees with disabilities are entitled to the same monthly wage rate committed by the employer in the relevant government service contract. Please refer to Schedule 3 of the Minimum Wage Ordinance and the Quarterly Report of Wage and Payroll Statistics (December 2010 edition) for details of the prescribed minimum hourly wage rate and the average monthly wages for the relevant industry/occupation. For the avoidance of doubt, the employee is entitled to 1 paid rest day in every period of 7 days in accordance with Clause 4 of the SEC.
3. The employer and the employee can make reference to the examples listed in the last part of these Guidance Notes in determining the employee's monthly wages, adjusting the employee's monthly wages upon revision of the statutory minimum wage rate and calculating deductions for absence from work, overtime pay, pay for work on rest day/contractual day-off and statutory benefits.
4. If the employee is employed to work under a single government service contract, Clause 2, Clause 3 and Clause 6(b) of the SEC on the workplace, working hours as well as overtime pay and pay for work on rest day/contractual day-off, have to be filled in. It is not necessary to fill in the Schedule. However, if the employee is employed by the employer to work under more than one government service contract in the same region, then the parties have to complete the Schedule, but not Clause 2, Clause 3 and Clause 6(b) of the SEC. The completed Schedule is an integral part of the SEC.
5. When filling in Clause 3 of the SEC on the working hours of the employee, the employer should also fill in Note 5 regarding the employee's maximum number of working hours in a day. This maximum number of working hours in a day must be the same as that specified in the relevant government service contract.
6. When filling in the monthly wages of the employee in Clause 6(a) of the SEC, the wage rate of the monthly wages shall not be less than the wage rate of the monthly wages committed by the employer in the relevant government service contract or with reference to paragraph 2 above any adjusted wage level brought about by future revisions of the prescribed minimum hourly wage rate under the Minimum Wage Ordinance, whichever is higher. Besides, the employer should also fill in Note 6(ii) regarding the

information on the maximum number of normal working days plus paid rest days per month and the average number of normal hours of work per day of the employee which form the basis for working out the monthly wages specified in Clause 6(a) of the SEC, and in Note 6(iii) the information on the monthly wages committed by the employer in the relevant government service contract (such information must be the same as that specified in the relevant government service contract). When filling in Note 6(ii), the employer should derive the maximum number of normal working days plus a paid rest day for every 7 days in a month of 31 days as follows: (number of normal working days per week + 1 paid rest day) x 4 (weeks) + maximum number of working days/paid rest day for the remaining week. The maximum number of working days/paid rest day for the remaining week shall be equal to the number of normal working days per week of the employee + 1 paid rest day or 3 days, whichever is lower. (Please refer to Examples 1 and 2.)

7. When filling in the monthly wages, if the employee is employed to work under more than one government service contract, please mark a “✓” at the second box of Clause 6(a) of the SEC and fill in information such as the relevant government service contract numbers, places of work, working hours and monthly wages in the Schedule. The monthly wages of the employee should be derived with reference to paragraph 6 above. If the employee works under different government service contracts, the actual monthly wages to be received by the employee shall be calculated in accordance with the monthly wages specified in the Tables under Clause 2 of the Schedule in respect of different government service contracts under which he/she has worked on the basis of the number of normal working days plus paid rest days in a particular month. If, in the future, there is a change in the number of government service contracts listed in the Schedule, the employer should comply with Clause 21 of the SEC and amend the Schedule.

8. To avoid confusion, the “monthly wages” under SEC do not include any overtime pay and allowances. Except for deductions of wages made in accordance with the Employment Ordinance and the Mandatory Provident Fund Schemes Ordinance (Cap. 485), the wages provided by the employer shall not be less than the monthly wages specified in the employment contract. The monthly wages shall not be broken down into different items, but they may include other wage items on top of the monthly wages. (For example, if the monthly wages are HK\$7,000, and the employer pays an additional allowance of HK\$500, the total monthly wages of the employee shall be HK\$7,500.) The employee’s monthly wages and other income should not be labelled as housing allowance.

9. The employee employed under the SEC is monthly-rated. Deductions for absence from work and the wage rate for overtime pay and pay for work on rest day/contractual day-off shall be calculated on the basis of the number of normal working days plus paid rest days in a particular month. (Please refer to Examples 3 and 4.) The statutory benefits of the employee such as holiday pay, annual leave pay, sickness allowance and maternity leave pay, shall be calculated in accordance with the provisions of the Employment Ordinance. (Please refer to Examples 7 – 11.)

10. When filling in the monthly wages in the Tables under Clause 2 of the Schedule for the employee working under different government service contracts, the wage rate shall not be less than the wage rates of the monthly wages committed by the employer in the relevant government service contracts or with reference to paragraph 2 above any adjusted wage level brought about by future revisions of the prescribed minimum hourly wage rate under the Minimum Wage Ordinance, whichever is higher. Besides, the employer should also fill in Note 13 regarding the information on the maximum number of normal working days plus paid rest days per month and the average number of normal hours of work per day which form the basis for working out the monthly wages specified in the Tables under Clause 2 of the Schedule, and also information on the monthly wages committed by the employer in the relevant government service contracts (such information must be the same as that specified in the relevant government service contracts).

11. The rest day pay for an employee who is employed to work under more than one government service contract shall be the average daily wages of the employee for work on a normal working day

(excluding overtime pay). (Please refer to Example 5.)

12. For the calculation of the monthly wages in the second box of Clause 3 of the Schedule for an employee who is employed to work under more than one government service contract, the employer and the employee may choose an amount calculated at a wage rate no less than the highest wage rate worked out from among those monthly wages listed in the Tables under Clause 2 of the Schedule. If the employee is required to work beyond the daily working hours in respect of the relevant government service contract as specified in the Tables under Clause 2 of the Schedule or on a rest day/contractual day-off, he/she shall be paid overtime pay or pay for work on a rest day/contractual day-off. The relevant wage rates should not be less than 100% of the wage rates calculated based on the chosen monthly wages and the number of normal working days plus paid rest days in the month and the average number of normal hours of work per day based on which the chosen monthly wages are worked out. (Please refer to Example 6.)

13. If an employee is on leave or absent from work, whatever the circumstances may be, the employer shall make staffing arrangements as appropriate and pay wages to the substitute worker. The employer shall not ask the employee to hire his/her own substitute or pay wages to the substitute.

14. For details of the employment terms, employers and employees are advised to refer to the employment contract and the Employment Ordinance. Any term of an employment contract which purports to extinguish or reduce any right, benefit or protection conferred upon an employee by the Employment Ordinance shall be void.

Contributions to Mandatory Provident Fund

15. An employer is obliged to enrol his/her employee aged between 18 and 65 in a mandatory provident fund scheme if the employee is employed for 60 days or more. The employer shall make the monthly contribution for the employee to the relevant registered scheme from his/her own funds. For details, please refer to the Mandatory Provident Fund Schemes Ordinance.

Examples for illustration

16. Examples listed below are for employers' reference for calculating employees' monthly wages, deductions for absence from work, overtime pay, pay for work on rest day/contractual day-off and statutory benefits.

Determining the monthly wages

Example 1

According to the relevant government service contract, the committed monthly wages for a cleaner are \$7,440.0 (calculated based on the normal working days plus paid rest days per month of 31 days and the average number of normal hours of work per day of 8). As per Clause 3 of SEC, if the cleaner:

- works 6 days per week and 8 hours per day, his/her maximum number of normal working days plus paid rest days per month shall be **31 days**
 $[6 \text{ (days)} + 1 \text{ (day)}] \times 4 + 3 \text{ normal working days/paid rest day} = 31 \text{ days}$
 and his/her monthly wages shall not be less than **\$7,440.0**;
- works 5.5 days per week and 8 hours per day, his/her maximum number of normal working days plus paid rest days per month shall be **29 days**
 $[5.5 \text{ (days)} + 1 \text{ (day)}] \times 4 + 3 \text{ normal working days/paid rest day} = 29 \text{ days}$
 and his/her monthly wages shall not be less than **\$6,960.0**
 $[\$7,440.0 \div 31(\text{days}) \times 29(\text{days}) = \$6,960.0]$;
- works 5 days per week and 8 hours per day, his/her maximum number of normal working days plus paid rest days per month shall be **27 days**

[5 (days) + 1 (day)] x 4 + 3 normal working days/paid rest day = 27 days
and his/her monthly wages shall not be less than **\$6,480.0**
[\$7,440.0 ÷ 31(days) x 27(days) = \$6,480.0];

- works 6 days per week and 6 hours per day, his/her monthly wages shall not be less than **\$5,580.0**
[\$7,440.0 ÷ 8(hours) x 6(hours) = \$5,580.0]; or
- works 6 days per week, 8 hours per day plus 1-hour paid meal time which is counted as hours worked, his/her monthly wages shall not be less than **\$8,370.0**
[\$7,440.0 ÷ 8(hours) x 9(hours) = \$8,370.0].

Adjusting the monthly wages upon revision of the statutory minimum wage rate

Example 2

According to the relevant government service contract, the committed monthly wages for a cleaner are \$6,944.0 (calculated based on the normal working days plus paid rest days per month of 31 days, the average number of normal hours of work per day of 8). With reference to paragraph 2 of the Guidance Notes, the adjusted wage level of the cleaner brought about by revision of the prescribed minimum hourly wage rate from \$28 to \$30 shall be **\$7,440.0** (\$30 x 31 days x 8 hours = \$7,440.0). As per Clause 3 and Note 6(i) of the SEC, if the cleaner:

- works 6 days per week and 8 hours per day, his/her maximum number of normal working days plus paid rest days per month shall be **31 days**
[6 (days) + 1 (day)] x 4 + 3 normal working days/paid rest day = 31 days
and his/her monthly wages shall not be less than **\$7,440.0**;
- works 5.5 days per week and 8 hours per day, his/her maximum number of normal working days plus paid rest days per month shall be **29 days**
[5.5 (days) + 1 (day)] x 4 + 3 normal working days/paid rest day = 29 days
and his/her monthly wages shall not be less than **\$6,960.0**
[\$7,440.0 ÷ 31(days) x 29(days)=\$6,960.0];
- works 5 days per week and 8 hours per day, his/her maximum number of normal working days plus paid rest days per month shall be **27 days**
[5(days) + 1(day)] x 4 + 3 normal working days/paid rest day = 27 days
and his/her monthly wages shall not be less than **\$6,480.0**
[\$7,440.0 ÷ 31(days) x 27(days) = \$6,480.0];
- works 6 days per week and 6 hours per day, his/her monthly wages shall not be less than **\$5,580.0**
[\$7,440.0 ÷ 8(hours) x 6(hours) = \$5,580.0]; or
- works 6 days per week, 8 hours per day plus 1-hour paid meal time which is counted as hours worked, his/her monthly wages shall not be less than **\$8,370.0**
[\$7,440.0 ÷ 8(hours) x 9(hours) = \$8,370.0].

Calculating deductions for absence from work

Example 3

An employee's deductions for absence from work shall be calculated on the basis of the number of normal working days plus paid rest days in a particular month:

- If an employee works 6 days per week and 8 hours per day, he/she has no contractual day-off and his/her monthly wages as per Clause 6(a) of the SEC are \$7,440.0, and he/she:
 - is absent from work on any one day in February, and there are 28 calendar days in February, the deduction for absence from work shall be **\$265.7**

$$[\$7,440.0 \div 28(\text{days}) = \$265.7];$$

- is absent from work on any one day in March, and there are 31 calendar days in March, the deduction for absence from work shall be **\$240.0** [$\$7,440.0 \div 31(\text{days}) = \240.0]; or
 - is absent from work on any one day in April, and there are 30 calendar days in April, the deduction for absence from work shall be **\$248.0** [$\$7,440.0 \div 30(\text{days}) = \248.0].
- (2) If an employee works 5 days per week and 8 hours per day, he has one contractual day-off per week and his/her monthly wages as per Clause 6(a) of the SEC are \$6,480.0, and he/she:
- is absent from work on any one day in February and there are 28 calendar days in February, and there are 4 contractual day-off in the month, the deduction for absence from work shall be **\$270.0** [$\$6,480.0 \div (28 - 4(\text{days})) = \270.0];
 - is absent from work on any one day in March, there are 31 calendar days in March, and there are 4 contractual day-off in the month, the deduction for absence from work shall be **\$240.0** [$\$6,480.0 \div (31 - 4(\text{days})) = \240.0]; or
 - is absent from work on any one day in April, there are 30 calendar days in April, and there are 4 contractual day-off in the month, the deduction for absence from work shall be **\$249.2** [$\$6,480.0 \div (30 - 4(\text{days})) = \249.2].
- (3) If an employee works 6 days per week and 8 hours per day, he/she has no contractual day-off and his/her monthly wages as per Clause 6(a) of the SEC are \$7,440.0, and if he/she has taken 5 days of annual leave in March, and there are 31 calendar days in March, the deduction for absence from work for any one day in March shall be **\$240.0**.
 $[\$7,440.0 \div 31(\text{days})^{\#} = \$240.0]$

[#](In calculating the deduction for absence from work in March, the number of the employee's normal working days (which includes the 5 days of annual leave falling on his/her normal working days) plus paid rest days shall remain as 31 days.)

Calculating overtime pay and pay for work on rest day/contractual day-off

Example 4

- (1) If an employee works 6 days per week and 8 hours per day, he/she has no contractual day-off and his/her monthly wages as per Clause 6(a) of the SEC are \$7,440.0,
- the wage rates of his/her overtime pay and pay for work on rest day/contractual day-off in February (there are 28 calendar days in February) shall not be less than:
 - daily: **\$265.7** [$\$7,440.0 \div 28(\text{days}) = \265.7]; and
 - hourly: **\$33.2** [$\$7,440.0 \div 28(\text{days}) \div 8 (\text{hours}) = \33.2].
 - the wage rates of his/her overtime pay and pay for work on rest day/contractual day-off in March (there are 31 calendar days in March) shall not be less than:
 - daily: **\$240.0** [$\$7,440.0 \div 31(\text{days}) = \240.0]; and
 - hourly: **\$30.0** [$\$7,440.0 \div 31(\text{days}) \div 8 (\text{hours}) = \30.0].
 - the wage rates of his/her overtime pay and pay for work on rest day/contractual day-off in April (there are 30 calendar days in April) shall not be less than:
 - daily: **\$248.0** [$\$7,440.0 \div 30(\text{days}) = \248.0]; and
 - hourly: **\$31.0** [$\$7,440.0 \div 30(\text{days}) \div 8 (\text{hours}) = \31.0].
- (2) If an employee works 5 days per week and 8 hours per day, he/she has one contractual day off per week and his/her monthly wages as per Clause 6(a) of the SEC are \$6,480.0,
- the wage rates of his/her overtime pay and pay for work on rest day/contractual day-off in February (there are 28 calendar days in February and 4 contractual day-off in the month) shall

not be less than:

- daily: **\$270.0** { $\$6,480.0 \div [28 - 4 \text{ (days)}] = \270.0 }; and
 - hourly: **\$33.8** { $\$6,480.0 \div [28 - 4 \text{ (days)}] \div 8 \text{ (hours)} = \33.8 }.
- the wage rates of his/her overtime pay and pay for work on rest day/contractual day-off in March (there are 31 calendar days in March and 4 contractual day-off in the month) shall not be less than:
 - daily: **\$240.0** { $\$6,480.0 \div [31 - 4 \text{ (days)}] = \240.0 }; and
 - hourly: **\$30.0** { $\$6,480.0 \div (31 - 4 \text{ (days)}) \div 8 \text{ (hours)} = \30.0 } .
 - the wage rates of his/her overtime pay and pay for work on rest day/contractual day-off in April (there are 30 calendar days in April and 4 contractual day-off in the month) shall not be less than:
 - daily: **\$249.2** { $\$6,480.0 \div [(30 - 4 \text{ (days)})] = \249.2 }; and
 - hourly: **\$31.2** { $\$6,480.0 \div [(30 - 4 \text{ (days)})] \div 8 \text{ (hours)} = \31.2 }.
- (3) If an employee works 6 days per week and 8 hours per day, he/she has no contractual day-off and his/her monthly wages as per Clause 6(a) of the SEC are \$7,440.0, and if he/she has taken one statutory holiday in January, and there are 31 calendar days in January, the wage rates of his/her overtime pay and pay for work on rest day/contractual day-off in January shall not be less than:
- daily: **\$240.0** [$\$7,440.0 \div 31 \text{ (days)}^{\#} = \240.0]; and
 - hourly: **\$30.0** [$\$7,440.0 \div 31 \text{ (days)}^{\#} \div 8 \text{ (hours)} = \30.0].

[#]In calculating the overtime pay and pay for work on rest day/contractual day-off in January, the number of the employee's normal working days (which includes the statutory holiday falling on his/her normal working days) plus paid rest days shall remain as 31 days.)

Calculating rest day pay and monthly wages for the employee who is employed to work for more than one government service contract

Example 5

- (1) An employee is employed to work for two government service contracts, and the monthly wages in the Tables under Clause 2 of the Schedule are \$7,440.0 [Table (1)] and \$7,688.0 [Table (2)] respectively. The employee is required to work 6 days per week and 8 hours per day with 1 paid rest day every 7 days.
- If the employee has 4 paid rest days in a month of 30 days, the employee works 10 days for the contract in Table (1) and 16 days for the contract in Table (2),
 - his/her wages for the 26 days' work is: **\$6,580.3**;
[$\$7,440.0 \div 30 \text{ (days)} \times 10 \text{ (days)} + \$7,688.0 \div 30 \text{ (days)} \times 16 \text{ (days)} = \$6,580.3$]
 - his/her rest day pay shall not be less than **\$253.1** per rest day ; and
[$\$6,580.3 \div 26 \text{ (days)} = \253.1]
 - his/her monthly wages for the month shall not be less than **\$7,592.7**.
[$\$6,580.3 + \$253.1 \times 4 \text{ (days)} = \$7,592.7$]
 - If the employee has 5 paid rest days in a month of 31 days, the employee works 14 days for the contract in Table (1) and 12 days for the contract in Table (2),
 - his/her wages for the 26 days' work is: **\$6,336.0**;
[$\$7,440 \div 31 \text{ (days)} \times 14 \text{ (days)} + \$7,688.0 \div 31 \text{ (days)} \times 12 \text{ (days)} = \$6,336.0$]
 - his/her rest day pay shall not be less than **\$243.7** per rest day; and
[$\$6,336.0 \div 26 \text{ (days)} = \243.7]
 - his/her monthly wages for the month shall not be less than **\$7,554.5**.
[$\$6,336.0 + \$243.7 \times 5 \text{ (days)} = \$7,554.5$]
- (2) An employee is employed to work for two government service contracts, and the monthly wages in the Tables under Clause 2 of the Schedule are \$6,480.0 [Table (1)] and \$6,696.0 [Table (2)] respectively. The employee is required to work 5 days per week and 8 hours per day with 1 paid rest day every 7 days.

- If the employee has 4 paid rest days and 4 contractual day-off in a month of 30 days, the employee works 10 days for the contract in Table (1) and 12 days for the contract in Table (2),
 - his/her wages for the 22 days' work: **\$5,582.8**;
 $\{ \$6,480.0 \div [30 - 4 (\text{days})] \times 10(\text{days}) + \$6,696.0 \div [30 - 4 (\text{days})] \times 12(\text{days}) = \$5,582.8 \}$
 - his/her rest day pay shall not be less than **\$253.8** per rest day; and
 $[\$5,582.8 \div 22(\text{days}) = \$253.8]$
 - his/her monthly wages for the month shall not be less than **\$6,598.0**.
 $\{ \$5,582.8 + [\$253.8 \times 4(\text{days})] = \$6,598.0 \}$
- If the employee has 5 paid rest days and 4 contractual day-off in a month of 31 days, the employee works 11 days for the contract in Table (1) and 11 days for the contract in Table (2),
 - his/her wages for the 22 days' work: **\$5,368.0**;
 $\{ \$6,480.0 \div [31 - 4 (\text{days})] \times 11(\text{days}) + \$6,696.0 \div [31 - 4 (\text{days})] \times 11(\text{days}) = \$5,368.0 \}$
 - his/her rest day pay shall not be less than **\$244.0** per rest day; and
 $[\$5,368.0 \div 22(\text{days}) = \$244.0]$
 - his/her monthly wages for the month shall not be less than **\$6,588.0**.
 $\{ \$5,368.0 + [\$244.0 \times 5(\text{days})] = \$6,588.0 \}$

Calculating the highest monthly wages chosen for the employee who is employed to work for more than one government service contract and the employee's overtime pay and pay for work on rest day/contractual day-off

Example 6

An employee is employed to work for two government service contracts and he/she agrees with his/her employer to choose an amount calculated at a wage rate no less than the highest wage rate of the monthly wages among those listed in the Tables under Clause 2 of the Schedule for calculating his/her monthly wages, overtime pay and pay for work on rest day/contractual day-off. If the employee is required to work 6 days a week and:

- (1) if the monthly wages specified in the Tables under Clause 2 of the Schedule are:
 - \$7,440.0 [working 6 days a week and 8 hours a day in Table (1)]; and
 - \$7,688.0 [working 6 days a week and 8 hours a day in Table (2)],
 the monthly wages chosen shall not be less than **\$7,688.0**. The wage rates of the employee's overtime pay and pay for work on rest day/contractual day-off shall be calculated on the basis of the monthly wages of \$7,688.0.
- (2) if the monthly wages specified in the Tables under Clause 2 of the Schedule are:
 - \$6,480.0 [working 5 days a week and 8 hours a day in Table (1)]; if the employee is required to work 6 days a week and 8 hours a day, then the monthly wages shall be \$7,440.0
 $[\$6,480.0 \div 27(\text{days}) \times 31(\text{days}) = \$7,440.0]$; and
 - \$7,192.0 [working 5.5 days a week and 8 hours a day in Table (2)]; if the employee is required to work 6 days a week and 8 hours a day, then the monthly wages shall be \$7,688.0
 $[\$7,192.0 \div 29(\text{days}) \times 31(\text{days}) = \$7,688.0]$,
 then the monthly wages chosen shall not be less than **\$7,688.0**. The wage rates of the employee's overtime pay and pay for work on rest day/contractual day-off shall be calculated on the basis of the monthly wages of \$7,688.0.
- (3) if the monthly wages specified in the Tables under Clause 2 of the Schedule are:
 - \$6,480.0 [working 5 days a week and 8 hours a day in Table (1)], if the employee is required to work 6 days a week and 8 hours a day, then the monthly wages shall be \$7,440.0
 $[\$6,480.0 \div 27(\text{days}) \times 31(\text{days}) = \$7,440.0]$; and
 - \$5,022.0 [working 5 days a week and 6 hours a day in Table (2)], if the employee is required to

work 6 days a week and 8 hours a day, then the monthly wages shall be \$7,688.0
 $[\$5,022.0 \div 27(\text{days}) \times 31(\text{days}) \div 6(\text{hours}) \times 8(\text{hours}) = \$7,688.0]$,

then the monthly wages chosen shall not be less than **\$7,688.0**. The wage rates of the employee's overtime pay and pay for work on rest day/contractual day-off shall be calculated on the basis of the monthly wages of \$7,688.0.

Calculating holiday pay

Example 7

According to Clause 6(a) of the SEC, the monthly wages of an employee are \$7,440.0 (working 6 days per week and 8 hours per day). The holiday pay (according to the Employment Ordinance) shall be:

- 12-month wages earned immediately preceding the holiday: \$88,320.0, including wages of 301 days of work, 52 paid rest days and 8 paid statutory holidays. No overtime work is performed during the period.
- Leave taken with less than full wages in the 12-month period: 4 statutory holidays without pay (statutory holidays falling within the first 3 months of employment are without pay).
- Periods and the sum to be disregarded: 4 days of statutory holidays without pay (as the 4 days are statutory holidays without pay, the amount to be disregarded will be \$0).
- Holiday pay : $[(\$88,320.0 - 0) \div (365 - 4) (\text{days})] = \244.7 .

Calculating annual leave pay

Example 8

According to Clause 6(a) of the SEC, the monthly wages of an employee are \$6,960.0 (working 5.5 days per week and 8 hours per day). 5 days of annual leave pay (according to the Employment Ordinance) shall be:

- 12-month wages earned immediately preceding the annual leave: \$83,520.0, including wages for 275 days of work and the following leaves (no overtime work is performed during the period):
 - 52 paid rest days
 - 12 paid statutory holidays
 - 26 unpaid contractual day-off.
- Periods and the sum to be disregarded: 26 unpaid contractual day-off (as the 26 contractual day-off are unpaid, the amount to be disregarded will be \$0).
- 5-day annual leave pay: $[(\$83,520.0 - 0) \div (365 - 26) (\text{days}) \times 5(\text{days})] = \$1,231.9$.

Example 9

According to Clause 6(a) of the SEC, the monthly wages of an employee are \$7,440.0 (working 6 days per week and 8 hours per day). 5 days of annual leave pay (according to the Employment Ordinance) shall be:

- 12-month wages earned immediately preceding the annual leave : \$107,280.0, including
 - \$89,280.0 for 301 days of work, 52 paid rest days and 12 paid statutory holidays
 - Overtime pay of \$18,000.0 (where the monthly average over the past 12 months is not less than 20% of the average monthly wages of the employee during the same period).
- Periods and the sum to be disregarded: No period and sum have to be disregarded because the employee is not paid less than his full wages for the leave taken in the 12-month period.
- 5-day annual leave pay: $[(\$107,280.0 - 0) \div (365 - 0) (\text{days}) \times 5(\text{days})] = \$1,469.6$.

Calculating sickness allowance

Example 10

According to Clause 6(a) of the SEC, the monthly wages of an employee are \$6,480.0 (working 5 days per week and 8 hours per day). If the employee is granted 4 consecutive days of sick leave, the sickness allowance of the 4 days (according to the Employment Ordinance) shall be:

- 12-month wages earned immediately preceding the first sickness day: \$77,280.0, including wages

of 240 days of work and the following leaves (no overtime work is performed during the period):

- 52 paid rest days
- 12 paid statutory holidays
- 7 days of paid annual leave
- 52 unpaid contractual day-off
- 1 day no-pay leave in May (leave taken with the agreement of the Employer)
- 1 day no-pay leave in July (leave taken with the agreement of the Employer).
- Periods and the sum to be disregarded: 52 unpaid contractual day-off and 2 days of no-pay leave (as the 54 days are no-pay leave, the amount to be disregarded will be \$0).
- 4-day sickness allowance:

$$[(\$77,280.0 - 0) \div (365 - 54) \text{ (days)}] \times 4 \text{ (days)} \times 4/5 = \$248.5 \times 4 \text{ (days)} \times 4/5 = \$795.2.$$

Calculating wages in lieu of notice

Example 11

According to Clause 6(a) of the SEC, the monthly wages of an employee are \$7,440.0 (working 6 days per week and 8 hours per day). Clause 17 of the SEC specifies that there is no probation period, and a notice period of 7 days or payment in lieu of notice is required. If the employer terminates the employment, the employee's wages in lieu of notice shall be:

- 12-month wages earned immediately preceding the date of notification: \$89,280.0, including wages of 301 days of work, 52 paid rest days and 12 paid statutory holidays. No overtime work is performed during the period.
- Periods and the sum to be disregarded: No period and sum have to be disregarded because the employee is not paid less than his full wages for the leave taken in the 12-month period.
- Amount of 7 days' wages in lieu of notice:

$$[(\$89,280.0 - 0) \div (365 - 0) \text{ (days)}] \times 7 \text{ (days)} = \$1,712.2.$$

March 2013

8.3.2013 修訂

**適用於政府服務合約承辦商
與其僱員的標準僱傭合約(註 1)
政府服務合約編號：_____ (註 2)**

本僱傭合約由_____ (「僱主」) 其地址為_____

及_____先生/女士*(香港身份證號碼_____)(「僱員」)其地址為_____

訂立。僱主及僱員雙方明白及同意遵守下列的僱傭條款，並明白本僱傭合約由香港法例規管，特別是香港法例第 57 章《僱傭條例》、香港法例第 282 章《僱員補償條例》及香港法例第 608 章《最低工資條例》。雙方亦已閱覽附頁的簽訂標準僱傭合約須知。

一、 本僱傭合約由_____年_____月_____日起生效。

二、 僱員由僱主聘用為_____ (職位名稱)。工作地點是_____ (限於政府服務合約編號：(註 2) _____的範圍)。在本僱傭合約期內，如有需要，僱主可緊急或短暫及有限度調配僱員在區域(註 3)內工作。(註 4)

三、 (甲) 僱員每星期工作_____天，每天的工作時間：(註 5)

上/下午*_____至上/下午*_____及上/下午*_____至上/下午*_____。

分更制的

上/下午*_____至上/下午*_____及上/下午*_____至上/下午*_____；

上/下午*_____至上/下午*_____及上/下午*_____至上/下午*_____；

或

上/下午*_____至上/下午*_____及上/下午*_____至上/下午*_____。

(乙) 僱員的用膳時間由上/下午*_____至上/下午*_____/每日_____小時/分 鐘*。上述用膳時間：

屬於工作時數。用膳時間薪酬已包括在本僱傭合約第六(甲)條款所列明的每月工資內；(註 6)

不屬於工作時數。用膳時間薪酬為每天港幣_____元，並為本僱傭合約第六(甲)條款所列明的每月工資以外的額外薪酬；

不屬於工作時數及無薪。

在特殊情況下，因應有關採購部門的要求，僱主可將上述工作時間作出適當調動，但有關調動祇屬短暫性，亦不會影響僱員原本每天的工作時數。

四、 僱員每 7 天可享有 1 天有薪休息日。僱員的有薪休息日為每週的星期_____/有薪休息日不固定*(如屬此情況，則僱主須於每月開始之前將有薪休息日的日期以書面通知僱員或將僱員有薪休息日的輪值表張貼於僱傭地點的顯眼處)。僱員休息日的工資須相等於該僱員在一正常工作日工作所賺取的工資(但不包括超時工作工資)。

- 五、 除第四條款指明的有薪休息日外，根據本僱傭合約的其他休班日（如適用）：
- 有薪，款額為每天港幣_____元/相等於僱員在一正常工作日工作所賺取的工資*。休班日薪酬為本僱傭合約第六（甲）條款所列的每月工資以外的額外薪酬。
 - 無薪。
- 六、 根據本僱傭合約第三(甲)條款所訂的工作時間工作，僱員應收取：
- (甲) 每月工資為港幣_____元(但不包括超時工作工資)，該款項包括僱員在正常工作日的工作時數所賺取的工資及本僱傭合約第四條款所列的休息日工資。(註 6)
無論每月有多少日數，僱員的每月工資仍應該相等於本僱傭合約所訂定的工資。在計算僱員的缺勤工資時，應以有關月份的正常工作日加有薪休息日的日數為基數。
 如僱員受聘為僱主在同一區域內所承辦的不同政府服務合約工作，其在每一工作地點應得的工資須根據附表第二條款各表內所載的每月工資按比例計算。(須填寫附表)
任何津貼須為上述工資以外的額外款項。
 - (乙) 如需工作超逾本僱傭合約第三(甲)條款所列的每天工作時間或在休息日/休班日工作，則超時工作的工資率及休息日/休班日工作的工資率為僱員在正常工作日的工作時數所賺取的工資率的____%(所填寫的數字必須不低於 100)。(註 7)
 - (丙) 本僱傭合約第三(乙)條款列明不屬於工作時數的有薪用膳時間的薪酬。
 - (丁) 本僱傭合約第五條款所列的休班日薪酬。
 - (戊) 根據《最低工資條例》應獲得的任何額外報酬。(註 8)
 - (己) 任何根據本僱傭合約或香港法例規定須支付予僱員的金額。
- 七、 工資期為 1 個月。工資(包括應支付的超時工作工資及根據本僱傭合約第六條款應支付的任何款項)在任何情況下不得遲於工資期屆滿後 7 天支付。同樣，工資及到期付給僱員的任何款項，包括與本僱傭合約有關而到期的任何其他須付款項，亦不得遲於僱傭合約終止後 7 天支付。
- 八、 僱主及僱員雙方同意以自動轉賬方式將所有工資(包括應支付的超時工作工資及根據本僱傭合約第六條款應支付的任何款項，但因本僱傭合約終止而須支付的款項除外)直接存入以僱員名義開設的銀行戶口內。該銀行須是根據香港法例第 155 章《銀行業條例》的規定而領有牌照的銀行。僱主並須向僱員提供詳列每期工資細項的薪金表(糧單)以作參考。如僱員同意，僱主可以支票形式支付因本僱傭合約終止而須支付的款項(包括工資)，但不得遲於合約終止後 7 天支付。
- 九、 僱主除按照《僱傭條例》規定准許的扣薪項目及香港法例第 485 章《強制性公積金計劃條例》規定的僱員部份的供款外，不得扣除僱員的工資，而扣薪款額不得超過《僱傭條例》及《強制性公積金計劃條例》的規定。除法例規定外，任何僱主之經營及/或行政成本，與固定資產及器具的損耗，包括衣服鞋襪等制服費、培訓費、行政費、清潔費、工具費、交通費、按金等，以及採購部門根據有關政府服務合約的條款向僱主收取及/或扣除的任何款項，均應由僱主負責，一律不可向僱員收取或在僱員的工資中扣減。
- 十、 僱員可根據《僱傭條例》的規定享有休息日、法定假日、有薪年假、產假及疾病津貼等法定權益和有關的保障。
- 十一、 僱主須依照《僱傭條例》安排僱員在不同日期分別放取休息日、法定假日及有薪年

假，此等假日不可互相取代。

- 十二、僱主須遵守《僱員補償條例》的規定。僱員可根據《僱員補償條例》的條文享有有關的權利、利益和保障。
- 十三、僱員須/毋須*遵守香港法例第 460 章《保安及護衛服務條例》之規定申領保安人員許可證。(註 9)
- 十四、僱主須依照《強制性公積金計劃條例》的規定安排僱員登記成為強積金計劃成員，並為僱員每月向註冊計劃供款。僱主每月供款後的 7 個工作天內，須向僱員發放強積金供款記錄。
- 十五、當 8 號或以上風球懸掛時，
- 僱員毋須上班，工資不會被扣減。當 8 號或以上風球於下班前不少於_____小時前除下，僱員須要上班。
 - 僱員須要上班，並可獲發實報實銷的額外交通費用。
 - 僱員須要上班，並可獲發颱風當值津貼港幣_____元。
- 十六、當黑色暴雨警告生效期間，
- 僱員毋須上班，工資不會被扣減。當黑色暴雨警告於下班前不少於_____小時前除下，僱員須要上班。
 - 僱員須要上班，並可獲發實報實銷的額外交通費用。
 - 僱員須要上班，並可獲發暴雨當值津貼港幣_____元。
- 十七*、僱員之試用期為_____天/_____個月*。
- 十八、本僱傭合約任何一方均可根據以下情況終止僱傭合約：
- 第壹個月試用期內雙方毋須給予通知或代通知金。餘下之試用期內，通知期為_____天/個月*或相等之代通知金。
試用期之後，通知期為_____天/個月*，或相等之代通知金。
 - 無試用期，通知期為_____天/個月*，或相等之代通知金。
- 十九、如在僱傭雙方簽訂合約後，相關法例作出了修訂，並賦予僱員較本僱傭合約更佳的權益，則以法例規定為依歸，而本僱傭合約將被視為已根據有關法例作出修改。如修訂後的法例賦予僱員的權益仍比本僱傭合約的條款為差，則以本僱傭合約為依歸。
- 二十、僱主須將僱傭雙方已簽署的本僱傭合約副本(包括附表(如有)及附頁的簽訂標準僱傭合約須知)交給僱員保存。
- 廿一、對本僱傭合約任何條款(包括附表)作出的變更、修改、取消或增訂，不得終絕或減少本僱傭合約賦予僱員的任何權利、利益或保障，並由僱主及僱員簽署修訂，否則均屬無效；而僱主亦須將僱傭雙方已簽署的修訂副本交給僱員保存。
- 廿二、僱員同意僱主向_____ (採購部門之名稱)(註 10)提供其工資記錄、值勤記錄及其他有關資料，作為該部門監察僱主履行服務合約內有關僱傭規定之用。

廿三、僱員同意僱主將已簽署的本僱傭合約副本及修訂副本（如有）交予_____（採購部門之名稱）（註 10）以作記錄及監察僱主履行政府服務合約之用。僱員亦同意該採購部門可將本僱傭合約副本、修訂副本及其他有關資料交予其他政府部門及執法機關作為監察僱主遵守有關法例之用。

僱員簽名

僱主或代表簽名

姓名：_____

姓名：_____

香港身份證號
碼：_____

職位：_____

簽署日期：_____

簽署日期：_____

公司印鑑

* 請刪去不適用者

請於適當方格劃上“✓”號

附註

註 1：根據有關強制性規定，政府服務合約承辦商若聘用服務合約內指明須簽訂標準僱傭合約的職位的僱員為政府服務合約工作超過 7 天，便須與其每一名這類僱員簽訂本標準僱傭合約。

註 2：如僱員為僱主在同一區域內多於一份政府服務合約中工作，則毋須填寫此政府服務合約編號及本僱傭合約第二、第三及第六(乙)條款，但必須填寫附表。

註 3：「區域」是指根據《2011 年地方選區(立法會)宣布令》而劃分的地區，但將離島區獨立於新界西；因此，有關分區是 6 區，分別為：香港島、九龍西、九龍東、新界西、新界東以及離島。而「區域」只可填寫其中一區並只限於第二條款中所指的工作地點的所屬區域範圍。

註 4：本僱傭合約第二條款只規定僱主可在本僱傭合約期內緊急或短暫及有限度調配僱員在本僱傭合約第二條款列明的區域內工作，並不適用於因本僱傭合約終止或本僱傭合約第二條款列明的政府服務合約屆滿而重新調配僱員到其他職位或工作地點的安排。這類安排，須經僱主及僱員雙方協議並符合《僱傭條例》的有關規定。

註 5：僱主在有關政府服務合約內承諾僱員每天准予工作時數上限為_____小時。

註 6：(i) 本僱傭合約第六(甲)條款訂明的每月工資的工資率，須不低於僱主在有關政府服務合約內承諾的每月工資的工資率，或參照簽訂標準僱傭合約須知第二段所述，由於《最低工資條例》規定的每小時最低工資額日後有所修訂而調整的工資水平，兩者以較高者為準。殘疾僱員的工資，同樣須以僱主在有關政府服務合約內承諾的每月工資的工

資率計算。

(ii) 本僱傭合約第六(甲)條款的每月工資的工資率是以每月最高正常工作日數加有薪休息日共_____天及平均每日正常工作時數_____小時為基數計算。如根據本僱傭合約第三(乙)條款，僱員的用膳時間屬於工作時數，則在計算僱員每月工資時，上述平均每日正常工作時數須包括該段用膳時間。

(iii) 僱主在有關政府服務合約內承諾的每月工資港幣_____元的工資率，是以每月 31 天(27 天正常工作日加 4 天有薪休息日)及平均每日正常工作時數_____小時為基數計算。為免生疑問，根據本僱傭合約第四條款，僱員每 7 天可享有 1 天有薪休息日。

註 7：本僱傭合約第六(乙)條款的超時工作工資率和休息日/休班日工作工資率，須不低於根據本僱傭合約第六(甲)條款所列的每月工資，以及僱員在該月正常工作日加有薪休息日的日數和註 6(ii)所列的平均每日正常工作時數所計算出的工資率的 100%。

註 8：根據《最低工資條例》，僱員就某工資期應獲支付的最低工資，應相等於將他於該工資期的總工作時數(不足一小時亦須計算在內)，乘以該條例所訂定的他的每小時最低工資額。於任何工資期內就某僱員的非工作時數而支付予該僱員的款項，不得算作為須就該工資期或任何其他工資期支付的工資的一部分。如就某工資期支付予某僱員的工資，少於他於該工資期的最低工資，則他有權就該工資期獲得額外報酬，款額為從該筆最低工資中，減去須就該工資期支付的工資後所得之數。

註 9：僱員若受聘擔任保安工作，必須根據《保安及護衛服務條例》申領保安人員許可證。

註 10：如僱員受聘在多於一份政府服務合約中工作，必須在本僱傭合約第廿二及廿三條款中填寫

所有有關的採購部門之名稱。

**適用於政府服務合約承辦商
與其僱員的標準僱傭合約
附表**

(如僱員受聘為僱主在同一區域內(註 11)多於一份政府服務合約中工作，則須同時填寫此附表，

但毋須填寫標準僱傭合約第二、第三及第六(乙)條款。)

一、僱員由僱主按下列各表內所列的職位及條件聘用。在本僱傭合約期內，如有需要，僱主可緊急或短暫及有限度調配僱員在_____區域(註 11)內工作。(註 12)

二、僱員每星期工作_____天，每天工作時間根據僱主所投得的不同政府服務合約而定。有關政府服務合約之資料表列於下列各表內。僱員的實際每月工資需依據所工作的不同政府服務合約在下列各表內所列的每月工資按有關月份之正常工作日加有薪休息日的日數為基數計算。(如政府服務合約多於兩份，請在表(2)後繼續表列)：

表 (1)	(甲)	政府服務合約編號		採購部門	
		職位		工作地點	
		每天工作時數		每天准予工作時數上限	
	(乙)	每天工作時間	<input type="checkbox"/> 上/下午* _____ 至上/下午* _____ 及上/下午* _____ 至上/下午* _____。 <input type="checkbox"/> 分更制的 上/下午* _____ 至上/下午* _____ 及上/下午* _____ 至上/下午* _____； 上/下午* _____ 至上/下午* _____ 及上/下午* _____ 至上/下午* _____；或 上/下午* _____ 至上/下午* _____ 及上/下午* _____ 至上/下午* _____。 僱員的用膳時間由上/下午* _____ 至上/下午* _____ / 每日 _____ 小時/分鐘*。上述用膳時間： <input type="checkbox"/> 屬於工作時數。用膳時間薪酬已包括在本表(丙)項所列的每月工資內。(註 13) <input type="checkbox"/> 不屬於工作時數。用膳時間薪酬為每天港幣 _____ 元，並為本表(丙)項所列的每月工資以外的額外薪酬。 <input type="checkbox"/> 不屬於工作時數及無薪。 在特殊情況下，因應有關採購部門的要求，僱主可將上述工作時間作出適當調動，但有關調動祇屬短暫性，亦不會影響僱員原本每天的工作時數。		
(丙)	如根據本表(乙)項所訂的工作時間工作及每星期工作_____天，僱員應收取的每月工資為港幣 _____ 元(但不包括超時工作工資)，該款項包括僱員在正常工作日的工作時數所賺取的工資及標準僱傭合約第四條款所列的休息日工資。(註 13)				
(丁)	如需工作超逾本表(乙)項所列的每天工作時間或在休息日/休班日工作，則超時工作工資的工資率及休息日/休班日工作工資的工資率為僱員在正常工作日的工作時數所賺取的工資率的 _____ % (所填寫的數字必須不低於 100)。(註 14)				

表 (2)	(甲)	政府服務合約編號	採購部門
		職位	工作地點
		每天工作時數	每天准予工作時數上限
(乙)	每天工作時間	<input type="checkbox"/> 上/下午* _____至上/下午* _____及上/下午* _____至上/下午* _____。 <input type="checkbox"/> 分更制的 上/下午* _____至上/下午* _____及上/下午* _____至上/下午* _____； 上/下午* _____至上/下午* _____及上/下午* _____至上/下午* _____；或 上/下午* _____至上/下午* _____及上/下午* _____至上/下午* _____。 僱員的用膳時間由上/下午* _____至上/下午* _____ / 每日 _____小時/分鐘*。上述用膳時間： <input type="checkbox"/> 屬於工作時數。用膳時間薪酬已包括在本表(丙)項所列的每月工資內。(註 13) <input type="checkbox"/> 不屬於工作時數。用膳時間薪酬為每天港幣 _____元，並為本表(丙)項所列的每月工資以外的額外薪酬。 <input type="checkbox"/> 不屬於工作時數及無薪。 在特殊情況下，因應有關採購部門的要求，僱主可將上述工作時間作出適當調動，但有關調動祇屬短暫性，亦不會影響僱員原本每天的工作時數。	
(丙)	如根據本表(乙)項所訂的工作時間工作及每星期工作 _____天，僱員應收取的每月工資為港幣 _____元(但不包括超時工作工資)，該款項包括僱員在正常工作日的工作時數所賺取的工資及標準僱傭合約第四條款所列的休息日工資。(註 13)		
(丁)	如需工作超逾本表(乙)項所列的每天工作時間或在休息日/休班日工作，則超時工作工資的工資率及休息日/休班日工作工資的工資率為僱員在正常工作日的工作時數所賺取的工資率的 _____%(所填寫的數字必須不低於 100)。(註 14)		

三、如僱員在僱主所投得的不同政府服務合約下工作：

- (甲) 僱員的法定利益如假日薪酬、年假薪酬和疾病津貼需依據《僱傭條例》的規定計算。

如無法確定僱員應得的假日薪酬、年假薪酬、疾病津貼和其他法定利益的款額，則以本附表第二條款各表內所列的每月工資中最高的一個數額來計算。

- (乙) 僱員的休息日工資須相等於僱員在該月的正常工作日所賺取的平均每日工資(但不包括超時工作工資)。僱主最遲須於休息日後的第一個發薪日支付該等休息日工資給僱員。

- (丙) 如僱員在一段期間未獲僱主提供工作，則僱員仍應收取相等於該僱員在整段未獲提供工作期間本應賺取的工資。

如無法確定僱員在整段未獲提供工作期間本應賺取的工資數目，則以本附表第二條款各表內所列的每月工資中最高的一個數額來計算。

- 僱主和僱員可選擇以不低於本附表第二條款各表內所列的每月工資中最高的工資率所釐訂的一個數額劃一計算該僱員的每月工資。如屬此情況，僱員根據本附表第二條款內所列的工作日數及有關政府服務合約所列的工作時間工作，應收取的每月工資為港幣_____元(但不包括超時工作工資)，該款項包括僱員在正常工作日的工作時數所賺取的工資及標準僱傭合約第四條款所列的休息日工資。如僱員需工作超逾本附表第二條款各表內有關政府服務合約所列的每天工作時間或在休息日/休班日工作，則超時工作工資的工資率及休息日/休班日工作工資的工資率為僱員在正常工作日所賺取的工資率的_____%(所填寫的數字必須不低於 100)。(註 15)

僱員簽名

僱主或代表簽名

姓名：_____

姓名：_____

香港身份證號
碼：_____

職位：_____

簽署日期：_____

簽署日期：_____

公司印鑑

* 請刪去不適用者

 請於適當方格劃上“✓”號附註

註 11：「區域」是指根據《2011 年地方選區(立法會)宣布令》而劃分的地區，但將離島區獨立於新界西；因此，有關分區是 6 區，分別為：香港島、九龍西、九龍東、新界西、新界東以及離島。而「區域」只可填寫其中一區並只限於本附表第一條款中所指的工作地點的所屬區域範圍。

註 12：本附表第一條款只規定僱主可在本僱傭合約期內緊急或短暫及有限度調配僱員在本附表第一條款列明的區域內工作，並不適用於因本僱傭合約終止或本附表第二條款各表內列明的政府服務合約屆滿而重新調配僱員到其他職位或工作地點的安排。這類安排，須經僱主及僱員雙方協議並符合《僱傭條例》的有關規定。

註 13：(i) 本附表第二條款各表內的每月工資的工資率，須不低於僱主在有關政府服務合約內承諾的每月工資的工資率，或參照簽訂標準僱傭合約須知第二段所述，由於《最低工資條例》規定的每小時最低工資額日後有所修訂而調整的工資水平，兩者以較高者為準。殘疾僱員的工資，同樣須以僱主在有關政府服務合約內承諾的每月工資的工資率計算。

- (ii) 本附表第二條款各表內每月工資的工資率是以下列每月最高正常工作日加有薪休息日的日數及平均每日正常工作時數為基數計算。如根據本附表第二條款所表列，僱員的用膳時間屬於僱員的工作時數，在計算僱員每月工資時，僱員的平均每日正常工作時數須包括該段用膳時間。

	表(1)	表(2)
每月最高正常工作日加有薪休息日的日數	天	天
平均每日正常工作時數	小時	小時

- (iii) 僱主在本附表第二條款各表所列的有關政府服務合約內承諾的每月工資的工資率是以每月 31 天(27 天正常工作日加 4 天有薪休息日)及以下平均每日正常工作時數為基數計算：

	表(1)	表(2)
政府服務合約內承諾的每月工資	港幣 元	港幣 元
平均每日正常工作時數	小時	小時

為免生疑問，根據本標準僱傭合約第四條款，僱員每 7 天可享有 1 天有薪休息日。

- 註 14：本附表第二條款各表內所列的超時工作工資率和休息日/休班日工作工資率，須不低於根據本附表第二條款各表內(丙)項所列的每月工資及註 13(ii)所列的有關每月正常工作日加有薪休息日的日數及平均每日正常工作時數所計算出的有關工資率的 100%。
- 註 15：該超時工作工資率和休息日/休班日工作工資率，須不低於根據本附表第三條款第二個方格中所選擇的劃一每月工資，以及僱員在該月正常工作日加有薪休息日的日數和平均每日正常工作時數所計算出的工資率的 100%。

適用於政府服務合約承辦商 與其僱員簽訂標準僱傭合約須知

本須知旨在說明填寫標準僱傭合約及其附表時應注意的要點。在簽署標準僱傭合約之前，僱主及僱員應細閱標準僱傭合約內容及本須知，確保雙方明白所有內容。就有關僱員的法定權益及福利，僱主及僱員可參閱《僱傭條例》(第 57 章)。請注意，《僱傭條例》只訂明僱傭條款的最低標準，僱傭雙方可訂立比《僱傭條例》為佳的條款。僱主及僱員亦可參閱勞工處出版的「僱傭條例簡明指南」。

填寫標準僱傭合約及附表必須注意事項

二、 僱主在有關政府服務合約內承諾每月工資的工資率須不低於以每月最高正常工作日加每月有薪休息日的日數(即 27 天正常工作日加 4 天有薪休息日)及平均每日正常工作時數為基數，乘以根據《最低工資條例》訂明每小時最低工資額而得出的款額(下稱「法定最低工資加有薪休息日的工資率」)。然而，如刊載於政府統計處發表的《工資及薪金總額按季統計報告》(2010 年 12 月版本)內相關行業/職位的平均每月薪金的工資率(下稱「統計處的工資率」)比「法定最低工資加有薪休息日的工資率」高，則僱主承諾的工資率須不低於「統計處的工資率」。此外，日後如有關工資水平由於《最低工資條例》規定的每小時最低工資額作出修訂而有所調整，僱員的工資亦須不低於調整後的工資水平。殘疾僱員的工資，同樣須以僱主在有關政府服務合約內承諾每月工資的工資率計算。有關根據《最低工資條例》訂明每小時最低工資額及相關行業/職位的平均每月工資，請參閱《最低工資條例》附表 3 及政府統計處發表的《工資及薪金總額按季統計報告》(2010 年 12 月版本)。為免生疑問，根據本僱傭合約第四條款，僱員每 7 天可享有 1 天有薪休息日。

三、 在釐訂僱員的每月工資及計算其缺勤工資、由於法定最低工資額作出修訂而須調整僱員的每月工資、計算僱員的超時工作工資及休息日/休班日工作工資以及法定利益時，僱傭雙方可參考本須知最後部分所列舉的例子。

四、 如僱員只限於在同一份政府服務合約中工作，則必須填寫標準僱傭合約第二、第三及第六(乙)條款有關工作地點、工作時間及超時工作工資和休息日/休班日工作工資，而毋須填寫附表。但如該僱員為僱主在同一區域內多於一份政府服務合約中工作，則必須填寫附表，但毋須填寫標準僱傭合約第二、第三及第六(乙)條款。已填寫的附表乃屬標準僱傭合約的一部份。

五、 填寫標準僱傭合約第三條款關於僱員的工作時間時，僱主須同時填寫註 5 關於僱員的每天准予工作時數上限。該工作時數上限必須與有關政府服務合約內所載的相關資料相同。

六、 填寫標準僱傭合約第六(甲)條款有關僱員的每月工資時，該每月工資的工資率須不低於僱主在有關政府服務合約內承諾每月工資的工資率，或參照本須知第二段所述，由於《最低工資條例》規定的每小時最低工資額日後有所修訂而調整的工資水平，兩者以較高者為準。此外，僱主須同時填寫註 6(ii)關於標準僱傭合約第六(甲)條款，及註 6(iii)每月工資的工資率所對應的僱員最高每月正常工作日加休息日的日數及平均每日正常工作時數的資料，以及僱主在有關政府服務合約內承諾每月工資的資料(有關資料必須與政府服務合約內所載的相關資料相同)。僱主在填寫註 6(ii)時須以一個月 31 天，最高正常工作日日數加每七天有一天有薪休息日計算，計算方法為：(每星期正常工作日日數+ 1 日有薪休息日) x 4(星期) + 餘下星期的最高正常工作日日數/有薪休息日日數。餘下星期的最高正常工作日日數/有薪休息日日數相等於每星期正常工作日日數+ 1 日有薪休息日或 3 天，以較低者為準。[參考例一及例二]

七、 填寫僱員每月工資時，如僱員為僱主在多於一份政府服務合約中工作，則只須在標準僱傭合約第六(甲)條款第二個方格內填上“✓”號，並於附表內填上有關政府服務合約編號、工作地點、工作時間和每月工資等資料。在計算僱員的每月工資時須參照上述第六段。如僱員在僱主所投得的不同政府服務合約下工作，其實際每月工資需依據所工作的不同政府服務合約在附表第二條款各表內所列的每月工資按有關月份之正常工作日日數加有薪休息日日數為基數計算。如日後附表內的政府服務合約的數目有所變更，僱主必須遵行標準僱傭合約第二十一條款的規定，對附表作出相應修訂。

八、 為免混淆，本標準僱傭合約中所指的「每月工資」，並不包括超時工作工資及各樣津貼。除根據《僱傭條例》和《強制性公積金計劃條例》(第 485 章)的規定而扣減的工資外，僱主須支付不低於僱傭合約上所列的每月工資，亦不可將每月工資分拆為不同項目，但可在每月工資以外加其他工資項目。(例如，僱員的每月工資為港幣 7,000 元，僱主另加津貼港幣 500 元，僱員之每月工資總數應為港幣 7,500 元。)僱員的每月工資及其他收入不得標籤為房屋津貼。

九、 根據標準僱傭合約聘請的僱員是按月計薪的，在計算僱員的缺勤工資、超時工作工資及休息日/休班日工作工資時，應以有關月份的正常工作日日數加有薪休息日的日數為基數計算 [參考例三及例四]。在計算僱員的法定利益如假日薪酬、年假薪酬、疾病津貼和產假薪酬時，應以《僱傭條例》的規定來計算。[參考例七至例十一]

十、 填寫附表第二條款各表內有關僱員在不同政府服務合約中工作應收取的每月工資時，該每月工資的工資率須不低於僱主在有關政府服務合約內承諾的每月工資的工資率或參照本須知第二段所述，由於《最低工資條例》規定的每小時最低工資額日後有所修訂而調整的工資水平，兩者以較高者為準。此外，僱主須同時填寫註 13 關於附表第二條款各表內每月工資的工資率所對應的每月最高正常工作日日數及平均每日正常工作時數的資料，以及僱主在有關政府服務合約內承諾每月工資的資料(有關資料必須與政府服務合約內所載的相關資料相同)。

十一、 如僱員為僱主在多於一份政府服務合約中工作，其休息日工資須相等於根據該僱員在正常工作日日工作所賺取的平均每日工資(不包括超時工作工資)。[參考例五]

十二、 有關附表第三條款第二個方格釐訂僱員為僱主在多於一份政府服務合約中工作的每月工資，僱主和僱員可選擇以不低於附表第二條款各表內所列的每月工資中最高的工資率所釐訂的一個數額劃一計算該僱員的每月工資。如僱員需工作超逾附表第二條款各表內有關政府服務合約所列的每天工作時間或在休息日/休班日工作，僱員應獲取超時工作工資或休息日/休班日工作工資，有關的工資率須不低於根據所選擇的劃一每月工資及在該月的正常工作日日數加有薪休息日的日數及平均每日正常工作時數所計算出的有關工資率。[參考例六]

十三、 僱員無論在任何情況下休假或缺勤，僱主必須作出適當人手安排及支付工資予替工，而不應要求僱員自行聘用替工，或要求僱員支付替工工資。

十四、 關於僱用條件的詳情，僱主及僱員應查閱僱傭合約及《僱傭條例》。任何僱傭合約的條款，如有終止或減少《僱傭條例》所賦予僱員的權利、利益或保障的含意，即屬無效。

強積金供款

十五、 僱主必須安排年齡介乎 18 至 65 歲及受僱滿 60 日的僱員成為強積金計劃成員及用本身的資金每月為僱員供款。詳情請參閱《強制性公積金計劃條例》。

具體例子

十六、為方便僱主計算僱員的每月工資、缺勤工資、超時工作工資、休息日/休班日工作工資及法定利益等，現列舉下列例子，以供參考。

每月工資的釐訂

例一 如根據有關政府服務合約，僱主承諾清潔工人的每月工資為\$7,440.0 [以每月正常工作日加有薪休息日的日數為 31 天及平均每日正常工作時數 8 小時為基數計算]。若清潔工人根據標準僱傭合約第三條款：

- 每星期工作 6 天，每天工作時數為 8 小時，則該清潔工人的每月最高正常工作日加有薪休息日的日數為 **31 天**
〔6(天) + 1(天)〕 x 4 + 3 天正常工作日/有薪休息日 = 31 天
該清潔工人應收取的每月工資應不低於**\$7,440.0**；
- 每星期工作 5.5 天，每天工作時數為 8 小時，則該清潔工人的每月最高正常工作日加有薪休息日的日數為 **29 天**
〔5.5(天) + 1(天)〕 x 4 + 3 天正常工作日/有薪休息日 = 29 天
該清潔工人應收取的每月工資應不低於**\$6,960.0**
〔\$7,440.0÷31(天)x29(天)=\$6,960.0〕；
- 每星期工作 5 天，每天工作時數為 8 小時，則該清潔工人的每月最高正常工作日加有薪休息日的日數為 **27 天**
〔5(天) + 1(天)〕 x 4 + 3 天正常工作日/有薪休息日 = 27 天
該清潔工人應收取的每月工資應不低於**\$6,480.0**
〔\$7,440.0÷31(天)x27(天)=\$6,480.0〕；
- 每星期工作 6 天，每天工作時數為 6 小時，則該清潔工人應收取的每月工資應不低於**\$5,580.0**
〔\$7,440.0÷8(小時)x6(小時)=\$5,580.0〕；或
- 每星期工作 6 天，每天工作時數為 8 小時，另有 1 小時屬於工作時數的有薪用膳時間，則該清潔工人應收取的每月工資應不低於**\$8,370.0**
〔\$7,440.0÷8(小時)x9(小時)=\$8,370.0〕。

由於法定最低工資額有所修訂而須調整僱員的每月工資

例二 如根據有關政府服務合約，僱主承諾清潔工人的每月工資為\$6,944.0 [以每月正常工作日加有薪休息日的日數為 31 天及平均每日正常工作時數 8 小時為基數計算]。參照本須知第二段所述，由於每小時最低工資額由\$28 修訂至\$30，該清潔工人的工資水平應調整為\$7,440.0(\$30 x 31(天) x 8(小時) = \$7,440.0)。根據標準僱傭合約第三條款及註 6(i)，若清潔工人：

- 每星期工作 6 天，每天工作時數為 8 小時，則該清潔工人的每月最高正常工作日加有薪休息日的日數為 **31 天**
〔6(天) + 1(天)〕 x 4 + 3 天正常工作日/有薪休息日 = 31 天
該清潔工人應收取的每月工資應不低於**\$7,440.0**；
- 每星期工作 5.5 天，每天工作時數為 8 小時，則該清潔工人的每月最高正常工作日加有薪休息日的日數為 **29 天**
〔5.5(天) + 1(天)〕 x 4 + 3 天正常工作日/有薪休息日 = 29 天
該清潔工人應收取的每月工資應不低於**\$6,960.0**
〔\$7,440.0÷31(天)x29(天)=\$6,960.0〕；
- 每星期工作 5 天，每天工作時數為 8 小時，則該清潔工人的每月最高正常工作日加有薪休息日的日數為 **27 天**
〔5(天) + 1(天)〕 x 4 + 3 天正常工作日/有薪休息日 = 27 天
該清潔工人應收取的每月工資應不低於**\$6,480.0**

- [$\$7,440.0 \div 31(\text{天}) \times 27(\text{天}) = \$6,480.0$] ；
- 每星期工作 6 天，每天工作時數為 6 小時，則該清潔工人應收取的每月工資應不低於 **\$5,580.0**
[$\$7,440.0 \div 8(\text{小時}) \times 6(\text{小時}) = \$5,580.0$] ；或
 - 每星期工作 6 天，每天工作時數為 8 小時，另有 1 小時屬於工作時數的有薪用膳時間，則該清潔工人應收取的每月工資應不低於 **\$8,370.0**
[$\$7,440.0 \div 8(\text{小時}) \times 9(\text{小時}) = \$8,370.0$] 。

缺勤工資的計算方法

例三 在計算僱員的缺勤工資時，應以有關月份的正常工作日加有薪休息日的日數為基數計算：

- (1) 如僱員每星期工作 6 天，每天工作時數為 8 小時，並沒有休班日，而根據標準僱傭合約第六(甲)條款的每月工資為 \$7,440.0，則該僱員：
 - 於二月缺勤 1 天，而二月的曆日日數為 28 天，則應扣除的缺勤工資為 **\$265.7**
[$\$7,440.0 \div 28(\text{天}) = \265.7] ；
 - 於三月缺勤 1 天，而三月的曆日日數為 31 天，則應扣除的缺勤工資為 **\$240.0**
[$\$7,440.0 \div 31(\text{天}) = \240.0] ；或
 - 於四月缺勤 1 天，而四月的曆日日數為 30 天，則應扣除的缺勤工資為 **\$248.0**
[$\$7,440.0 \div 30(\text{天}) = \248.0] 。
 - (2) 如僱員每星期工作 5 天，每天工作時數為 8 小時，每星期有 1 天休班日，而根據標準僱傭合約第六(甲)條款的每月工資為 \$6,480.0，則該僱員：
 - 於二月缺勤 1 天，而二月的曆日日數為 28 天及有 4 天休班日，則應扣除的缺勤工資為 **\$270.0**
[$\$6,480.0 \div (28-4(\text{天})) = \270.0] ；
 - 於三月缺勤 1 天，而三月的曆日日數為 31 天及 4 天休班日，則應扣除的缺勤工資為 **\$240.0**
[$\$6,480.0 \div (31-4(\text{天})) = \240.0] ；或
 - 於四月缺勤 1 天，而四月的曆日日數為 30 天及有 4 天休班日，則應扣除的缺勤工資為 **\$249.2**
[$\$6,480.0 \div (30-4(\text{天})) = \249.2] 。
 - (3) 如僱員每星期工作 6 天，每天工作時數為 8 小時，並沒有休班日，而根據標準僱傭合約第六(甲)條款的每月工資為 \$7,440.0，如該僱員在三月份放取了 5 天有薪年假，而三月的曆日日數為 31 天，於三月缺勤 1 天，則應扣除的缺勤工資為 **\$240.0**
[$\$7,440.0 \div 31(\text{天})^{\#} = \240.0] 。
- ([#]在計算三月份缺勤工資時，僱員的正常工作日(包括於正常工作日放取的 5 天有薪年假)加有薪休息日的日數為 31 天。)

超時工作及休息日/休班日工作工資的計算方法

- 例四 (1) 如僱員每星期工作 6 天，每天工作 8 小時及沒有休班日，而根據標準僱傭合約第六(甲)條款的每月工資為 \$7,440.0，
- 該僱員在二月份的超時工作及休息日/休班日工作的工資率須不低於：
 - 每天：**\$265.7** [$\$7,440.0 \div 28(\text{天}) = \265.7] ；以及
 - 每小時：**\$33.2** [$\$7,440.0 \div 28(\text{天}) \div 8(\text{小時}) = \33.2] ；
 - 該僱員在三月份(三月的曆日日數為 31 天)的超時工作及休息日/休班日工作的工資率須不低於：

- 每天：**\$240.0** [$\$7,440.0 \div 31(\text{天}) = \240.0]；以及
 - 每小時：**\$30.0** [$\$7,440.0 \div 31(\text{天}) \div 8(\text{小時}) = \30.0]；或
 - 該僱員在四月份(四月的曆日日數為 30 天)的超時工作及休息日/休班日工作的工資率須不低於：
 - 每天：**\$248.0** [$\$7,440.0 \div 30(\text{天}) = \248.0]；以及
 - 每小時：**\$31.0** [$\$7,440.0 \div 30(\text{天}) \div 8(\text{小時}) = \31.0]。
- (2) 如僱員每星期工作 5 天，每天工作 8 小時及每星期有 1 天休班日，而根據標準僱傭合約第六(甲)條款的每月工資為\$6,480.0，
- 該僱員在二月份(二月的曆日日數為 28 天及有 4 天休班日)的超時工作及休息日/休班日工作的工資率須不低於：
 - 每天：**\$270.0**{ $\$6,480.0 \div [28 - 4(\text{天})] = \270.0 }；以及
 - 每小時：**\$33.8**{ $\$6,480.0 \div [28 - 4(\text{天})] \div 8(\text{小時}) = \33.8 }；
 - 該僱員在三月份(三月的曆日日數為 31 天及有 4 天休班日)的超時工作及休息日/休班日工作的工資率須不低於：
 - 每天：**\$240.0**{ $\$6,480.0 \div [31 - 4(\text{天})] = \240.0 }；以及
 - 每小時：**\$30.0**{ $\$6,480.0 \div [31 - 4(\text{天})] \div 8(\text{小時}) = \30.0 }；或
 - 該僱員在四月份(四月的曆日日數為 30 天及有 4 天休班日)的超時工作及休息日/休班日工作的工資率須不低於：
 - 每天：**\$249.2**{ $\$6,480.0 \div [30 - 4(\text{天})] = \249.2 }；以及
 - 每小時：**\$31.2**{ $\$6,480.0 \div [30 - 4(\text{天})] \div 8(\text{小時}) = \31.2 }。
- (3) 如僱員每星期工作 6 天，每天工作 8 小時，並沒有休班日，而根據標準僱傭合約第六(甲)條款的每月工資為\$7,440.0，如該僱員在一月份放取了 1 天法定假日，而一月的曆日日數為 31 天，其在一月份的超時工作及休息日/休班日工作的工資率須不低於：
- 每天**\$240.0** [$\$7,440.0 \div 31(\text{天})^{\#} = \240.0]；以及
 - 每小時**\$30.0** [$\$7,440.0 \div 31(\text{天})^{\#} \div 8(\text{小時}) = \30.0]。
- ([#]在計算一月份超時工作工資及休息日/休班日工作工資時，僱員的正常工作日(包括於正常工作日放取的法定假日)加有薪休息日的日數為 31 天。)

僱員為僱主在兩份或以上政府服務合約中工作的休息日工資及月薪的計算方法

例五 (1) 如僱員需於兩份政府服務合約工作，而在附表第二條款各表所載的每月工資分別為 \$7,440.0 [表(1)]和\$7,688.0 [表(2)]，該僱員每星期需工作 6 天，每天工作 8 小時及每 7 天有 1 天有薪休息日，

- 如該僱員在一個有 30 天的月份內享有 4 天有薪休息日，僱員為表(1)的合約工作 10 天及為表(2)的合約工作 16 天，
 - 僱員 26 天工作的工資為**\$6,580.3**
 [$\$7,440.0 \div 30(\text{天}) \times 10(\text{天}) + \$7,688.0 \div 30(\text{天}) \times 16(\text{天}) = \$6,580.3$]；
 - 僱員的休息日工資應不低於每天**\$253.1**
 [$\$6,580.3 \div 26(\text{天}) = \253.1]；以及
 - 僱員在該月的工資應不低於**\$7,592.7**
 [$\$6,580.3 + \$253.1 \times 4(\text{天}) = \$7,592.7$]。
- 如該僱員在一個有 31 天的月份內享有 5 天有薪休息日，僱員為表(1)的合約工作 14 天及為表(2)的合約工作 12 天，
 - 僱員 26 天工作的工資為**\$6,336.0**
 [$\$7,440.0 \div 31(\text{天}) \times 14(\text{天}) + \$7,688.0 \div 31(\text{天}) \times 12(\text{天}) = \$6,336.0$]；
 - 僱員的休息日工資應不少於每天**\$243.7**

[$\$6,336.0 \div 26(\text{天}) = \243.7]；以及
 > 僱員在該月的工資應不少於**\$7,554.5**
 $\{\$6,336.0 + [\$243.7 \times 5(\text{天})] = \$7,554.5\}$ 。

- (2) 如僱員需於兩份政府服務合約工作，而在附表第二條款各表所載的每月工資分別為\$6,480.0[表(1)]和\$6,696.0[表(2)]，該僱員每星期需工作 5 天，每天工作 8 小時及每 7 天有 1 天有薪休息日，
- 如該僱員在一個有 30 天的月份內享有 4 天有薪休息日及 4 天無薪休班日，僱員為表(1)的合約工作 10 天及為表(2)的合約工作 12 天，
 - > 僱員 22 天工作的工資為**\$5,582.8**
 $\{\$6,480.0 \div [30 - 4(\text{天})] \times 10(\text{天}) + \$6,696.0 \div [30 - 4(\text{天})] \times 12(\text{天}) = \$5,582.8\}$ ；
 - > 僱員的休息日工資應不低於每天**\$253.8**
 $[\$5,582.8 \div 22(\text{天}) = \$253.8]$ ；以及
 - > 僱員在該月的工資應不低於**\$6,598.0**
 $\{\$5,582.8 + [\$253.8 \times 4(\text{天})] = \$6,598.0\}$ 。
 - 如該僱員在一個有 31 天的月份內享有 5 天有薪休息日及 4 天無薪休班日，僱員為表(1)的合約工作 11 天及為表(2)的合約工作 11 天，
 - > 僱員 22 天工作的工資為**\$5,368.0**
 $\{\$6,480.0 \div [31 - 4(\text{天})] \times 11(\text{天}) + \$6,696.0 \div [31 - 4(\text{天})] \times 11(\text{天}) = \$5,368.0\}$ ；
 - > 僱員的休息日工資應不低於每天**\$244.0**
 $[\$5,368.0 \div 22(\text{天}) = \$244.0]$ ；以及
 - > 僱員在該月的工資應不低於**\$6,588.0**
 $\{\$5,368.0 + [\$244.0 \times 5(\text{天})] = \$6,588.0\}$ 。

僱員為僱主在兩份或以上政府服務合約工作的劃一每月工資、超時工作和休息日/休班日工作工資的計算方法

例六 僱員需於兩份政府服務合約工作，而僱主和僱員可同意選擇以不低於附表第二條款各表所列的每月工資中最高的工資率所釐訂的一個數額劃一計算該僱員的每月工資、超時工作和休息日/休班日工作的工資。如該僱員每星期需工作 6 天：

- (1) 如在附表第二條款各表所列的每月工資分別為：
- > \$7,440.0 {每星期工作 6 天及每天工作 8 小時[表(1)]}；以及
 - > \$7,688.0 {每星期工作 6 天及每天工作 8 小時[表(2)]}；
- 所選擇的劃一每月工資須不低於**\$7,688.0**。而該僱員的超時工作及休息日/休班日工作的工資率須以每月工資\$7,688.0 為基數計算。
- (2) 如在附表第二條款各表所列的每月工資分別為：
- > \$6,480.0 {每星期工作 5 天及每天工作 8 小時[表(1)]}，如僱員每星期需工作 6 天及每天工作 8 小時，則其每月工資應為\$7,440.0
 $[\$6,480.0 \div 27(\text{天}) \times 31(\text{天}) = \$7,440.0]$ ；以及
 - > \$7,192.0 {每星期工作 5.5 天及每天工作 8 小時[表(2)]}，如僱員每星期需工作 6 天及每天工作 8 小時，則其每月工資應為\$7,688.0
 $[\$7,192.0 \div 29(\text{天}) \times 31(\text{天}) = \$7,688.0]$ ；
- 所選擇的劃一每月工資須不低於**\$7,688.0**。而該僱員的超時工作及休息日/休班日工作的工資率須以每月工資\$7,688.0 為基數計算。
- (3) 如在附表第二條款各表所列的每月工資分別為：
- > \$6,480.0 {每星期工作 5 天及每天工作 8 小時[表(1)]}，如僱員每星期需工作 6 天及每天工作 8 小時，則其每月工資應為\$7,440.0
 $[\$6,480.0 \div 27(\text{天}) \times 31(\text{天}) = \$7,440.0]$ ；以及
 - > \$5,022.0 {每星期工作 5 天及每天工作 6 小時[表(2)]}，如僱員每星期需工作 6 天及每天工作 8 小時，則其每月工資應為\$7,688.0

$[\$5,022.0 \div 27(\text{天}) \times 31(\text{天}) \div 6(\text{小時}) \times 8(\text{小時}) = \$7,688.0]$ ；
所選擇的劃一每月工資須不低於**\$7,688.0**。而該僱員的超時工作及休息日/休班日工作的工資率須以每月工資\$7,688.0為基數計算。

假日薪酬的計算方法

例七 如僱員每星期工作 6 天，每天工作 8 小時，根據標準僱傭合約第六(甲)條款的每月工資為\$7,440.0，該僱員的假日薪酬(根據《僱傭條例》)應為：

- 在緊接該假日前 12 個月內所賺取的薪酬：\$88,320.0，包括工作 301 天、52 天有薪休息日及 8 天有薪法定假日(其間沒有加班工作)
- 在該 12 個月期間放取而獲付少於全部工資的假期：4 天無薪法定假日(受僱期首 3 個月內的法定假日無薪)
- 須剔除的期間及款額：4 天無薪法定假日(由於該 4 天為無薪法定假日，故須剔除的款額為「\$0」)
- 假日薪酬的款額： $[(\$88,320.0 - \$0) \div (365 - 4)(\text{天})] = \244.7 。

年假薪酬的計算方法

例八 如僱員每星期工作 5.5 天，每天工作 8 小時，根據標準僱傭合約第六(甲)條款的每月工資為\$6,960.0，5 天的年假薪酬(根據《僱傭條例》)應為：

- 在緊接該假期前 12 個月內所賺取的薪酬：\$83,520.0，包括工作 275 天及以下假期(其間沒有加班工作)：
 - 52 天有薪休息日
 - 12 天有薪法定假日
 - 26 天無薪休班日
- 須剔除的期間及款額：26 天無薪休班日(因該 26 天休班日為無薪，故須剔除的款額為「\$0」)
- 5 天的年假薪酬： $[(\$83,520.0 - \$0) \div (365 - 26)(\text{天}) \times 5(\text{天})] = \$1,231.9$ 。

例九 如僱員每星期工作 6 天，每天工作 8 小時，根據標準僱傭合約第六(甲)條款的每月工資為\$7,440.0，5 天的年假薪酬(根據《僱傭條例》)應為：

- 在緊接該假期前 12 個月內所賺取的薪酬：\$107,280.0，包括
 - 工作 301 天、52 天有薪休息日及 12 天有薪法定假日共\$89,280.0
 - 加班費\$18,000(該僱員的過去 12 個月內平均款額不低於僱員在同期的平均月薪的 20%)
- 須剔除的期間及款額：因為僱員在該 12 個月內沒有因放取假期而獲支付少於全部工資，故須剔除的期間及款額均為「0」
- 5 天年假薪酬： $[(\$107,280.0 - \$0) \div (365 - 0)(\text{天}) \times 5(\text{天})] = \$1,469.6$ 。

疾病津貼的計算方法

例十 如僱員每星期工作 5 天，每天工作 8 小時，根據標準僱傭合約第六(甲)條款的每月工資為\$6,480.0，而該僱員獲連續 4 天病假，該 4 天的疾病津貼(根據《僱傭條例》)應為：

- 在緊接病假首天前 12 個月內所賺取的薪酬：\$77,280.0，包括工作 240 天及以下假期(其間沒有加班工作)：
 - 52 天有薪休息日
 - 12 天有薪法定假日
 - 7 天有薪年假
 - 52 天無薪休班日
 - 5 月份 1 天無薪假(在僱主同意下放取的假期)

- 7 月份 1 天無薪假(在僱主同意下放取的假期)
- 須剔除的期間及款額：52 天無薪休班日及 2 天無薪假（由於該 54 天為無薪假，故須剔除的款額為「\$0」)
- 4 天的疾病津貼：

$$[(\$77,280.0 - \$0) \div (365 - 54)(\text{天})] \times 4(\text{天}) \times 4/5 = \$248.5 \times 4(\text{天}) \times 4/5 = \$795.2。$$

代通知金的計算方法

例十一 如僱員每星期工作 6 天，每天工作 8 小時，根據標準僱傭合約第六（甲）條款的每月工資為 \$7,440.0。標準僱傭合約第十七條款列明，僱傭雙方並無試用期，通知期為 7 天，或相等的代通知金。如僱主終止僱員的合約，該僱員的代通知金應為：

- 緊接通知日期前 12 個月所賺取的薪酬：\$89,280.0，包括工作 301 天、52 天有薪休息日及 12 天有薪法定假日(其間沒有加班工作)
- 須剔除的期間及款額：因為僱員在該 12 個月內沒有因放取假期而獲支付少於全部工資，故須剔除的期間及款額均為「0」
- 7 天代通知金金額： $[(\$89,280.0 - \$0) \div (365 - 0)(\text{天})] \times 7(\text{天}) = \$1,712.2。$

2013 年 3 月

**Provision of Management and Operation Services for the
Youth Square**

PART III

CONTRACT SCHEDULES

Table of Content

- Schedule 1. Qualifications and Experience of the Proposed General Manager of YS
- Schedule 2. Proposed Sub-contractor for Hostel Management Services
- Schedule 3. Tenderer's Plans and Proposals
- Schedule 4. Price Proposal for the Contracting Services
- Schedule 5. Information and Status of Tenderer
- Schedule 6. Relevant Experience in Facility Management, Hostel Operation and Quality Management Accreditation

SCHEDULE 1**QUALIFICATIONS AND EXPERIENCE OF
THE PROPOSED GENERAL MANAGER OF YS****Notes to Tenderers:**

1. Tenderer is required to provide information on the qualification and experience profile of the proposed General Manager of YS in Part A below.
2. Tenderer is required to provide documentary proof to substantiate its claim on qualifications and relevant experience. Assessment shall be made according to the information submitted.
3. Tenderer is required to provide a copy of the undertaking in favour of the Government given by the proposed General Manager of YS agreeing to be deployed by the Tenderer as the General Manager of YS under the Contract should the same be awarded to the Tenderer. Without the Government Representative's prior approval, the successful Tenderer shall not change the proposed General Manager of YS as set out in this Schedule 1.

Part A – Qualifications and Experience of the proposed General Manager of YS

<i>Name of the Proposed General Manager of YS</i>	<i>Qualifications</i>	<i>Relevant Experience (with dates in the format of DD/MM/YYYY)</i>

(Use separate sheet if necessary)

Part B – Declaration

- (a) I/We hereby confirm that consent has been obtained from the proposed General Manager of YS to release and provide the requisite information to the Home Affairs Bureau as regards his qualifications and experience profile listed in this Schedule for the purposes of tender evaluation and subsequent management of the Contract.
- (b) I/We hereby declare that all information given in the above table and any additional sheets attached hereto are correct. I/We agree that, if any of such information is found to be incorrect, my/our tender will score no mark in the relevant claim of qualification/experience.

Authorised Signature & Company Chop : _____

Name of Person Authorised to Sign Tender : _____

Name of Tenderer in English : _____

Name of Tenderer in Chinese : _____

Tel No. : _____ Fax No. : _____ Date : _____

SCHEDULE 2

PROPOSED SUB-CONTRACTOR FOR HOSTEL MANAGEMENT SERVICES

Notes to Tenderers:

1. **Only Tenderers with a sub-contracting proposal for Hostel Management Services need to submit this Schedule 2.** Tenderers without a sub-contracting proposal for Hostel Management Services do not need to submit this Schedule 2.
2. Tenderer may propose only one Sub-contractor for Hostel Management Services and is required to provide information on the proposed Sub-contractor in the table below. Assessment shall be made according to the information submitted.
3. Tenderer with a sub-contracting proposal for Hostel Management Services is required to provide a copy of the undertaking in favour of the Government given by the proposed Sub-contractor agreeing to be engaged by the Tenderer as the Sub-contractor for providing Hostel Management Services under the Contract should the same be awarded to the Tenderer. Without the Government Representative’s prior approval, the successful Tenderer shall not change the proposed Sub-contractor as set out in this Schedule 2.

Registered name of the proposed Sub-contractor for Hostel Management Services (in English and Chinese):	
Registered address of the proposed Sub-contractor for Hostel Management Services:	
Business Registration Certificate Number:	
Name, Position and Telephone Number of the Responsible Person of the proposed Sub-contractor:	

Authorised Signature & Company Chop : _____

Name of Person Authorised to Sign Tender : _____

Name of Tenderer in English : _____

Name of Tenderer in Chinese : _____

Tel No. : _____ Fax No. : _____ Date : _____

SCHEDULE 3**TENDERER'S PLANS AND PROPOSALS****Notes to Tenderers:**

1. Schedule 3 (Tenderer's Plans and Proposals) submitted by a Tenderer shall not be more than 100 pages in A4 size paper for text (with margin not less than 25 mm and character font size not less than 12). Those pages that exceed the specified limit shall not be considered in the tender assessment. Other information, including the annexes to the Plans and Proposals and the related documentary proof, will not be included in the counting of pages for this purpose.
2. The Plans and Proposal submitted by the successful Tenderer under this Schedule 3 shall be incorporated into the Contract subject to such modification as may be agreed with the Government.

1. Management Plan

[Note to Tenderers:

The Management Plan shall include the following items –

- (i) an organisation chart for carrying out the Services, indicating the areas to be performed by in-house staff with proposed post title(s), the number of key management and technical staff at managerial and supervisory level (including the proposed General Manager) who will fulfill the minimum qualification and experience requirements for the key functions as laid down in Attachment 3 of Part IV – Service Specifications, and sub-contractor(s), if any;
- (ii) the training programmes for the managerial/supervisory/frontline staff of the Tenderer for performance of the Services;
- (iii) the mechanism for supervision and inspection of the work of frontline staff.

(use additional sheets, if required)]

Authorised Signature & Company Chop : _____

Name of Person Authorised to Sign Tender : _____

Name of Tenderer in English : _____

Name of Tenderer in Chinese : _____

Tel No. : _____ Fax No. : _____ Date : _____

2. **Business Plan**

[Note to Tenderers:

Business Plan must be in line with the youth development mission and objectives of the YS as laid down in Clause 7 of Part IV - Service Specifications having regard to the utilisation and occupancy of the facilities of the YS and cost-recovery objective and shall include the following items –

- (i) a marketing strategy for promotional events with proposed scale/coverage to boost up the utilisation of the facilities of the YS including the venue promotional activities to improve occupancy and usage of YS and pricing strategy for YS facilities and venues in maximizing occupancy rates with the understanding of the Government's objective to achieve a cost-recovery ratio of not less than 50%;
- (ii) a youth development programme plan which includes proposals on how to approach/source different government or non-government organisations in co-organising and/or promoting youth development programmes, proposals on achieving the performance indicators as laid down in Sub-clause 20.3.1 of Part IV – Service Specifications in relation to the youth development objectives and the means of assessing the effectiveness in promoting youth development programmes;
- (iii) details on management of the database system about bookings and utilisation of the facilities of the YS with a view to generating instant management information reports; and
- (iv) details and particulars of the safety measures to be adopted in carrying out the Services, such as measures to ensure all facilities and equipment are in good condition for safe use, preventing and minimising damage to the property of the YS and injuries to visitors or staff in the YS.

(use additional sheets, if required)]

Authorised Signature & Company Chop : _____

Name of Person Authorised to Sign Tender : _____

Name of Tenderer in English : _____

Name of Tenderer in Chinese : _____

Tel No. : _____ Fax No. : _____ Date : _____

3. Contingency Plan

[Note to Tenderers:

The Contingency Plan shall include the following items –

- (i) details and procedures on the arrangement for emergency situations such as suspension/interruption of water or electricity supply, breakdown of computerized booking system, shortage of staff; and
- (ii) details on the availability of additional resources for contingency or emergency situations.

(use additional sheets, if required)]

Authorised Signature & Company Chop : _____

Name of Person Authorised to Sign Tender : _____

Name of Tenderer in English : _____

Name of Tenderer in Chinese : _____

Tel No. : _____ Fax No. : _____ Date : _____

4. Transition Plan

[Note to Tenderers:

The Transition Plan shall include the following items –

- (i) transition-in arrangements to ensure smooth provision of the Services at the commencement of the Contract; and
- (ii) transition-out arrangements to minimize disruption of the Services before and upon the expiry or termination of the Contract.

(use additional sheets, if required)

Authorised Signature & Company Chop : _____

Name of Person Authorised to Sign Tender : _____

Name of Tenderer in English : _____

Name of Tenderer in Chinese : _____

Tel No. : _____ Fax No. : _____ Date : _____

5. Quality Assurance Plan

[Note to Tenderers:

The Quality Assurance Plan shall include the following items –

- (i) the mechanism to assure the performance quality and measures to remedy performance defects and to prevent recurrence of any sub-standard services;
- (ii) arrangements to achieve indoor air quality, water quality, energy efficiency, waste reduction and other environmental protection initiatives mentioned in Clause 8.3.39 and Clause 16.3.2(c) in Part IV – Service Specifications; and
- (iii) ways/approach to work with the Government Representative and other relevant parties (such as Architectural Services Department for building maintenance issues, the Hong Kong Police Force for security arrangements) as may be directed by the Government Representative to resolve issues arising from the Contract.

(use additional sheets, if required)]

Authorised Signature & Company Chop : _____

Name of Person Authorised to Sign Tender : _____

Name of Tenderer in English : _____

Name of Tenderer in Chinese : _____

Tel No. : _____ Fax No. : _____ Date : _____

6. Value-added Proposals (Optional Requirement)

[Note to Tenderers:

The Value-added Proposals –

- (i) shall not be covered by the Contract requirements;
- (ii) shall not be covered in any plans submitted for Assessment Criteria 5 to 9 in the Marking Scheme;
- (iii) will not cause additional cost to the Government when implemented;
- (iv) can improve:
 - the quality of the Services to a level exceeding any minimum performance indicator(s) as laid down in Sub-clauses 8.4, 9.4, 12.4, 13.4, 14.4, 15.4, 16.4, 17.4 and 20.3.1 of Part IV – Service Specifications; or
 - the ambience of the YS; and
- (v) can better achieve the mission and any objective(s) of the YS as laid down in Clause 7 of Part IV – Service Specification.

(use additional sheets, if required)]

Authorised Signature & Company Chop : _____

Name of Person Authorised to Sign Tender : _____

Name of Tenderer in English : _____

Name of Tenderer in Chinese : _____

Tel No. : _____ Fax No. : _____ Date : _____

SCHEDULE 4**PRICE PROPOSAL FOR THE CONTRACTING SERVICES****PART A – PRICE PROPOSAL****Notes to Tenderers:**

1. Tenderer must propose in Table A below the **Annual Basic Management Fee**.
2. Tenderer's Price Proposal must be denominated in Hong Kong dollars. Annual Basic Management Fee quoted in other currencies will render the tender invalid.
3. The **Annual Basic Management Fee** shall be inclusive of any and all expenses, costs, charges and disbursements which may be incurred by the Contractor in providing the Services under the Contract.
4. Please refer to Part II- Conditions of Contract and Part IV - Service Specifications for details about payment of Management Fees and the Services to be performed by the Contractor.
5. The Price Proposal submitted by the successful Tenderer shall be incorporated into the Contract subject to such modification as may be agreed with the Government.

Table A:

Annual Basic Management Fee =	HK\$ _____ (A)
--------------------------------------	-----------------------

(For official use only)

Estimated Contract Value = $\{(A) \times [6 + (343/365)]\} =$ HK\$ _____

PART B – DETAILS OF BANK ACCOUNT

1. Payment for the Management Fee will be made to Contractor's bank account in Hong Kong.
2. Tenderers are required to provide the following information for payment:
 - (a) Banker's Name: _____
 - (b) Banker's Address: _____
 - (c) Bank Account No.: _____

Authorised Signature & Company Chop : _____

Name of Person Authorised to Sign Tender : _____

Name of Tenderer in English : _____

Name of Tenderer in Chinese : _____

Tel No. : _____ Fax No. : _____ Date : _____

SCHEDULE 5**INFORMATION AND STATUS OF TENDERERS****Notes to Tenderers:**

1. Tenderer is required provide the following information/documents with supporting documents as appropriate.
2. If the Tenderer is a joint venture, the Tenderer is required to provide the following information/documents with supporting documents as appropriate for each participant/shareholder of the Tenderer and fill in the respective share of work by value of the participant/shareholder in the Contract in paragraph 7 of this Schedule 5. **Failure to provide information required under paragraph 7 of this Schedule 5 in case of a joint-venture Tenderer on or before the Tender Closing Date will render the tender non-conforming and not to be further considered.**

(Please use additional sheets, if required).

1. Name (in English and Chinese), registered address, telephone and fax number, and email address of the Tenderer

2. Particulars of the Tenderer:

(a) Year of establishment: _____

(b) Number of full-time staff employed: _____

(c) Ownership #: _____

If a subsidiary, name of parent company: _____

(d) Capital:

(i) Authorised capital: _____ (as at _____)

(ii) Issued capital: _____ (as at _____)

(iii) Paid up capital: _____ (as at _____)

(e) Liability: _____ (as at _____)

(# Please describe the legal status of company, e.g. sole proprietor, partnership, public or private company.)

(f) Shareholders:

	<u>Name</u>	<u>Residential Address</u>
(g) Managing Director	_____	_____
(h) Other Director(s)	_____	_____
	_____	_____
	_____	_____

(i) Present business area: _____

(j) Length of business experience: _____

3. Name and addresses of bankers to provide references

4. A copy of the constitutional documents of the Tenderer (e.g. Articles of Association), Certificate of Incorporation, the current Business Registration Certificate, and any other document evidencing the Tenderer’s business status.

5. A copy of the latest Annual Return of the Tenderer filed with the Companies Registry (if applicable).

6. A copy of the relevant documents (e.g. board resolutions) showing that the authorised person(s) who sign(s) the Offer to be Bound has/have the authority to sign it for and on behalf of the Tenderer.

7. Respective share of work by value of the participant/shareholder in the Contract, if the Tenderer is a joint venture

8. The following person(s) is/ are appointed to answer queries regarding this tender:

Telephone No.: _____ Fax No.: _____

9. Payment Method for Contract Deposit

In accordance with Clause 17 to the Terms of Tender,

I/We elect to furnish the Contract Deposit by * Cash
 Performance Guarantee.

(* Please tick the appropriate box)

Authorised Signature & Company Chop : _____

Name of Person Authorised to Sign Tender : _____

Name of Tenderer in English : _____

Name of Tenderer in Chinese : _____

Tel No. : _____ Fax No. : _____ Date : _____

SCHEDULE 6

**RELEVANT EXPERIENCE IN FACILITY MANAGEMENT,
HOSTEL OPERATION AND QUALITY MANAGEMENT ACCREDITATION**

Part A Past experience of the Tenderer (or a participant/shareholder of the Tenderer with not less than 30% share of work by value in the Contract if the Tenderer is a joint venture) in providing facility management services for non-residential building(s)

Please provide information on past contracts during the **past ten (10) years** immediately preceding the original Tender Closing Date in providing facility management services (at least comprising (i) security services; (ii) cleansing services; (iii) repair and maintenance services for building services and electrical and mechanical installations and equipment; and (iv) management of non-residential tenancies, including the related marketing and leasing arrangements) for non-residential building(s) with gross floor area of not less than 10 000 m² in or outside Hong Kong through direct employees or sub-contractors **with supporting documents**.

(Please note the Essential Requirements under Clause 10 of the Terms of Tender.)

<p><i>Contract Periods</i> <i>(DD/MM/YYYY to DD/MM/YYYY)</i></p>	<p><i>Name and Address of Client Premises</i></p>	<p><i>Tenderer’s Role and Scope of Services under the Contract</i> <i>(Please list all service types provided under the Contract (at least including the 4 services referred under Facility Management Services and indicate if each service type was provided through direct employees or sub-contractors)</i></p>	<p><i>Total Gross Floor Area (in m²) of the Client Premises, Type and Scale of Facilities Provided in the Client Premises</i></p>	<p><i>Was the contract terminated due to the Tenderer’s default?</i> <i>(Please give “Yes” or “No” answer. If yes, please provide details.)</i></p>	<p><i>Referees with Address, Tel. & Fax No. for Contractual Facility Management Services of the Client Premises</i></p>

<p>Contract Periods (DD/MM/YYYY to DD/MM/YYYY)</p>	<p>Name and Address of Client Premises</p>	<p>Tenderer’s Role and Scope of Services under the Contract (Please list all service types provided under the Contract (at least including the 4 services referred under Facility Management Services and indicate if each service type was provided through direct employees or sub-contractors)</p>	<p>Total Gross Floor Area (in m²) of the Client Premises, Type and Scale of Facilities Provided in the Client Premises</p>	<p>Was the contract terminated due to the Tenderer’s default? (Please give “Yes” or “No” answer. If yes, please provide details.)</p>	<p>Referees with Address, Tel. & Fax No. for Contractual Facility Management Services of the Client Premises</p>

Note: Tenderer should attach documentary proof of the claimed experience to support his relevant claims.

(Use separate sheet if necessary)

Part B Past experience of the Tenderer (or a participant/shareholder of the Tenderer with not less than 30% share of work by value in the Contract if the Tenderer is a joint venture) or the Tenderer’s proposed Sub-contractor for Hostel Management Services in operating hostel/hotel/building of service apartments/guest house

Please provide information on past contracts during the **past ten (10) years** immediately preceding the original Tender Closing Date in operating any of the following type(s) of property in or outside Hong Kong **with supporting documents**:

- (a) hostel (with not less than 100 guest rooms);
- (b) hotel (with not less than 100 guest rooms);
- (c) building of service apartments (with not less than 100 guest rooms); and
- (d) guest house (with not less than 100 guest rooms).

(Please note the Essential Requirements under Clause 10 of the Terms of Tender.)

<p>Contract Periods (DD/MM/YYYY to DD/MM/YYYY)</p>	<p>Name and Address of Client Hostel/Hotel/ Building of Service Apartments/Guest House</p>	<p>Tenderer’s (or its Sub-contractor’s) Role and Scope of Services under the Contract</p>	<p>No. of Guest Rooms in the Client Hostel/Hotel/ Building of Service Apartments/Guest House</p>	<p>Was the contract terminated due to the Tenderer’s (or the Sub-contractor’s) default? <i>(Please give “Yes” or “No” answer. If yes, please provide details.)</i></p>	<p>Referees with Address, Tel. & Fax No. for the Contractual Hostel Management Services of the Client Hostel/Hotel/ Building of Service Apartments/Guest House</p>

<p>Contract Periods (DD/MM/YYYY to DD/MM/YYYY)</p>	<p>Name and Address of Client Hostel/Hotel/ Building of Service Apartments/Guest House</p>	<p>Tenderer’s (or its Sub-contractor’s) Role and Scope of Services under the Contract</p>	<p>No. of Guest Rooms in the Client Hostel/Hotel/ Building of Service Apartments/Guest House</p>	<p>Was the contract terminated due to the Tenderer’s (or the Sub-contractor’s) default? (Please give “Yes” or “No” answer. If yes, please provide details.)</p>	<p>Referees with Address, Tel. & Fax No. for the Contractual Hostel Management Services of the Client Hostel/Hotel/ Building of Service Apartments/Guest House</p>

Note: Tenderer should attach documentary proof of the claimed experience to support his relevant claims.

(Use separate sheet if necessary)

Part C Quality Management Accreditation

Please give details of any accreditation to ISO 9001, ISO 14001 and OHSAS 18001 of the Tenderer (or any participant/shareholder of the Tenderer with not less than 30% share of work by value in the Contract if the Tenderer is a joint venture) and the Tenderer’s proposed Sub-contractor for

Hostel Management Services, if any, which are valid as at the original Tender Closing Date **with documentary evidence**.

Date Obtained	Particulars of Relevant Qualification in Quality Management	Validity Period of the Qualification

Note: Tenderer should attach documentary proof of the claimed quality management accreditation to support his relevant claims.
(Use separate sheet if necessary)

Part D Authorisation and Declaration

- (a) I/We hereby authorise the Home Affairs Bureau to obtain from the referees information provided in this Schedule and give consent for the referees to release and provide the requisite information to the Home Affairs Bureau as regards my/our record of performance concerning the contractual facility management services listed in this Schedule for the purpose of tender evaluation.
- (b) I/We hereby authorise the Home Affairs Bureau to obtain from the referees information provided in this Schedule and give consent for the referees to release and provide the requisite information to the Home Affairs Bureau as regards my/our record of performance concerning the contractual hostel management services listed in this Schedule for the purpose of tender evaluation.
- (c) I/We hereby declare that all information given in the above table and any additional sheets attached hereto are correct. I/We agree that, if any of such information is found to be incorrect, my/our tender will score no mark in the relevant claim of experience.

Authorised Signature & Company Chop : _____

Name of Person Authorised to Sign Tender : _____

Name of Tenderer in English : _____

Name of Tenderer in Chinese : _____

Tel No. : _____ Fax No. : _____ Date : _____

**Provision of Management and Operation Services for the
Youth Square**

PART IV
SERVICE SPECIFICATIONS

Table of Content

1. Introduction.....	160
2. Information Related to the YS	160
3. Users of the YS Facilities	162
4. Management Advisory Committee	163
5. Scope of Services	163
6. Possible Expansion in Scope of Services.....	167
7. Mission and Objectives of the YS.....	168
8. General Operational Services	168
9. Lease/Licence Management of Venues/Facilities	177
10. Hostel Management	180
11. Marketing and Promotion	183
12. Customer Relation Services.....	184
13. Security Services	187
14. Cleansing Services.....	191
15. Repair and Maintenance Services.....	195

16. Management Information, Reports and Other Supporting Services	200
17. Landscape and Garden Maintenance Services	204
18. Mass Transit Railway Protection	207
19. Youth Development	209
20. Annual Business Plan	210
21. Performance Assessment	214

Exhibit 1	Location Plans of the YS
Exhibit 2	Photographs of the YS
Exhibit 3	Layout Plans, Elevations and Sections of the YS
Exhibit 4(a)(i), (ii) & (iii)	List of Facilities in the YS and Schedule of Accommodations
Exhibit 4(b)	List of Ancillary Facilities of the YS
Exhibit 5(a)	Internal Finishing of the YS
Exhibit 5(b)(i)	Hostel Room Mix Schedule for the YS
Exhibit 5(b)(ii)	Hostel Room Type Schedule for the YS
Exhibit 5(c)	List of Furniture and Equipment and Spare Parts to be provided by the Government and handed over by the Last Operator
Exhibit 6	List of Electrical and Mechanical Installations in the YS
Exhibit 7	Location and Details of the Staircase, the Lift and Connection Platform linking to the Footbridge near Hing Wah Estate to be maintained by the Contractor

Exhibit 8	Schedule of Operating Hours of the YS
Exhibit 9(a)	Areas and Venues required Cleansing
Exhibit 9(b)	Methods and Materials used in Cleansing of Particular Finishes in the YS
Exhibit 10	Minimum Performance Targets and Performance Targets for Payment of Incentive Management Fee and Deduction of Basic Management Fee
Attachment 1	Planned Preventive Maintenance Requirement (Maintenance Schedule)
Attachment 2	Sample Job Card
Attachment 3	Qualification and Experience Requirements of Key Management and Technical Staff Performing the Key Functions
Attachment 4	List of Management Reports to be submitted by the Contractor
Attachment 5	Cleansing Schedule for the YS
Attachment 6	Specified Time for Minor Repair and Maintenance Works

Provision of Management and Operation Services for the Youth Square

PART IV

SERVICE SPECIFICATIONS

1. Introduction

- 1.1 This document sets out the scope of Services to be provided by the Contractor in relation to the management and operation of the YS, and the performance standards of Services required.

2. Information Related to the YS

Project Brief of the YS

- 2.1 The YS, comprising a Main Block (15 levels above the basement auditorium) and a Hostel Block (12 storeys building) with a total gross floor area of about 40,000 square metres, is situated at the junction of Chai Wan Road and Wan Tsui Road. The YS is connected to the MTR Chai Wan Station via a footbridge. There is an open landscape garden and an outdoor piazza about 1700 m² serving as the main entrance. The project boundary is marked in dotted line in the drawings no. YS/SD007/LG2F, YS/SD008/LG1F, YS/SD009/GF and YS/SD009.1/UGF at **Exhibit 3**. Key facilities at the YS include:

Main Block

- Y-Theatre (with main stage, side stage, orchestra pit and project room and a total seating capacity of 643 seats) at LG/F to G/F;
- Y-Platform at 1/F;
- Y-Studio (with 224 retractable seats) at 2/F;
- a retail shops floor at 3/F;

- a cafeteria at 4/F;
- small studios at 5/F;
- large studios at 6/F;
- multi-function areas and offices at 2M/F, 7/F to 9/F;
- hostel rooms from 12/F to 14/F and other facilities not specifically mentioned herein

Hostel Block

- hostel rooms from 1/F to 12/F (there is a total of 148 guest rooms including the guest rooms at the 12/F to 14/F of the Main Block).

For further information, the development parameters of the YS are :

- Site area, 4,745 m²;
- Covered area, 3,050 m²;
- Total gross floor area (GFA), 40,305 m²;
- Open space area, 1,695 m²;
- Site coverage, 64.27%; and
- Plot ratio, 8.54%.

2.2 The YS is a government owned facility. The Home Affairs Bureau (HAB) oversees the management and operation of this venue on behalf of the Government of the Hong Kong Special Administrative Region under the advice of the YS Management Advisory Committee (MAC) along the lines of a management board. The main objective of the YS MAC is to advise the overall strategy and directives of the YS, the themes and contents of youth development programmes as well as the usage, leasing and charging mechanism of various facilities. Please refer to **Exhibit 4(a)** for details.

2.3 The location plan of the YS is shown at **Exhibit 1**. Photographs of YS are at **Exhibit 2**. The Government will hand over to the Contractor a list of facilities of the YS as shown at **Exhibits 4(a)** and **4(b)** for day-to-day management and operation.

2.4 A set of layout plans, elevations and sections of the YS is at **Exhibit 3**. A set of layout plans, construction drawings and as fitted drawings and a set of draft operation and maintenance manuals can be inspected, by appointment,

at the following address during normal office hours:

Home Affairs Bureau
Youth Square Management Unit
7/F Youth Square
238 Chai Wan Road
Chai Wan, Hong Kong
(Contact Person: Miss Elaine LAM
Tel No.: 3509 8035/ 2505 0159
Facsimile: (852) 2505 0286)

- 2.5 The construction project for the YS is managed by the Architectural Services Department (ArchSD). The leading architect consultants for the project is P&T Architect & Engineers, the structural and curtain wall facade sub-consultants is Ove Arup & Partners Hong Kong Ltd, the building services sub-consultants is Parsons Brinckerhoff (Asia) Ltd. and theatre and acoustic sub-consultants is Shen, Milsom & Wilke Ltd. A list of ancillary facilities of the YS is shown at **Exhibit 4(b)**.
- 2.6 The internal finishing of the YS and room mix of the Hostel are at **Exhibits 5(a), 5(b)(i) and 5(b)(ii)** respectively, which are subject to changes and modifications as may be determined by the Government. **Exhibit 5(c)** is the list of furniture and equipment and spare parts to be provided by the Government and handed over from the Last Operator, which again are subject to revisions and changes as determined by the Government. For ownership of the furniture and equipment depicted in **Exhibits 5(c) and 6**, please refer to “Government Assets” defined under **Clause 1** of Part II. The Contractor may propose revision, reduction or addition to the list of furniture and equipment for **Exhibit 5(c)** to suit marketing strategy and operational needs and such proposed revisions are subject to the approval of the Government Representative.
- 2.7 A list of electrical and mechanical installations in the YS is at **Exhibit 6**. Location and details of the staircase, the lift and connecting bridge to the footbridge near Hing Wah Estate to be maintained by the Contractor as stated are at **Exhibit 7**.

3. Users of the YS Facilities

- 3.1 The target users of the venues and facilities of the YS, shall primarily be

youths and members of youth organisations. The YS shall provide venues and facilities for NGOs, schools/educational institutes/universities and youth organisations for promoting youth development and training to meet the mission and objectives of the YS as stated in **Clause 7**. The Contractor shall manage and operate the facilities of YS to meet the mission and objectives of the YS.

4. Management Advisory Committee

4.1 The terms of reference of the MAC shall be to:

- (a) advise on the overall strategy and objectives of YS;
- (b) advise on the themes and contents of youth development programmes;
- (c) advise on the use, allocation, leasing and charging arrangements of various facilities;
- (d) advise on the proposed allocation and renting of premises from Rental Vetting Committee;
- (e) evaluate the effectiveness on the use of the Youth Square in promoting youth development programmes; and
- (f) monitor the performance of the Operator.

4.2 The MAC, comprises representatives from the Government, the Commission on Youth, Committee on the Promotion of Civic Education, Board of Management of the Chinese Permanent Cemeteries, Eastern District Council, and individuals from different sectors (such as youth, business, academic and arts). The Contractor's Representative shall attend the Committee meetings on a required basis and the secretariat is served by HAB with the assistance of the Contractor. The MAC shall meet at regular intervals (normally on a quarterly basis) as determined by the Government Representative.

5. Scope of Services

The scope of services of the Contract is set out below:

5.1 The roles and duties of the Contractor shall include, but not limited to, the following:

- day-to-day management, promotion, customer relations with tenants/licensees and other users of the YS, security, cleansing, repair and routine maintenance of all facilities including the Main Block, Hostel Block and other areas, booking of the facilities, lease/licence management of hostel rooms, retail spaces, cafeteria, studios, offices, and other facilities such as the Y-Theatre, Y-Studio, Y-Platform, multi-purpose areas, studios, to ensure the uses are in line with YS's mission and objectives;
- collecting all revenues derived from leasing/licensing of venues and facilities of YS on behalf of the Government;
- bearing all costs and charges incurred including all labour, equipment and furniture, materials, consumables and Sub-contractor costs unless otherwise specified for execution of the Services;
- preparation and submission of reports and information as specified under **Clause 16**;
- subcontracting of specialised / professional services allowed, e.g. security, cleansing;
- replacement/procurement of furniture and equipment items for hostel and common areas to tie in the modern taste of youths and to attract tenants / patrons with furniture and equipment items handed over from Last Operator (**Sub-clause 5.2** and **Exhibit 5(c)**);
- organising venue promotional activities, preferably on a monthly basis, like youth arts festival and youth competition / exhibition projects (e.g. youth design and innovation competition, dance festivals, etc.) to promote the venue, nurture youth participation, improve the flow of customers and occupancy, achieve youth development objectives and observe a cost-recovery ratio of not lower than 50%; and
- any other duties as specified under this Part IV.

The tenants/licensees (including the youth organisations) under leases/licensees of 1 year or more shall be charged a fixed monthly management fee covering the management service, cleansing and security services, rates and air-conditioning charges calculated on a pro-rata basis according to their leased/licensed floor areas. The utility charges of the common areas of the YS such as the electricity charges, water bills and gas bills will be paid by the Government. Separate electricity meters shall be

installed for the retail shops, studios and offices, and separate water meters shall be provided for large studios at the 6/F.

5.2 The scope of Services under the Contract shall cover all preparatory services ensuring a smooth transition-in and the day-to-day management services after the commencement of the Contract Term. The Contractor shall provide these services in accordance with the terms and conditions of the Contract. During the transition-in of the YS, the Contractor shall provide advisory services to the Government and take all necessary preparation work at its own costs to ensure that the YS continues to provide the Services without disruption during and after the handover, including any on-going programmes which straddle before and after the commencement of the Contract Term. The preparatory services of the Contractor shall include but not limited to the following:

- (a) the Contractor shall provide, install and test at its own expenses all equipment, items and systems required for delivering its day-to-day management and operation services effectively to the satisfaction of the Government if such systems and equipment have not been included in **Exhibits 5(c)** and **6**. The Contractor shall continue to operate 3 individual computerised systems with Personal Computer (PC) terminals, to its staff and to the Government for operating its Services, respectively for :
 - (i) hostel management (**Sub-clause 10.3.8** refers);
 - (ii) auditing revenue collection and accounting control (**Sub-clause 5.2(b)** refers); and
 - (iii) online booking and ticket sale with computer linkage to the “Urban Ticketing System (URBTIX)” (**Sub-clause 8.3.14** refers);
- (b) for **item 5.2(a)(ii)** mentioned above, it shall be a central computer system with dual hot standby servers with at least 3 PC based terminals and at least 2 laser printers provided to the Government, subject to the approval of the Government Representative. The functions of the central computer system shall be for monitoring and auditing the revenue collection (including rental for tenancy agreements, fees and charges of the YS facilities, management fees

collected, and so on), accounting control and day-to-day communication and management of the YS. The computerised system shall also perform the functions to indicate facilities booking/usage/occupancy and allocation status and the Contractor's personal management and management information data;

- (c) the Contractor shall recruit adequate staff (who shall be employed by the Contractor) for delivery of Services required under this Contract and provide staff with appropriate training programmes including the skills and knowledge for operating the systems and installations of YS;
- (d) the Contractor shall engage Sub-contractors as proposed in the tender submission and agreed by the Government Representative for provision of all sub-contracting services;
- (e) the Contractor shall procure at its own expense the required insurance for operating the YS as specified in the Contract and submit to the Government Representative the copies of the insurance policies and the premium receipts;
- (f) the Contractor shall organise marketing and venue promotional programmes for various facilities available for leasing/licensing, assist the Government Representative in selection of suitable tenants/licensees, negotiation of the terms and conditions of leases/licences, prepare tenancy agreements/licences and provide all necessary supporting services in relation to lease/licence management; and
- (g) the Contractor shall give advice to the Government and assist the Government in launching marketing programme(s) to promote the use of various venues and facilities for holding youth activities, and in the provision of facility booking and allocation services.

5.3 The Contractor shall provide efficient Services for the YS to ensure its continuous and smooth operation. The scope of Services shall include the roles and duties of the Contractor stipulated in **Sub-clause 5.1** and the following:

- (a) General Operational Services

- (b) Lease/Licence Management of Venues/Facilities
- (c) Hostel Management
- (d) Marketing and Promotion
- (e) Customer Relation Services
- (f) Security Services
- (g) Cleansing Services
- (h) Repair and Maintenance Services
- (i) Management Information, Reports and Other Supporting Services
- (j) Landscape and Garden Maintenance Services
- (k) Mass Transit Railway Protection
- (l) Youth Development
- (m) Annual Business Plan

5.4 The service requirements for each of the major service areas stated in **Sub-clause 5.3** above are described in details under **Clauses 8 to 20**.

6. Possible Expansion in Scope of Services

6.1 In addition to the above services, the Contractor is encouraged to propose the provision of other new facilities/services at the YS to the Government Representative.

6.2 The Government would be especially interested in proposals which could widen the scope of existing YS services by making use of the existing facilities/accommodation more effectively.

6.3 The Contractor shall propose new facilities or minor works on YS for matching facilities with demand or improving space utilisation.

- 6.4 The proposed new facilities/services shall be consistent with the overall mission and objectives of the YS. The Contractor shall submit a proposal to the Government Representative for approval. The Government reserves the right to accept, reject or negotiate on any particulars of the proposals.

7. Mission and Objectives of the YS

- 7.1 The YS shall serve as a focal point for territory-wide development of young people in Hong Kong, particularly in multi-faceted excellence and in gaining wider exposure, both locally and internationally through interactions and exchange programmes with Mainland China and overseas.

- 7.2 The following six youth development objectives (6G) have been formulated which set the directives for youth development of YS:

- Groom - Groom youths' capabilities
- Growth - Nurture youths to grow
- Green - Elevate green/environmental awareness
- Global vision - Develop a global vision
- Glow - Encourage youths to glow
- Give Back - Giving back to the community

Activities achieving one or more than one of the above 6G attributes will be regarded as youth activities. Youth development activities organised in YS before include Dance Festival, Craft Mart, Charity Concerts, Book Crossing Festival, etc.

8. General Operational Services

8.1 Objectives of Service

The Contractor shall:

- 8.1.1 provide high-quality services to users of the Facility including tenants/licensees, facility users, youths and visitors to meet their operational needs and expectations;

8.1.2 ensure that all the facilities and associated equipment are being used in a safe and proper manner in accordance with the rules and regulations stipulated; and

8.1.3 promote the facilities available to the target service providers (e.g. non-profit making youth organisations, NGOs, schools/educational institutes/universities and young people) and enhance the utilisation of facilities to meet the youth development objectives.

8.2 Scope of Work

8.2.1 The Contractor shall provide overall administration, management and operation of the YS and the facilities therein to meet the objectives stated above throughout the Contract Term.

8.2.2 The Contractor shall establish and revise as necessary administrative and control procedures to be adhered to in the operation of the YS in consultation with the Government, and monitor adherence to such procedures. The Contractor shall procure the compliance with all conditions in any licences and permits relevant to the management and operation of the YS in accordance with the relevant licences and permits and any other requirements of the laws of Hong Kong. The Contractor shall implement operational safety measures and establish, implement and train all staff in emergency procedures and review the same on a regular basis. The Contractor shall exercise best practice in building and equipment maintenance, including, without limitation, regular routine servicing and preventive maintenance measures. The Contractor shall plan for and achieve cost effectiveness and efficiency in all operations of the YS.

8.2.3 The Contractor shall manage, maintain and regularly clean the staircases, lift and connecting platform linking to the footbridge near Hing Wah Estate and Mass Transit Railway Chai Wan Station, at its own cost, as set out at **Exhibit 7**, to the satisfaction of the Government. The Contractor shall ensure that the staircase, lift and the connecting platform are opened to the public for the time duration as directed by the Government Representative.

8.3 Statement of Services

The Services shall include, but not be limited to, the following:

Opening and Closure

- 8.3.1 To ensure that the YS is opened and the facilities are available for operation and use in accordance with their opening hours, and ensure that all the visitors leave the YS or its particular areas when they are closed. The Schedule of operating hours of YS is shown at **Exhibit 8**. The Contractor shall be allowed to advance or extend the operating hours of certain facilities to meet service demand subject to prior agreement with the Government Representative.

Booking and Use of Facilities

- 8.3.2 To provide up-to-date information relating to YS and marketing materials of the facilities through various channels, including sending publicity materials to the NGOs/youth organisations/schools, maintaining the existing website or redesigning the website for YS at its own cost with the website design and content to be approved by the Government Representative and providing updated information on the designated YS website.
- 8.3.3 To implement marketing programmes to promote public awareness of the YS and make it more attractive to potential facility users and young people.
- 8.3.4 To conduct market and usage analysis and advise the Government Representative on the hiring fees and other charges for using the YS facilities for different purposes/functions at least annually by taking into account the prevailing market rates for comparable facilities and the rental policy of the Government.
- 8.3.5 To establish the rules and procedures, in line with the facility allocation and leasing/licensing policy as determined by HAB, for users (including Government, NGOs and other eligible users) to reserve and use the Facility, and make revision upon the request of the Government Representative.
- 8.3.6 To provide adequate and convenient channels for all potential users to reserve and/or cancel the use of the facilities according to relevant rules and procedures as stipulated and published.
- 8.3.7 To allocate the available facilities to eligible users and collect exact fees and charges on behalf of the Government in accordance with the allocation guidelines and charging rates as stipulated and approved by the Government

Representative from time to time.

- 8.3.8 To maintain all records of booking and availability of the facilities, actual usage and fees collected for each type of facilities with a computerized processing and record system as depicted in **Sub-clause 5.2(b)**. To ensure that the number of tickets sold, receipts issued and the cash/cheques collected are properly recorded in the daily collection logbook and all money collected shall be paid into the Government bank account with appropriate collection codes marked on the pay-in slips within three working days from the date of receipt as per **Clause 51.1** of Part II. The revenue collection records and monthly return of revenue receipts shall be submitted to the Government Representative for checking every month.

Enquiry and Communication Service

- 8.3.9 To operate an information counter and provide telephone information/enquiry/booking service and online computerised booking services and ticket sale for the public with connection to the “URBTIX” as stated in **Sub-clause 5.2(a)** during the opening hours of the YS. Provide additional staff when necessary, particularly during peak hours, to ensure provision of adequate manpower for handling enquiries and facility booking. At least one personal computer shall be installed each for the information computer and the ticketing office. The telephone enquiry service should be supplemented by a voice messaging system to record messages when the line is busy or unanswered and an interactive voice response system.
- 8.3.10 To provide general information supplied by the Government Representative or related service providers on various youth services to the enquirers and redirect the enquiries to these relevant parties where necessary.
- 8.3.11 To notify existing and potential users of the Facility of the prevailing rules and regulations for using each type of facilities, other notices and news by posting notices in appropriate locations and venues within the YS and at the YS website, where appropriate.
- 8.3.12 To coordinate with the youth organisations and NGOs, relevant Government departments and any other parties related to the operation of the YS for effective and efficient delivery of the quality services required under this Contract. The Contractor shall use all reasonable endeavours to ensure a

harmony and cooperative working relationship with these counterparts.

- 8.3.13 To provide and publicise various user-friendly channels including information counter, telephone enquiry service, facsimile, electronic mail and social media network, such as Facebook, YouTube, Twitter, for communication with tenants/licensees, facility users, youths and general public.

Ticketing Services and Admission Control

- 8.3.14 To operate and maintain a computerised online ticketing system with dual hot standby servers and with computer link to the “URBTIX” at its own expense subject to the approval of the Government Representative to provide ticketing services for events held in the YS, including the design and production of tickets, general enquiry and sales service, online ticket sale, collection of admission fees and keeping of relevant records.
- 8.3.15 To operate the on-site ticketing office at the YS from 10am to 0930pm daily, and at least 30 minutes before the start of any events in the YS with ticketing services.
- 8.3.16 To provide and install payment facilities at its own expense to enable convenient payment of admission fees for various activities (including electronic payment with Octopus or credit cards), and conduct all necessary checking and reconciliation of the sum received and ensure that visitors/users pay the required amount. The Contractor shall compensate the loss in case of any discrepancy.
- 8.3.17 To enforce admission rules and regulations such as checking the admission tickets/ valid permits of persons entering the YS and specific areas.
- 8.3.18 To ensure that the capacities of each venue in the YS are not exceeded and the venues are used for the allowed purpose in a proper manner.
- 8.3.19 To manage and operate the YS and provide necessary technical support to the organisers/service providers of the events in the YS.

Site Management and Landscaping

- 8.3.20 To ensure that all statutory requirements which the Government is obliged to

meet in providing services to the users of the Facility are complied with.

- 8.3.21 To provide effective measures to ensure that the users of the Facility shall observe and comply with the relevant rules and regulations of the various facilities.
- 8.3.22 To supply soft landscaping (e.g. real or artificial potted plants) in both indoor and outdoor areas of the YS to ensure an aesthetically pleasant environment.
- 8.3.23 To maintain all soft landscaping in a clean and tidy condition, prevent the infection of pests and diseases on the plants to reduce the risk of health and fire hazards. The Contractor shall replace the soft landscaping items as appropriate or upon reasonable request of the Government Representative.

Staffing Requirement

- 8.3.24 To provide adequate manpower to operate and manage the YS and ensure that the staff are sufficiently qualified, trained and competent to undertake their duties effectively and safely.
- 8.3.25 To provide experienced managerial/supervisory staff to ensure proper supervision of front-line staff for enhancing the quality of services. The minimum qualification and experience requirements of the staff performing the key functions (except the General Manager) shall at no time be less than those specified in **Attachment 3**.
- 8.3.26 To ensure all frontline employees and agents of the Contractor behave themselves and conduct their business in a warm, welcoming, professional, helpful and courteous manner.
- 8.3.27 To provide a capable on-site General Manager of YS to supervise the overall performance of all Services at the YS. This General Manager of YS shall act as the site representative of the Contractor and liaise with the Government on the Contractor's behalf on matters relating to the daily performance of the Contractor at the YS. In the absence of this General Manager during the opening hours of YS, the Contractor shall also ensure that the duties of the General Manager of YS are suitably and adequately covered by his/her deputy. The management of Y-Theatre, Y-Studio and other studios shall be managed by staff with professional skill and

knowledge in stage management who will handle day-to-day rental of Y-Theatre, Y-Studio and facilities to users with special stage and set up requirements to facilitate the performances.

- 8.3.28 To keep updated and accurate records of all employees employed by the Contractor or by its Sub-contractors for the purposes of this Contract, including the names of such persons, posts occupied, their identity card numbers, ages, payroll records and photos. The Contractor shall enable the Government Representative to access such records for inspection and provide copies of relevant information upon request within reasonable time.

General Requirements of Services

- 8.3.29 The Contractor shall make all facilities available for use at least 15 minutes before and 15 minutes after the opening hours and to attend emergency incidents beyond opening hours.
- 8.3.30 The Contractor shall store all equipment in a proper manner after use so that it shall not become an eyesore or cause obstruction to the public. The Contractor shall use its best endeavour to avoid causing nuisance or annoyance to the general public whilst providing the Services.
- 8.3.31 The Contractor shall provide adequate staff and transport at its own expense for dispatch and collection of documents, stores, and equipment to and from the HAB offices, government stores and other venues, and shall use the most efficient mode of transport to collect and deliver official documents as and when required.
- 8.3.32 The Contractor shall carry out frequent inspection to ensure proper performance of their staff.
- 8.3.33 The Contractor shall maintain a comfortable temperature in the YS. The air temperature shall be generally maintained at 25.5 degrees Celsius or as directed by the Government Representative from time to time.
- 8.3.34 The Contractor shall provide monthly statement of account showing all operating costs, such as electricity and gas consumption charges of the YS.
- 8.3.35 The Contractor shall arrange thorough checking with record before opening

and after closing of the YS, and patrolling all facilities at least at the frequency of once every hour with log book for recording all incidents that are encountered, including but not limited to irregularity found during and after opening hours of the YS.

8.3.36 The Contractor shall perform crowd control duties and shall maintain proper order of the YS.

8.3.37 The Contractor shall use the concept of base load for existing services and load growth for new and additional services for measurement and calculation of the electricity consumption, water consumption and gas consumption. The consumption figures of electricity, water and gas for the first and second year of operation of the YS will be recorded as base load. For the second year of operation onwards, the Contractor shall implement at least 4 different energy saving measures at YS every year with a view to saving electricity consumption by 2% per year and water consumption by 1% per year against the base load consumption of the preceding year (excluding the load growth effect).

8.3.38 The Contractor shall arrange and procure at its own costs utility, wireless Local Area Network and WiFi access, and other services necessary for the operation of the Hostel and purchase and control all goods, supplies and such other services and merchandise as necessary for the proper operation of the YS.

8.3.39 The Contractor shall take vigorous green measures in managing and maintaining the YS to cover various environmental protection aspects like energy saving and efficiency, waste reduction and management, water quality and management, indoor air quality (IAQ), greenhouse gas (GHG) emission, where applicable. Audits and/or certifications performed and/or awarded by recognised professional bodies should be arranged for the YS by the Contractor annually at its own cost (including but not limited to achieving IAQ certifications at “Good Class” or above level, energy audit/carbon audit/energy-cum-carbon audit, etc.).

8.4 **Performance Standard**

8.4.1 The Contractor shall deliver the Services in accordance with the following performance indicators and performance targets (all the performance

indicators/targets contained in this document will be measured and reported on a monthly basis by the Contractor unless specified otherwise) :

<i>Performance Indicator</i>	<i>Minimum Performance Target</i>
(a) Utilisation rates of Hostel and Y-Theatre available for users	□ At least <u>70%</u> for Hostel and <u>75%</u> for Y-Theatre (the projected targets shall be proposed in Annual Business Plan and agreed with Government Representative)
(b) Compliance with all statutory requirements in managing and maintaining the YS, the Hostel and the facilities therein	□ <u>100%</u> of all the time
(c) Compliance with the agreed principles/guidelines for booking and allocation of facilities	□ <u>95%</u> of the time
(d) Availability of the facilities - % of time available for booking/use over the normal operating hours (after deduction of scheduled preventive maintenance time agreed by the Government Representative)	□ At least <u>95%</u> for each kind of facilities (some allowance is provided for closing of facilities for unscheduled/urgent repairing work, etc.)
(e) Manning of information counter and enquiry hotline	□ <u>95%</u> of the time during the opening hours of YS
(f) Response to voice message taken from the telephone enquiry service	□ Reply the call within <u>the next working day</u>
(g) Release/update of information displayed in YS or posted on	□ Updated as soon as possible and within <u>the next two (2) working</u>

<i>Performance Indicator</i>	<i>Minimum Performance Target</i>
the YS website	<u>days</u>
(h) Implementation of at least 4 energy saving measures per year starting from the 3 rd year of operation of YS onwards	□ At least 2% saving in electricity per year and 1% saving in water consumption per year against the base load consumption of the preceding year

9. Lease/Licence Management of Venues/Facilities

9.1 Objectives of Service

The Contractor shall:

- 9.1.1 ensure that all the venues and facilities shall be used by eligible users in a proper manner in accordance with the tenancy agreements/licences and all relevant rules and regulations; and
- 9.1.2 optimise utilisation rates of all the venues/facilities to achieve the youth development objectives.

9.2 Scope of Work

The Contractor shall:

- 9.2.1 manage all the venues/facilities in YS available for leasing/licensing. The services shall include lease/licence management of all tenants/licensees, such as marketing and identification of suitable tenants/licensees, negotiation with potential tenants/licensees on the relevant terms, preparation of tenancy agreements/licences for execution by the Government, collection of rent/license fee and management fee, etc.; and
- 9.2.2 contact and communicate with the tenants/licensees on all day-to-day operational issues, such as rental and management fee collection, regular inspection, and follow-up actions on tenant/licensee breaches.

9.3 Statement of Services

The Services shall include, but not be limited to, the following:

Marketing and Identification of Tenants/Licensees

- 9.3.1 To explore and advise on the strategic usages of different venues for appropriate business, NGOs and services in compliance with the theme of YS and the trends of youth market. The rent/license fee for venues such as retail shops, studios and offices to the budding artists, social enterprises, non-subvented organisations and youths shall be charged at concessionary or nominal rate as determined by the Government. The rent/licence fee for facilities such as Hostel, Y-Theatre, cafeteria, Y-Studio, Y-Platform, multi-purpose areas, etc. to budding artists, social enterprises, non-subvented organisations and commercial organisation shall be charged at commercial or concessionary rates as determined by the Government.
- 9.3.2 To conduct market research on the prevailing rent/licence fee of comparative venues and advise the Government Representative on the appropriate market rent/licence fee and other charges (e.g. management fees) of various venues for leasing/licensing to different group of users.
- 9.3.3 To carry out marketing activities to promote the venues/facilities available for leasing/licensing to the potential targeted tenants/licensees.
- 9.3.4 To establish the guidelines and administrative procedures for leasing/licensing of venues/facilities in line with agreed leasing/licensing principles and criteria subject to the approval of the Government Representative, and revise them upon request of the Government Representative.
- 9.3.5 To identify potential tenants/licensees (including different groups of priority users and non-priority users) and propose to the Government Representative for consideration in accordance with the allocation and leasing/licensing policy as determined by the Government Representative from time to time.
- 9.3.6 To negotiate with potential tenants/licensees on terms of leases/licences and prepare the tenancy agreements/licences for execution by the tenants/licensees and the Government.

Rent/Licence Fee and Management Fee Collection

- 9.3.7 To collect on or before the due date(s) of each monthly payment of all rent/licence fees, rates, rent/licence fee deposits, management fee, operating and hiring charges and other amounts payable by the tenants/licensees and to issue valid receipt therefore. Auto-pay and other convenient payment channels should be arranged to facilitate the payment.
- 9.3.8 To deposit all monies received from tenants/licensees into the designated government bank accounts within three working days or specified timeframe agreed with the Government Representative and keep proper records of relevant receipts and bank pay-in slips for submission to the Government Representative for checking every month.

Tenancy/Licence Management

- 9.3.9 To accompany the tenants/licensees to inspect the premises upon moving in/out of the premises, hand over keys/access cards, and complete all returns and administrative work following the established procedures as proposed by the Contractor and approved by the Government Representative.
- 9.3.10 To provide inspection and effective measures to ensure that the tenants/licensees shall observe and comply with the terms of the tenancy agreements/licences and all relevant rules and regulations governing the use of occupied premises.
- 9.3.11 To report to the Government Representative on any breach of tenancies/licences and take necessary follow up action in consultation with the Government Representative, including without limitation to the issue of warning letters and repossession of the leased/licensed venues on account of non-payment of rent/licence fee or breach of any obligation by the tenants/licensees. Legal action (e.g. for recovery of rent/licence fee and other monies) may be taken by the Government in connection with the tenancies/licences if necessary.
- 9.3.12 To serve as the first point of contact for all tenants/licensees and directly deal with the tenants/licensees on all routine matters and general enquiries on lease related issues.
- 9.3.13 To ensure that the tenants/licensees of all the venues/facilities (including retailing, cafeteria and multi-purpose areas) operate their business in line with the theme and objectives of the YS.

9.4 Performance Standard

9.4.1 The Contractor shall deliver the Services in accordance with the following performance indicators and performance targets :

<i>Performance Indicator</i>	<i>Minimum Performance Target</i>
(a) Occupancy rate of venues/facilities available for leasing	□ At least <u>80%</u> of the target occupancy rate for retail shops, and office units, <u>75%</u> for Y-Theatre and Y-Studio, and <u>50%</u> for Y-Platform
(b) Timeliness of licensee/tenant paying rent and other charges as specified in all tenancy agreements/licences	□ At least <u>85%</u> of target collection rate as agreed annually with the Government
(c) Response to licensee/tenant breaches	□ Take necessary follow-up action within the timeframe agreed with the Government Representative

10. Hostel Management

10.1 Objectives of Service

10.1.1 The Contractor shall organise, co-organise or promote youth development programmes such as international youth exchange programmes, youth leadership training and international youth conferences using the Hostel as lodging facility for their participants.

10.2 Scope of Work

10.2.1 The Contractor shall provide effective management and day-to-day operation of the Hostel with proper licence for operation.

10.3 Statement of Services

The Services shall include, but not be limited to, the following:

General

- 10.3.1 The Contractor shall accord priority in the hiring of guest rooms at the Hostel according to a set of guidelines and administrative procedures. Based on the principles determined by the YS MAC, the guidelines and procedures should be prepared by the Contractor and agreed by the Government Representative. Youth organisations or non-profit making organisations holding youth activities shall be charged concessionary room rates. The list of organisations entitled to priority treatment in the hiring of guest rooms at concessionary room rates will be specified by the Government Representative from time to time.
- 10.3.2 The Contractor shall establish and revise as necessary the guidelines and administrative procedures for hiring of guest rooms at concessionary room rates in consultation with the Government Representative.
- 10.3.3 The Contractor shall provide, at its own cost, internal decorations and interior designs for the guest rooms and the Hostel common areas including flowers, plants, sculptures, art works and so on to ensure comfort and elegance of the Hostel. Without limiting the generality of the scope of Services, the Contractor shall at its own expenses:
- (a) operate and maintain the Hostel as a budget hostel competitive with similar hostels in Hong Kong and pursuant to the terms of this Contract;
 - (b) establish and alter from time to time room rates of the Hostel and other charges for the use of facilities in the YS subject to the consent of the Government Representative;
 - (c) maximize occupancy rate to provide the best possible revenue income of the YS while maintaining a youth ratio of not lower than 40%;
 - (d) compile and provide such statistics as the Government may from time to time require;
 - (e) recruit and train staff in such manner appropriate to ensure that the Hostel is at all times properly staffed and to satisfactory standards, in particular having regard to the accommodation and services provided by the Hostel and institute and maintain staff training schemes sufficient to train the staff to operate at standards comparable to those prevailing budget hostels; and

- (f) market the YS and maintain good public relations.

The Contractor shall perform all such services including room services, laundry service, fitting room services, etc. as normally performed by hotel management companies of international standard save in so far as this Contract expressly provides to the contrary. The Contractor shall ensure the safety and health of guests, maintain privacy of guests and their comfort of stay, and provide sufficient amenities and facilities for guests of the Hostel.

Setting of Room Rates and Other Charges

- 10.3.4 The Contractor shall review the maximum and concessionary room rates from time to time which shall be endorsed by the YS MAC.
- 10.3.5 The Contractor shall from time to time determine and alter room rates and other charges in accordance with prevailing market rates within the ceiling set under **Sub-clause 10.3.4**.
- 10.3.6 The Contractor may exercise discretion relating to the granting and extension of room rates and other accounts and credit facilities given in accordance with the practice of trade subject to the agreement of the Government Representative.

Cleansing Services

- 10.3.7 Apart from the general cleansing of the common areas, hostel lobby, pantries, laundries and so on, the Contractor shall provide guest room housekeeping service on a daily basis. The service shall include, but not limited to, the following:
- (a) cleansing and maintaining the hygiene of the guest rooms;
 - (b) making beds e.g. pillow cases, sheets, bedspread and blankets covers, towels, etc., and changing bedclothes where necessary;
 - (c) cleansing all toilets, and bathrooms and providing toilet consumables such as toilet paper and liquid soap, etc.; and
 - (d) providing personal hygiene and cleaning items (including bath gel, soap, shampoo, tooth brushes and tooth paste) and clean towels for

bathroom uses.

Hostel Reception

- 10.3.8 The Contractor shall operate the hostel registration and reception on a 24 hours per day, 7 days per week basis with sufficient hostel reception staff. The Contractor shall continue to maintain, at its own cost, the computerised hostel management system with dual hot standby servers and adequate Personal Computer (P.C.) outstations for recording the personal data of hostel guests, hostel revenue income and expenses, hostel booking records, and other hostel management records to enable smooth operation of the Hostel, which has been included in **Exhibit 5(c)**

Please note that **Sub-clause 5.2(a)** is also relevant. The Contractor shall also arrange to connect at least two P.C. outstations to the Government for monitoring the operation of the Hostel.

10.4 **Performance Standard**

- 10.4.1 Please refer to **Sub-clauses 8.4** and **20.3.1** for the relevant performance indicators and performance targets.

11. Marketing and Promotion

11.1 **Objectives of Service**

- 11.1.1 The Contractor shall provide marketing and promotion services to publicise the Hostel and the YS to the local, Mainland China and overseas markets.

11.2 **Scope of Work**

- 11.2.1 The Contractor shall provide effective and efficient marketing and promotional services with planned strategy to be agreed by the Government Representative.

11.3 **Statement of Services**

11.3.1 The Contractor shall be responsible for:

- (a) preparing, developing and implementing marketing programmes and other proposals to increase the occupancy of the Hostel and the usage of YS facilities and generate income;
- (b) promoting the YS as a youth hostel worldwide and maintaining in the name of the YS membership in a worldwide network reservation system for the Hostel; and
- (c) promoting the Hostel and YS facilities to local, Mainland China and international potential users (e.g. NGOs and youth organisations) and the youths.

11.4 **Performance Standard**

11.4.1 Please refer to **Sub-Clauses 8.4** and **20.3.1** for the relevant performance indicators and performance targets.

12. **Customer Relation Services**

12.1 **Objectives of Service**

The Contractor shall:

- 12.1.1 identify the views and aspirations of the existing and potential tenants/licensees, facility users and youths for quality customers services; and
- 12.1.2 provide good management services for the Facility to meet the satisfaction of the tenants/licensees, facility users and visitors to the YS and the Hostel.

12.2 **Scope of Work**

The Contractor shall:

- 12.2.1 collect opinions and feedback from the existing and potential users of facilities and youths through different channels (e.g. market research and customer surveys) to identify the customer needs and interest as inputs to

improving the facilities and services provided.

12.3 **Statement of Services**

The Services shall include, but not be limited to, the following:

Customer Relations

- 12.3.1 To conduct a comprehensive customer satisfaction survey annually for at least 1,000 youth participants to collect the views of tenants/licensees, facility users, youths, visitors and hostel guests on their levels of satisfaction to the facilities and management services provided, and the extent of achieving youth development objectives by the youth activities at YS (the design, sample size and format of the survey shall be agreed by the Government Representative in advance).
- 12.3.2 To place customer opinion forms in conspicuous places for collecting customers' views on the quality of services provided and suggested improvement areas.

Staffing

- 12.3.3 To provide adequate manpower to operate and manage the YS and the Hostel and ensure that all the employees are sufficiently qualified, trained and competent to undertake their duties effectively and safely.
- 12.3.4 To provide sufficient experienced managerial and supervisory staff for the performance of the Services to make sure that the front-line staff properly perform their duties and are adequately supervised. Such managerial and supervisory staff should possess adequate knowledge and experience of YS and Hostel operation including ability to deal with hazards and problems likely to be encountered as well as ways to prevent accident and minimise loss.
- 12.3.5 All frontline employees and agents are required to behave themselves and conduct their business in a warm, welcoming, professional, helpful and courteous manner to the satisfaction of the users and Government Representative.

12.3.6 To provide a capable on-site Hostel Manager to supervise the overall performance of all services at the Hostel. This Hostel Manager shall act as the site representative of the Contractor and liaise with the Government on the Contractor's behalf on matters relating to the daily performance of the Contractor at the Hostel.

Complaint Handling

12.3.7 To establish and publicise procedures and channels for any person or organisation to lodge complaints including face-to-face contact, telephone, facsimile and electronic mail, and maintain a mechanism for logging and tracing all complaints and resolution of complaints.

12.3.8 To receive and properly handle all opinions, suggestions and complaints from any person or organisation, investigate the case promptly and take corrective action where appropriate. For matters outside the Contractor's responsibilities unrelated to facility and lease management, the Contractor shall redirect the cases to responsible parties and notify the complainants accordingly.

12.3.9 The Contractor shall take immediate remedial action for complaint cases or enquiries received. A written reply by the Contractor to the complainant or the person who made the enquiry shall be given within 10 calendar days from receiving the case. For incidents or issues that may attract the media's attention or wide publicity, fatal cases, accident cases, and other cases that may involve claims, the Contractor shall make a verbal report to the Government Representative immediately, followed by a written report within 24 hours from the time of receiving a complaint or from the time the incident happens.

12.3.10 To notify in writing the Government Representative immediately of the complaint received if the nature of complaint is critical and of the Government's concerns, e.g. a complaint directly against the Government.

12.4 **Performance Standard**

12.4.1 The Contractor shall deliver the Services in accordance with the following performance indicators and performance targets:

<i>Performance Indicator</i>	<i>Minimum Performance Target</i>
(a) Customer satisfaction Level (the feedback from the tenants/licensees, facility users, youth visitors to the YS and hostel guests in a customer survey conducted annually)	<ul style="list-style-type: none"> □ At least <u>75%</u> of the feedback for each major service area are positive (i.e. a rating of 4 or above in a 6-unit scale where “6” denotes extremely satisfied and “1” denotes extremely dissatisfied) (The design and sample size of the survey shall not be less than 1,000 youths and shall be agreed with the Government Representative in advance)
(b) No. of complaints (verbal or written) pertaining to the performance of services by the Contractor	<ul style="list-style-type: none"> □ No more than <u>two (2)</u> justified “serious” complaints and <u>three (3)</u> justified “less serious” complaints per quarter
(c) Response to enquiries/ complaints	<ul style="list-style-type: none"> □ Within <u>the next working day</u> to acknowledge receipt of written enquiries/complaints □ Full reply within <u>ten (10) days</u> from receiving enquiry/ complaint for simple cases, <u>14 days</u> for complicated cases, and agreeable timeframe with the Government for very complicated cases

13. Security Services

13.1 Objectives of Service

The Contractor shall:

13.1.1 provide a safe and orderly environment for users of the facility and hostel guests of the YS; and

13.1.2 safeguard the facilities and property in the YS against theft, burglary, vandalism, sabotage and fire.

13.2 Scope of Work

The Contractor shall:

13.2.1 provide effective security services to meet the objectives stated above; and

13.2.2 the Services shall cover the entire YS premises including indoor and open areas for twenty-four (24) hours per day and seven (7) days per week throughout the Contract Term.

13.3 Statement of Services

The Services shall include, but not be limited to, the following:

13.3.1 To provide adequate security and patrolling services within the boundary of the YS under this Contract to protect against vandalism, burglary, theft, unauthorised occupancy of common areas, and any other illegal activities. To possess a valid security licence as required to carry out the captioned security services.

13.3.2 To operate communication equipment/tools and monitoring systems, including CCTV system, access control system, fire-alarm system and burglary alarm system as provided by the Government and other security and communication systems and equipment to be provided by the Contractor itself including the walkie-talkies, mobile motion detection devices, to facilitate effective and efficient security services.

13.3.3 To take necessary precautionary measures to prevent or minimize damage to the property of YS and injuries to the visitors/staff, including preventive and safety measures for fire risks and electrical hazards.

13.3.4 To maintain peace and order of the YS particularly for its open and common area, and conduct crowd control measures where necessary to avoid overcrowded situation and, to protect personal safety of visitors of the YS.

Render assistance to event organisers where necessary.

- 13.3.5 To attend to and deal with special or emergency incidents during and beyond opening hours of YS that cause serious personal injuries or death or serious property/facility damages and take necessary remedial measures. The Contractor should in parallel report the incidents to relevant Government departments, such as the Hong Kong Police Force (HKPF), Fire Services Department (FSD), and the Government Representative and liaise with HKPF if there are suspicion of illegal triad, drug or sexual related activities where appropriate.
- 13.3.6 To draw up, in consultation with the Government Representative and FSD, appropriate emergency procedures (including evacuation plan) for YS in the event of any situation or circumstance which the Contractor and the Government consider as emergency affecting the YS including any emergency caused by fire, mains leakage or bursts, equipment failure, accident or other major incidents. The Contractor shall ensure that these procedures are carried out promptly and efficiently by its staff.
- 13.3.7 To liaise with FSD from time to time for its advice on the appropriate frequency, duration and procedure of fire drills in connection with the management and operations of YS. To arrange for and participate, at its own expense, in such fire drills from time to time as advised by FSD.
- 13.3.8 To maintain suitable first-aid equipment and materials in the YS, and provide first-aid service to persons by qualified staff where appropriate.
- 13.3.9 To ensure all security guards employed are of good quality and in possession of a valid Security Guard Permit issued by the Commissioner of Police.
- 13.3.10 To prevent unauthorised person from entering into or residing within the Government offices and other restricted areas.
- 13.3.11 To tighten up security and stop public access using security barriers with mobile motion detectors at various access points to the Main Block of YS after midnight when MTRC operation has been stopped.
- 13.3.12 To provide sufficient notices and warnings to alert visitors to guard against possible loss or theft of their personal possession in YS e.g. mobile phone and wallet.

13.4 **Performance Standard**

13.4.1 The Contractor shall deliver the Services in accordance with the following performance indicators and performance targets:

<i>Performance Indicator</i>	<i>Minimum Performance Target</i>
(a) No. of incidents of fire, burglary, vandalism, theft or other accidents causing damages to Government facilities and property within the YS (for cases reported to the Police/FSD only) due to improper/ unsatisfactory service of the Contractor or dereliction of duties by the Contractor	□ No more than <u>five (5) incidents</u> per quarter
(b) Availability of Security Guard(s) to provide security service and emergency support	□ <u>100%</u> of all the time (24 hours x 7 days per week)
(c) Attendance to emergency situation at YS upon request for assistance from users of the Facility or the Government Representative	□ Within <u>15 minutes</u> (during opening hours of YS) and <u>30 minutes</u> (beyond opening hours of YS)
(d) Corrective action to unauthorised access to restricted areas	□ Within <u>15 minutes</u>
(e) Corrective action to undesirable crowded situation affecting the peace and order of YS or safety of visitors/users	□ Within <u>15 minutes</u>

14. Cleansing Services

14.1 Objectives of Service

14.1.1 The Contractor shall :

provide a high standard, clean, tidy and hygienic environment for all areas within the YS.

14.2 Scope of Work

The Contractor shall:

14.2.1 provide effective cleansing, refuse collection and disposal and other sanitation services to the entire YS premises throughout the Contract Term to meet the objectives stated above. The cleansing services shall cover all areas, including unleased areas and office areas;

14.2.2 the items required for cleansing services include but not be limited to the interior and exterior wall surfaces, staircase and interior and exterior of the lift and connection platform linking to the footbridge near Hing Wah Estate, windows/window louvres, ceilings/roof, lightings, doors/frames, fixtures/fittings, furniture, carpets, floors, gullies and litterbins/refuse containers, toilets, offices, general areas and outdoor areas; and

14.2.3 the major venues/facilities in the YS and their estimated gross floor areas are shown at **Exhibits 3 and 4**.

14.3 Statement of Services

The Services shall include, but not be limited to, the following:

General Hygiene

14.3.1 To clean and maintain the hygiene of all the communal, leased/licensed and unleased/unlicensed areas and offices (including the toilets/changing rooms therein) within the YS in accordance with **Exhibits 9(a) and 9(b)** and **Sub-clause 14.3.21**.

14.3.2 To clean all venues and facilities available for booking to ensure that a clean and tidy environment shall be provided for users during their service hours.

- 14.3.3 To keep the floor surface dry and reasonably clear of surface dirt, waste materials and grease; and the wall, ceiling and fixed installations reasonably clear of surface dirt, dust, soot, grease and cobwebs. All floors should be dried after cleansing.
- 14.3.4 To empty all litterbins to keep them below 70% full all the time.
- 14.3.5 To maintain the immediate vicinity of catering areas (e.g. the toilets and lift lobby) in a clean, tidy, hygienic and serviceable condition at all time.
- 14.3.6 To carry out cleansing and clearing of all the drainage and sewerage pipes at frequent intervals to prevent chokage and blockage of the installations.
- 14.3.7 To take all reasonable measures and precautions to prevent the YS from becoming infested by any pests or vermin.

Cleansing Methods/Materials

- 14.3.8 To provide effective cleansing services with non-hazardous, non-corrosive and environmental friendly materials as well as safety equipment/tools to prevent causing any personal injury or property damage to YS.
- 14.3.9 To keep all cleansing equipment and tools clean and in good working conditions.

Toilets and Refuse Collection

- 14.3.10 To keep all toilets/changing rooms clean and free of litter, faeces, unpleasant smell, urine and stains.
- 14.3.11 To provide air-fresheners, liquid soap, toilet paper and deodorant tablets of reasonably good quality for all toilets/changing rooms in the YS and arrange daily refills before they are fully consumed. Toilet paper should always be available for use at every water closet compartment of the toilets.
- 14.3.12 To clean all toilets/changing rooms and refuse collection areas regularly with appropriate anti-bacterial detergent to minimize unpleasant smell.
- 14.3.13 To arrange clearance and removal of all refuse and wastes from the refuse collection areas in the YS at least daily.

Work Programme/Schedule and Inspection

- 14.3.14 To make every endeavour to schedule and undertake the cleansing work to avoid or minimize disturbance to users of the Facility, and the cleansing schedule shall follow **Sub-clause 14.3.21** with the approval of the Government Representative.
- 14.3.15 To reschedule or arrange additional cleansing services as required by the Government Representative to meet ad hoc requirement for special events when advance notice of not less than three (3) days is given.
- 14.3.16 To assign supervisor to conduct regular or random site inspection at least twice daily to check and ensure the level and standards of cleansing services performed by the frontline workers, and record the inspection results by rating the service on an inspection sheet. The daily inspection sheets shall be properly maintained by the Contractor and be available for inspection by the Government Representative upon request.

Performance Requirement for Cleansing Services

- 14.3.17 The Contractor shall provide itself with suitable and approved cleansing chemicals, materials, polythene bags, equipment, toilet paper, hand washing soap, deodorant tablets, air-fresheners etc. The Contractor shall use appropriate cleansing method and cleansing detergent for carrying out the cleansing works. The Contractor and any persons employed by the Contractor shall not use or cause to be used cleansing agents of corrosive nature which may cause any personal injury or property damage to the Government, any members of the public or persons in the execution of the Services. The Contractor shall keep the floor surface dry and clear of surface dirt, waste materials and grease and the wall, ceiling and fix installations clear of surface dirt, dust, soot, grease and cobwebs. The toilets/changing rooms shall be free from odour and water at all times and all floors have to be mopped dry after cleansing.
- 14.3.18 The Contractor shall only permit its female staff to cleanse the female changing room/toilet/disable toilet(s) and male staff to cleanse the male changing room/toilet/disable toilet(s) unless with the proper approval of the Government Representative. The Contractor shall provide cleansing workers with uniform and name badge and display identification labels when

cleansing operation is being carried out.

14.3.19 The Contractor shall arrange and carry out overhaul cleansing work twice monthly and shall provide additional staff to carry out the overhaul cleansing work where necessary. The overhaul cleansing work shall be carried out outside the opening hours as requested by the Government Representative or within the maintenance hours as designated by the Government Representative.

14.3.20 The Contractor shall provide toilet paper in individual packing with micro-organism levels conforming to the national standard (the Mainland's national standard GB20810-2006 or its latest edition).

14.3.21 For the cleansing schedule, please refer to **Attachment 5** for the minimum cleansing frequency.

14.4 Performance Standard

14.4.1 The Contractor shall deliver the Services in accordance with the following performance indicators and performance targets:

<i>Performance Indicator</i>	<i>Minimum Performance Target</i>
<p>□ Provision of regular cleansing services according to the work programme/schedule as per Sub-clause 14.3.21 and Exhibit 9(a) as agreed with the Government Representative</p>	<p>□ <u>90%</u> of all the time</p>
<p>(a) Rectification of deficiency (e.g. unfilled consumables in toilets, unpleasant smell, litter bins with overflow) found or reported</p>	<p>□ Within <u>15 minutes</u> after notification</p>
<p>(b) Sub-standard level of cleanliness (e.g. wet floor,</p>	<p>□ No more than <u>five (5) incidents</u> per month</p>

<i>Performance Indicator</i>	<i>Minimum Performance Target</i>
litter bins overflowed)	
(c) Unfilled consumables in toilets (e.g. toilet paper, liquid soap)	□ No more than <u>five (5) incidents</u> per month

15. Repair and Maintenance Services

15.1 Objective of Service

The Contractor shall:

- 15.1.1 ensure that all the facilities and associated systems/equipment installed or provided for the YS, including building, electrical and mechanical installations, building services, all facilities and installations, and furniture and equipment function properly, are fit for use, and in good condition for safety use.

15.2 Scope of Work

- 15.2.1 The Contractor shall be responsible for repair and maintenance works, which refer to routine servicing, repair and maintenance for all facilities of the YS.
- 15.2.2 The Contractor shall be responsible for inspection, testing, routine servicing, repair and maintenance of building services and electrical and mechanical (E&M) equipment and installations, which include fire services system, lifts, escalators, anti-burglary system, security system, electrical distribution system, emergency power generator, air conditioning equipment and ventilation system, lighting system, plumbing and drainage systems, gas installations, gondola system, refuse handling system, audio-visual equipment and system, and communal antenna. The list of E&M equipment and installations is shown at **Exhibit 6**. The list shall be subject to revisions by the Government from time to time.
- 15.2.3 The ArchSD shall be the maintenance agent for building structure of YS such as the external wall, roof structure and structural elements. It will undertake scheduled refurbishment and large scale building repair and

maintenance works. For this Contract, the Contractor shall be responsible for undertaking day-to-day and routine building maintenance at YS.

15.3 **Statement of Services**

The Services shall include, but not be limited to, the following:

General Maintenance

15.3.1 The Contractor shall:

- (a) keep and maintain the equipment and installations in good repairs and serviceable conditions, and in compliance with all safety standards prescribed by the relevant law (including the Factories and Industrial Undertakings (Lifting Appliances and Lifting Gear) Regulations Cap. 59, Boilers and Pressure Vessels Ordinance Cap. 56, Fire Service (Installations and Equipment) Regulations Cap. 95, Lifts and Escalators (Safety) Ordinance Cap. 327, Gas Safety (Gas Supply) Regulations Cap. 51, Electricity Ordinance Cap. 406, etc.), all commonly recognised local and international standards and the current codes of practice, general specifications and guidelines/guidance notes issued by the Electrical and Mechanical Services Department and the ArchSD;
- (b) undertake regular inspection, routine servicing and preventive maintenance work according to the maintenance work plan prepared by the Contractor and agreed with the Government Representative in accordance with, but not limited to, **Attachment 1 – Planned Preventive Maintenance Requirement (Maintenance Schedule), Sub-clause 15.3.8** and the Operation and Maintenance Manuals to be provided by the Government Representative;
- (c) provide repair and corrective maintenance services. The Contractor shall at its own expenses provide labour, consumables and materials to carry out and complete repair and maintenance of equipment, unless
 - (1) the spare part or material for the E&M or electronic system shall be at a cost in excess of HK\$200,000 per item; or
 - (2) the repair and replacement works for building services system shall be at a cost in excess of HK\$200,000 per job.

- (d) ensure that the maintenance services, including inspection, testing, routine servicing, preventive maintenance, repair and replacement of parts, refixing, adjustment and lubrication of parts, shall be carried out by qualified technician in a safe and professional manner in accordance with the recommended instructions depicted in the operation and maintenance manuals;
 - (e) make the full use of, or make claims under, all product warranties to the extent available in relation to any defect or condition triggering the applicability of the relevant product warranty which occurs whilst the relevant product warranty subsists in conducting any relevant maintenance or repair obligation; and
 - (f) take reasonable precautionary measures to keep all the furniture, equipment, fixtures and fittings provided by the Government in good and serviceable condition and control and maintain stores and inventory of spare parts.
- 15.3.2 For the building structure maintained by the ArchSD, the Contractor shall arrange promptly with the department for necessary repair and maintenance when defects are found, and report in writing to the Government Representative any material defects found and the progress of rectification work.
- 15.3.3 To provide repair, replacement and maintenance services for those general furniture/fittings and toilet facilities in accordance with the requirements as stated in **Attachments 1 and 6**.
- 15.3.4 Any alterations, additions or improvements to the YS must be approved by the Government.
- 15.3.5 To keep full records of all repair and maintenance works.

Staff Requirement

- 15.3.6 To provide adequate on-site and off-site technically competent staff to carry out the repair and maintenance duties.
- 15.3.7 For building services and electrical and mechanical maintenance services, at least four on-site maintenance staff (namely 1 supervisor for overall

supervision of the maintenance services, 1 supervisor and 2 technicians on E&M services) with sufficient labour shall be required to attend immediately any service/fault calls and provide emergency/breakdown repairs. The qualification requirements of these technical staff are shown at **Attachment 3**.

Performance Requirement for Minor Repair and Maintenance

- 15.3.8 The Contractor shall, at its own costs including labour and materials, carry out and complete repair and maintenance works within the specified time as stipulated under **Attachment 6** for the YS.

Fault Report and Spare Parts Inventory

- 15.3.9 The Contractor shall record all details of fault in the Fault Job Card as given in **Attachment 2** and submit to the Government Representative on daily basis. The faults will be categorized into “urgent” faults and “non-urgent” faults. The fault report shall include brief description of the fault and its impact, remedial action taken, equipment/system outage time and when the repair will be completed, and follow-up action to prevent recurrence. For urgent faults which will involve a blackout/brownout, stoppage of utility supply or equipment/system breakdown that will affect the users or pose a safety threat to the public, the Contractor shall immediately inform the Government Representative and post major breakdown notices at prominent positions of YS as agreed with the Government Representative. For non-urgent faults, the Contractor shall maintain proper records for inspection by the Government Representative. A summary of fault reports shall be submitted to the Government Representative for vetting on a monthly basis. The Contractor shall also arrange emergency repair works as soon as possible.
- 15.3.10 The Contractor shall verbally inform the Government Representative immediately and submit a brief incident report for critical incidents relating to major breakdown of installations, equipment and systems of YS to the Government Representative on the same day the incident happened. The contents of this brief critical incident report will be similar to the contents of fault report depicted in **Sub-clause 15.3.9** above.
- 15.3.11 The Contractor shall maintain a spare part inventory for each store and

formulate spare procurement policy to ensure that the proper maintenance work will not be affected by lack of spares subject to the agreement of the Government Representative.

15.3.12 The Contractor shall maintain utility consumption record and analysis data as depicted in **Sub-clauses 8.3.37** and **8.4** for energy saving purpose.

15.4 Performance Standard

15.4.1 The Contractor shall deliver the Services in accordance with the following performance indicators and performance targets –

<i>Performance Indicator</i>	<i>Minimum Performance Target</i>
(a) Availability of major E&M systems (including electricity supply distribution, air-conditioning, fire services, lifts)	□ Electricity Supply/ Air-conditioning/ Lift and Escalator Installations/ Fire Services Installation: At least <u>95%</u> of the time are in good working condition
(b) Response to fault call <ul style="list-style-type: none"> ◆ for urgent cases (with impact on safety of users of the Facility e.g. lift breakdown during opening hours of YS) ◆ for less urgent cases 	<ul style="list-style-type: none"> ◆ Attended within <u>15 minutes</u> ◆ Attended within <u>one (1) hour</u>
(c) Rectification to fault/breakdown <ul style="list-style-type: none"> ◆ minor breakdown ◆ major breakdown where replacement parts are readily available ◆ major breakdown where replacement parts are not readily available 	<ul style="list-style-type: none"> ◆ Rectified within <u>four (4) hours</u> ◆ Rectified within <u>two (2) working days.</u> ◆ Problem be temporarily fixed with alternative replacement material within two (2) working days; and rectification with proper replacement parts as soon as possible once replacement parts arrive

<i>Performance Indicator</i>	<i>Minimum Performance Target</i>
(d) Provision of regular inspection and preventive maintenance services according to the maintenance work plan agreed with the Government Representative	□ At least <u>95%</u> of the time

16. Management Information, Reports and Other Supporting Services

16.1 Objectives of Service

The Contractor shall:

- 16.1.1 provide proper records and provide accurate and up-to-date reports to the Government Representative in relation to the management and operation of the YS; and
- 16.1.2 provide general administrative support to the Government Representative for the management of the YS.

16.2 Scope of Work

The Contractor shall:

- 16.2.1 keep and maintain proper records, and submit necessary accounting and management information/reports relating to the management of YS to the Government Representative in accordance with **Attachment 4** and this Clause.
- 16.2.2 keep full books of accounts reflecting all income received and expenditures incurred from managing and maintaining the YS in accordance with Generally Accepted Accounting Principles, and the Contractor shall keep all account and management information readily available for examination, inspection, internal audit, copying and transcription upon the request of the Government Representative at all times. The accounts and related information shall be the property of the Government and shall not be taken away by the Contractor without the Government's approval.

16.3 **Statement of Services**

The Services shall include, but not be limited to, the following:

Monthly Reports

16.3.1 The Contractor shall submit the following reports, certified by the senior management of the Contractor, to the Government Representative within 7 working days after the end of each month:

- (a) Performance Report - to include, without limitation, the actual performance (with essentials of relevant cases where applicable) against the targets for the performance indicators as specified under each service area for the immediately preceding month; and highlights urgent fault reports and any under-performance areas including possible reasons and corrective actions (if necessary) for the under-performance.
- (b) Facility Usage and Revenue Income Report - to contain a monthly summary showing the revenue income (collected by the Contractor for the Government) and expenditure (for generating the Government revenue payable by the Contractor) statements, summary of expenditure incurred on furniture, fixtures and equipment, utilisation rates and occupancy pattern (in peak and non-peak hours), room rates, marketing and sales reports, and percentage of time allocated to different types of activities/users for each kind of YS facilities. Cumulative figures from the first month of the year concerned up to the reporting month should also be provided. Any adjustment to previous month(s)' reports, if any, should be shown and explained.
- (c) Security Report - to contain particulars of all incidents concerning the security of the YS and the safety of the staff and YS users, including offences against property (e.g. theft, vandalism) and offences against persons (e.g. assault, fighting).
- (d) Complaints Received - to contain details of all new and outstanding complaints (both verbal and written), e.g. the nature of complaint, the person making the complaint, the date of receiving it, copy of the complaint letter or description of the case, progress of investigation or corrective/follow-up action, the date of correspondence and case completed, and the Contractor's staff involved in the

investigation/follow-up action. This report may also include complaints received or requests/suggestions in relation to new or improved facilities/services.

- (e) E&M Repair and Maintenance Report – Details of achieving the planned maintenance services for the Electrical and Mechanical Engineering Installations as indicated at **Attachment 1** and the performance targets as specified under **Sub-clause 15.4**, summary of installations/equipment replaced or maintained, spare part inventory, summary of fault reports, summary of critical incidents, summary of utility consumption and achievements of energy saving measures and list of new installation/equipment installed.

The above reports shall be consolidated into quarterly reports and submitted to the YS MAC.

Annual Reports

- 16.3.2 The Contractor shall submit the following reports, certified by the senior management of the Contractor, to the Government Representative within two (2) months after the end of each Fiscal Year:
 - (a) Annual Performance Report – to include the actual output levels and performance results of those proposed in the earlier Annual Business Plan.
 - (b) Annual Financial Report – to contain a summary of revenue income and expenditure (for generating Government revenue payable by the Contractor) statements, together with certified financial statements, projected profit and loss accounts, cashflow statement, showing all income and expenses in connection with running the YS by the Contractor, audited by certified public accountant. Separate income and expenditure statements shall be submitted for the YS as a whole, the hostel, the cafeteria, the long-term leasing/licensing of facilities or short-term leasing/licensing of facilities and venues for easy analysis of the financial situation for different venues and business.
 - (c) Annual Maintenance Report – to include spare procurement policy, replacement and maintenance schedule of aged equipment and

installations, copies of renew certificates as required from government authorities, E&M asset register, summary of major system/equipment breakdown incidents and summary of those specified under **Sub-clause 16.3.1(e)**, and reports on arrangements and performance relating to Indoor Air Quality, Water Quality, Energy Efficiency, Waste Reduction and other environmental protection initiatives.

- (d) Customer Satisfaction Survey Report – to contain results of annual customer satisfaction survey. The target of the survey is users who have used the YS facilities in the previous year. The Contractor shall continue to adopt the format of the survey designed by the Last Operator. Should the Contractor propose any improvements to existing format, the Contractor shall consult the Government Representative on the methodology, sample size and design of the survey, and submit a proposal for the survey together with the survey questionnaire to the Government Representative for agreement before conducting the survey.

Other Ad Hoc Reports

- 16.3.3 Exception Report – contains serious exceptional events including complaints of critical nature, special or emergency incidents reported to HKPF/FSD, and accidents causing significant damages to the YS, e.g. fire, typhoon, etc. The report shall highlight the events, losses/damages and follow-up actions taken. The Contractor shall verbally report to alert Government Representative immediately and submit a written report within the next two working days.

Other Administrative Support

- 16.3.4 To cooperate and work closely with the Government Representative to provide necessary administrative support for the smooth and effective management and operation of the YS.
- 16.3.5 To undertake management and assessment of electricity consumption, explore energy saving opportunities, and keep proper expenditure records for analysis and reporting to the Government Representative.
- 16.3.6 To liaise with other Government authorities/departments/agencies (e.g.

ArchSD for building maintenance services required) in relation to the management and operation of the YS, and keep the Government Representative informed of relevant issues, work undertaken and service standards achieved.

16.3.7 To explore and implement energy/utility saving measures, and manage energy and utility consumption in accordance with recognised good practices.

16.3.8 To liaise and cooperate with various Government departments on food safety, environmental hygiene and other public health issues.

16.4 Performance Standard

16.4.1 The Contractor shall deliver the Services in accordance with the following performance indicators and performance targets-

<i>Performance Indicator</i>	<i>Minimum Performance Target</i>
(a) Submission of all plans/ reports/ management information to the Government Representative timely according to the agreed schedule	□ At least <u>90%</u> of the time
(b) Reliability and accuracy of all information contained in the reports submitted to the Government Representative	□ <u>All</u> of the time
(c) Availability of all the Accounts and records for inspection of the Government Representative	□ <u>Within two hours</u> upon receiving the request

17. Landscape and Garden Maintenance Services

17.1 Objectives of Service

There are an open landscape garden on 12/F Main Block, green wall with

irrigation system at G/F and 1/F of Main Block and an open outdoor piazza of about 1700m² at the main entrance of YS. Please refer to **Exhibit 3** Drawings no. YS/SD022/12F, YS/SD010/1F and YS/SD009/GF for details. The Contractor shall:

- 17.1.1 provide professional and adequate horticulture maintenance services for all indoor and outdoor landscape, plants and garden areas of the YS with a view to providing a clean, fresh and green environment for the visual enjoyment of users.

17.2 **Scope of Work**

The Contractor shall:

- 17.2.1 manage and maintain all indoor and outdoor landscape, including artificial landscape and irrigation system for green wall, plants and garden areas of the YS to meet the objectives stated above throughout the Contract Term.

17.3 **Statement of Services**

The Services shall include, but not be limited to, the following:

Irrigation and Soil Conditioning

- 17.3.1 To water the plants, the entire landscape and garden areas regularly to ensure the healthy development of the plant in providing a natural green appearance.
- 17.3.2 To ensure that the irrigation systems are working properly, with special regard to the correct and even penetration of water to reach the full extent of all the green wall and garden areas.
- 17.3.3 To supply and apply soil conditioners and fertilizer and mulching to the soil adequately and appropriately as and when required and ensure that they are free from impurities and containing no substance injurious to plants.
- 17.3.4 To conduct cultivation as and when required to improve aeration of the upper layer of soil. In the course of work, the Contractor shall take care not to disturb the roots or loosen the plants.
- 17.3.5 To prevent and eradicate the infestation and infection of pests and diseases problems on plants by physical, biological and chemical means.

Weeding and Pruning

- 17.3.6 To weed out any unwanted plants growing within planting areas regularly.
- 17.3.7 To prune all trees, shrubs and hedges regularly to encourage bushy growth, improve flowering and remove crossing branches, dead damaged or diseased plant parts and ensure that their height shall not exceed 5m above ground level. Neat and tidy cutting shall be maintained at all pruning operations.
- 17.3.8 To cut and maintain the grass within the range of 25mm to 50 mm high and free from weeds, pest and diseases.

Remedial Works

- 17.3.9 To be responsible for remedial works as a result of damage from inclement weather or from other causes including but not limited to vandalism and fire.
- 17.3.10 To be responsible for the security of tree stakes and tree ties particularly after heavy rain and/or wind.
- 17.3.11 To inspect trees and plants regularly and be responsible for supplying the replacement trees/plants when they are damaged/diseased and remedial works cannot effectively return them to healthy appearance and growth within a reasonable time. The Contractor shall be responsible to provide transportation and labour for the conveyance of the replacement trees/plants.

Others

- 17.3.12 To take every safety precautionary measure to eliminate danger to staff of the Contractor and/or Sub-contractor(s), the general public and possible damage to properties of YS and others in carrying out horticulture maintenance services.
- 17.3.13 To take every safety precautionary measure to reduce risk caused by trees and outdoor plants to staff of the Contractor and/or Sub-contractor(s), the general public and possible damage to properties of YS and others prior to inclement weather conditions, particularly before the wet/typhoon season, and to carry out post-inclement weather inspection by professionally qualified arboricultural consultants or contractors competent in arboriculture and complete related maintenance works as soon as possible.

17.3.14 To adopt the guidelines, technical circulars and reference materials relating to tree planting and management, tree risk assessment and related maintenance/mitigation measures available at the Development Bureau's website (www.trees.gov.hk) in carrying out tree management works.

17.3.15 To adopt every reasonable measure to avoid causing any nuisance to the users of YS in undertaking all horticulture maintenance services, including but not limited to irrigation maintenance work.

17.3.16 To provide the indoor pot plants at suitable locations inclusive of general office, lobby/reception/common areas and balcony of hostel rooms and to change the pot plants when they are damaged or no longer providing a natural green and healthy appearance.

17.4 Performance Standard

17.4.1 The Contractor shall deliver the Services in accordance with the following performance indicators and performance targets-

<i>Performance Indicator</i>	<i>Minimum Performance Target</i>
Responsiveness- (a) Remedial actions for any defect found in the planting or garden areas (e.g. untidy, damaged or unhealthy appearance of plants) (b) Weeding and removal of damaged/broken parts of the plants from the site after bad weather (e.g. typhoon) or other accidents (e.g. vandalism and fire)	<ul style="list-style-type: none"> □ Within three (3) working days for remedial measures (seven (7) working days if replacement is required) □ Within three (3) working days after the incident

18. Mass Transit Railway Protection

18.1 The Contractor shall at its own costs comply with the requirements on Mass

Transit Railway protection as follows:

- (a) Any works shall be carried out in compliance with the railway protection requirements as set out in the Works Bureau Technical Circular No. 19/2002 “Mass Transit Railway Protection” (available on Development Bureau’s website – www.devb.gov.hk) and the same may be amended from time to time.
- (b) The Contractor shall not damage, interfere with or endanger the Mass Transit Railway and the railway premises (respectively defined in the Mass Transit Railway Ordinance, Cap. 556, any regulations made thereunder and any amending legislation), any structure and installation of any nature whatsoever used or provided in or on or upon any part of or in connection with the Mass Transit Railway or the railway premises, and the safe operation of railway services operated by the MTRC. The Contractor, if required by the MTRC, shall at his own expense take such precaution measures to ensure the safety of any Mass Transit Railway structures/installation.
- (c) To ensure that no damage, interference, or endangerment will be caused to the Mass Transit Railway, railway premises, structures and installations and the safe operation of railway services referred to the **Sub-clause 18.1(b)**, the Contractor shall :
 - (i) observe and comply with all railway protection requirements as stipulated in the Mass Transit Railway Protection Practice Note for Authorised Persons and Registered Structural Engineers No. 77 and the Practice Note for Registered Contractors No. 14 or any amendments or substitutions thereof from time to time issued by the Building Authority;
 - (ii) establish adequate communication channels with the MTRC. Such channels shall be adequate to cover any emergency instances such as breaking out of fire, falling of person on MTR Viaduct/track, etc., at all hours; and
 - (iii) conduct close structural visual inspection of the building envelop enclosing the section of the MTR Viaduct once every 5 years and submit the inspection report together with any remedial proposal as

prepared by a registered structural engineer for the information of MTRC and comment within 1 month after the inspection is completed.

- (d) The Contractor shall at his own expense and to the satisfaction of the MTRC make good any damage to any of the Mass Transit Railway, railway premises, structures and installations referred to the **Sub-clause 18.1(b)**.
- (e) The Contractor shall hereby indemnify and shall keep indemnified the MTRC from an against all liabilities and all actions, proceedings, costs, claims, expense, loss damages, charges and demands of whatsoever nature arising out of or in connection with any damage by the Contractor to the Mass Transit Railway, railway premises, structures and installations and the safe operation services referred to the **Sub-clause 18.1(b)**.
- (f) The Contractor shall at all times allow the employees of the MTRC and their contractor the right of free ingress and egress to and from the YS with or without any tools or equipment for the purpose of inspecting, monitoring, repairing and maintaining the Mass Transit Railway structures/installations.
- (g) Access shall be maintained to the footbridge for MTRC staff and railway commuters at all times. Any works under the footbridge shall be carried out so as to enable MTRC to have access to the structure for structural maintenance should the need ever arise. No structure shall be erected or located beside or below the footbridge. The Mass Transit Railway protection requirements stated in **Sub-clause 18.1** above are subject to such changes as may be determined by the Government.

19. Youth Development

19.1 Objectives of Service

19.1.1 The Contractor shall organise and co-organise venue promotion programmes and activities for youths (such as youth arts festival, youth design competitions, dance festival and so on) to enhance the usage and occupancy of YS and to improve business and revenue income.

19.2 Scope of Work

19.2.1 The Contractor shall organise and co-organise venue promotion programmes and activities for youths.

19.3 **Statement of Services**

19.3.1 The Contractor shall propose in the Business Plan, the venue promotional programme and activities to be organised for the approval of the Government Representative as depicted in **Sub-clause 20**. The Contractor shall also pay the rental costs to the Government in the event that the promotional activities will generate income to the Contractor.

19.3.2 The Contractor shall co-operate with recognised educational or vocational training institutes in Hong Kong for the provision of the training programmes as directed by the Government Representative. The educational or vocational training institutes involved shall be approved by the Government Representative.

19.3.3 The Government may consider providing additional funding to support the Contractor to carry out additional/larger scale youth development and promotional programmes.

20. **Annual Business Plan**

20.1 The Contractor shall submit to the Government Representative for approval, not later than 2 months prior to the beginning of each Fiscal Year a proposed business plan (the “Proposed Annual Business Plan”), which shall become the approved business plan (the “Annual Business Plan”) once the same has been approved by the Government Representative on the advice of the MAC. The Proposed Annual Business Plan should be in line with the youth development mission and objective of the YS and consistent with the Service Specifications.

20.2 The Government Representative shall notify the Contractor of its approval or its disapproval of the Proposed Annual Business Plan not later than 21 days after MAC’s advice has been received. The Government Representative shall furnish the Contractor at the time of notice of such disapproval with reasons for its objections to the Proposed Annual Business Plan and the Contractor shall, within 21 days after notice of disapproval has been given, revise the Proposed Annual Business Plan to the satisfaction of the Government Representative. Any subsequent changes to the Plan shall be

agreed by the Government Representative and the MAC.

20.3 The Annual Business Plan shall include, but not limited to, the following:

Key performance indicators and expected basic performance targets

20.3.1 To set the expected minimum performance targets for the following key performance indicators:

<i>Key Performance Indicators</i>	<i>Minimum Performance Targets</i>
<p>(a) <u>Satisfaction level of youth participants</u></p> <p>The percentage of respondents of customer survey rank '4' or above in a 6-unit scale (where '1' denotes extremely dissatisfied and '6' denotes extremely satisfied)</p> <p>(Customer satisfaction survey for at least 1,000 youth participants shall be organised every year.)</p>	<p>The performance targets for rank '4' or above for each service item and the overall performance shall not be less than 75%.</p>
<p>(b) <u>Number of Venue Promotional Programmes Organised</u></p> <p>No. of venue promotional programmes organised and no. of youth participants</p>	<ul style="list-style-type: none"> At least 12 venue promotional programmes organised per annum with over 300 youths participated per programme. <p>[Note: The 12 promotional programmes will be counted by themes and only events held at YS will be counted. A thematic event with more than 1 sub-event held at YS and the total number of youth participants exceed 1000 will be counted as 2 promotional programmes.]</p>
<p>(c) <u>Occupancy and Usage</u></p> <p>(i) Occupancy rate for Hostel</p>	<ul style="list-style-type: none"> The occupancy rate shall not

<i>Key Performance Indicators</i>	<i>Minimum Performance Targets</i>
<p>(Y-Loft)</p> <p>(ii) Usage rate of retail shops and office units</p> <p>(iii) Usage rate of multi-purpose rooms</p> <p>(iv) Usage rate of Y-Theatre and Y-Studio</p> <p>(v) Usage rates of Y-Platform</p>	<p>be less than 70%.</p> <ul style="list-style-type: none"> The usage rate shall not be less than 80%. The usage rate shall not be less than 50%. The usage rate shall not be less than 75%. The usage rate shall not be less than 50%.
<p>(d) <u>Service availability of major electrical and mechanical systems</u></p> <ul style="list-style-type: none"> Electricity supply installation Air-conditioning installation Lift and escalator installation Fire services installation 	<ul style="list-style-type: none"> 95% availability 95% availability 95% availability 95% availability
<p>(e) <u>General Operational Services</u></p> <ul style="list-style-type: none"> Compliance with all statutory requirements in managing and maintaining the YS and the facilities therein 	<ul style="list-style-type: none"> 100% of all the time
<p>(f) <u>Security</u></p> <ul style="list-style-type: none"> Availability of Security Guard(s) to provide security service and emergency support 	<ul style="list-style-type: none"> 100% of all the time (24 hours x 7 days per week)
<p>(g) <u>Cleansing</u></p> <ul style="list-style-type: none"> Provision of regular cleansing services according to the work schedule as per Sub-clause 14.3.21 and Exhibit 9(a) 	<ul style="list-style-type: none"> 90% of all the time
<p>(h) <u>Achieving youth development objectives, i.e. the 6Gs principle (namely Groom, Growth, Green, Global vision, Glow and Give)</u></p> <p>(i) Ratio of youth events</p>	<ul style="list-style-type: none"> The ratio shall not be less than 50%.

<i>Key Performance Indicators</i>	<i>Minimum Performance Targets</i>
<p>(ii) Ratio of target-mix of the occupancy of Hostel (i.e. occupancy by youths / youth organisations / organisations holding youth activities vs others)</p> <p>(iii) Relevance to 6Gs for venue promotional events</p> <p>(iv) Youth participants' satisfaction level for events in achieving 6Gs under the Customer Satisfaction Survey in (a)</p> <ul style="list-style-type: none"> – the percentage of respondents considered the event(s) can achieve any one of the 6Gs – the percentage of respondents rank '4' or above in a 6-unit scale showing the extent to which the event(s) can achieve the 6Gs 	<ul style="list-style-type: none"> • The ratio shall not be less than 40%. • All venue promotional programmes shall contain at least one of the 6G elements. • The percentage achieved shall not be less than 75%. • The overall percentage achieved shall not be less than 50%.

Marketing and sales plan

20.3.2 To set out the marketing strategy, sales and pricing strategy of the YS including plan for the venue promotional programmes. To propose a minimum number of promotional programmes including the nature, objectives, no. of target participants involved.

Human resources plan

20.3.3 To set out the staff structure, organisation chart of the workforce, recruitment criteria, distribution of works among staff, training programmes, performance assessment, discipline and staff management issues.

Estimate of revenue and operating expenditure

- 20.3.4 To set out the estimate of revenue and operating expenditure for the coming year of operation.

Development service plan

- 20.3.5 To set out the strategies and proposals in achieving the development objective for training of the Contractor's inhouse staff including management and supervisory staff.

Others

- 20.3.6 The Contractor shall set out the maintenance equipment, vehicles, specialized tools and instruments required to ensure smooth operation of the YS. The Contractor is encouraged to include an alteration plan at its own cost to propose revisions to the internal furnishing of YS, suggestion to improve work efficiency and maintenance plan.

- 20.4 The Contractor shall perform in accordance with the targets and work schedule as contained in the Annual Business Plan once the Plan has been approved by the Government Representative.

- 20.5 The Contractor shall advise and seek agreement from the Government Representative for proposed adjustment to the approved Plan if situation warrants the adjustment.

21. Performance Assessment

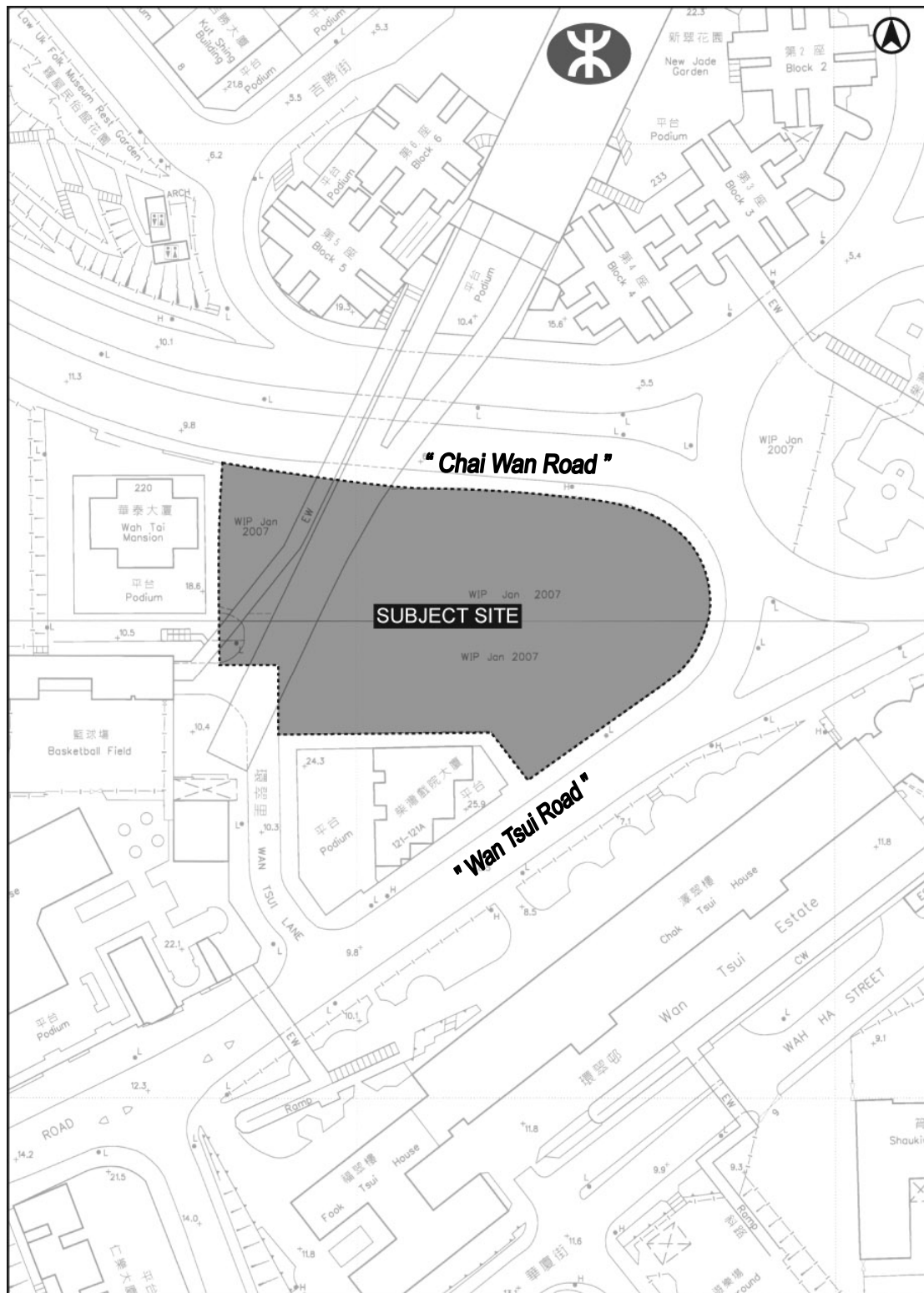
- 21.1 The Contractor shall carry out appropriate quality assurance procedures in accordance with the Quality Assurance Plan submitted under **Schedule 3** of Part III to regularly inspect and monitor its Services to ensure that the Services meet with the specified requirements and standards, in particular, the performance standards as specified under **Sub-clauses 8.4, 9.4, 12.4, 13.4, 14.4, 15.4, 16.4, 17.4** and **20.3.1**. The Government Representative shall also carry out planned inspection and surprise checks as necessary throughout the Contract Term to ascertain the standards of Services.

- 21.2 The Contractor shall regularly review the operation of the YS for constant improvement to the quality of Services provided. The Contractor's

Representative and the Government Representative shall meet monthly and the MAC shall meet at regular intervals as determined by the Government as per **Clause 12** of Part II – Conditions of Contract, or at such interval as the Government Representative shall request, to review the performance of the Services and resolve any contractual, leasing, management, performance and youth development activity planning and organisation issues.

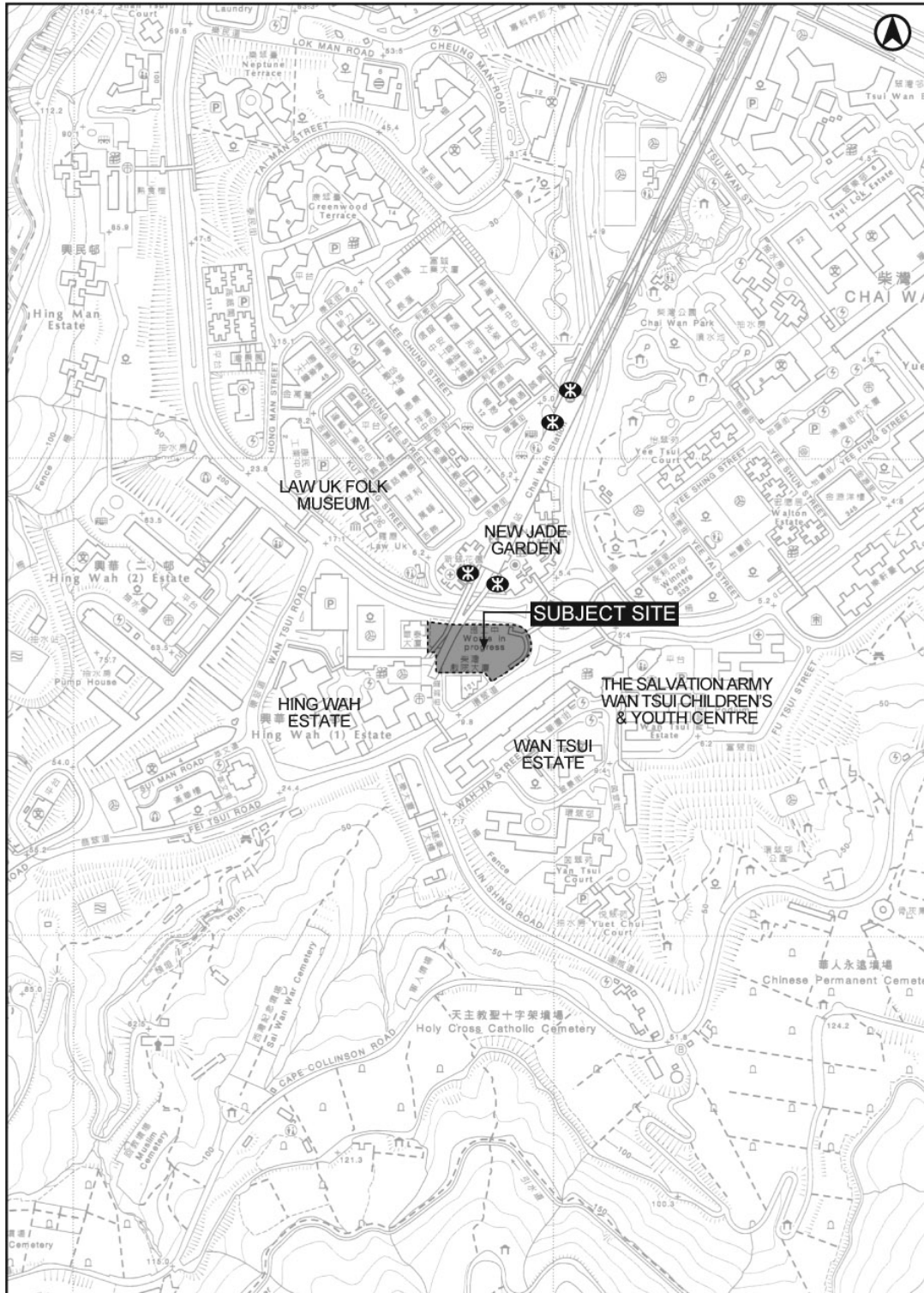
- 21.3 Upon the request of the Government Representative, other management information, financial and statistical records kept by the Contractor in relation to the operation and management of the YS shall be made available promptly throughout the Contract Term.

Location Plans of the YS



SITE LOCATION PLAN
SCALE 1 : 1,000

Location Plans of the YS



HAB/CYDCW3

SITE LOCATION PLAN
SCALE 1 : 5,000

Photographs of the YS

Main Block & Hostel Block



Youth Square (From East)



Y-Loft (Main Block)



External Lift

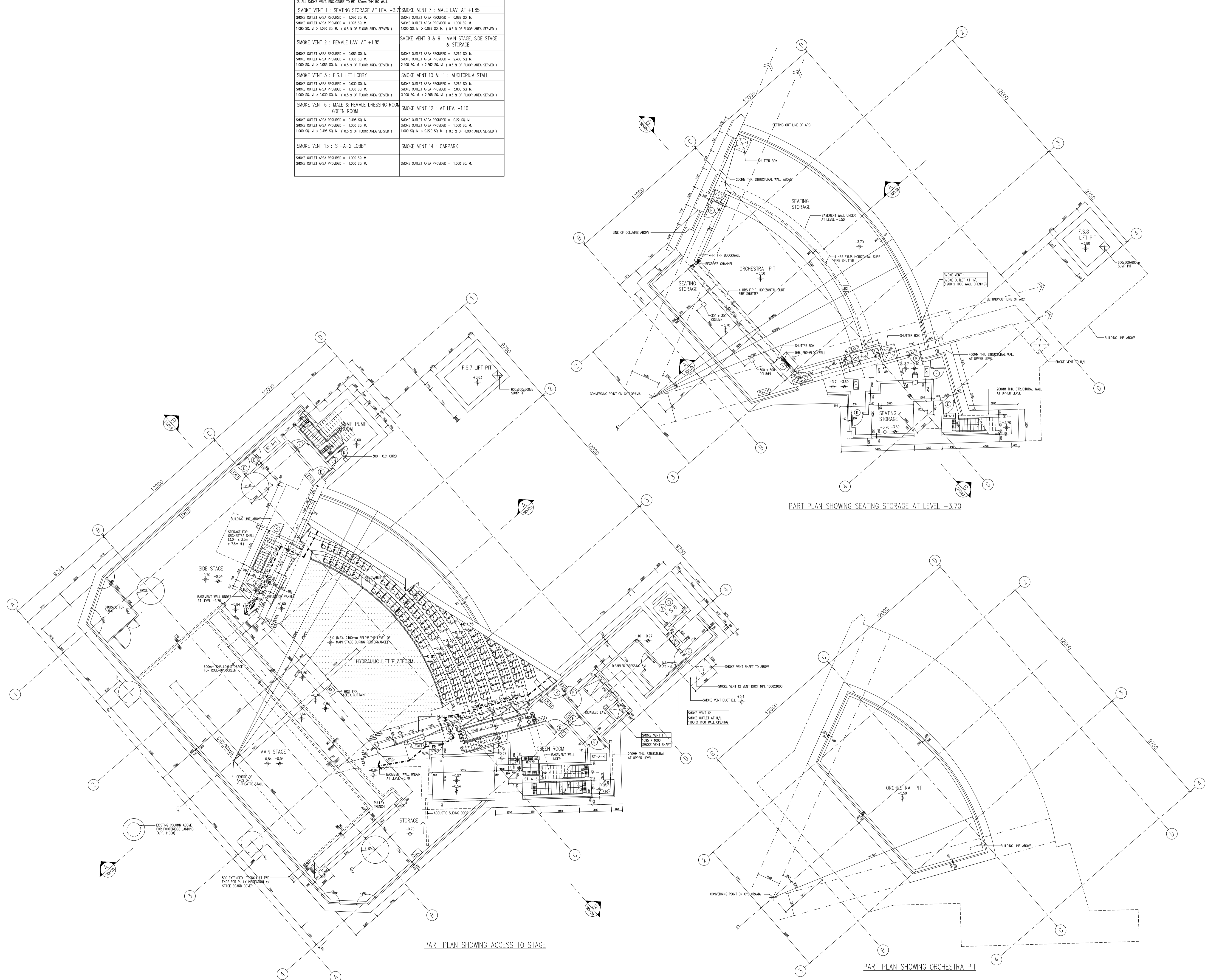


Layout Plans, Elevations and Sections of the YS (For reference only)

<u>Drawing No.</u>	<u>Rev.</u>	<u>Drawing Title</u>
YS/SD006/LG3&4F	H	LG3 Floor Plan (Main Stage) LG4 Floor Plan (Orchestra Pit / Seating Storage)
YS/SD007/LG2F	I	LG2 Floor Plan (Y-Theatre Stall Plan)
YS/SD008/LG1F	H	LG1 Floor Plan (Y-Theatre Entrance & Balcony Plan)
YS/SD009/GF	H	Ground Floor Plan
YS/SD009.1/UGF	G	Upper Part of Ground Floor Plan
YS/SD010/1F	H	1st Floor Plan
YS/SD011/UP1F	G	Upper Part of 1st Floor Plan
YS/SD012/2F	G	2nd Floor Plan
YS/SD013/2MF	G	2nd Mezz Floor Plan (Main Block) Transfer Structure T1 (Hostel Block)
YS/SD014/3F	H	3rd Floor Plan (Main Block) Transfer Structure T2 (Hostel Block)
YS/SD015/3MF	H	3rd Mezz Floor Plan (Main Block) Level 1 Floor Plan (Hostel Block)
YS/SD016/4F	H	4th Floor Plan (Main Block) Level 2 & 3 Floor Plans (Hostel Block)
YS/SD017/5F	H	5th Floor Plan (Main Block) Level 4 & 5 Floor Plans (Hostel Block)
YS/SD018/6F	H	6th Floor Plan (Main Block) Level 6 & 7 Floor Plans (Hostel Block)
YS/SD019/7F	H	7th Floor Plan (Main Block) Level 8 Floor Plan (Hostel Block)
YS/SD020/8F	H	8th Floor Plan (Main Block) Level 9 & 10 Floor Plans (Hostel Block)
YS/SD021/9F	H	9th Floor Plan (Main Block) Level 11 Floor Plan (Hostel Block)
YS/SD022/12F	H	12th Floor Plan (Main Block) Level 12 Floor Plan (Hostel Block)
YS/SD023/13F	H	13th Floor Plan (Main Block) M&E Floor Plan (Hostel Block)
YS/SD024/14F	H	14th Floor Plan (Main Block) Flat Roof (Hostel Block)
YS/SD025/RF	G	Roof Floor Plan

YS/SD026	F	Elevation 1
YS/SD027	F	Elevation 2
YS/SD028	F	Elevation 3
YS/SD029	F	Elevation 4 & 5
YS/SD030	F	Section A-A
YS/SD031	F	Section B-B
YS/SD032	F	Sections H1, H2 & H3

SMOKE VENT SCHEDULE	
1. DIMENSIONS SHOWN ARE INTERNAL SIZE OF SMOKE VENT. 2. ALL SMOKE VENT ENCLOSURE TO BE 180mm THK RC WALL.	
SMOKE VENT 1 : SEATING STORAGE AT LEV. -3.70 SMOKE OUTLET AREA REQUIRED = 1,020 SQ. M. SMOKE OUTLET AREA PROVIDED = 1,000 SQ. M. 1,000 SQ. M. > 1,020 SQ. M. (0.5 % OF FLOOR AREA SERVED)	SMOKE VENT 7 : MALE LAV. AT +1.85 SMOKE OUTLET AREA REQUIRED = 0,890 SQ. M. SMOKE OUTLET AREA PROVIDED = 1,000 SQ. M. 1,000 SQ. M. > 0,890 SQ. M. (0.5 % OF FLOOR AREA SERVED)
SMOKE VENT 2 : FEMALE LAV. AT +1.85 SMOKE OUTLET AREA REQUIRED = 0,895 SQ. M. SMOKE OUTLET AREA PROVIDED = 1,000 SQ. M. 1,000 SQ. M. > 0,895 SQ. M. (0.5 % OF FLOOR AREA SERVED)	SMOKE VENT 8 & 9 : MAIN STAGE, SIDE STAGE & STORAGE SMOKE OUTLET AREA REQUIRED = 2,262 SQ. M. SMOKE OUTLET AREA PROVIDED = 2,400 SQ. M. 2,400 SQ. M. > 2,262 SQ. M. (0.5 % OF FLOOR AREA SERVED)
SMOKE VENT 3 : F.S.1 LIFT LOBBY SMOKE OUTLET AREA REQUIRED = 0,030 SQ. M. SMOKE OUTLET AREA PROVIDED = 1,000 SQ. M. 1,000 SQ. M. > 0,030 SQ. M. (0.5 % OF FLOOR AREA SERVED)	SMOKE VENT 10 & 11 : AUDITORIUM STALL SMOKE OUTLET AREA REQUIRED = 2,265 SQ. M. SMOKE OUTLET AREA PROVIDED = 3,000 SQ. M. 3,000 SQ. M. > 2,265 SQ. M. (0.5 % OF FLOOR AREA SERVED)
SMOKE VENT 6 : MALE & FEMALE DRESSING ROOM GREEN ROOM SMOKE OUTLET AREA REQUIRED = 0,496 SQ. M. SMOKE OUTLET AREA PROVIDED = 1,000 SQ. M. 1,000 SQ. M. > 0,496 SQ. M. (0.5 % OF FLOOR AREA SERVED)	SMOKE VENT 12 : AT LEV. -1.10 SMOKE OUTLET AREA REQUIRED = 0,22 SQ. M. SMOKE OUTLET AREA PROVIDED = 1,000 SQ. M. 1,000 SQ. M. > 0,220 SQ. M. (0.5 % OF FLOOR AREA SERVED)
SMOKE VENT 13 : ST-A-2 LOBBY SMOKE OUTLET AREA REQUIRED = 1,000 SQ. M. SMOKE OUTLET AREA PROVIDED = 1,000 SQ. M.	SMOKE VENT 14 : CARPARK SMOKE OUTLET AREA PROVIDED = 1,000 SQ. M.



NOTES:

RECORD PLAN

H	HS/10/17	GENERAL REVISION	MMW
C	HS/11/18	GENERAL REVISION	ASD
F	HS/11/18	SCSU RECORD PLAN	ASD
E	HS/11/18	SCSU RECORD PLAN	ASD
D	HS/11/18	FSD AMENDMENT SUBMISSION	ASD
C	HS/11/18	FSD AMENDMENT SUBMISSION	ASD
B	HS/11/18	SCSU AMENDMENT SUBMISSION	ASD
A	HS/11/18	SCSU SUBMISSION	ASD
No.	Date	Description	Initial

REVISION

YOUTH SQUARE

Address:
YOUTH SQUARE,
NO.238, CHAI WAN ROAD
AT CHAI WAN, HONG KONG

Drawing Title :
LG3 FLOOR PLAN
(MAIN STAGE)
LG4 FLOOR PLAN
(ORCHESTRA PIT /
SEATING STORAGE)

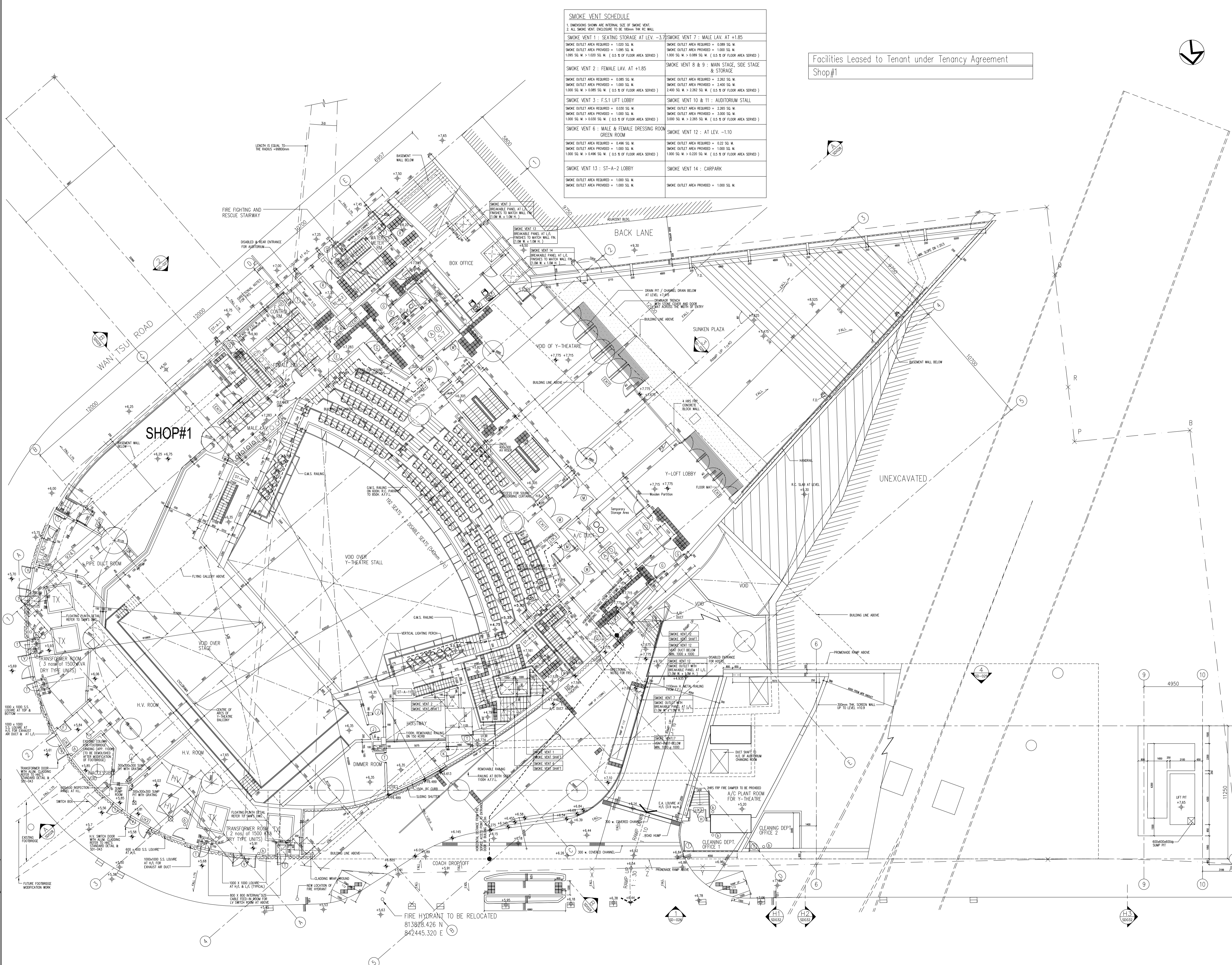
Drawing no.	Scale					
YS/SD006/LG3&4F	1:100					
A	B	C	D	E	F	G

Approved _____ Signed (Chief) _____ (Date) _____

HOME AFFAIRS BUREAU

SMOKE VENT SCHEDULE	
1. DIMENSIONS SHOWN ARE INTERNAL SIZE OF SMOKE VENT. 2. ALL SMOKE VENT ENCLOSURE TO BE BURNING 90 MIN.	
SMOKE VENT 1 : SEATING STORAGE AT LEV. -3.75	SMOKE VENT 7 : MALE LAV. AT +1.85
SMOKE OUTLET AREA REQUIRED = 1.020 SQ. M. SMOKE OUTLET AREA PROVIDED = 1.095 SQ. M. 1.095 SQ. M. > 1.020 SQ. M. (0.5 % OF FLOOR AREA SERVED)	SMOKE OUTLET AREA REQUIRED = 0.089 SQ. M. SMOKE OUTLET AREA PROVIDED = 1.000 SQ. M. 1.000 SQ. M. > 0.089 SQ. M. (0.5 % OF FLOOR AREA SERVED)
SMOKE VENT 2 : FEMALE LAV. AT +1.85	SMOKE VENT 8 & 9 : MAIN STAGE, SIDE STAGE & STORAGE
SMOKE OUTLET AREA REQUIRED = 0.085 SQ. M. SMOKE OUTLET AREA PROVIDED = 1.000 SQ. M. 1.000 SQ. M. > 0.085 SQ. M. (0.5 % OF FLOOR AREA SERVED)	SMOKE OUTLET AREA REQUIRED = 2.262 SQ. M. SMOKE OUTLET AREA PROVIDED = 2.400 SQ. M. 2.400 SQ. M. > 2.262 SQ. M. (0.5 % OF FLOOR AREA SERVED)
SMOKE VENT 3 : F.S.1 LIFT LOBBY	SMOKE VENT 10 & 11 : AUDITORIUM STALL
SMOKE OUTLET AREA REQUIRED = 0.030 SQ. M. SMOKE OUTLET AREA PROVIDED = 1.000 SQ. M. 1.000 SQ. M. > 0.030 SQ. M. (0.5 % OF FLOOR AREA SERVED)	SMOKE OUTLET AREA REQUIRED = 2.260 SQ. M. SMOKE OUTLET AREA PROVIDED = 3.000 SQ. M. 3.000 SQ. M. > 2.260 SQ. M. (0.5 % OF FLOOR AREA SERVED)
SMOKE VENT 6 : MALE & FEMALE DRESSING ROOM GREEN ROOM	SMOKE VENT 12 : AT LEV. -1.10
SMOKE OUTLET AREA REQUIRED = 0.496 SQ. M. SMOKE OUTLET AREA PROVIDED = 1.000 SQ. M. 1.000 SQ. M. > 0.496 SQ. M. (0.5 % OF FLOOR AREA SERVED)	SMOKE OUTLET AREA REQUIRED = 0.22 SQ. M. SMOKE OUTLET AREA PROVIDED = 1.000 SQ. M. 1.000 SQ. M. > 0.22 SQ. M. (0.5 % OF FLOOR AREA SERVED)
SMOKE VENT 13 : ST-A-2 LOBBY	SMOKE VENT 14 : CARPARK
SMOKE OUTLET AREA REQUIRED = 1.000 SQ. M. SMOKE OUTLET AREA PROVIDED = 1.000 SQ. M.	SMOKE OUTLET AREA PROVIDED = 1.000 SQ. M.

Facilities Leased to Tenant under Tenancy Agreement
Shop#1



RECORD PLAN

No.	Date	Description	Initial
H		HS/DM GENERAL REVISION	NMY
C		HS/DM GENERAL REVISION	ASD
F		HS/DM SC/CC RECORD PLAN	ASD
E		HS/DM SC/CC RECORD PLAN	ASD
D		HS/DM FSD AMENDMENT SUBMISSION	ASD
C		HS/DM FSD AMENDMENT SUBMISSION	ASD
B		HS/DM SC/CC AMENDMENT SUBMISSION	ASD
A		HS/DM SC/CC SUBMISSION	ASD

YOUTH SQUARE

Address:
YOUTH SQUARE,
NO.238, CHAI WAN ROAD
AT CHAI WAN, HONG KONG

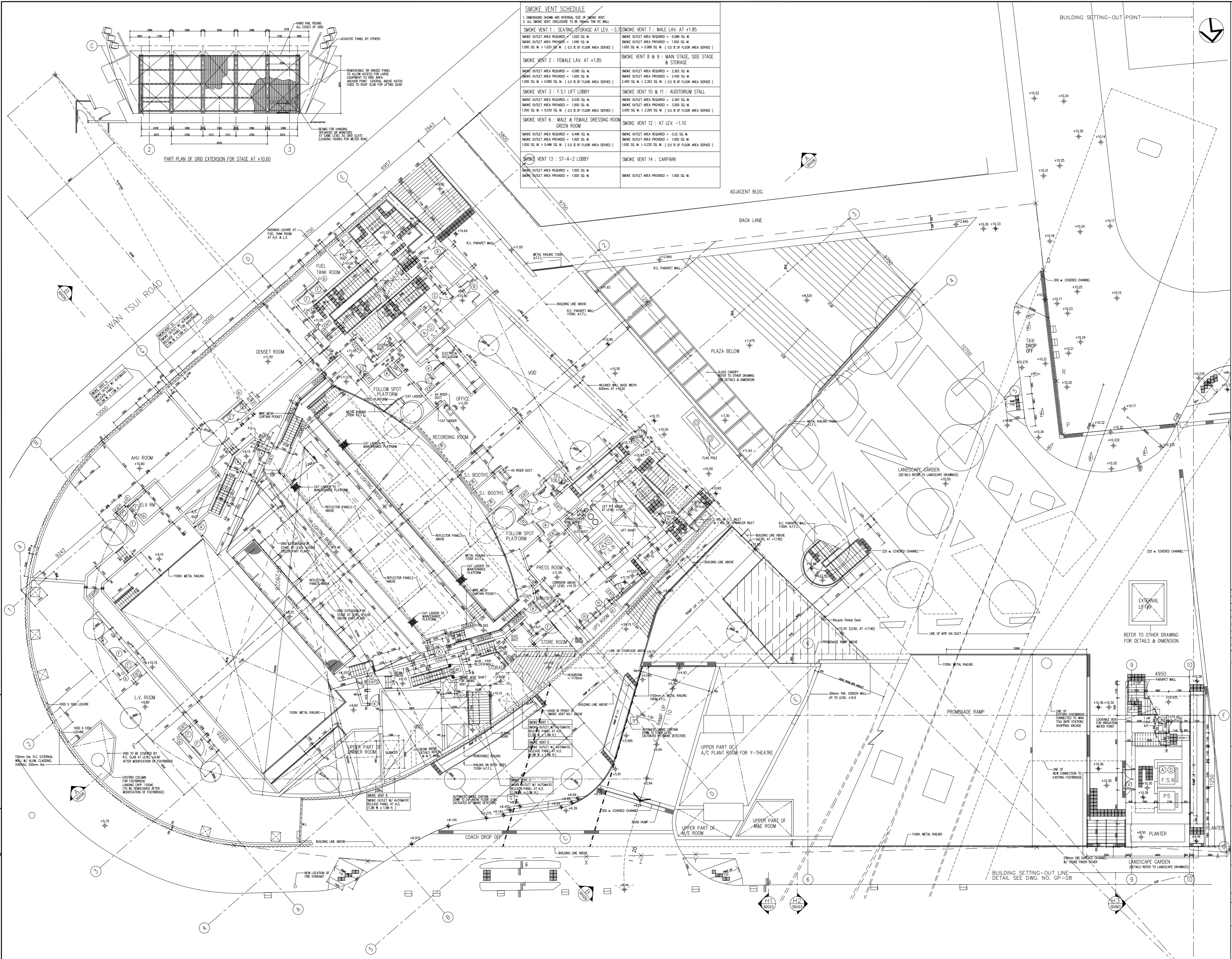
Drawing Title :
LG1 FLOOR PLAN
(Y-THEATRE ENTRANCE
& BALCONY PLAN)

Drawing no. :
YS/SD008/LG1F

A	B	C	D	E	F	G
---	---	---	---	---	---	---

Approved _____ Signed (Chief) _____ (Date) _____

HOME AFFAIRS BUREAU



SMOKE VENT SCHEDULE

1. DIMENSIONS SHOWN ARE INTERNAL SIZE OF SMOKE VENT.
2. ALL SMOKE VENT ENCLOSURE TO BE 150mm THK RC WALL.

SMOKE VENT 1 : SEATING STORAGE AT LEV. -3.75 SMOKE OUTLET AREA REQUIRED = 1.020 SQ. M. SMOKE OUTLET AREA PROVIDED = 1.000 SQ. M. 1.000 SQ. M. > 0.085 SQ. M. (0.5 % OF FLOOR AREA SERVED)	SMOKE VENT 7 : MALE LAV. AT +1.85 SMOKE OUTLET AREA REQUIRED = 0.089 SQ. M. SMOKE OUTLET AREA PROVIDED = 1.000 SQ. M. 1.000 SQ. M. > 0.089 SQ. M. (0.5 % OF FLOOR AREA SERVED)
SMOKE VENT 2 : FEMALE LAV. AT +1.85 SMOKE OUTLET AREA REQUIRED = 0.085 SQ. M. SMOKE OUTLET AREA PROVIDED = 1.000 SQ. M. 1.000 SQ. M. > 0.085 SQ. M. (0.5 % OF FLOOR AREA SERVED)	SMOKE VENT 8 & 9 : MAIN STAGE, SIDE STAGE & STORAGE SMOKE OUTLET AREA REQUIRED = 2.382 SQ. M. SMOKE OUTLET AREA PROVIDED = 2.400 SQ. M. 2.400 SQ. M. > 2.382 SQ. M. (0.5 % OF FLOOR AREA SERVED)
SMOKE VENT 3 : F.S.1 LIFT LOBBY SMOKE OUTLET AREA REQUIRED = 0.030 SQ. M. SMOKE OUTLET AREA PROVIDED = 1.000 SQ. M. 1.000 SQ. M. > 0.030 SQ. M. (0.5 % OF FLOOR AREA SERVED)	SMOKE VENT 10 & 11 : AUDITORIUM STALL SMOKE OUTLET AREA REQUIRED = 2.385 SQ. M. SMOKE OUTLET AREA PROVIDED = 3.000 SQ. M. 3.000 SQ. M. > 2.385 SQ. M. (0.5 % OF FLOOR AREA SERVED)
SMOKE VENT 6 : MALE & FEMALE DRESSING ROOM GREEN ROOM SMOKE OUTLET AREA REQUIRED = 0.496 SQ. M. SMOKE OUTLET AREA PROVIDED = 1.000 SQ. M. 1.000 SQ. M. > 0.496 SQ. M. (0.5 % OF FLOOR AREA SERVED)	SMOKE VENT 12 : AT LEV. -1.10 SMOKE OUTLET AREA REQUIRED = 0.22 SQ. M. SMOKE OUTLET AREA PROVIDED = 1.000 SQ. M. 1.000 SQ. M. > 0.220 SQ. M. (0.5 % OF FLOOR AREA SERVED)
SMOKE VENT 13 : ST-A-2 LOBBY SMOKE OUTLET AREA REQUIRED = 1.000 SQ. M. SMOKE OUTLET AREA PROVIDED = 1.000 SQ. M.	SMOKE VENT 14 : CARPARK SMOKE OUTLET AREA PROVIDED = 1.000 SQ. M.

RECORD PLAN

H	15/7/14	GENERAL REVISED	MMW
G	16/7/14	GENERAL REVISED	ASD
F	16/7/14	SCCU RECORD PLAN	ASD
E	16/7/14	SCCU RECORD PLAN	ASD
D	16/7/14	FSO AMENDMENT SUBMISSION	ASD
C	16/7/14	FSO AMENDMENT SUBMISSION	ASD
B	16/7/14	SCCU AMENDMENT SUBMISSION	ASD
A	16/7/14	SCCU SUBMISSION	ASD

No.	Date	Description	Initial

YOUTH SQUARE

Address:
YOUTH SQUARE,
NO.238, CHAI WAN ROAD
AT CHAI WAN, HONG KONG

Drawing Title:
GROUND FLOOR PLAN

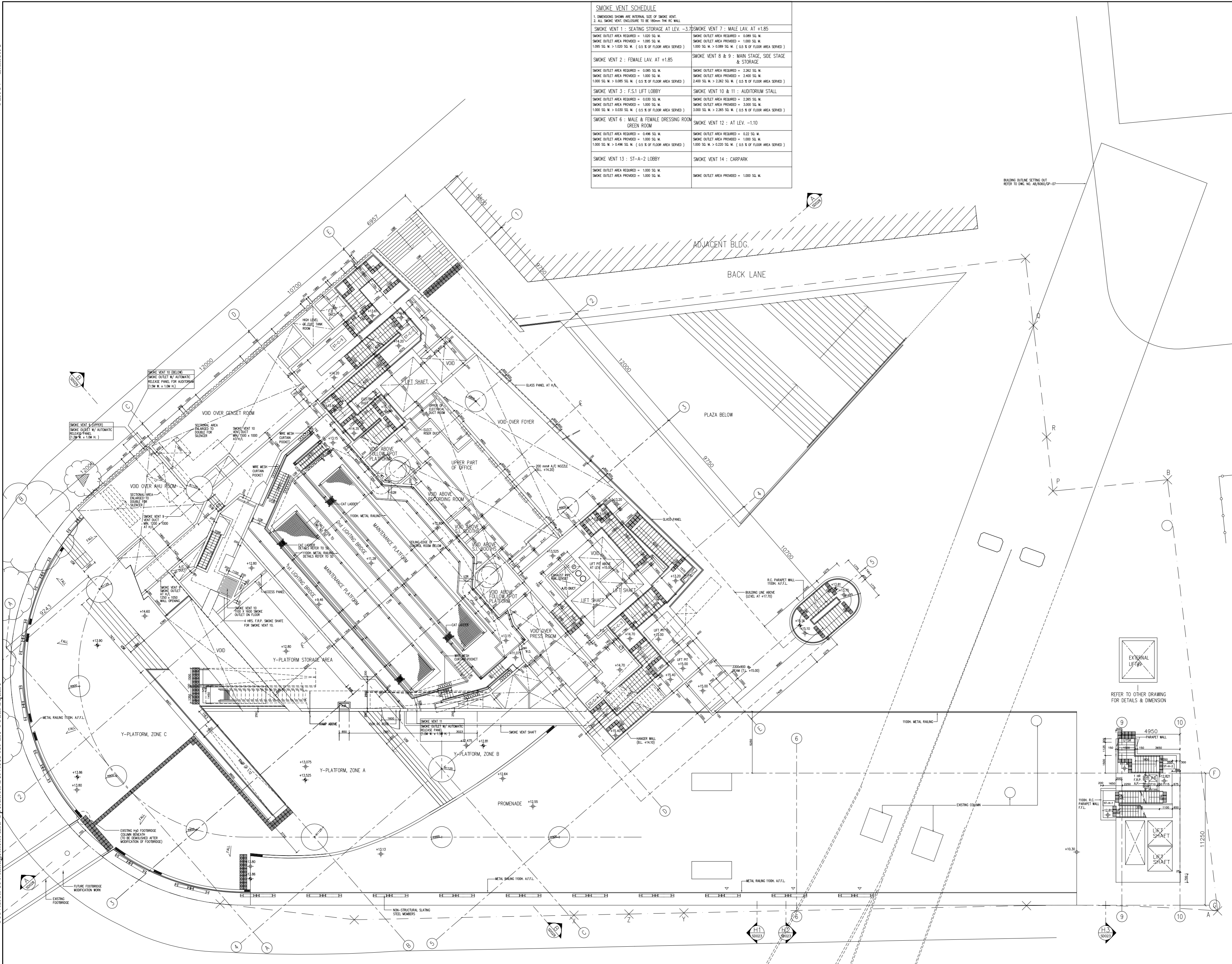
Drawing no.
YS/SD009/GF

Scale
1:100

Approved _____ Signed (Chief) _____ (Date) _____

HOME AFFAIRS BUREAU

SMOKE VENT SCHEDULE	
1. DIMENSIONS SHOWN ARE INTERNAL SIZE OF SMOKE VENT. 2. ALL SMOKE VENT ENCLOSURE TO BE 300mm THK RC WALL.	
SMOKE VENT 1 : SEATING STORAGE AT LEV. -3	SMOKE VENT 7 : MALE LAV. AT +1.85
SMOKE OUTLET AREA REQUIRED = 1.020 SQ. M. SMOKE OUTLET PROVIDED = 1.095 SQ. M. 1.095 SQ. M. > 1.020 SQ. M. (0.5 % OF FLOOR AREA SERVED)	SMOKE OUTLET AREA REQUIRED = 0.089 SQ. M. SMOKE OUTLET PROVIDED = 1.000 SQ. M. 1.000 SQ. M. > 0.089 SQ. M. (0.5 % OF FLOOR AREA SERVED)
SMOKE VENT 2 : FEMALE LAV. AT +1.85	SMOKE VENT 8 & 9 : MAIN STAGE, SIDE STAGE & STORAGE
SMOKE OUTLET AREA REQUIRED = 0.085 SQ. M. SMOKE OUTLET PROVIDED = 1.000 SQ. M. 1.000 SQ. M. > 0.085 SQ. M. (0.5 % OF FLOOR AREA SERVED)	SMOKE OUTLET AREA REQUIRED = 2.262 SQ. M. SMOKE OUTLET PROVIDED = 2.400 SQ. M. 2.400 SQ. M. > 2.262 SQ. M. (0.5 % OF FLOOR AREA SERVED)
SMOKE VENT 3 : F.S.1 LIFT LOBBY	SMOKE VENT 10 & 11 : AUDITORIUM STALL
SMOKE OUTLET AREA REQUIRED = 0.030 SQ. M. SMOKE OUTLET PROVIDED = 1.000 SQ. M. 1.000 SQ. M. > 0.030 SQ. M. (0.5 % OF FLOOR AREA SERVED)	SMOKE OUTLET AREA REQUIRED = 2.285 SQ. M. SMOKE OUTLET PROVIDED = 3.000 SQ. M. 3.000 SQ. M. > 2.285 SQ. M. (0.5 % OF FLOOR AREA SERVED)
SMOKE VENT 6 : MALE & FEMALE DRESSING ROOM GREEN ROOM	SMOKE VENT 12 : AT LEV. -1.10
SMOKE OUTLET AREA REQUIRED = 0.496 SQ. M. SMOKE OUTLET PROVIDED = 1.000 SQ. M. 1.000 SQ. M. > 0.496 SQ. M. (0.5 % OF FLOOR AREA SERVED)	SMOKE OUTLET AREA REQUIRED = 0.222 SQ. M. SMOKE OUTLET PROVIDED = 1.000 SQ. M. 1.000 SQ. M. > 0.222 SQ. M. (0.5 % OF FLOOR AREA SERVED)
SMOKE VENT 13 : ST-A-2 LOBBY	SMOKE VENT 14 : CARPARK
SMOKE OUTLET AREA REQUIRED = 1.000 SQ. M. SMOKE OUTLET PROVIDED = 1.000 SQ. M.	SMOKE OUTLET AREA PROVIDED = 1.000 SQ. M.



BUILDING OUTLINE SETTING OUT REFER TO DWG. NO. AB/600/0P-07

NOTES:

RECORD PLAN

No.	Date	Description	Initial
G	15/12/14	GENERAL REVISED	MMW
F	16/12/14	GENERAL REVISED	ASD
E	16/12/14	SCCU RECORD PLAN	ASD
D	16/12/14	SCCU RECORD PLAN	ASD
C	16/12/14	FSD AMENDMENT SUBMISSION	ASD
B	16/12/14	FSD AMENDMENT SUBMISSION	ASD
A	16/12/14	SCCU AMENDMENT SUBMISSION	ASD
-	16/12/14	SCCU SUBMISSION	ASD

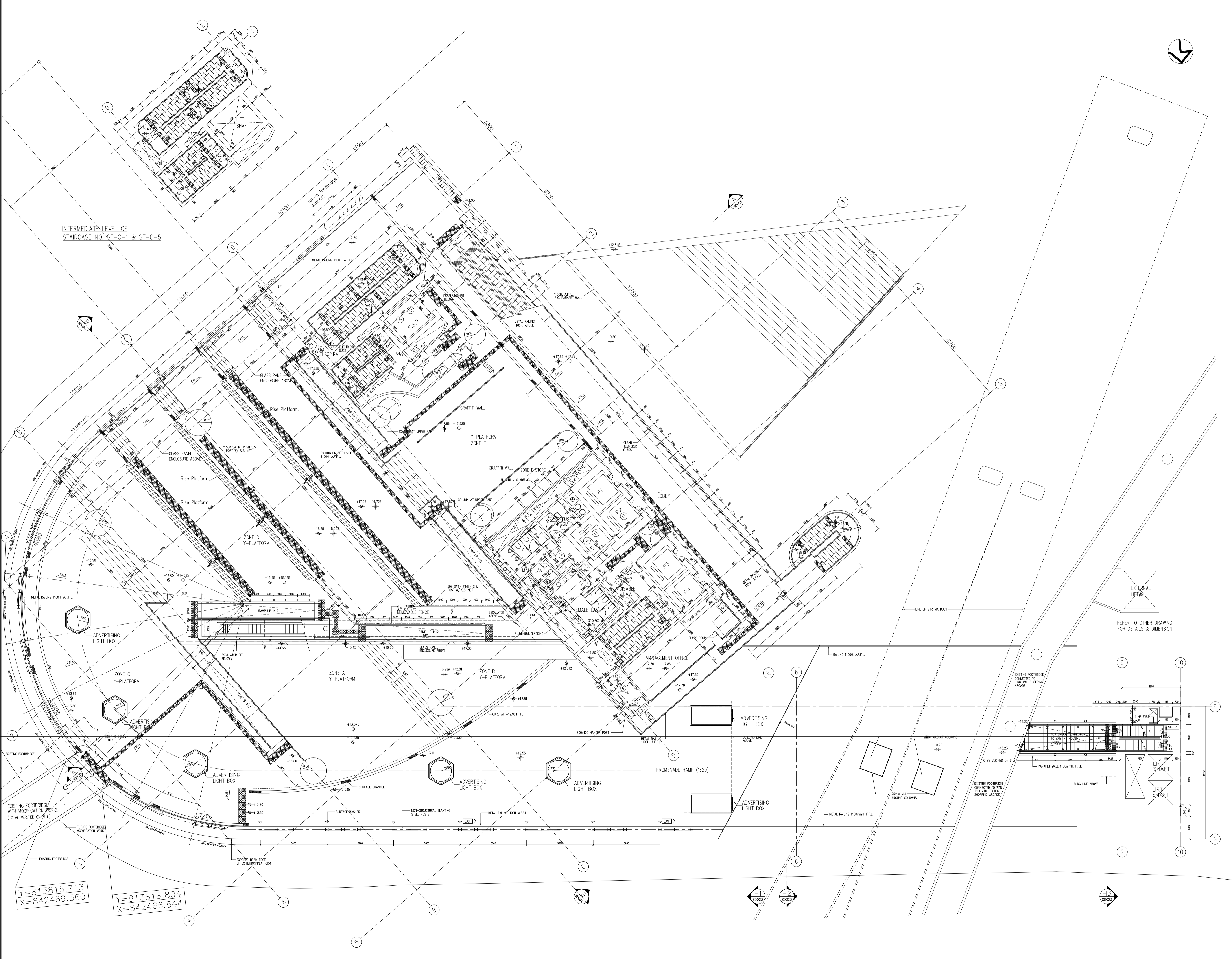
YOUTH SQUARE

Address:
YOUTH SQUARE,
NO.238, CHAI WAN ROAD
AT CHAI WAN, HONG KONG

**UPPER PART OF
GROUND FLOOR PLAN**

Drawing no. YS/SD009.1/UGF
Scale 1:100

Approved: _____ Signed (Chief) _____ (Date) _____
HOME AFFAIRS BUREAU



INTERMEDIATE LEVEL OF STAIRCASE NO. ST-C-1 & ST-C-5

RECORD PLAN

No.	Date	Description	Initial
H1		ISSUE GENERAL REVISED	NMF
C		REVISION GENERAL REVISED	ASD
F		HAB/RM SCQU RECORD PLAN	ASD
E		HAB/RM SCQU RECORD PLAN	ASD
D		HAB/RM FSD AMENDMENT SUBMISSION	ASD
C		HAB/RM FSD AMENDMENT SUBMISSION	ASD
B		HAB/RM SCQU AMENDMENT SUBMISSION	ASD
A		HAB/RM SCQU SUBMISSION	ASD

REVISION

YOUTH SQUARE

Address:
YOUTH SQUARE,
NO.238, CHAI WAN ROAD
AT CHAI WAN, HONG KONG

Drawing Title:
1st FLOOR PLAN

Drawing no.	Scale
YS/SD010/1F	1:100

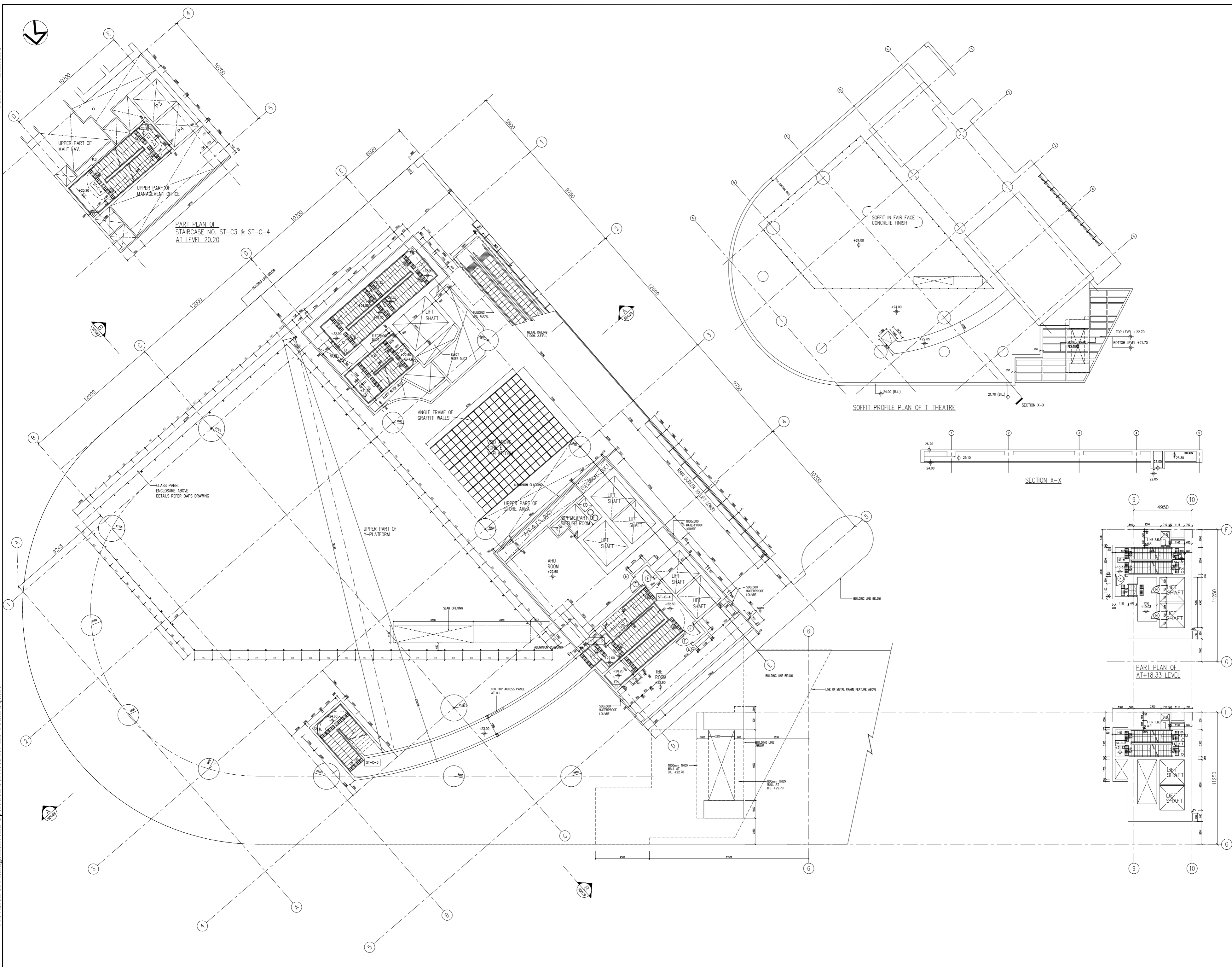
Approved	Signed (Chief)	(Date)
----------	----------------	--------

HOME AFFAIRS BUREAU

Y=813815.713
X=842469.560

Y=813818.804
X=842466.844

REFER TO OTHER DRAWING FOR DETAILS & DIMENSION



NOTES

RECORD PLAN

REVISION	No.	Date	Description	Initial
G	15/1/24		GENERAL REVISED	NM/M
F	15/1/24		GENERAL REVISED	ASD
E	15/1/24		SCCU RECORD PLAN	ASD
D	15/1/24		SCCU RECORD PLAN	ASD
C	15/1/24		FSD AMENDMENT SUBMISSION	ASD
B	15/1/24		SCCU AMENDMENT SUBMISSION	ASD
A	15/1/24		SCCU SUBMISSION	ASD

YOUTH SQUARE

Address:
 YOUTH SQUARE,
 NO.238, CHAI WAN ROAD
 AT CHAI WAN, HONG KONG

Drawing Title:
 UPPER PART OF
 1st FLOOR PLAN

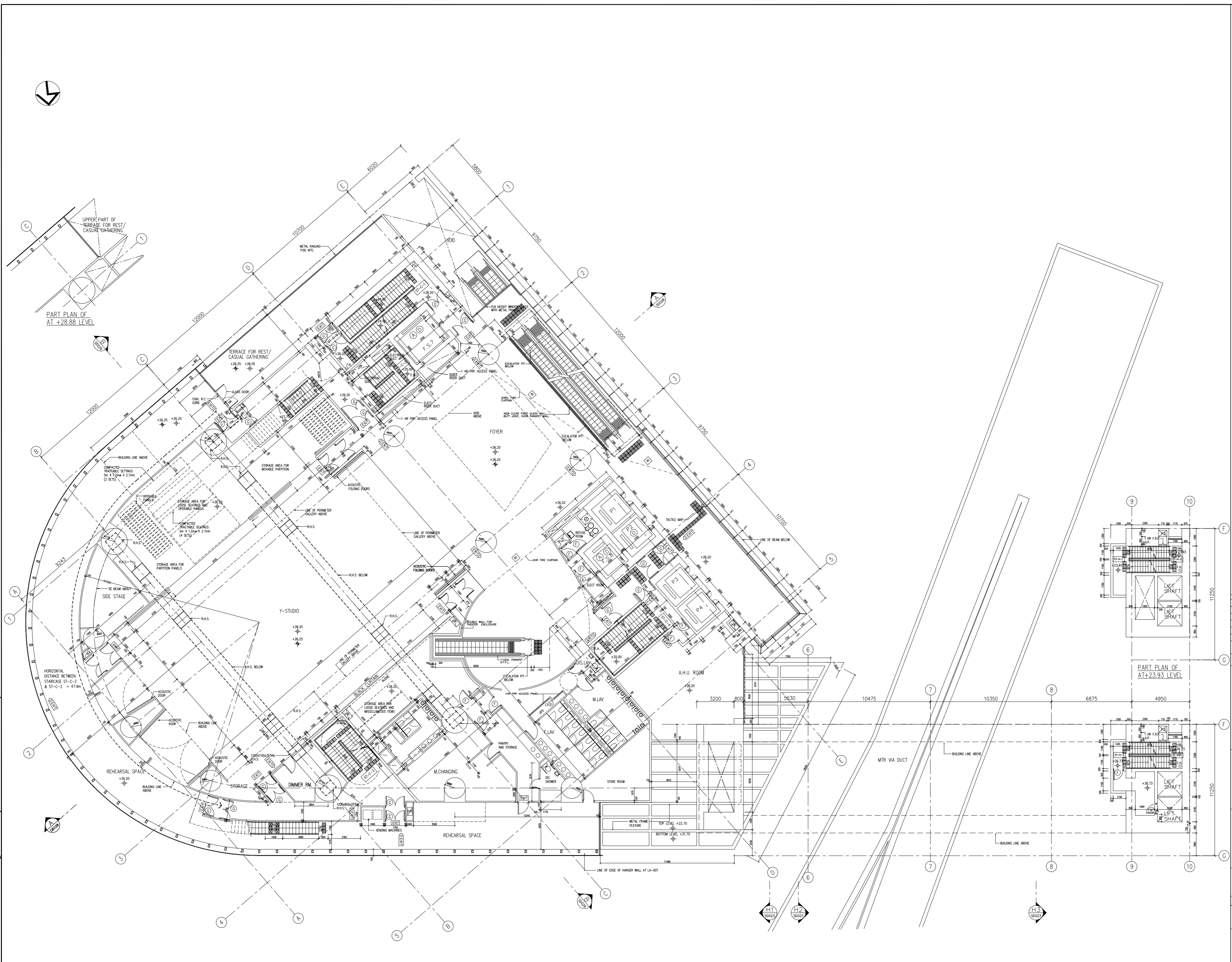
Drawing no.
 YS/SD011/UP1F

Scale
 1:100

A	B	C	D	E	F	G
---	---	---	---	---	---	---

Approved _____ Signed (Chief) _____ (Date) _____

HOME AFFAIRS BUREAU



RECORD PLAN

REVISION	No.	Date	Description	Initial
G	15/1/14		GENERAL REVISED	NM/M
F	15/1/14		GENERAL REVISED	ASD
E	15/1/14		SCCU RECORD PLAN	ASD
D	15/1/14		SCCU RECORD PLAN	ASD
C	15/1/14		FSD AMENDMENT SUBMISSION	ASD
B	15/1/14		SCCU AMENDMENT SUBMISSION	ASD
A	15/1/14		SCCU SUBMISSION	ASD

YOUTH SQUARE

Address:
 YOUTH SQUARE,
 NO.238, CHAI WAN ROAD
 AT CHAI WAN, HONG KONG

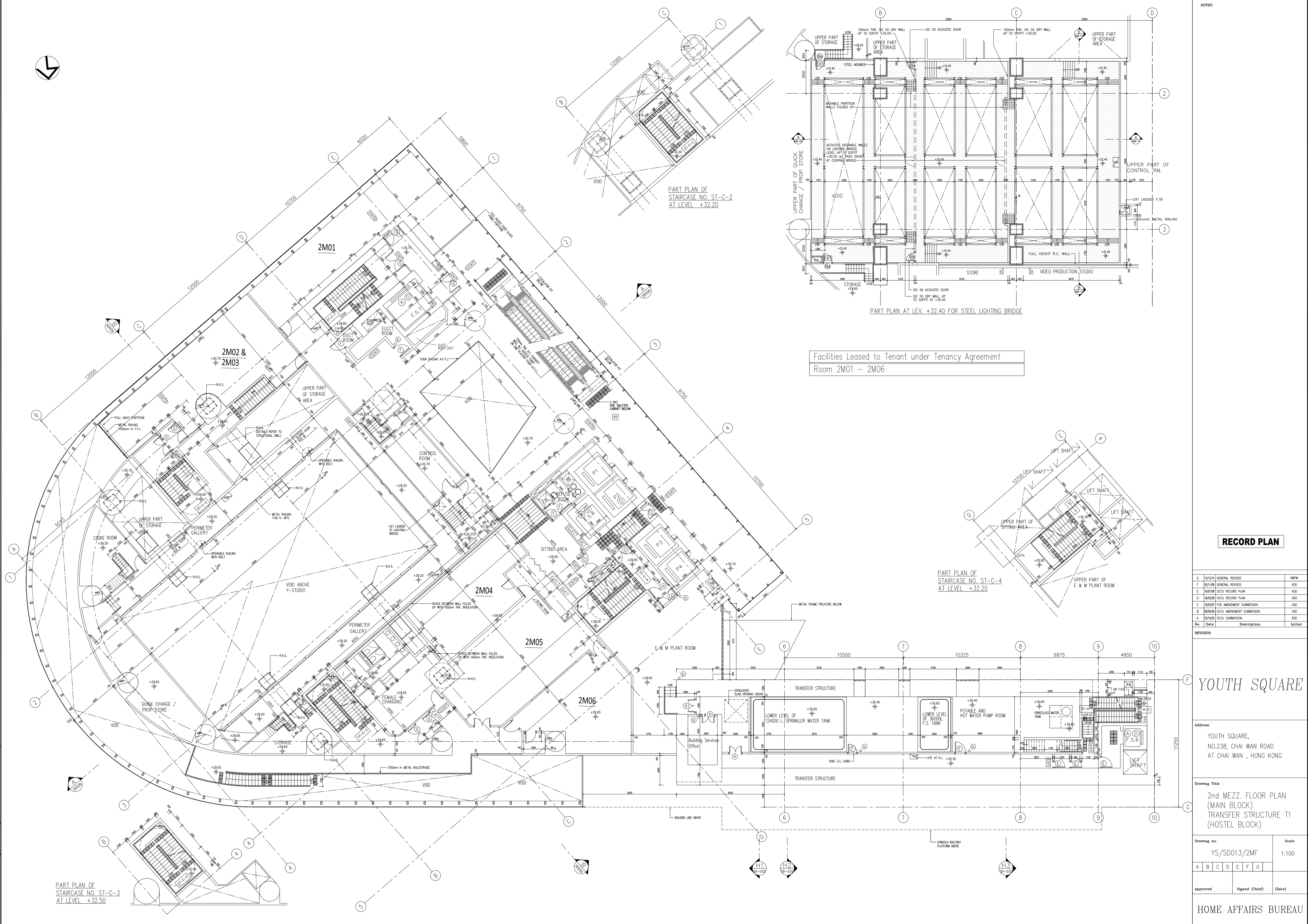
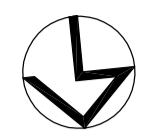
Drawing Title:
 2nd FLOOR PLAN

Drawing no.
 YS/SD012/2F

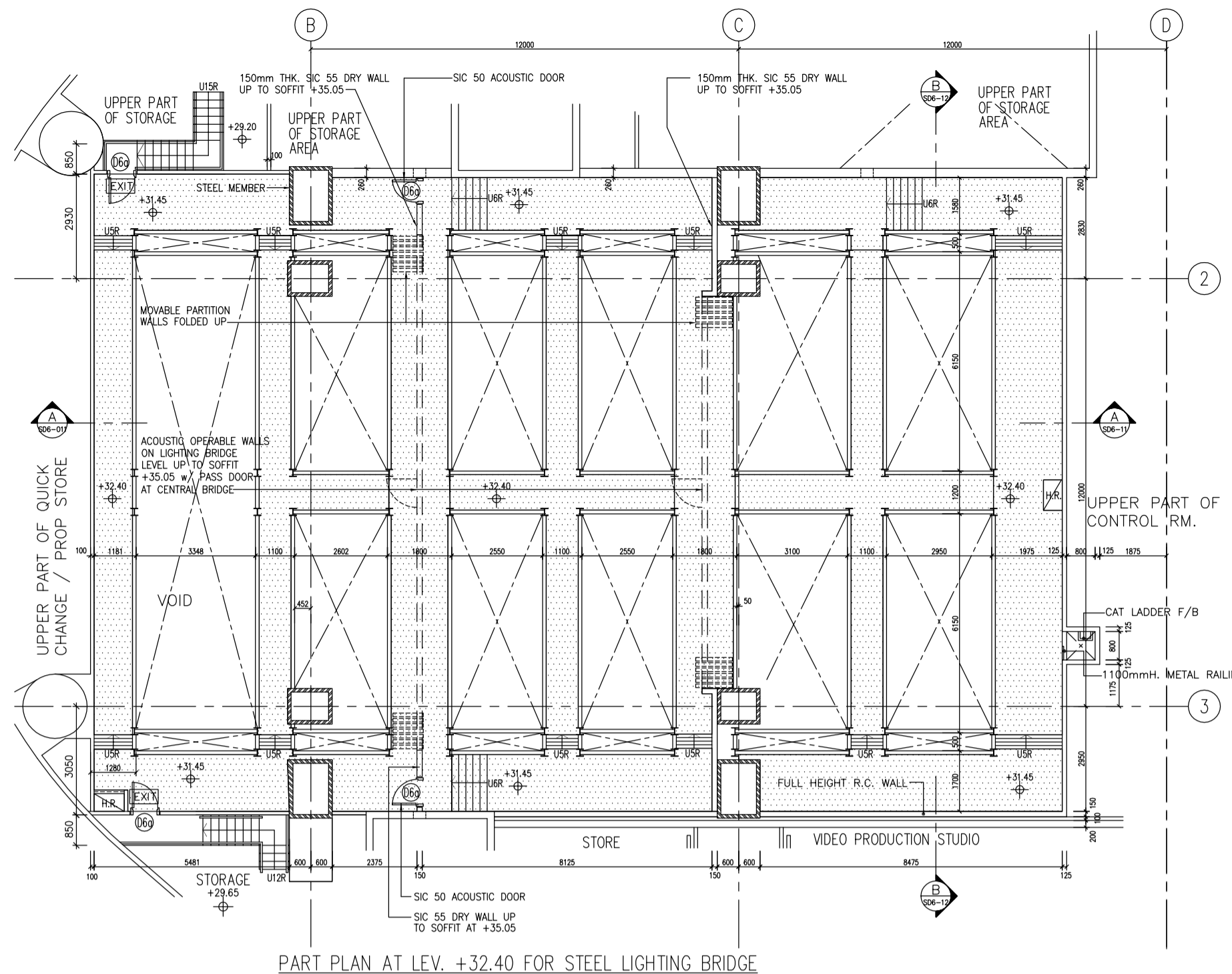
Scale
 1:100

Approved _____ Signed (Chief) _____ (Date) _____

HOME AFFAIRS BUREAU

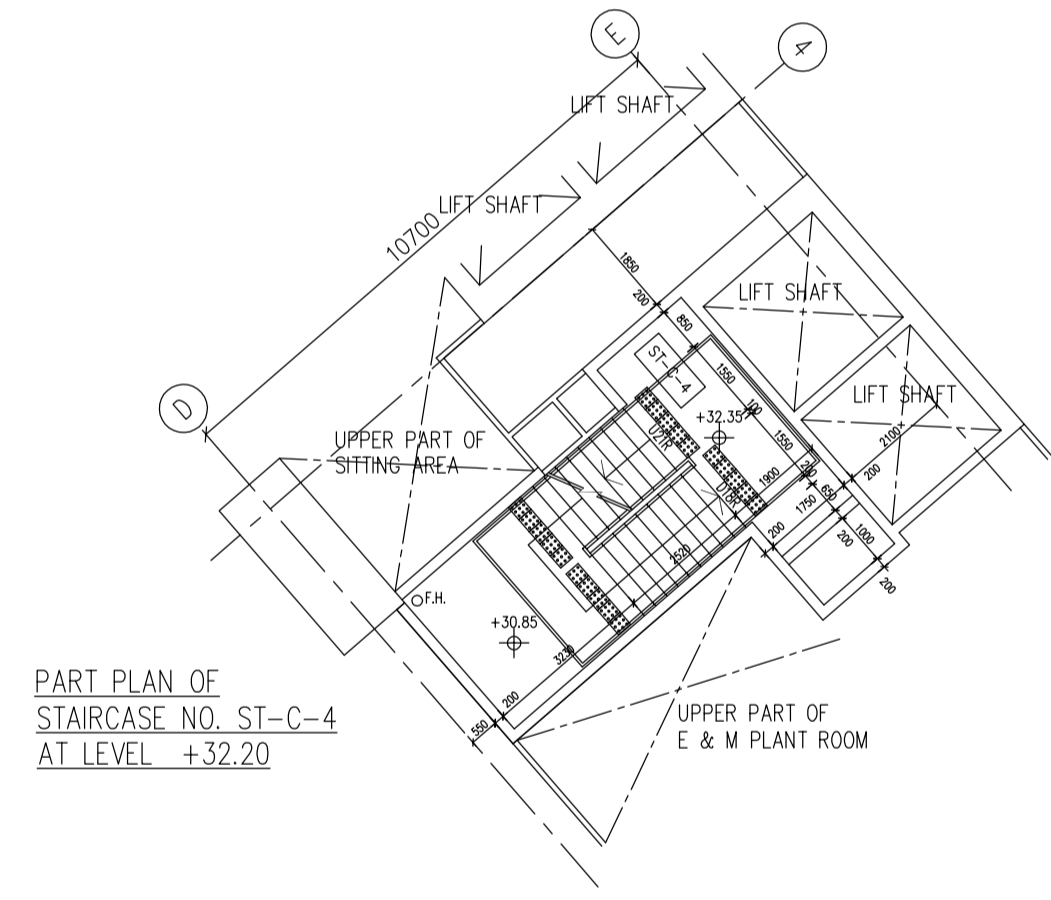


PART PLAN OF STAIRCASE NO. ST-C-2 AT LEVEL +32.20



PART PLAN AT LEV. +32.40 FOR STEEL LIGHTING BRIDGE

Facilities Leased to Tenant under Tenancy Agreement
Room 2M01 - 2M06



PART PLAN OF STAIRCASE NO. ST-C-4 AT LEVEL +32.20

PART PLAN OF STAIRCASE NO. ST-C-3 AT LEVEL +32.50

NOTES:

RECORD PLAN

G	H/1/M	GENERAL REVISED	M/M
F	H/1/M	GENERAL REVISED	ASD
E	H/1/M	SCCU RECORD PLAN	ASD
D	H/1/M	SCCU RECORD PLAN	ASD
C	H/1/M	FSO AMENDMENT SUBMISSION	ASD
B	H/1/M	SCCU AMENDMENT SUBMISSION	ASD
A	H/1/M	SCCU SUBMISSION	ASD
No.	Date	Description	Initial

REVISION

YOUTH SQUARE

Address:
YOUTH SQUARE,
NO.238, CHAI WAN ROAD
AT CHAI WAN, HONG KONG

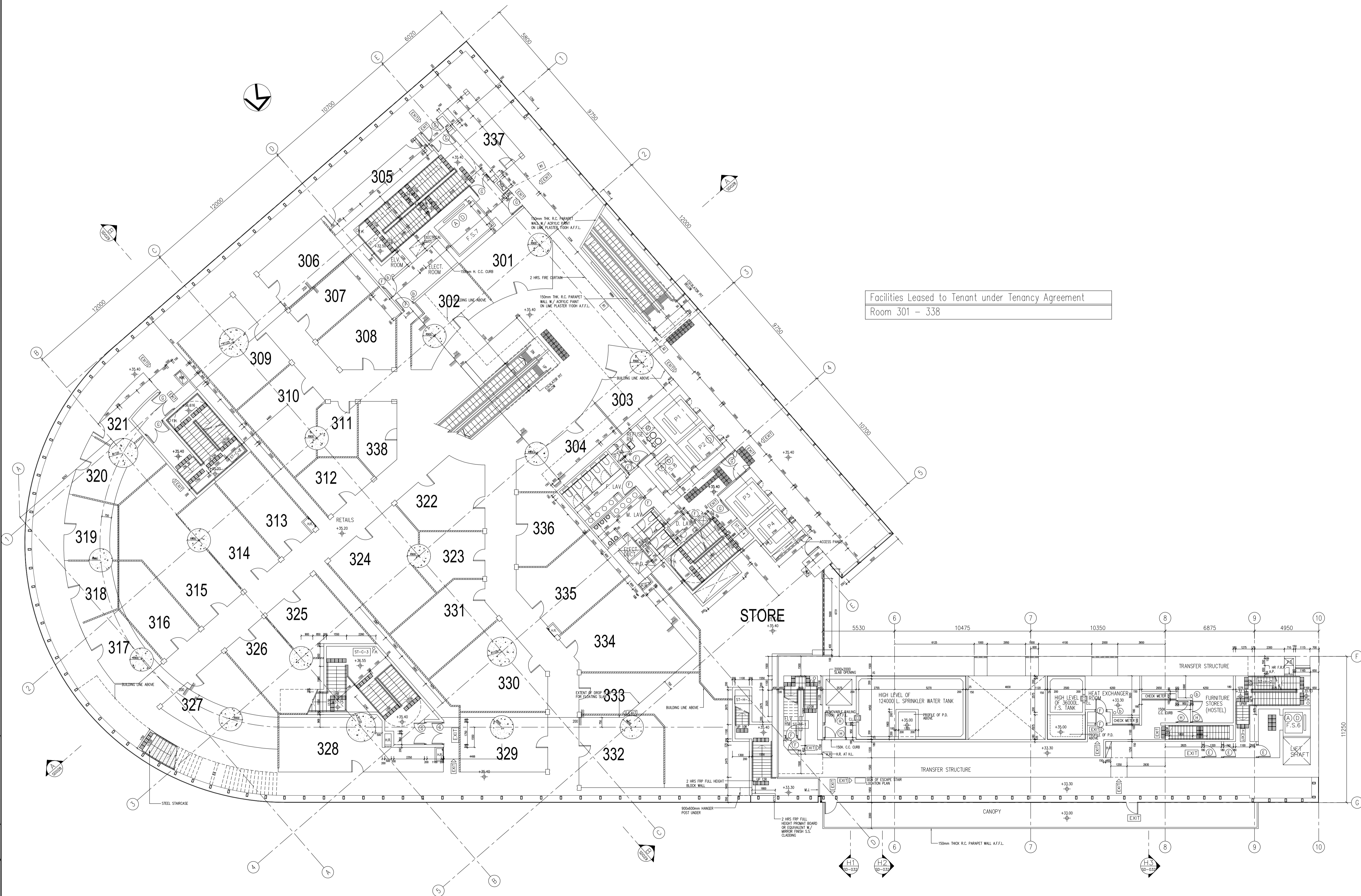
Drawing Title:
2nd MEZZ. FLOOR PLAN
(MAIN BLOCK)
TRANSFER STRUCTURE T1
(HOSTEL BLOCK)

Drawing no. YS/SD013/2MF Scale 1:100

A	B	C	D	E	F	G
---	---	---	---	---	---	---

Approved Signed (Chief) (Date)

HOME AFFAIRS BUREAU



Facilities Leased to Tenant under Tenancy Agreement
 Room 301 – 338

RECORD PLAN

No.	Date	Description	Initial
H		H/2014 GENERAL REVISED	MMW
C		H/2014B GENERAL REVISED	ASD
F		H/2014M SCQU RECORD PLAN	ASD
E		H/2014N SCQU RECORD PLAN	ASD
D		H/2014P FSD AMENDMENT SUBMISSION	ASD
C		H/2014R FSD AMENDMENT SUBMISSION	ASD
B		H/2014S SCQU AMENDMENT SUBMISSION	ASD
A		H/2014T SCQU SUBMISSION	ASD

REVISION

YOUTH SQUARE

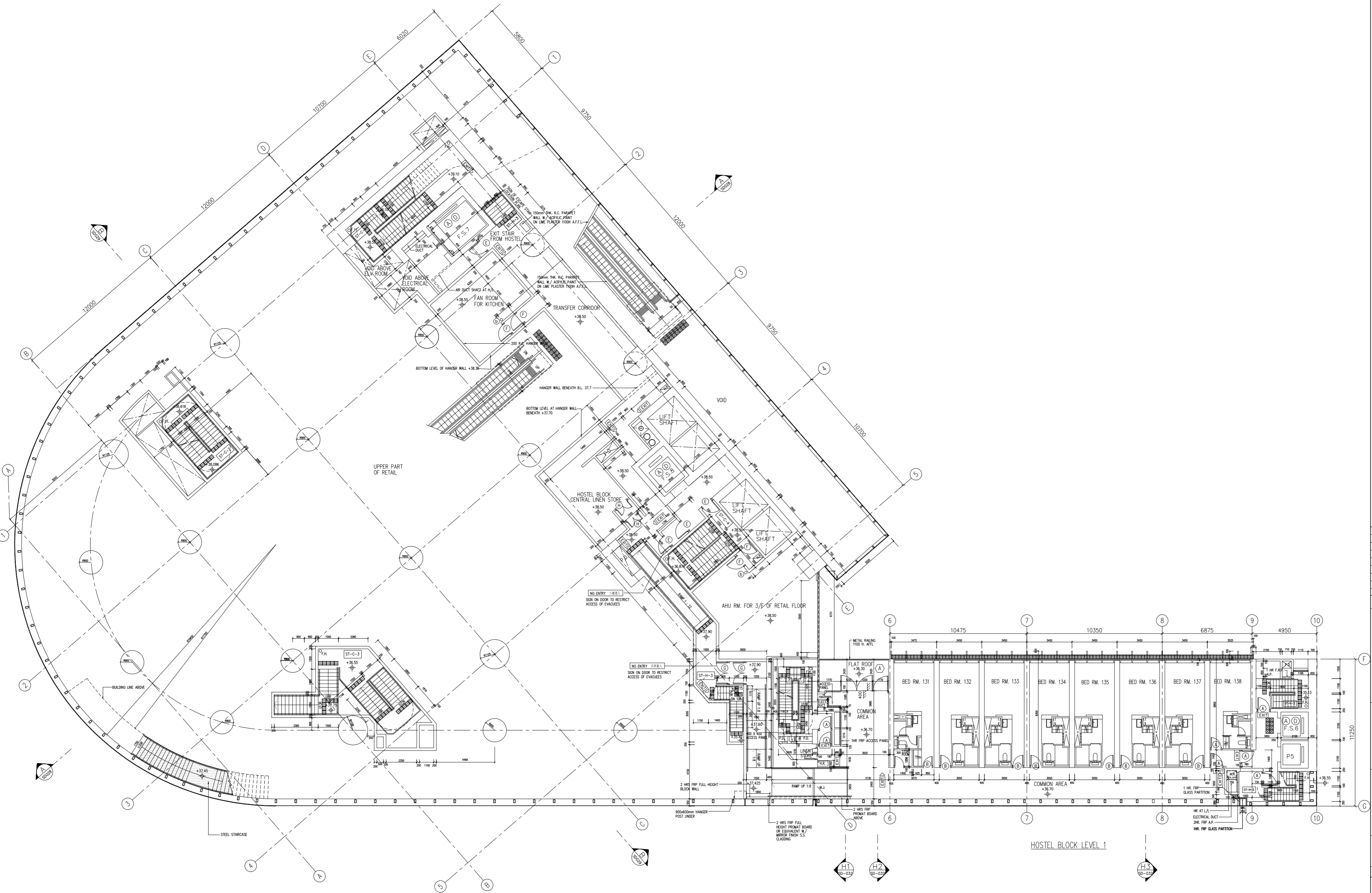
Address:
 YOUTH SQUARE,
 NO.238, CHAI WAN ROAD
 AT CHAI WAN, HONG KONG

Drawing Title:
 3rd FLOOR PLAN
 (MAIN BLOCK)
 TRANSFER STRUCTURE T2
 (HOSTEL BLOCK)

Drawing no.	Scale
YS/SD014/3F	1:100

Approved	Signed (Chief)	(Date)
----------	----------------	--------

HOME AFFAIRS BUREAU



RECORD PLAN

H	15/12/14	GENERAL REVISED	MMW
G	10/11/14	GENERAL REVISED	ASD
F	10/11/14	SCCU RECORD PLAN	ASD
E	10/11/14	SCCU RECORD PLAN	ASD
D	10/11/14	FSD AMENDMENT SUBMISSION	ASD
C	10/11/14	FSD AMENDMENT SUBMISSION	ASD
B	10/11/14	SCCU AMENDMENT SUBMISSION	ASD
A	10/11/14	SCCU SUBMISSION	ASD

No.	Date	Description	Initial

YOUTH SQUARE

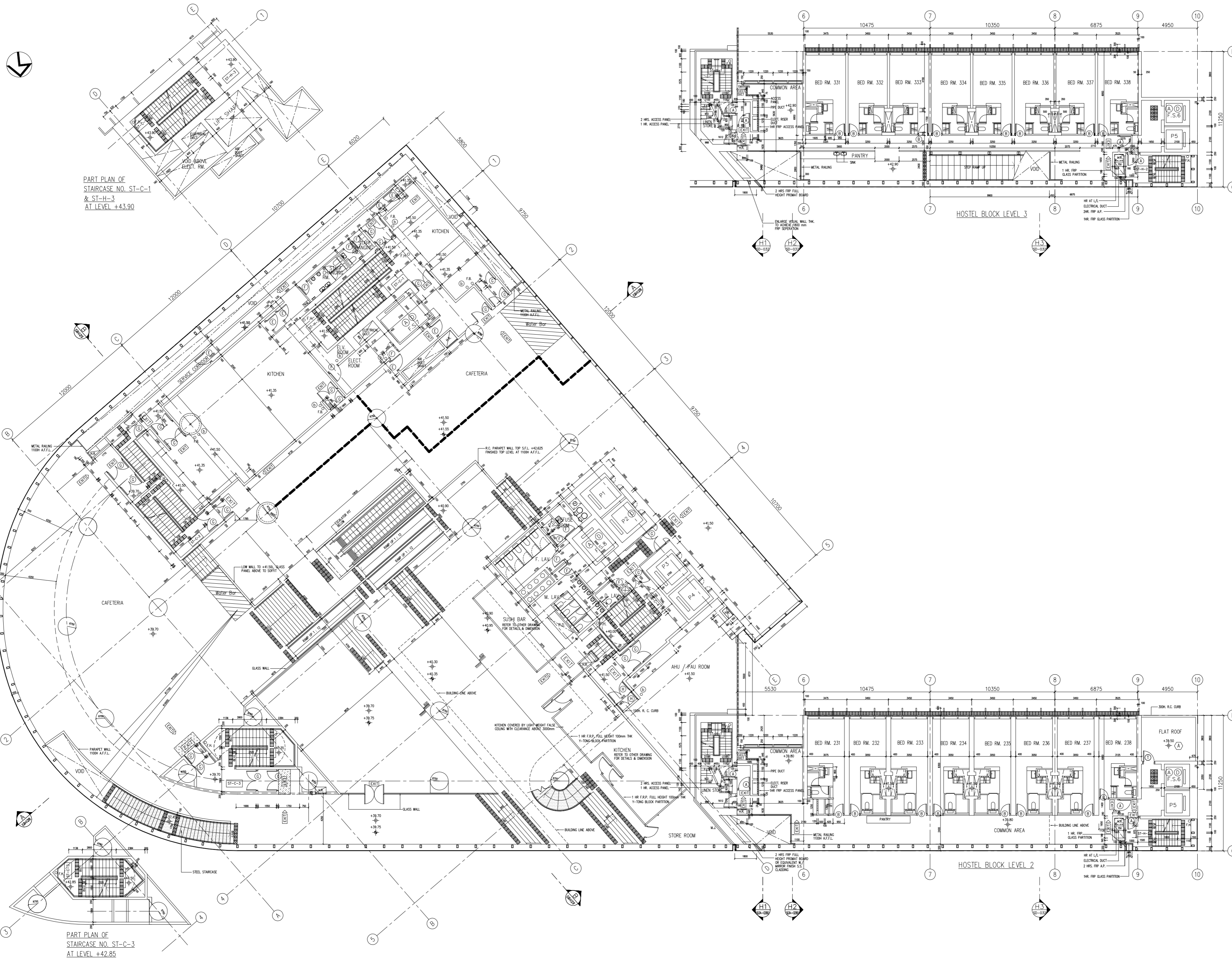
Address:
 YOUTH SQUARE,
 NO.238, CHAI WAN ROAD
 AT CHAI WAN, HONG KONG

Drawing Title:
 3rd MEZZ. FLOOR PLAN
 (MAIN BLOCK)
 LEVEL 1 FLOOR PLAN
 (HOSTEL BLOCK)

Drawing no.	Scale
YS/SD015/3MF	1:100

Approved	Signed (Chief)	(Date)

HOME AFFAIRS BUREAU



PART PLAN OF STAIRCASE NO. ST-C-1 & ST-H-3 AT LEVEL +43.90

PART PLAN OF STAIRCASE NO. ST-C-3 AT LEVEL +42.85

NOTES

RECORD PLAN

H	15/12/14	GENERAL REVISED	MMW
G	10/11/14	GENERAL REVISED	ASD
F	10/11/14	SCCU RECORD PLAN	ASD
E	10/11/14	SCCU RECORD PLAN	ASD
D	10/11/14	FSD AMENDMENT SUBMISSION	ASD
C	10/11/14	FSD AMENDMENT SUBMISSION	ASD
B	10/11/14	SCCU AMENDMENT SUBMISSION	ASD
A	10/11/14	SCCU SUBMISSION	ASD
No.	Date	Description	Initial

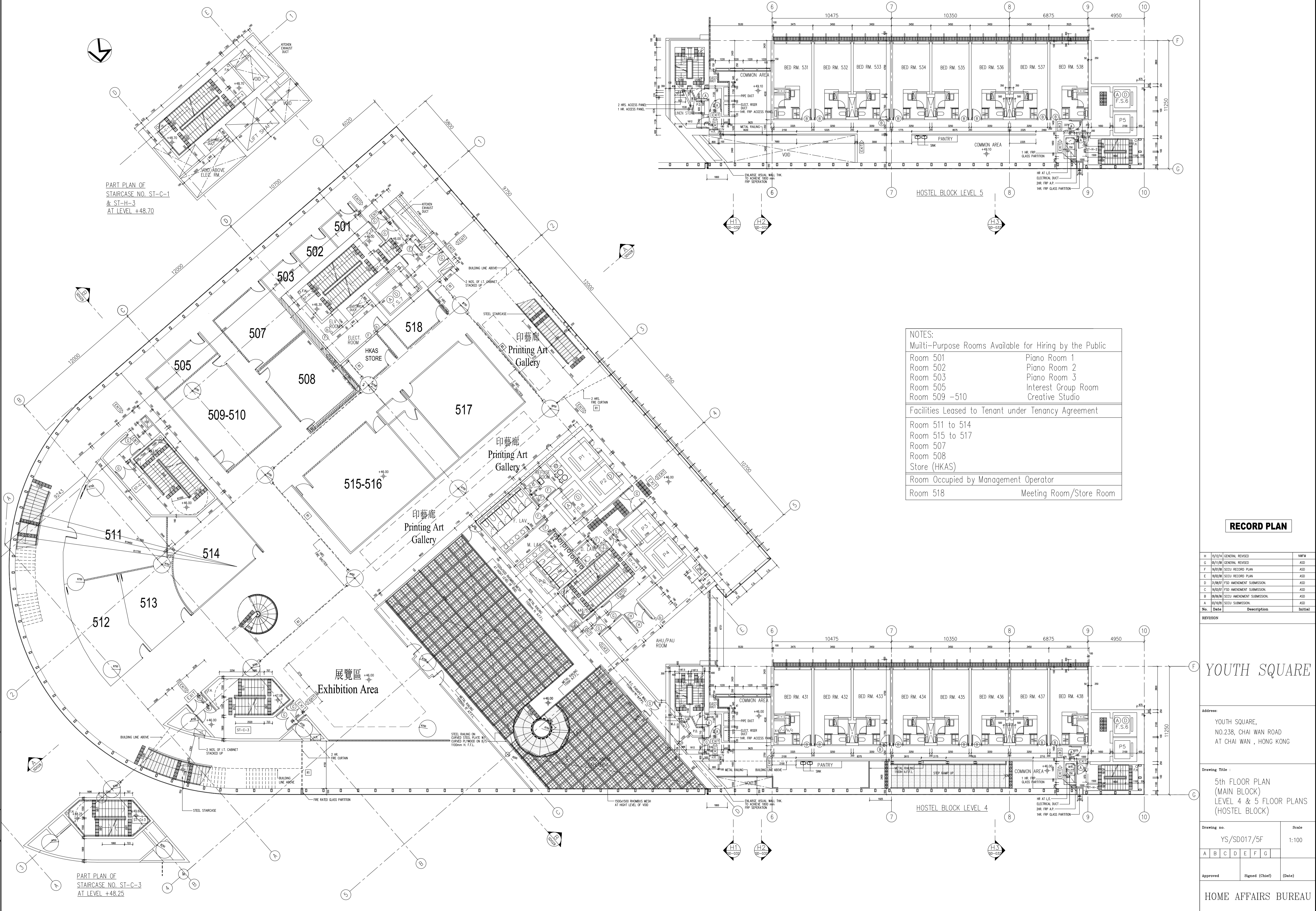
YOUTH SQUARE

Address:
YOUTH SQUARE,
NO.238, CHAI WAN ROAD
AT CHAI WAN, HONG KONG

Drawing Title:
4th FLOOR PLAN
(MAIN BLOCK)
LEVEL 2 & 3 FLOOR PLANS
(HOSTEL BLOCK)

Drawing no.	YS/SD016/4F	Scale	1:100			
A	B	C	D	E	F	G
Approved	Signed (Chief)	(Date)				

HOME AFFAIRS BUREAU



PART PLAN OF STAIRCASE NO. ST-C-1 & ST-H-3 AT LEVEL +48.70

PART PLAN OF STAIRCASE NO. ST-C-3 AT LEVEL +48.25

NOTES:

Multi-Purpose Rooms Available for Hiring by the Public	
Room 501	Piano Room 1
Room 502	Piano Room 2
Room 503	Piano Room 3
Room 505	Interest Group Room
Room 509 - 510	Creative Studio
Facilities Leased to Tenant under Tenancy Agreement	
Room 511 to 514	
Room 515 to 517	
Room 507	
Room 508	
Store (HKAS)	
Room Occupied by Management Operator	
Room 518	Meeting Room/Store Room

RECORD PLAN

H	ISSUE GENERAL REVISED	MMW	
C	ISSUE GENERAL REVISED	ASD	
F	ISSUE SCSSU RECORD PLAN	ASD	
E	ISSUE SCSSU RECORD PLAN	ASD	
D	ISSUE FSD AMENDMENT SUBMISSION	ASD	
C	ISSUE FSD AMENDMENT SUBMISSION	ASD	
B	ISSUE SCSSU AMENDMENT SUBMISSION	ASD	
A	ISSUE SCSSU SUBMISSION	ASD	
No.	Date	Description	Initial

YOUTH SQUARE

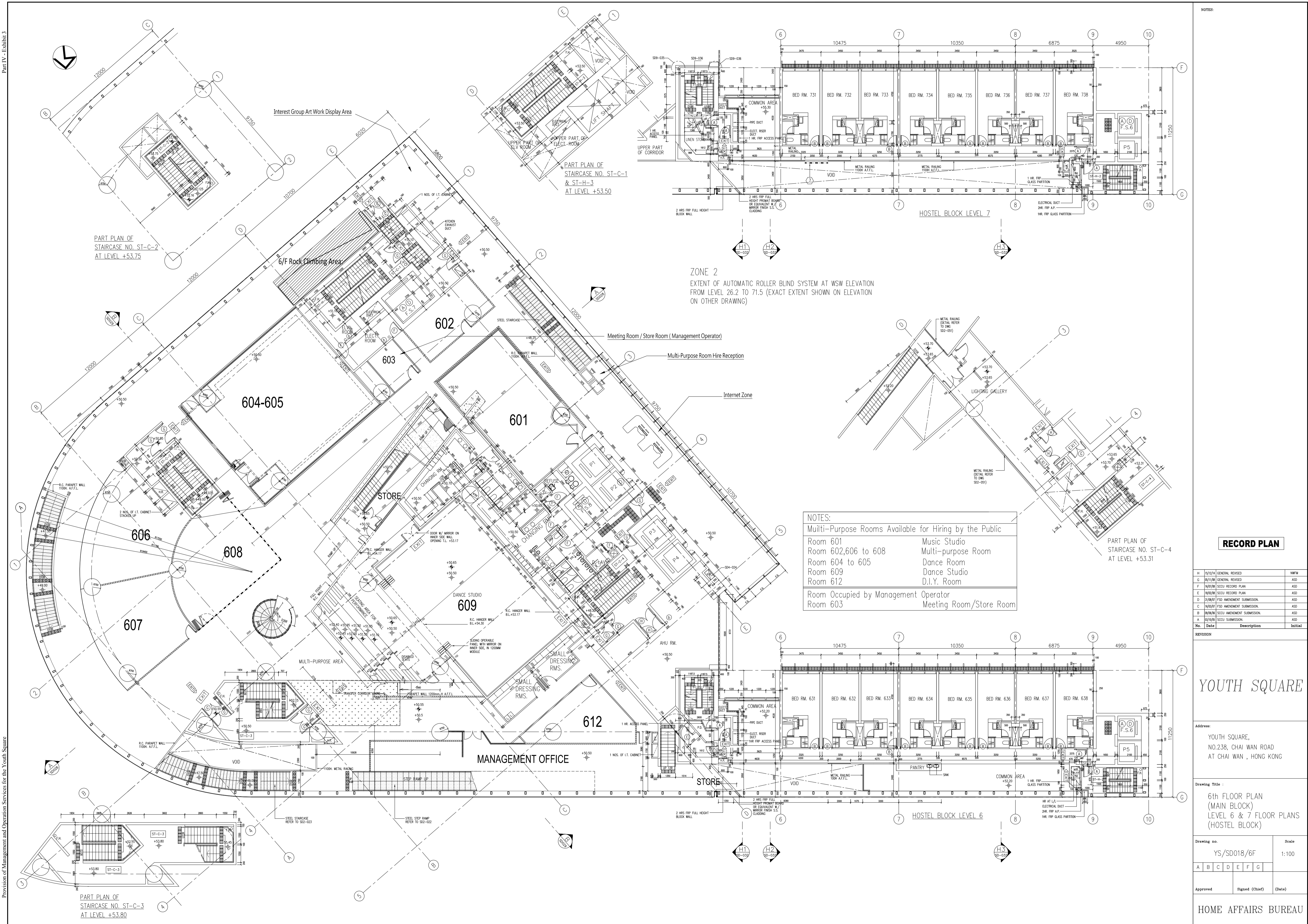
Address:
YOUTH SQUARE,
NO.238, CHAI WAN ROAD
AT CHAI WAN, HONG KONG

Drawing Title:
5th FLOOR PLAN (MAIN BLOCK)
LEVEL 4 & 5 FLOOR PLANS (HOSTEL BLOCK)

Drawing no.	Scale
YS/SD017/5F	1:100

Approved	Signed (Chief)	(Date)

HOME AFFAIRS BUREAU



ZONE 2
 EXTENT OF AUTOMATIC ROLLER BLIND SYSTEM AT WSW ELEVATION FROM LEVEL 26.2 TO 71.5 (EXACT EXTENT SHOWN ON ELEVATION ON OTHER DRAWING)

NOTES:

Room 601	Music Studio
Room 602,606 to 608	Multi-purpose Room
Room 604 to 605	Dance Room
Room 609	Dance Studio
Room 612	D.I.Y. Room
Room Occupied by Management Operator	
Room 603	Meeting Room/Store Room

RECORD PLAN

No.	Date	Description	Initial
H1		ISSUE GENERAL REVISED	MMW
C1		ISSUE GENERAL REVISED	ASD
F1		ISSUE SCQU RECORD PLAN	ASD
E1		ISSUE SCQU RECORD PLAN	ASD
D1		ISSUE FSD AMENDMENT SUBMISSION	ASD
C1		ISSUE FSD AMENDMENT SUBMISSION	ASD
B1		ISSUE SCQU AMENDMENT SUBMISSION	ASD
A1		ISSUE SCQU SUBMISSION	ASD

YOUTH SQUARE

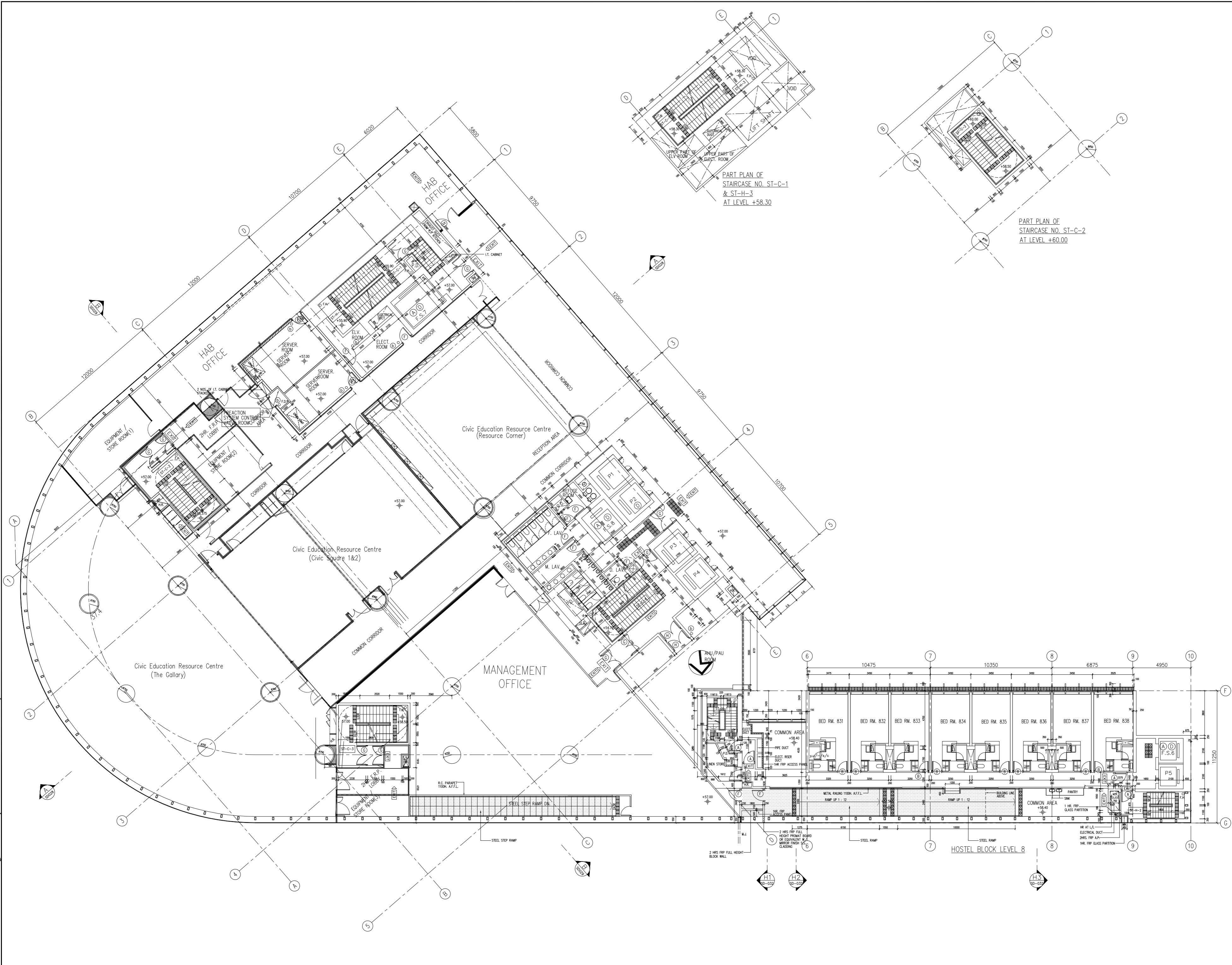
Address:
 YOUTH SQUARE,
 NO.238, CHAI WAN ROAD
 AT CHAI WAN, HONG KONG

Drawing Title:
 6th FLOOR PLAN
 (MAIN BLOCK)
 LEVEL 6 & 7 FLOOR PLANS
 (HOSTEL BLOCK)

Drawing no. YS/SD018/6F
 Scale 1:100

Approved _____ Signed (Chief) _____ (Date) _____

HOME AFFAIRS BUREAU



RECORD PLAN

No.	Date	Description	Initial
H	15/7/14	GENERAL REVISED	MMW
G	16/7/14	GENERAL REVISED	ASD
F	16/7/14	SCCU RECORD PLAN	ASD
E	16/7/14	SCCU RECORD PLAN	ASD
D	16/7/14	FSD AMENDMENT SUBMISSION	ASD
C	16/7/14	FSD AMENDMENT SUBMISSION	ASD
B	16/7/14	SCCU AMENDMENT SUBMISSION	ASD
A	16/7/14	SCCU SUBMISSION	ASD

YOUTH SQUARE

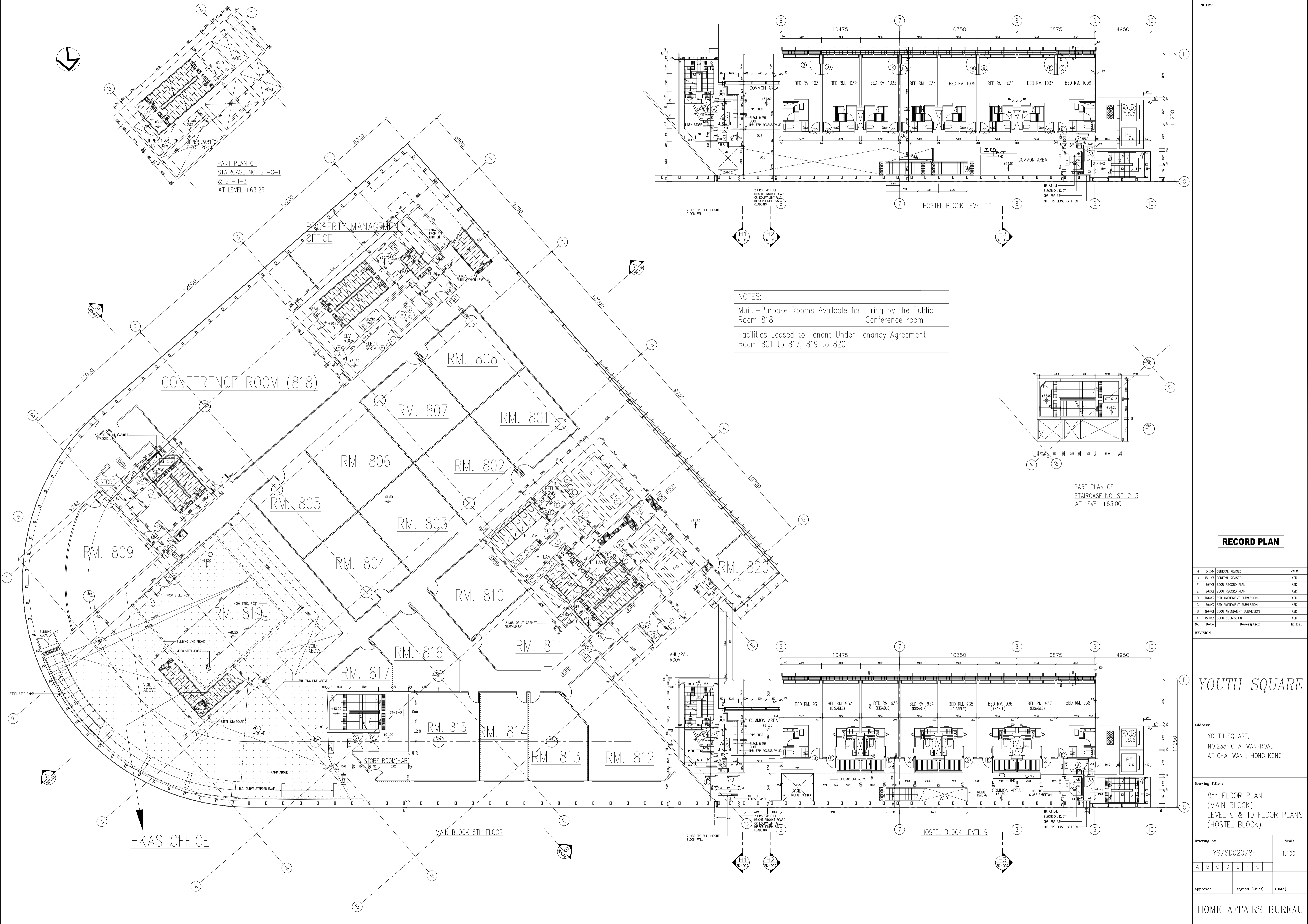
Address:
 YOUTH SQUARE,
 NO.238, CHAI WAN ROAD
 AT CHAI WAN, HONG KONG

Drawing Title:
 7th FLOOR PLAN
 (MAIN BLOCK)
 LEVEL 8 FLOOR PLAN
 (HOSTEL BLOCK)

Drawing no.	Scale
YS/SD019/7F	1:100

Approved	Signed (Chief)	(Date)
----------	----------------	--------

HOME AFFAIRS BUREAU



NOTES:
 Multi-Purpose Rooms Available for Hiring by the Public
 Room 818 Conference room
 Facilities Leased to Tenant Under Tenancy Agreement
 Room 801 to 817, 819 to 820

RECORD PLAN

No.	Date	Description	Initial
H		H/2019 GENERAL REVISED	HMF
C		C/2019M GENERAL REVISED	ASD
F		F/2019M SCQU RECORD PLAN	ASD
E		E/2019M SCQU RECORD PLAN	ASD
D		D/2019M FSD AMENDMENT SUBMISSION	ASD
C		C/2019M FSD AMENDMENT SUBMISSION	ASD
B		B/2019M SCQU AMENDMENT SUBMISSION	ASD
A		A/2019M SCQU SUBMISSION	ASD

REVISION

YOUTH SQUARE

Address:
 YOUTH SQUARE,
 NO.238, CHAI WAN ROAD
 AT CHAI WAN, HONG KONG

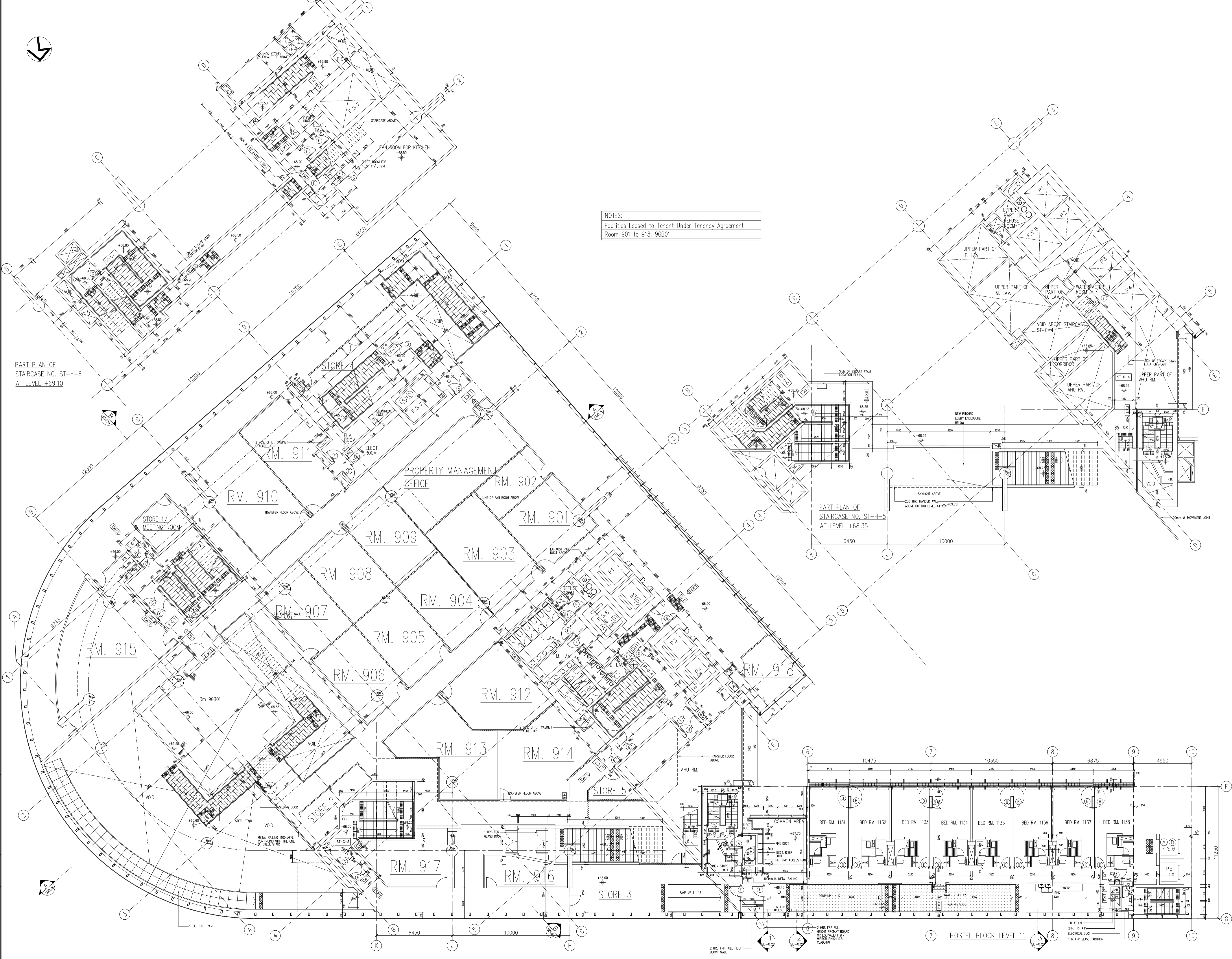
Drawing Title:
 8th FLOOR PLAN
 (MAIN BLOCK)
 LEVEL 9 & 10 FLOOR PLANS
 (HOSTEL BLOCK)

Drawing no. YS/SD020/8F Scale 1:100

A	B	C	D	E	F	G
---	---	---	---	---	---	---

Approved _____ Signed (Chief) _____ (Date) _____

HOME AFFAIRS BUREAU



NOTES:
 Facilities Leased to Tenant Under Tenancy Agreement
 Room 901 to 918, 9GB01

PART PLAN OF
 STAIRCASE NO. ST-H-6
 AT LEVEL +69.10

PART PLAN OF
 STAIRCASE NO. ST-H-5
 AT LEVEL +68.35

RECORD PLAN

H	REVISION GENERAL REVISION	MMW	
C	REVISION GENERAL REVISION	ASD	
F	REVISION SCQU RECORD PLAN	ASD	
E	REVISION SCQU RECORD PLAN	ASD	
D	REVISION FSD AMENDMENT SUBMISSION	ASD	
C	REVISION FSD AMENDMENT SUBMISSION	ASD	
B	REVISION SCQU AMENDMENT SUBMISSION	ASD	
A	REVISION SCQU SUBMISSION	ASD	
No.	Date	Description	Initial

REVISION

YOUTH SQUARE

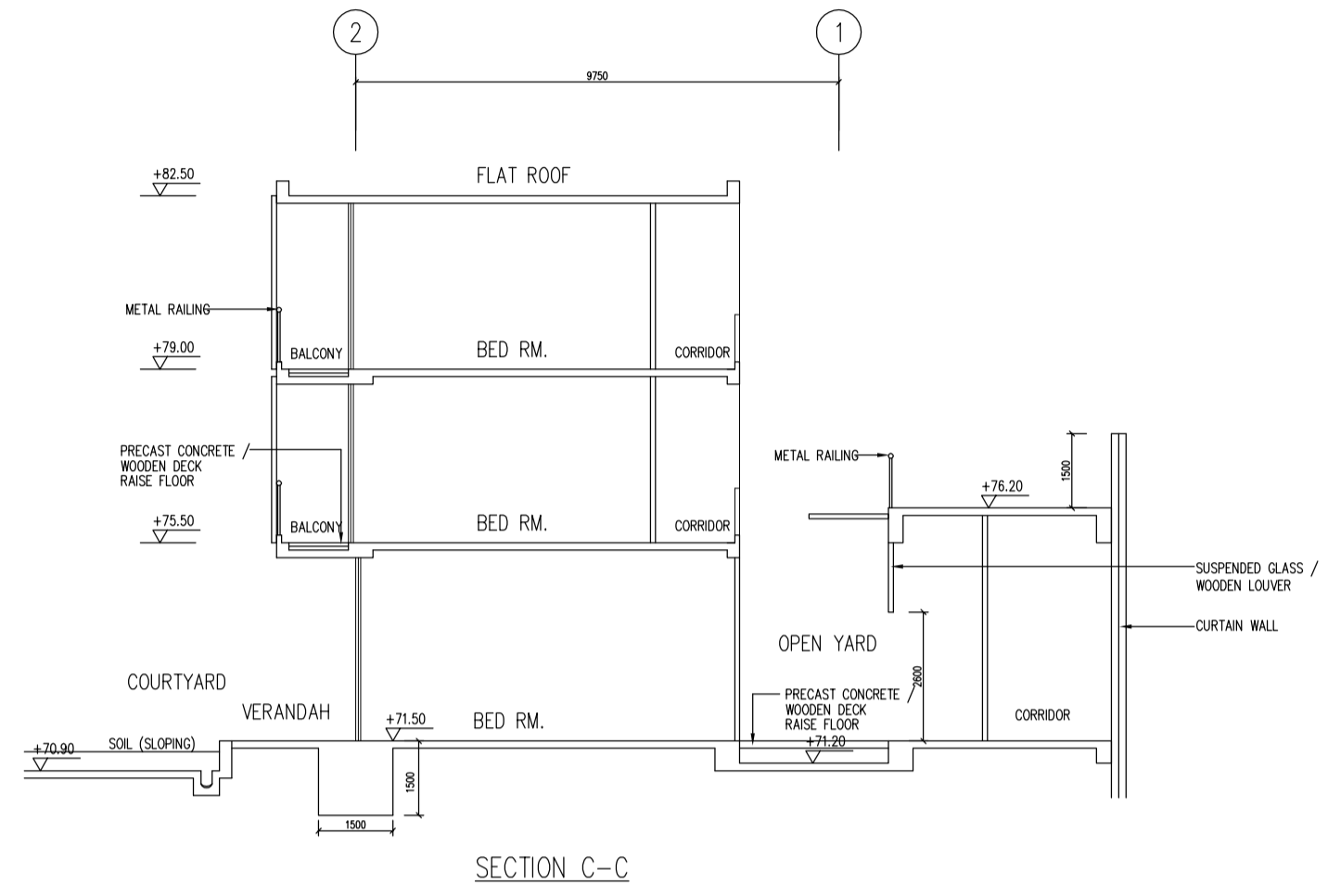
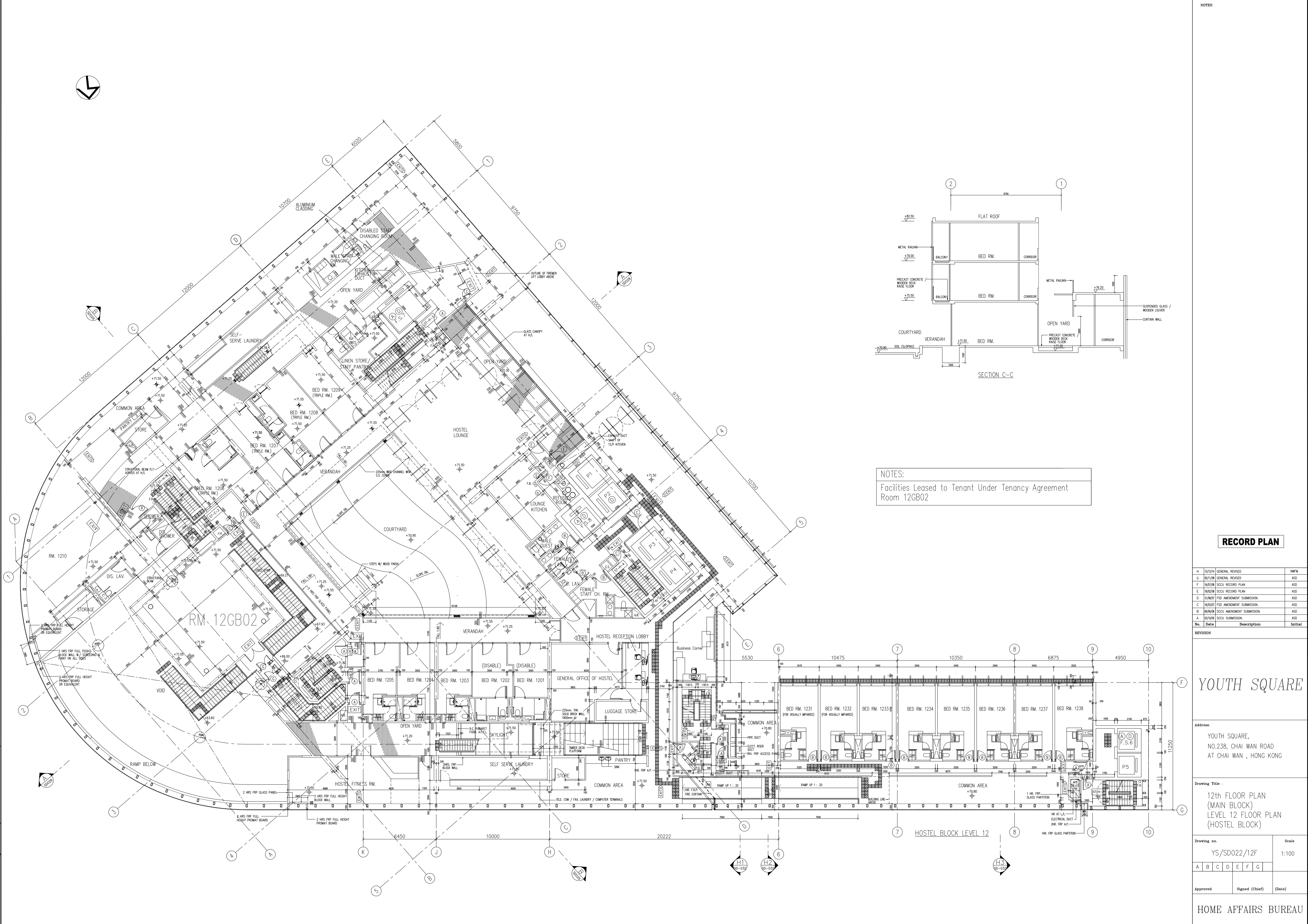
Address:
 YOUTH SQUARE,
 NO.238, CHAI WAN ROAD
 AT CHAI WAN, HONG KONG

Drawing Title:
 9th FLOOR PLAN
 (MAIN BLOCK)
 LEVEL 11 FLOOR PLAN
 (HOSTEL BLOCK)

Drawing no. YS/SD021/9F Scale 1:100

A	B	C	D	E	F	G
Approved	Signed (Chief)	(Date)				

HOME AFFAIRS BUREAU



NOTES:
Facilities Leased to Tenant Under Tenancy Agreement
Room 12GB02

RECORD PLAN

H	15/10/11	GENERAL REVISION	MMW
C	16/11/11	GENERAL REVISION	ASD
F	16/11/11	SCCU RECORD PLAN	ASD
E	16/11/11	SCCU RECORD PLAN	ASD
D	16/11/11	FSD AMENDMENT SUBMISSION	ASD
C	16/11/11	FSD AMENDMENT SUBMISSION	ASD
B	16/11/11	SCCU AMENDMENT SUBMISSION	ASD
A	16/11/11	SCCU SUBMISSION	ASD
No.	Date	Description	Initial

REVISION

YOUTH SQUARE

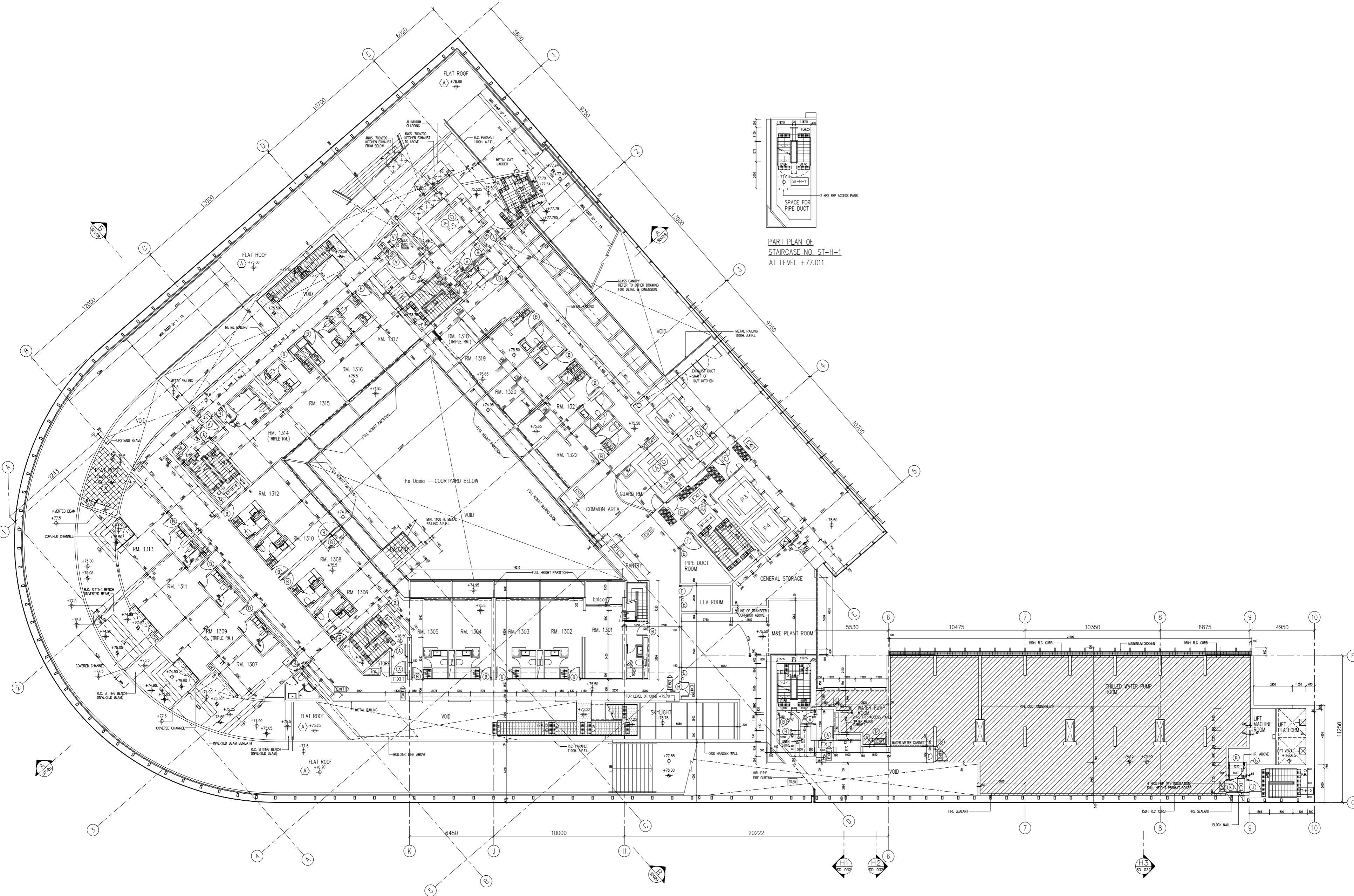
Address:
YOUTH SQUARE,
NO.238, CHAI WAN ROAD
AT CHAI WAN, HONG KONG

Drawing Title:
12th FLOOR PLAN
(MAIN BLOCK)
LEVEL 12 FLOOR PLAN
(HOSTEL BLOCK)

Drawing no.	Scale					
YS/SD022/12F	1:100					
A	B	C	D	E	F	G

Approved _____ Signed (Chief) _____ (Date) _____

HOME AFFAIRS BUREAU



RECORD PLAN

No.	Date	Description	Initial
H	15/12/14	GENERAL REVISED	MMW
G	10/11/14	GENERAL REVISED	ASD
F	10/11/14	SCCU RECORD PLAN	ASD
E	10/11/14	SCCU RECORD PLAN	ASD
D	10/11/14	FSD AMENDMENT SUBMISSION	ASD
C	10/11/14	FSD AMENDMENT SUBMISSION	ASD
B	10/11/14	SCCU AMENDMENT SUBMISSION	ASD
A	10/11/14	SCCU SUBMISSION	ASD

YOUTH SQUARE

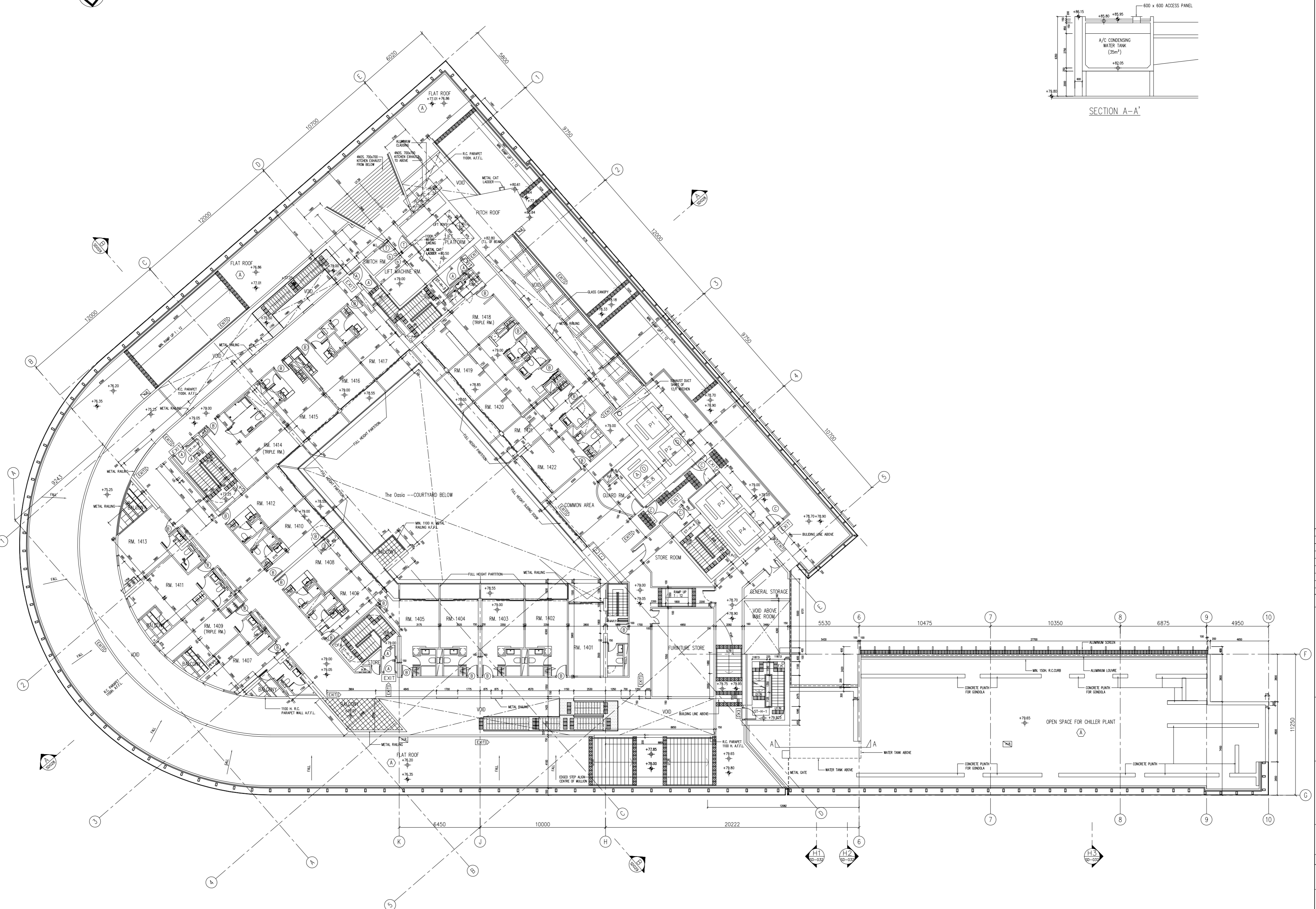
Address:
 YOUTH SQUARE,
 NO.238, CHAI WAN ROAD
 AT CHAI WAN, HONG KONG

Drawing Title:
 13th FLOOR PLAN
 (MAIN BLOCK)
 M & E FLOOR PLAN
 (HOSTEL BLOCK)

Drawing no.	Scale
YS/SD023/13F	1:100

Approved	Signed (Chief)	(Date)
----------	----------------	--------

HOME AFFAIRS BUREAU



RECORD PLAN

No.	Date	Description	Initial
H	15/12/14	GENERAL REVISED	MMW
G	10/11/14	GENERAL REVISED	ASD
F	10/11/14	SCCU RECORD PLAN	ASD
E	10/11/14	SCCU RECORD PLAN	ASD
D	10/11/14	FSD AMENDMENT SUBMISSION	ASD
C	10/11/14	FSD AMENDMENT SUBMISSION	ASD
B	10/11/14	SCCU AMENDMENT SUBMISSION	ASD
A	10/11/14	SCCU SUBMISSION	ASD

YOUTH SQUARE

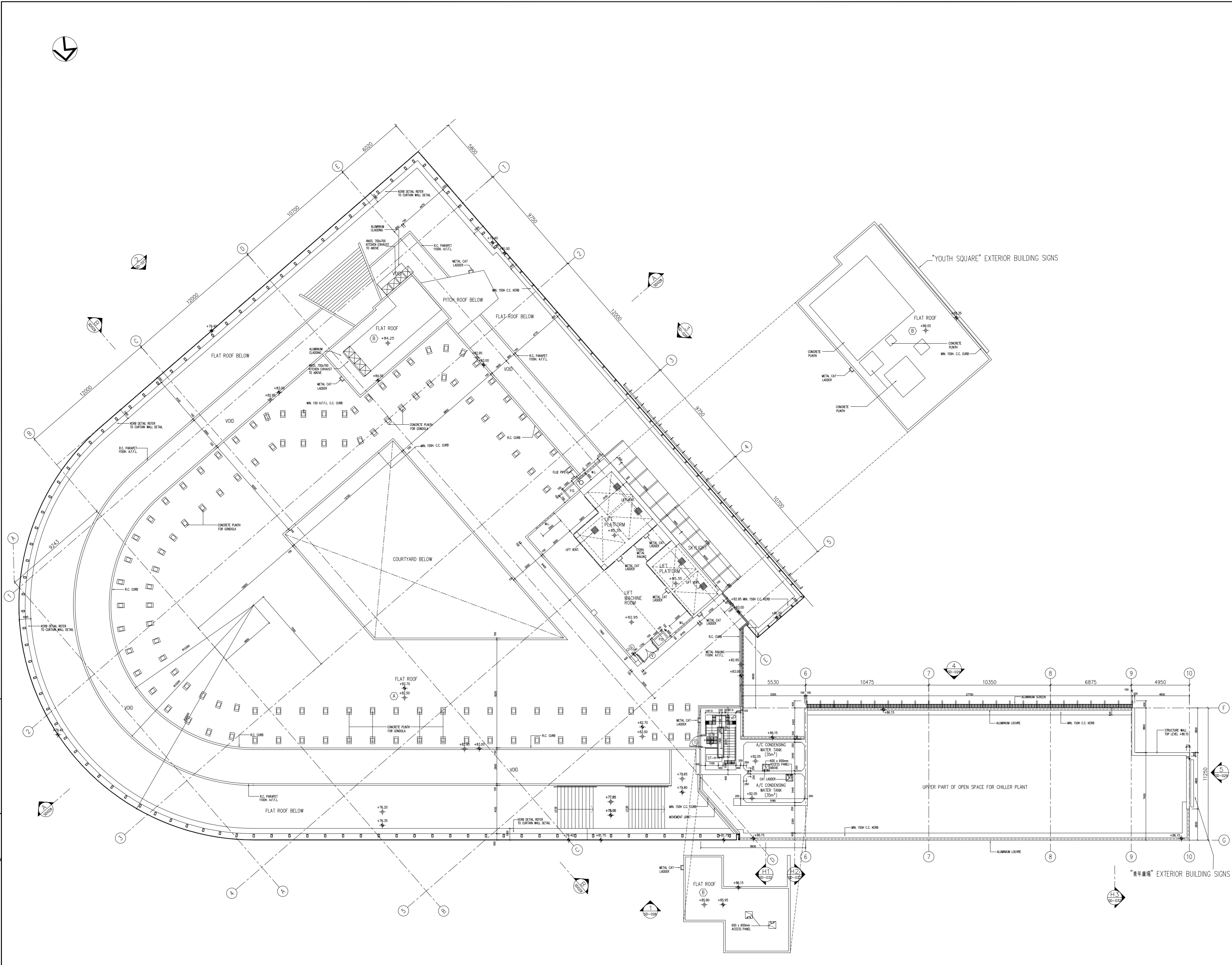
Address:
 YOUTH SQUARE,
 NO.238, CHAI WAN ROAD
 AT CHAI WAN, HONG KONG

Drawing Title:
 14th FLOOR PLAN
 (MAIN BLOCK)
 FLAT ROOF
 (HOSTEL BLOCK)

Drawing no. YS/SD024/14F	Scale 1:100
-----------------------------	----------------

Approved	Signed (Chief)	(Date)
----------	----------------	--------

HOME AFFAIRS BUREAU



RECORD PLAN

No.	Date	Description	Initial
G	15/1/24	GENERAL REVISED	NM/M
F	15/1/24	GENERAL REVISED	ASD
E	14/1/24	SCCU RECORD PLAN	ASD
D	14/1/24	SCCU RECORD PLAN	ASD
C	14/1/24	FSD AMENDMENT SUBMISSION	ASD
B	14/1/24	SCCU AMENDMENT SUBMISSION	ASD
A	14/1/24	SCCU SUBMISSION	ASD

YOUTH SQUARE

Address:
 YOUTH SQUARE,
 NO.238, CHAI WAN ROAD
 AT CHAI WAN, HONG KONG

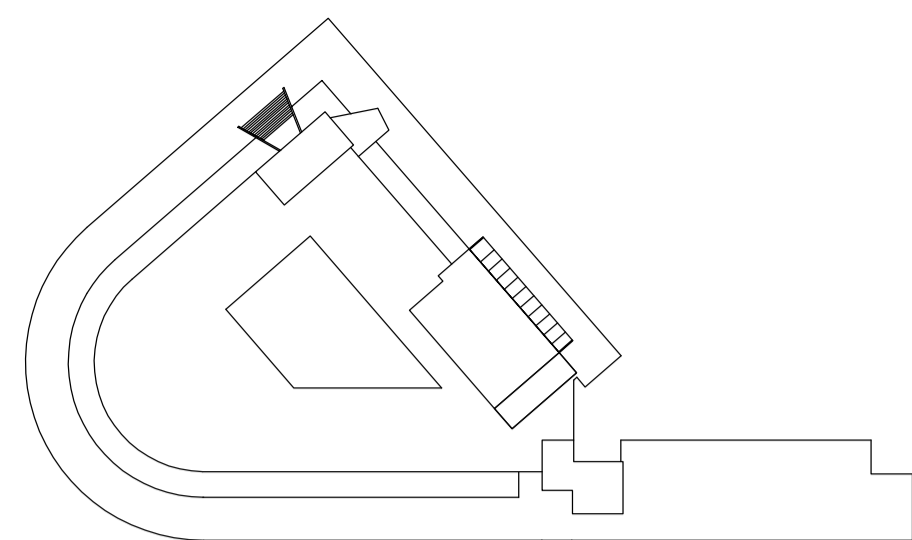
Drawing Title:
ROOF FLOOR PLAN

Drawing no.
 YS/SD025/RF

Scale
 1:100

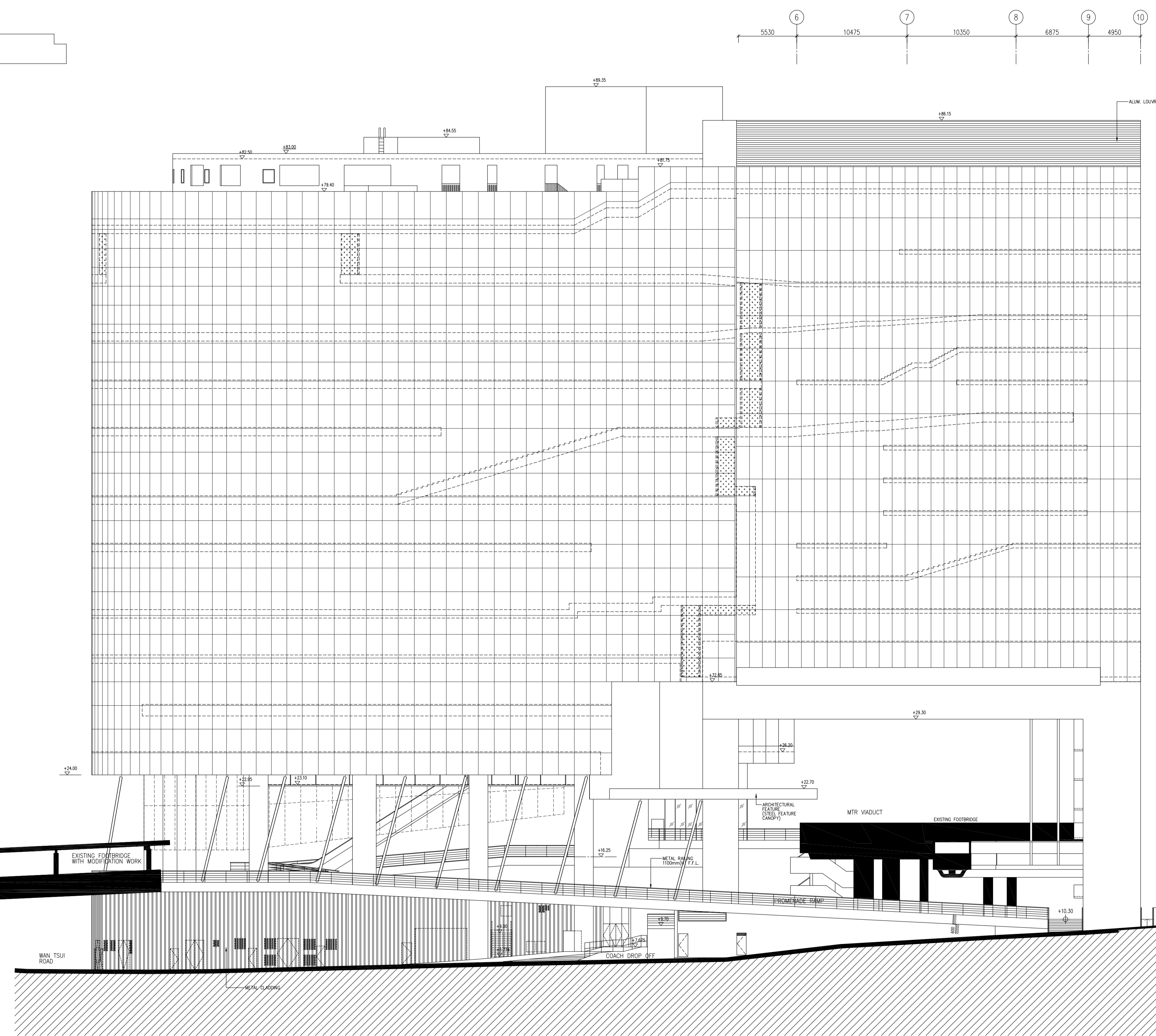
Approved _____ Signed (Chief) _____ (Date) _____

HOME AFFAIRS BUREAU

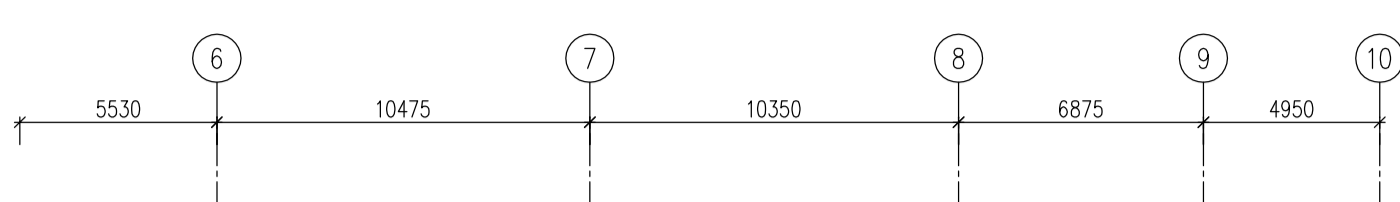


KEY PLAN

ROOF	+82.50
14/F (12/F)	+79.00
13/F (11/F)	+75.50
12/F (10/F)	+71.50
9/F	+66.00
8/F	+61.50
7/F	+57.00
6/F	+50.50
5/F	+46.00
4/F	+41.50
3/F	+35.40
2/F MEZZ	+30.70
2/F	+26.20
1/F	+17.80
G/F	+10.30
	+7.75
	-0.74



ROOF	+82.50
CHILLER PLANT	+79.65
E&M	+73.90
LEVEL-12	+70.80
LEVEL-11	+67.70
LEVEL-10	+64.60
LEVEL-9	+61.50
LEVEL-8	+58.40
LEVEL-7	+55.30
LEVEL-6	+52.20
LEVEL-5	+49.10
LEVEL-4	+46.00
LEVEL-3	+42.90
LEVEL-2	+39.80
LEVEL-1	+36.70
SOFFIT LEVEL OF TRANSFER STRU.	+29.30
TOP OF VIA DUCT 6M PROTECTION ZONE	+26.45
TOP OF VIADUCT PARAPET	+19.45
SOFFIT OF MTR VIADUCT	+16.00
	+10.30



ELEVATION 1

NOTES:

RECORD PLAN

No.	Date	Description	Initial
F	15/1/14	GENERAL REVISED	MFM
E	16/1/14	GENERAL REVISED	ASD
D	16/1/14	SCSU RECORD PLAN	ASD
C	16/1/14	FSO AMENDMENT SUBMISSION	ASD
B	16/1/14	SCSU AMENDMENT SUBMISSION	ASD
A	16/1/14	SCSU SUBMISSION	ASD

REVISION

YOUTH SQUARE

Address: YOUTH SQUARE, NO.238, CHAI WAN ROAD AT CHAI WAN, HONG KONG

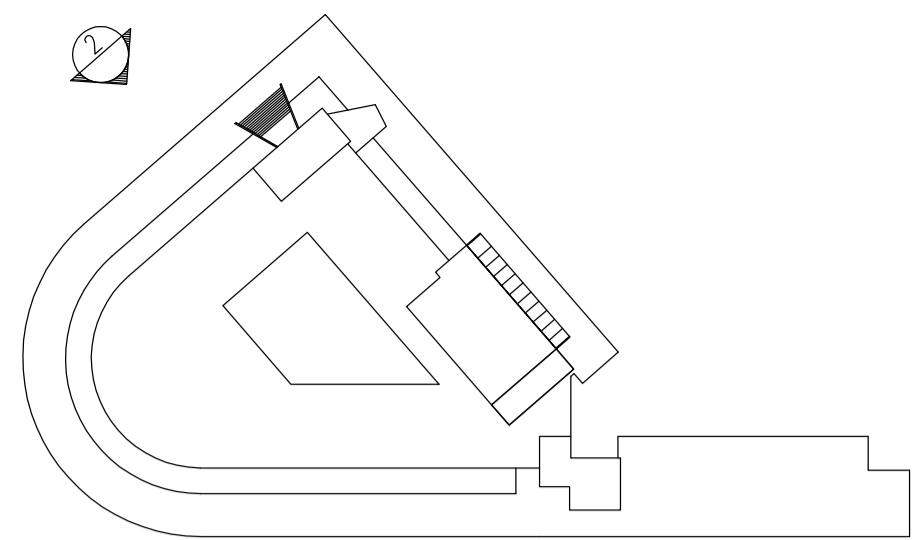
Drawing Title: ELEVATION 1

Drawing no.	Scale
YS/SD026	1:100

A	B	C	D	E	F	G
---	---	---	---	---	---	---

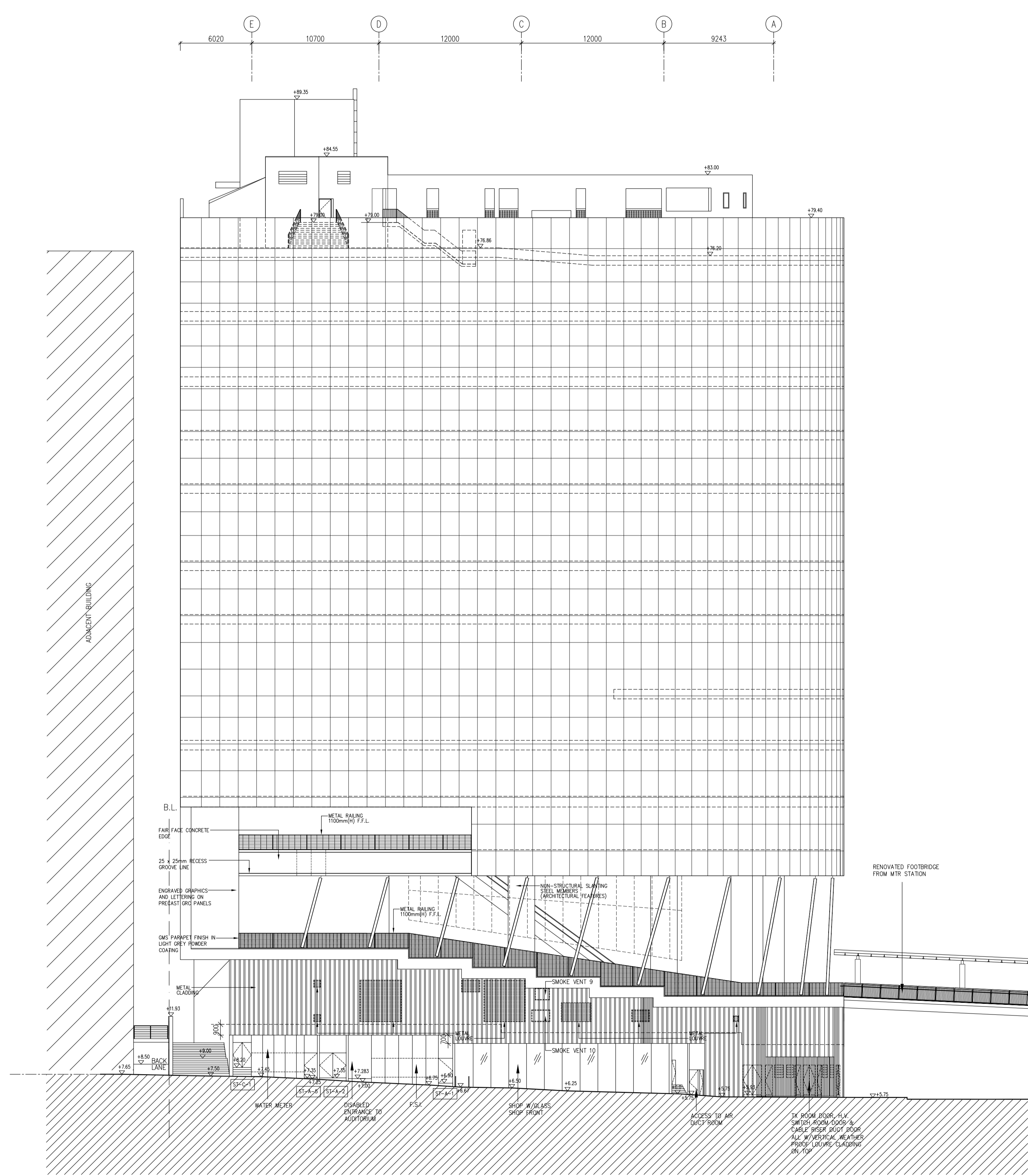
Approved	Signed (Chief)	(Date)
----------	----------------	--------

HOME AFFAIRS BUREAU



KEY PLAN

ROOF	+82.50
14/F (12/F)	+79.00
13/F (11/F)	+75.50
12/F (10/F)	+71.50
9/F	+66.00
8/F	+61.50
7/F	+57.00
6/F	+50.50
5/F	+46.00
4/F	+41.50
3/F	+35.40
2/F MEZZ	+30.70
2/F	+26.20
1/F	+17.80
G/F	+10.30
	+7.85



ELEVATION 2

NOTES:

RECORD PLAN

F	15/1/14	GENERAL REVISED	MEM
E	16/1/14	GENERAL REVISED	ASD
D	16/1/14	SCSU RECORD PLAN	ASD
C	16/1/14	FSD AMENDMENT SUBMISSION	ASD
B	16/1/14	SCSU AMENDMENT SUBMISSION	ASD
A	16/1/14	SCSU SUBMISSION	ASD
No.	Date	Description	Initial

REVISION

YOUTH SQUARE

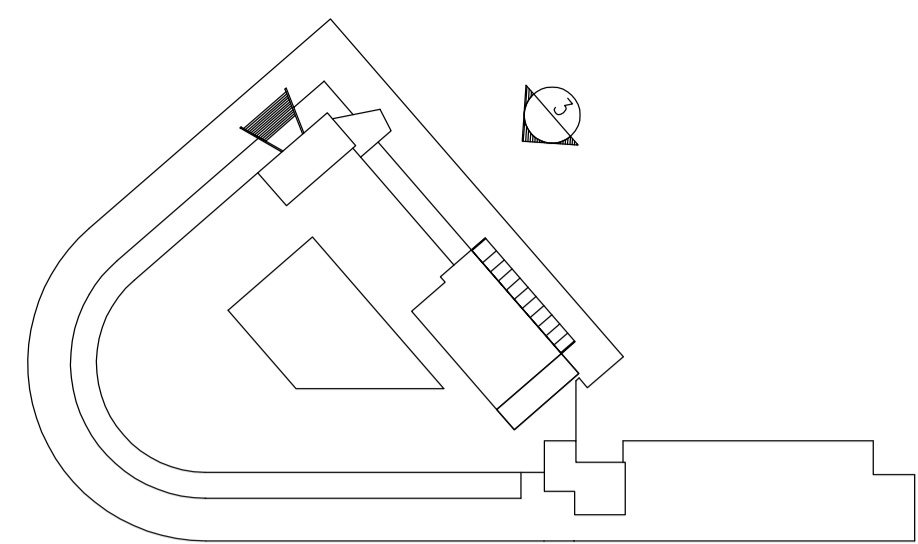
Address: YOUTH SQUARE, NO.238, CHAI WAN ROAD AT CHAI WAN, HONG KONG

Drawing Title: ELEVATION 2

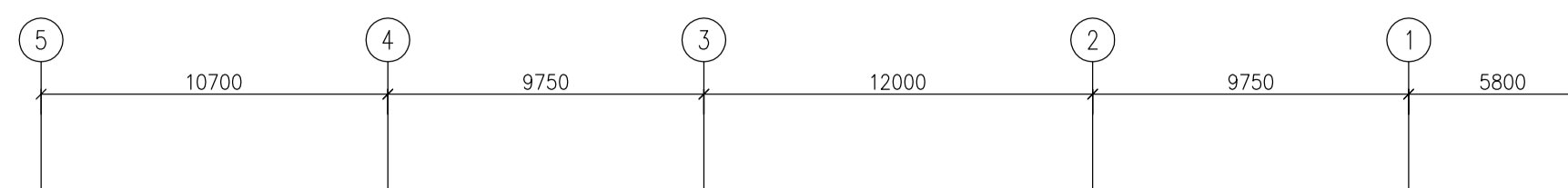
Drawing no.	YS/SD027	Scale	1:100			
A	B	C	D	E	F	G

Approved Signed (Chief) (Date)

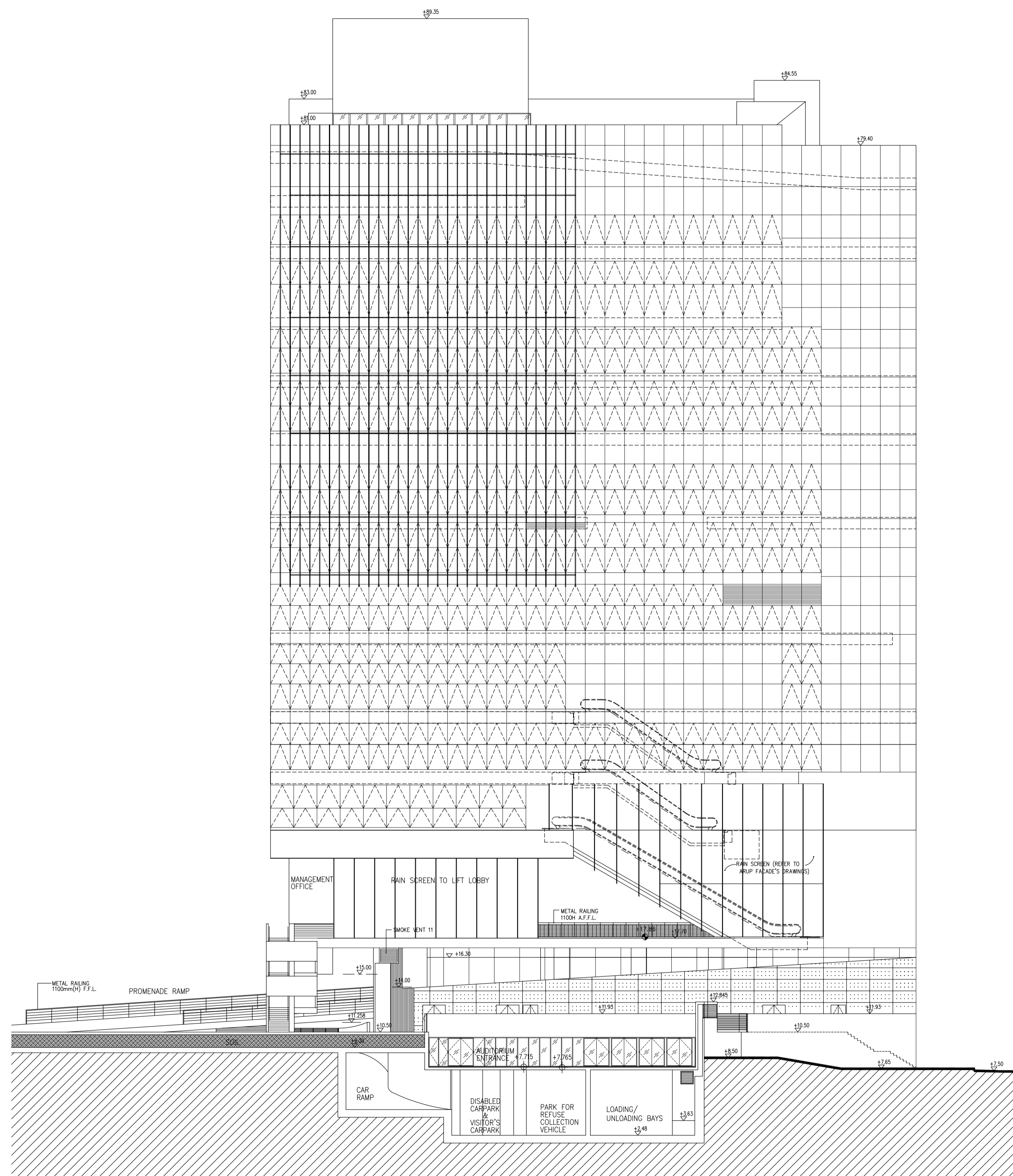
HOME AFFAIRS BUREAU



KEY PLAN



	ROOF	+82.50
HOSTEL AREA	14/F (12/F)	+79.00
	13/F (11/F)	+75.50
	12/F (10/F)	+71.50
	9/F	+66.00
	8/F	+61.50
YOUTH CENTRE	7/F	+57.00
	6/F	+50.50
	5/F	+46.00
	4/F	+41.50
	3/F	+35.40
EXHIBITION PLATFORM	2/F MEZZ	+30.70
	2/F	+28.20
	1/F	+17.80
BASEMENT	G/F	+10.30
		+7.75
		-0.74



ELEVATION 3

NOTES:

RECORD PLAN

F	15/1/14	GENERAL REVISED	MEM
E	16/1/14	GENERAL REVISED	ASD
D	16/1/14	SCSU RECORD PLAN	ASD
C	16/1/14	FSO AMENDMENT SUBMISSION	ASD
B	16/1/14	SCSU AMENDMENT SUBMISSION	ASD
A	16/1/14	SCSU SUBMISSION	ASD
No.	Date	Description	Initial

REVISION

YOUTH SQUARE

Address: YOUTH SQUARE, NO.238, CHAI WAN ROAD AT CHAI WAN, HONG KONG

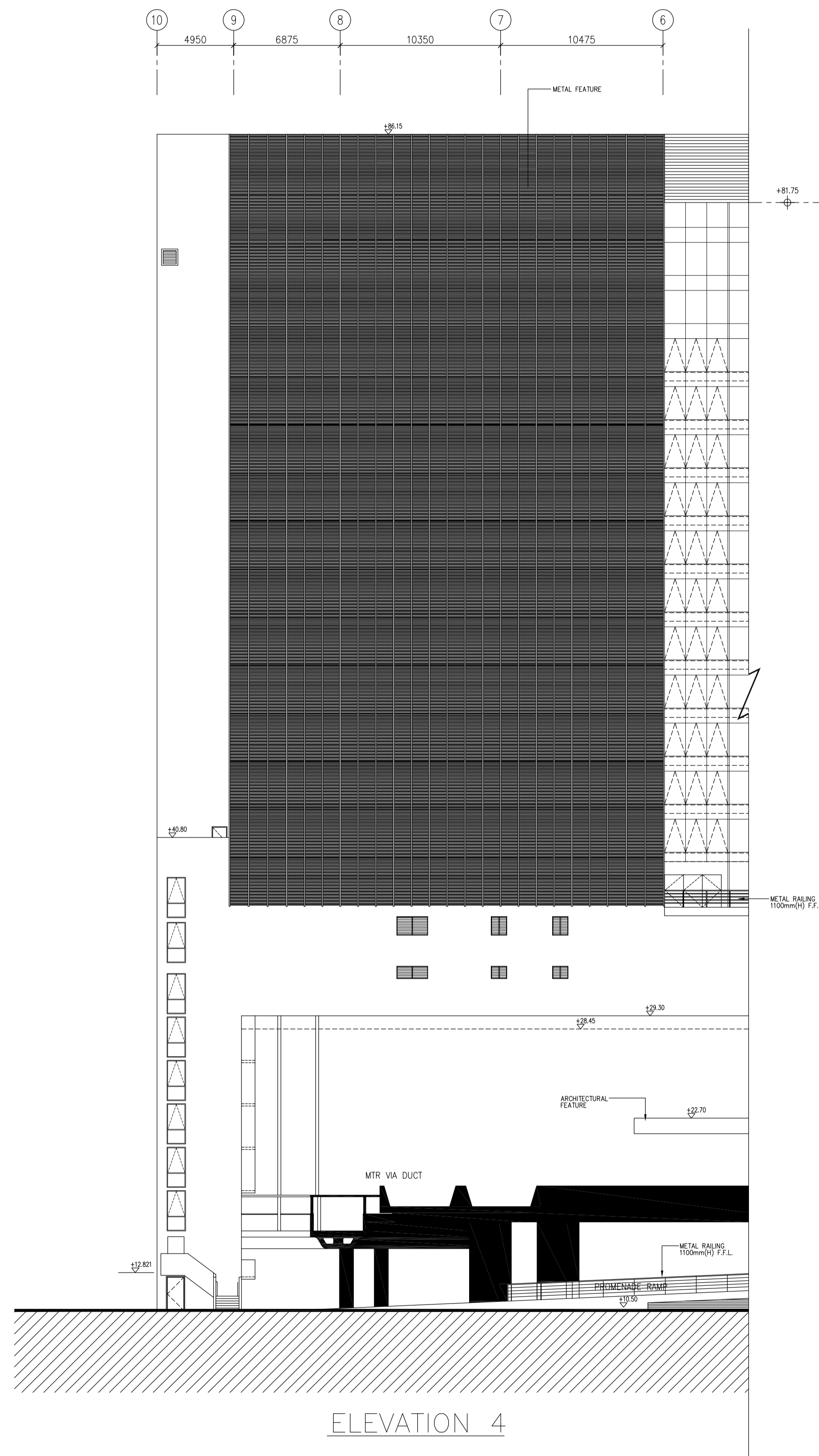
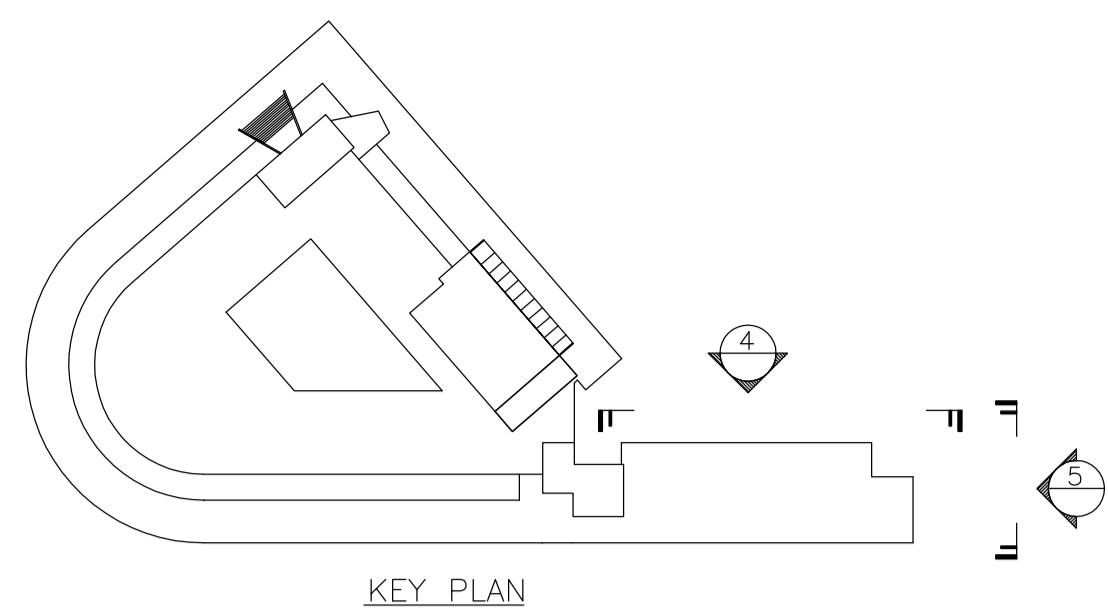
ELEVATION 3

Drawing no.	Scale
YS/SD028	1:100

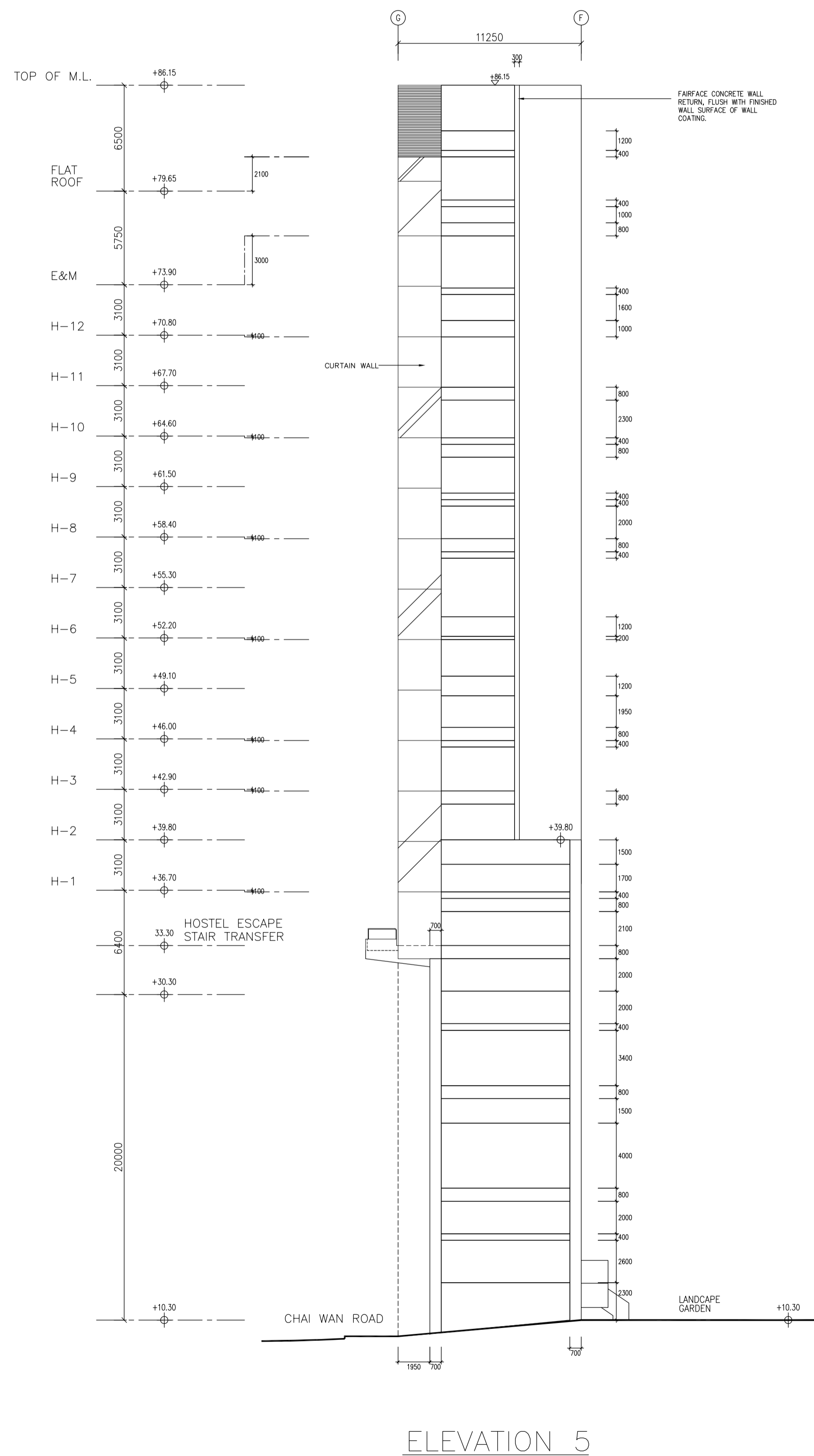
A	B	C	D	E	F	G
---	---	---	---	---	---	---

Approved Signed (Chief) (Date)

HOME AFFAIRS BUREAU



+82.50	ROOF
+79.65	CHILLER PLANT
+73.90	E&M
+70.80	H-12
+67.70	H-11
+64.60	H-10
+61.50	H-9
+58.40	H-8
+55.30	H-7
+52.20	H-6
+49.10	H-5
+46.00	H-4
+42.90	H-3
+39.80	H-2
+36.70	H-1
+33.30	HOSTEL ESCAPE STAIR TRANSFER (T2)
+30.30	M & E FLOOR (T1)
+28.45	TOP OF VIA DUCT 6M PROTECTION ZONE
+19.45	TOP OF VIADUCT PARAPET
+16.00	SOFFIT OF MTR VIADUCT
+10.30	



TOP OF M.L.	+86.15
FLAT ROOF	+79.65
E&M	+73.90
H-12	+70.80
H-11	+67.70
H-10	+64.60
H-9	+61.50
H-8	+58.40
H-7	+55.30
H-6	+52.20
H-5	+49.10
H-4	+46.00
H-3	+42.90
H-2	+39.80
H-1	+36.70
HOSTEL ESCAPE STAIR TRANSFER	+33.30
	+30.30
	+10.30

NOTES:

RECORD PLAN

No.	Date	Description	Initial
F	15/1/14	GENERAL REVISED	MEM
E	15/1/14	GENERAL REVISED	ASD
D	14/1/14	SCSU RECORD PLAN	ASD
C	14/1/14	FSO AMENDMENT SUBMISSION	ASD
B	14/1/14	SCSU AMENDMENT SUBMISSION	ASD
A	14/1/14	SCSU SUBMISSION	ASD

YOUTH SQUARE

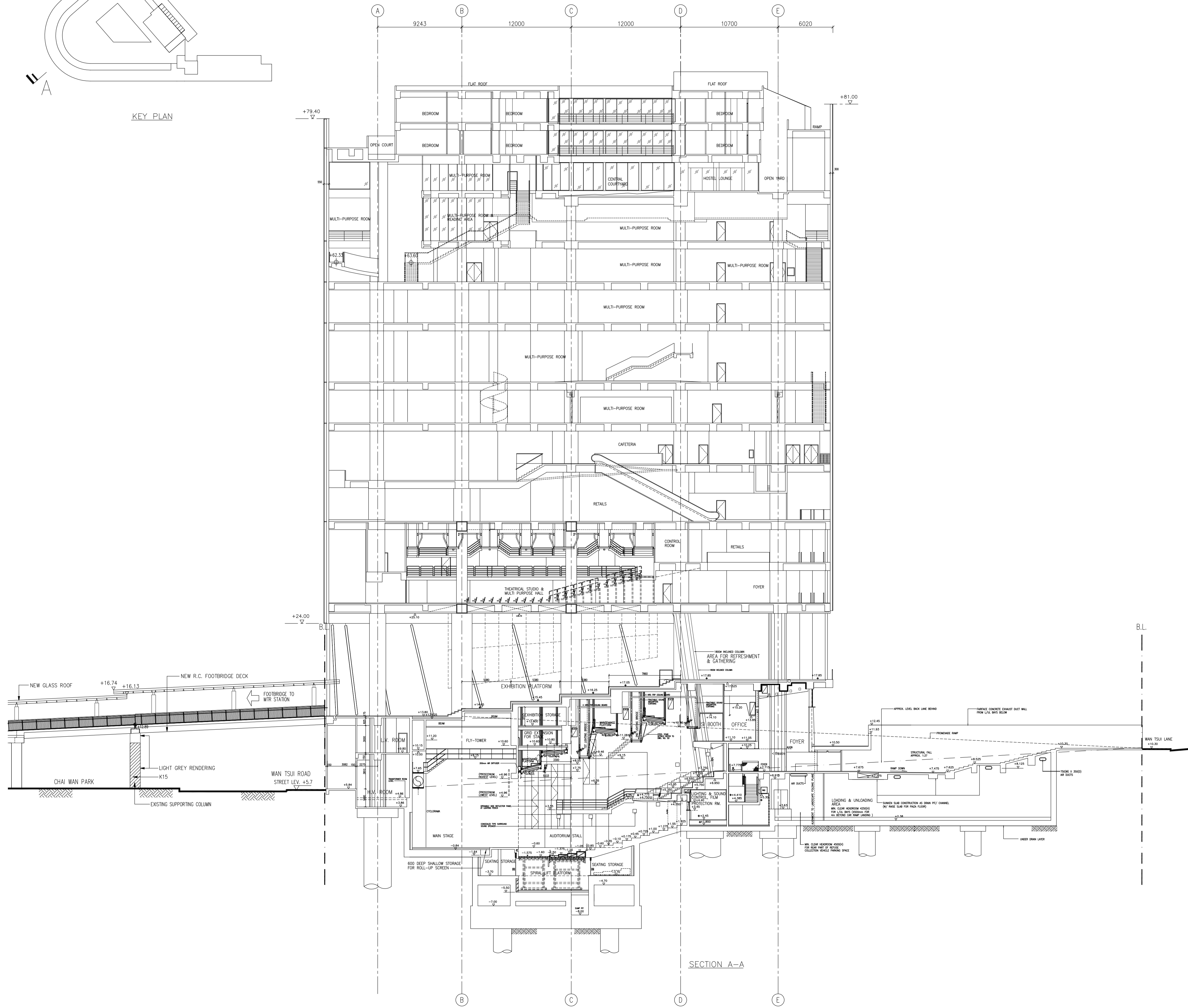
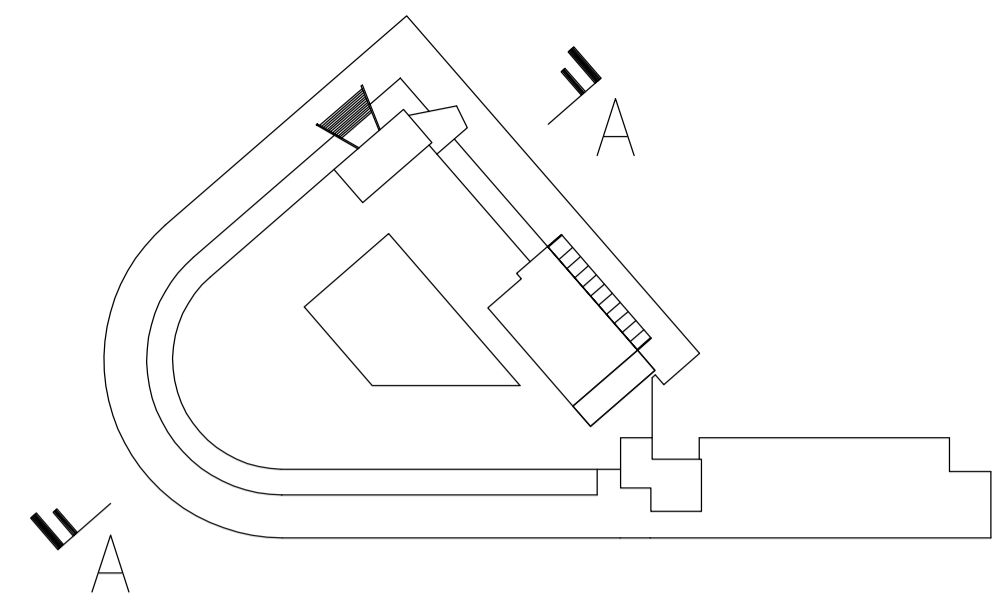
Address:
YOUTH SQUARE,
NO.238, CHAI WAN ROAD
AT CHAI WAN, HONG KONG

Drawing Title :
ELEVATION 4 & 5

Drawing no.	Scale
YS/SD029	1:100

Approved	Signed (Chief)	(Date)
----------	----------------	--------

HOME AFFAIRS BUREAU



+82.50	ROOF	
+79.00	14/F (12/F)	HOSTEL AREA
+75.50	13/F (11/F)	
+71.50	12/F (10/F)	
+66.00	9/F	
+61.50	8/F	
+57.00	7/F	
+50.50	6/F	YOUTH CENTRE
+46.00	5/F	
+41.50	4/F	
+35.40	3/F	
+30.70	2/F MEZZ	
+26.20	2/F	EXHIBITION PLATFORM
+17.80	1/F	
+10.30	G/F	
+7.75		
-0.74		BASEMENT

NOTES:

RECORD PLAN

No.	Date	Description	Initial
F	15/11/14	GENERAL REVISED	NEW
E	15/11/14	GENERAL REVISED	ASD
D	14/11/14	SCSU RECORD PLAN	ASD
C	14/11/14	FSO AMENDMENT SUBMISSION	ASD
B	14/11/14	SCSU AMENDMENT SUBMISSION	ASD
A	14/11/14	SCSU SUBMISSION	ASD

YOUTH SQUARE

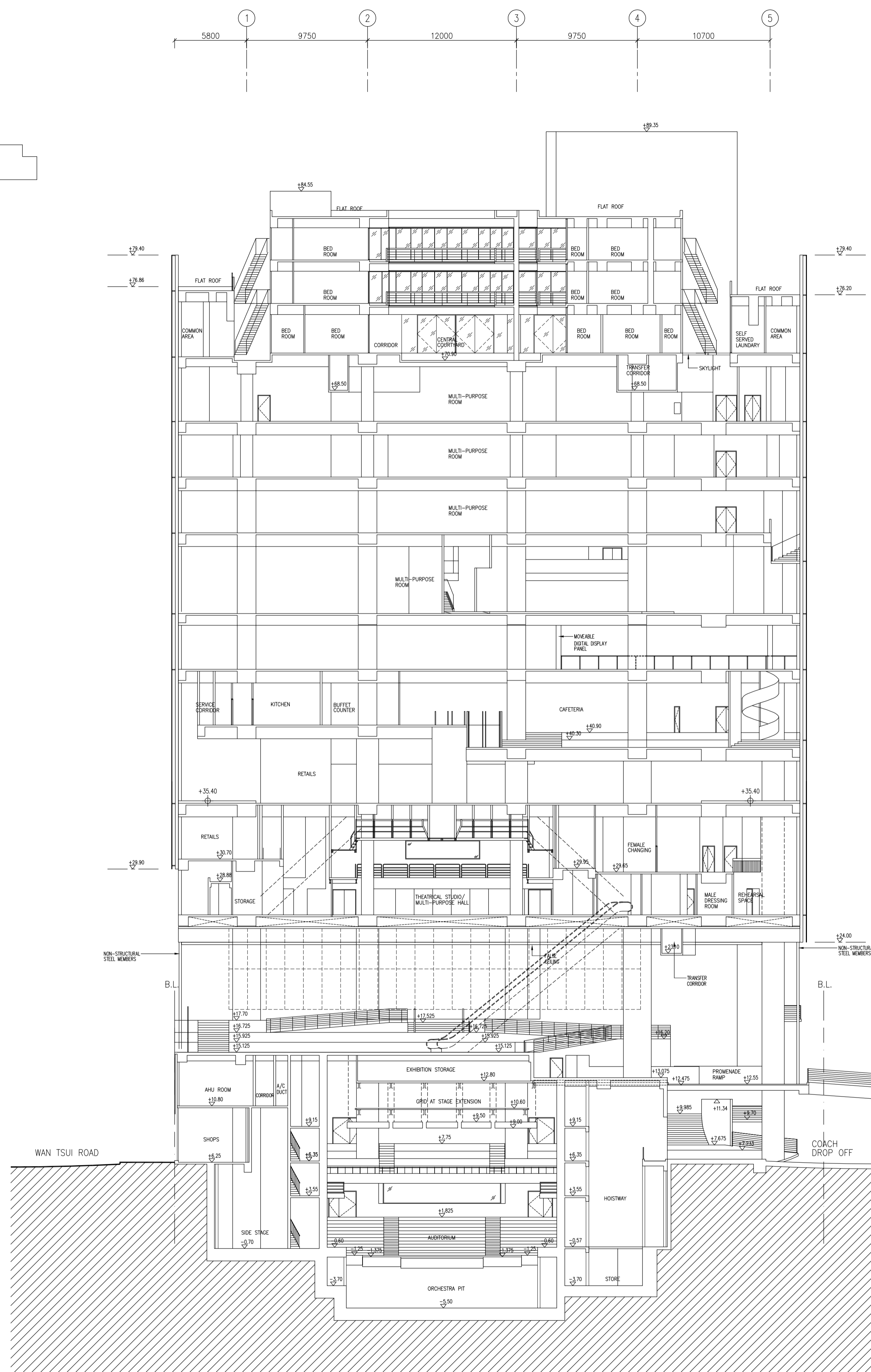
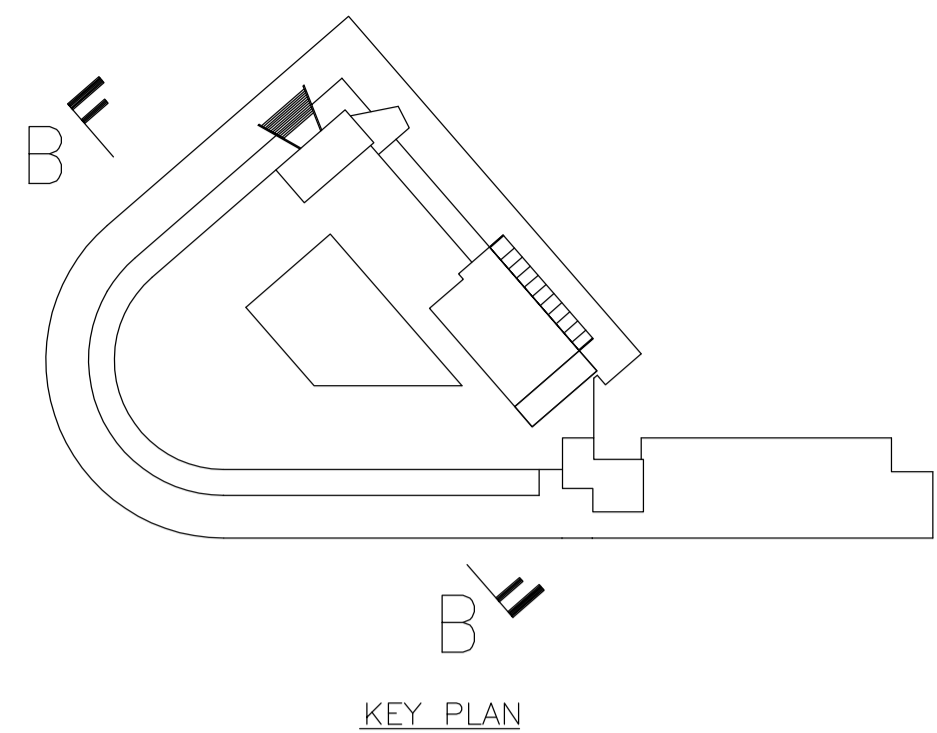
Address:
 YOUTH SQUARE,
 NO.238, CHAI WAN ROAD
 AT CHAI WAN, HONG KONG

Drawing Title :
 SECTION A-A

Drawing no.	Scale
YS/SD030	1:100

Approved	Signed (Chief)	(Date)
----------	----------------	--------

HOME AFFAIRS BUREAU



+82.50	ROOF	
+79.00	14/F (12/F)	HOSTEL AREA
+75.50	13/F (11/F)	
+71.50	12/F (10/F)	
+66.00	9/F	YOUTH CENTRE
+61.50	8/F	
+57.00	7/F	
+50.50	6/F	
+46.00	5/F	
+41.50	4/F	
+35.40	3/F	EXHIBITION PLATFORM
+30.70	2/F MEZZ	
+26.20	2/F	
+17.80	1/F	BASEMENT
+10.30	G/F	
+7.75		
-0.74		

RECORD PLAN

No.	Date	Description	Initial
F	10/1/14	GENERAL REVISED	NFM
E	10/1/14	GENERAL REVISED	ASD
D	10/1/14	SCU RECORD PLAN	ASD
C	10/1/14	FOU AMENDMENT SUBMISSION	ASD
B	10/1/14	SCU AMENDMENT SUBMISSION	ASD
A	10/1/14	SCU SUBMISSION	ASD

YOUTH SQUARE

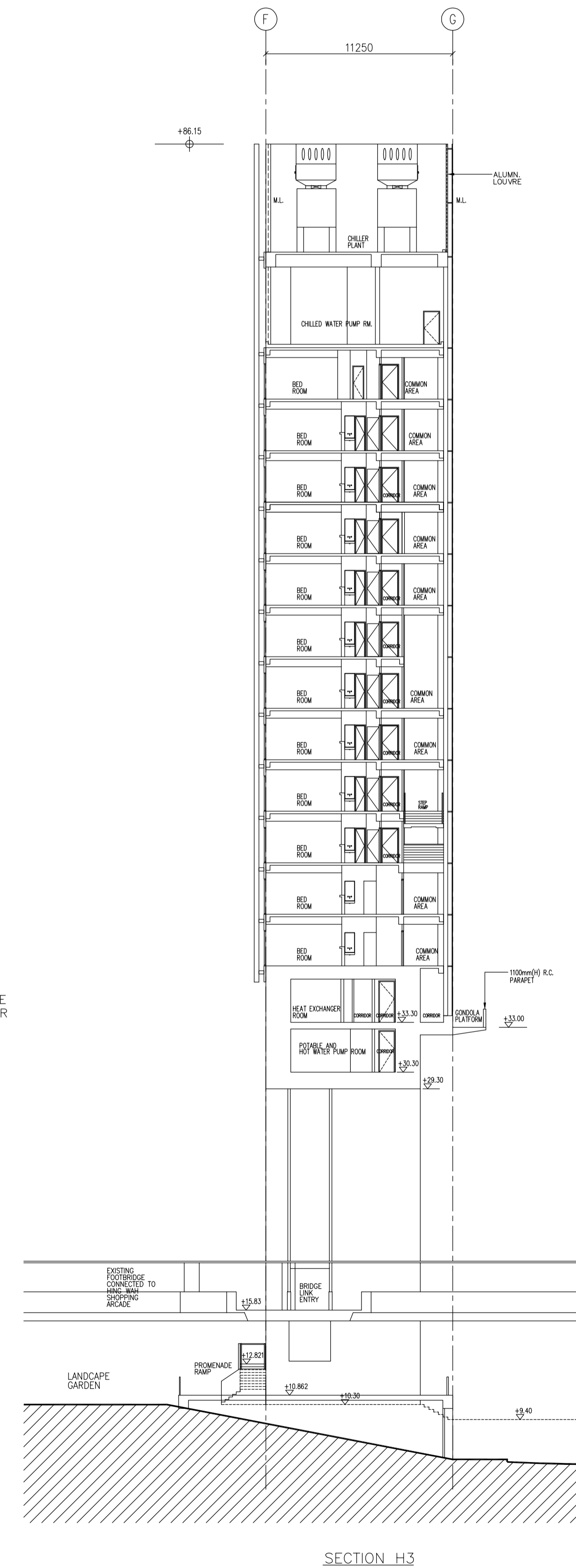
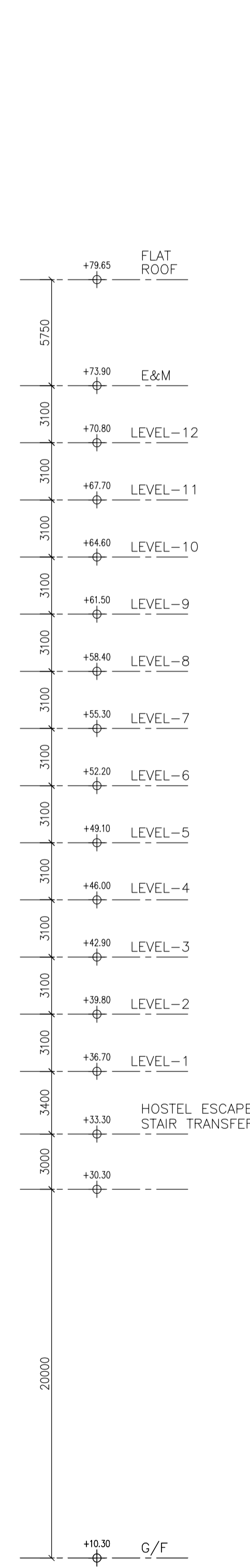
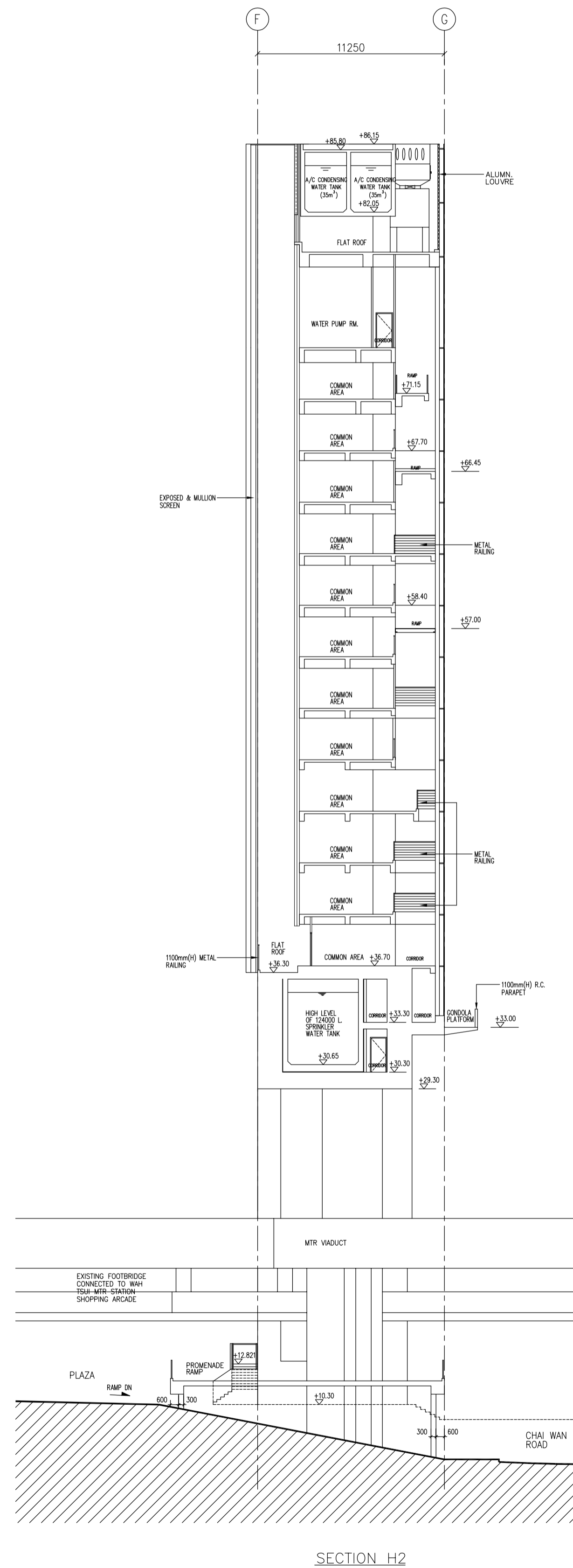
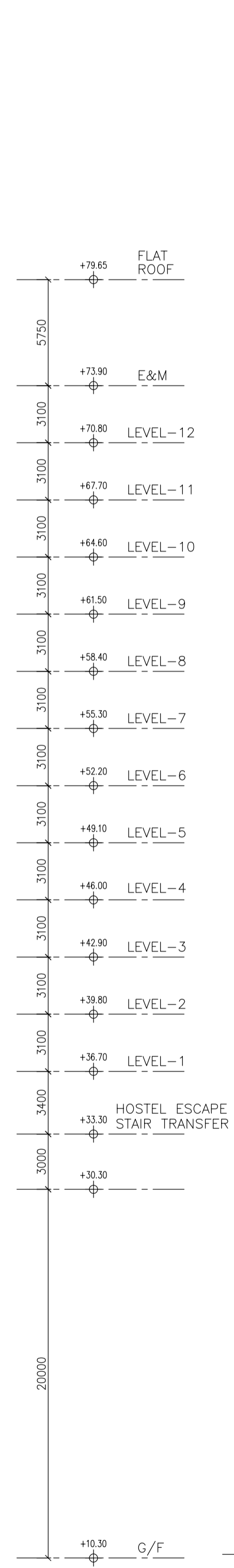
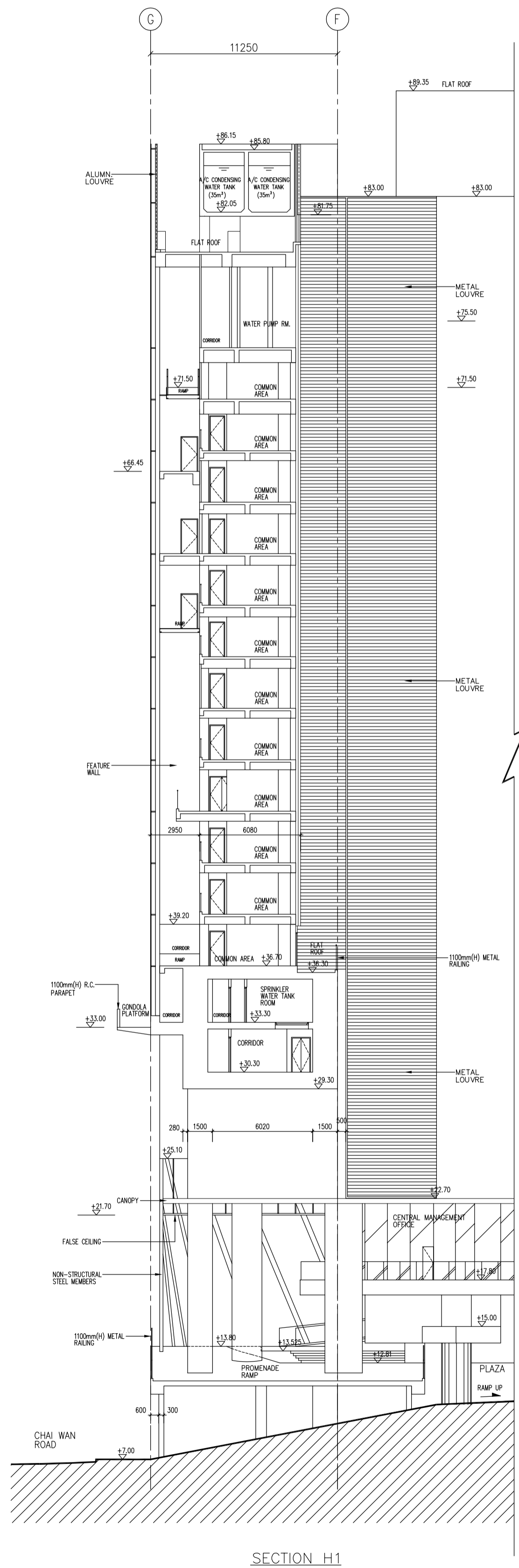
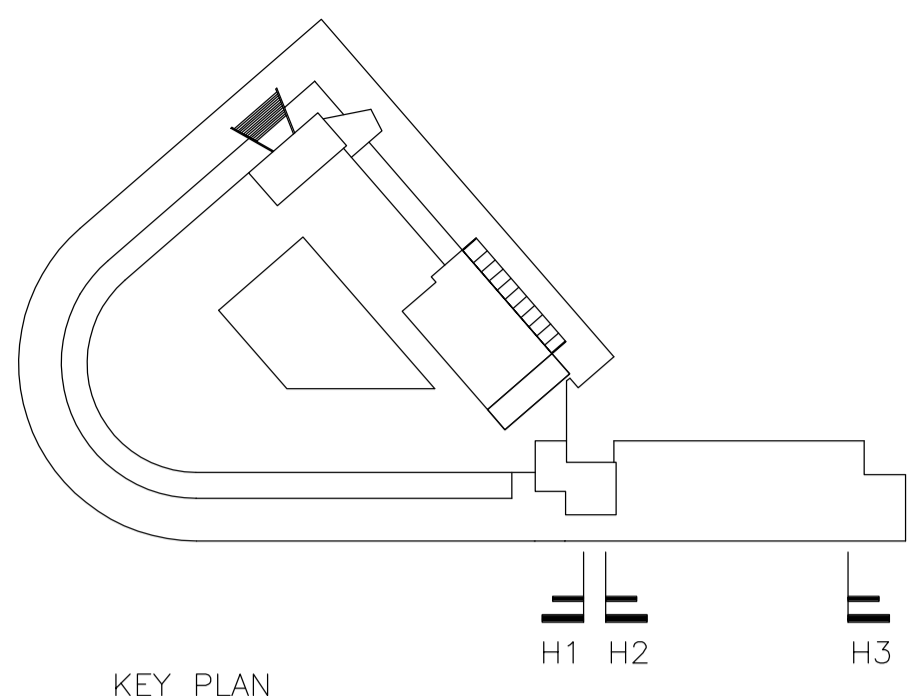
Address:
 YOUTH SQUARE,
 NO.238, CHAI WAN ROAD
 AT CHAI WAN, HONG KONG

Drawing Title :
 SECTION B-B

Drawing no.	Scale
YS/SD031	1:100
A	B
C	D
E	F
G	

Approved	Signed (Chief)	(Date)
----------	----------------	--------

HOME AFFAIRS BUREAU



NOTES:

RECORD PLAN

No.	Date	Description	Initial
F	15/1/14	GENERAL REVISED	MEM
E	16/1/14	GENERAL REVISED	ASD
D	14/1/14	SCSU RECORD PLAN	ASD
C	14/1/14	FSO AMENDMENT SUBMISSION	ASD
B	14/1/14	SCSU AMENDMENT SUBMISSION	ASD
A	14/1/14	SCSU SUBMISSION	ASD

YOUTH SQUARE

Address:
 YOUTH SQUARE,
 NO.238, CHAI WAN ROAD
 AT CHAI WAN, HONG KONG

Drawing Title:
 SECTIONS H1, H2 & H3

Drawing no.	Scale
YS/SD032	1:100

Approved	Signed (Chief)	(Date)
----------	----------------	--------

HOME AFFAIRS BUREAU

List of Facilities in the YS

	樓層 Floor	主要設施 Major Facilities	總樓面面積 */ 可容納人數 Gross Floor Area (GFA)* /Capacity
主樓 Main Block	地庫及地下 Basement & G/F	Y 綜藝館 Y-Theatre	643 人 643Persons
	1 樓 1/F	Y 展覽平台 Y-Platform	約 3,000 平方米 About 3,000m ²
	2 樓 2/F	Y 劇場 Y-Studio	約 500 人 About 500 persons
	地下及 3 樓 G/F & 3/F	零售店鋪 Retail Areas	約 2,620 平方米 About 2,620m ²
	4 樓 4/F	美食廣場 Cafeteria	約 2,500 平方米 About 2,500m ²
	6 樓 6/F	舞蹈劇場 Dance Studio	約 380 平方米 About 380m ²
	5 樓 - 6 樓 5/F - 6/F	多用途場地/辦公室 Multi-purpose Areas/Offices	約 4,500 平方米 About 4,500m ²
	7 樓 - 9 樓 7/F - 9/F	多功能場地/辦公室 Multi-function rooms/Offices	約 7,400 平方米 About 7,400m ²
	12 樓 - 14 樓 12/F - 14/F	Y 旅舍 Y-Loft	52 間客房 52 Rooms
	12 樓 12/F	Hostel Lounge	約 140 平方米 About 140m ²
旅舍大樓 Hostel Block	1 樓 - 12 樓 1/F - 12/F	Y 旅舍 Y-Loft	96 間客房 96 Rooms

* 包括公用地方及輔助設施

* Including common areas and ancillary facilities

List of Facilities of the YS with estimated Gross Floor Area (GFA)
(FOR REFERENCE ONLY)

Floor	Accommodation	Approximate GFA (sq.m)*						
		Hostel	Shopping Arcade	Multi-function Facilities	Convention Centre	Information Technology Centre	Arts Centre	Total
LG3	Orchestra pit, seating storage	-	-	-	692	-	-	692
LG2	Y-Theatre stall, Stage	-	-	-	1,750	-	-	1,750
LG1	Y-Theatre entrance, Balcony and common areas	-	-	-	1,000	-	-	1,226
	Hostel Lobby (Main Block)	118	-	-	-	-	-	
	Shops	-	108	-	-	-	-	
G/F	Y-Theatre facilities incl. Press room, office, recording rooms etc and common areas	-	-	-	773	-	-	824
	Hostel Lobby (Hostel Block)	51	-	-	-	-	-	
1/F	Y-Platform and common areas	-	-	-	3,054	-	-	3,094
	Management office	-	-	40	-	-	-	
H/L of 1/F	Staircases between 1/F and 2/F	-	-	-	287	-	-	287
2/F	Y-Studio and common areas	-	-	-	2,352	-	-	2,352
2M/F	Hong Kong Art School	-	-	-	-	-	690	1,732
	Control rooms, perimeter gallery of Y-Studio and common areas	-	-	-	1,017	-	-	
	Building Services Office at T1 Hostel Block	25	-	-	-	-	-	
3/F	Retail and common areas	-	2,511	-	-	-	-	2,843
	Furniture store and common areas at T2 Hostel Block	332	-	-	-	-	-	

* Note: GFA figures are approximate information for reference only.

Floor	Accommodation	Approximate GFA (sq.m)*						
		Hostel	Shopping Arcade	Multi-function Facilities	Convention Centre	Information Technology Centre	Arts Centre	Total
3M/F	Transfer corridor and Hostel L1	859	-	-	-	-	-	859
4/F	Cafeteria and common areas	-	2,467	-	-	-	-	2,896
	Hostel L2	429	-	-	-	-	-	
	Hostel L3	434	-	-	-	-	-	434
5/F	Multi-purpose areas/Offices and common areas	-	-	2,478	-	-	-	2,912
	Hostel L4	434	-	-	-	-	-	
	Hostel L5	433	-	-	-	-	-	433
6/F	Multi-purpose room and common areas	-	-	2,090	-	-	-	2,899
	Dance Studio						385	
	Hostel L6	424	-	-	-	-	-	
	Hostel L7	430	-	-	-	-	-	430
7/F	Multi-function areas/Offices and common areas	-	-	2,469	-	-	-	2,896
	Hostel L8	427	-	-	-	-	-	
8/F	Multi-function areas/Offices and common areas	-	-	2,469	-	-	-	2,896
	Hostel L9	427	-	-	-	-	-	
	Hostel L10	431	-	-	-	-	-	431
9/F	Multi-function areas/Offices and common areas	-	-	2,473	-	-	-	2,473
H/L of 9/F	Hostel L11	872	-	-	-	-	-	872
12/F	Hostel (Main Block and L12)	2,548	-	-	-	-	-	2,785
	Hostel Lounge	138						
	Multi-purpose room	-	-	99	-	-	-	
13/F	Hostel	1,266	-	-	-	-	-	1,266
14/F	Hostel	1,221	-	-	-	-	-	1,221
	Sub-total	11,299	5,086	12,118	10,925	-	1,075	-
Total:								40,503

* Note: GFA figures are approximate information for reference only.

Youth Square

Schedule of Accommodations for the Main Block (For reference only)

Floor	Designated Uses	Existing Uses	Functions	Remarks [Please note that usable area is different from Gross Floor Area which is provided for reference only.]
9/F	Multi-function areas/Offices	Offices for youth related organisations and Hong Kong Art School	<ul style="list-style-type: none"> • To provide office areas for youth related organisations handling youth development / training activities. 	<ul style="list-style-type: none"> • Total usable area is about 1,350 sq. m. • Partitioned into 18 individual office units and one glass box multi-purpose room have been partitioned
8/F	Multi-function areas/Offices	Multi-purpose room / Offices for youth related organisations and Hong Kong Art School	<ul style="list-style-type: none"> • To conduct youth development and leadership training activities • To provide office areas for youth related organisations handling youth development / training activities. 	<ul style="list-style-type: none"> • Total usable area is about 1,600 sq. m. • Partitioned into 18 individual office units, office area of the Hong Kong Art School and one multi-purpose room
7/F	Multi-function areas/Offices	HAB Office, Management Company Office and Civic Education Resource Centre	<ul style="list-style-type: none"> • To provide resource and activity support for youth development and civic education • To provide office areas for HAB Office and the Management Company 	<ul style="list-style-type: none"> • Total usable area is about 1,600 sq. m. • Partitioned into offices, conference room and other multi-purpose areas

Floor	Designated Uses	Existing Uses	Functions	Remarks [Please note that usable area is different from Gross Floor Area which is provided for reference only.]
6/F	Multi-purpose rooms/areas	Medium or large sized studios and Management Company Office	<ul style="list-style-type: none"> To provide studios and function rooms with youths as target users 	<ul style="list-style-type: none"> A dance studio of about 380 sq. m. With overhead stage lighting, sprung floor and wall mirrors A changing / dressing room
5/F	Multi-purpose areas/Offices	Small or medium sized studios	<ul style="list-style-type: none"> To provide studios and function rooms with youths as target users 	<ul style="list-style-type: none"> Total usable area is about 1,050 sq. m. Partitioned into units Uses include workshops, trainings, music studios, design studios and exhibition space Ancillary facility includes Rock Climbing Area
4/F	Cafeteria	Offices for youth related organisations	<ul style="list-style-type: none"> To provide office areas for youth related organisations handling youth development / training activities. 	<ul style="list-style-type: none"> Two individual office units have been partitioned
4/F	Cafeteria	Cafeteria	<ul style="list-style-type: none"> To provide catering services 	<ul style="list-style-type: none"> Total usable area is about 1,170 sq. m., with three kitchens and three outlets in operation Accessible by lifts and escalators

Floor	Designated Uses	Existing Uses	Functions	Remarks [Please note that usable area is different from Gross Floor Area which is provided for reference only.]
3/F	Retail areas	Retail shops	<ul style="list-style-type: none"> To promote youth development by running youth-related business, support youth entrepreneurship and social enterprises 	<ul style="list-style-type: none"> Total usable area is about 1,900 sq. m. Partitioned into 38 units
2M/F	Arts Centre	Hong Kong Art School (a division of Hong Kong Arts Centre)	<ul style="list-style-type: none"> To carry out teaching activities of the Hong Kong Art School 	
2/F	Y-Studio	Banquet Hall (interchangeable with the multi-purpose area)	<ul style="list-style-type: none"> To conduct art performances and exhibitions of smaller scale 	<ul style="list-style-type: none"> An area of 1,050 sq. m. with 280 retractable seats and operable wall A 6-metre high ceiling Rehearsal space and changing room
			<ul style="list-style-type: none"> To organise lunch/dinner/reception for international youth conferences 	<ul style="list-style-type: none"> Accommodating about 300 persons
1/F	Y-Platform	Outdoor exhibition area	<ul style="list-style-type: none"> As exhibition area or to provide large open space for young artists to showcase their work 	<ul style="list-style-type: none"> An elevated and stepped platform of about 1,200 sq. m. A 8-metre high ceiling with plenty of natural lighting Connected to Chai Wan MTR station with a footbridge Ancillary facility includes advertising lightboxes

Floor	Designated Uses	Existing Uses	Functions	Remarks [Please note that usable area is different from Gross Floor Area which is provided for reference only.]
LG/F – G/F	Y-Theatre	Auditorium	<ul style="list-style-type: none"> To conduct art performances, youth exchange activities, lectures and training programmes 	<ul style="list-style-type: none"> An auditorium with balcony with 643 seats, which are retractable for enlarging stage/orchestras Ancillary facilities include a press room, offices, simultaneous interpretation room, a recording room, vending machines, etc.
LG1/F	Retail areas	Retail shop	<ul style="list-style-type: none"> To promote youth development by running youth-related business, support youth entrepreneurship and social enterprises 	<ul style="list-style-type: none"> One unit of about 90 sq. m.

Youth Square
Schedule of Accommodations for the Hostel Block

Floor	Designated Uses	Functions	Standards
13/F to 14/F Hostel Rooms at Main Block	Hostel rooms and walking track	<ul style="list-style-type: none"> • To provide accommodation spaces as mentioned above • To provide a walking track for exercise 	<ul style="list-style-type: none"> • 42 hostel rooms, mainly double rooms (including 8 connectable double rooms) and a duplex room • Communal pantries and common areas • A walking track of about 180 metres in length
12/F Hostel Room at Main Block and Hostel Block	Hostel rooms, reception lobby, general office and open courtyard	<ul style="list-style-type: none"> • To provide accommodation spaces as mentioned above • To provide a common area for interaction of hostel residents 	<ul style="list-style-type: none"> • 18 hostel rooms including a dormitory, 13 double rooms and 4 triple rooms. • Communal pantries and common areas • A reception lobby and a general office • Ancillary facilities include a fitness room of 50 sq. m., a lounge with a seating capacity for 60 persons, two self-service laundry rooms and an open courtyard
1/F to 11/F Hostel Block	Hostel rooms	<ul style="list-style-type: none"> • To provide accommodation for youth travellers, participants of youth exchange programmes and, subject to availability of accommodation spaces, other types of travellers 	<ul style="list-style-type: none"> • 88 hostel rooms, all double rooms • Communal pantries and common areas on each floor

List of Ancillary Facilities of Main Block

Item	Room Name	Quantity	Floor
A.	Y-Theatre		
1.	Press Room	1	G/F
2.	SI Booth	2	G/F
3.	Office	1	G/F
4.	Recording Room	1	G/F
5.	Dimmer Room	1	LG1/F
6.	Box Office	1	LG1/F
7.	Sound Control, Lighting Control & Film Projection Room	1	LG2/F
8.	Male Dressing Room	1	LG2/F
9.	Female Dressing Room	1	LG2/F
10.	Disabled Dressing Room	1	LG3/F
11.	Green Room	1	LG3/F
12.	Store	1	LG4/F
		1	LG3/F
		1	G/F
B.	Y-Platform		
1.	Performance Zones A – E	1	1/F
2.	Advertising Light Box	50	1/F
3.	Exhibition Storage Area	1	Upper G/F
C.	Y-Studio		
1.	Rehearsal Space	1	2/F
2.	Dimmer Room	1	2/F
3.	Pantry & Storage	1	2/F
4.	Male Changing Room	1	2/F
5.	Female Changing Room	1	2M/F
6.	Quick Change / Prop Store	1	2M/F
7.	Perimeter Gallery	1	2M/F
8.	Store Room	2	2M/F
9.	Control Room	1	2M/F

Item	Room Name	Qty	Floor
D.	CAFETERIA		
1.	Kitchen	3	4/F
2.	Male Staff Changing Room	1	4/F
3.	Female Staff Changing Room	1	4/F
E.	DANCE STUDIO		
1.	Female Changing Room	1	6/F
2.	Male Changing Room	1	6/F
3.	Small Dressing Room	2	6/F
4.	Lighting Gallery	1	H/L of 6/F
F.	ROCK CLIMBING AREA		
1.	Rock Climbing Area	1	6/F

List of Ancillary Facilities of the Hostel Areas

Room Name	Qty	Floor
HOSTEL BLOCK		
Hostel G/F Lift Lobby	1	G/F
Lifts at Hostel Block Entrance (F.S.6 & P5)	2	Lift No. F.S.6 serves every floor from G/F to Level 12. Lift No. P5 serves G/F, Level 1 to Level 12.
Furniture Store	1 1	Transfer Structure T1 Transfer Structure T2
Linen Store	9	Level 1 to 3, Level 5, Level 7 - 11
Pantry	9	Level 3 - 6, Level 8 - 11
Common Areas		Scattered around on every floor from Level 1 to Level 12.
MAIN BLOCK		
Hostel Lift Lobby	1	LG1/F
Lifts at Main Block Entrance (F.S. 8 & P2)	2	Lift No. F.S.8 serves every floor from LG3/F to 12/F. Lift No. P2 serves from LG1/F to 12/F.
Other Lifts (F.S.7, P1, P3 & P4)	4	Lift No. F.S.7 serves every floor from LG2/F to 11/F. Lift No. P1, P3 & P4 serve from 1/F to 12/F.
Central Linen Store	1	3M/F
Business Counter/ Kiosk	1	12/F
Y-Loft Reception	1	12/F
Luggage Store	1	12/F
Central Office of Hostel	1	12/F
Courtyard	1	12/F

Room Name	Qty	Floor
Store	2	12/F
	2	13/F
	3	14/F
Furniture Store	1	14/F
Self Serve Laundry	2	12/F
Linen Store / Staff Pantry	1	12/F
Pantry	2	12/F
	1	13/F
	1	14/F
Hostel Fitness Room	1	12/F
Hostel Lounge	1	12/F
Lounge Kitchen	1	12/F
Disabled Staff Changing Room	1	12/F
Male Staff Changing Room	1	12/F
Female Staff Changing Room	1	12/F
Guard Room	2	13/F, 14/F
Common Areas		Scattered around on every floor from 12/F to 14/F

Internal Finishing of the YS**Main Block**

Level	Room No.	Location		Floor		Skirting		Wall		Ceiling
LG4/ LG3/ Stage		Main Stage	a	Hardboard flooring with semi-matt black paint on H.W. frame overall 200mm thick.		-	a	Acrylic paint (matt black) on concrete wall/lime plaster to concrete block/brick	a	Spray paint (matt black) on off-formed concrete
		Side Stage	b	Hardboard flooring with semi-matt black paint on H.W. frame overall 60mm thick.		-	a	Acrylic paint (matt black) on concrete wall/lime plaster to concrete block/brick	a	Spray paint (matt black) on off-formed concrete
		Storage at Orchestra Pit	c	Monolithic concrete with hardener		-	a	Acrylic paint (matt black) on concrete wall/lime plaster to concrete block/brick	a	Spray paint (matt black) on off-formed concrete
		Orchestra Pit	d	Off-form concrete trowelled smooth		-	a	Acrylic paint (matt black) on concrete wall/lime plaster to concrete block/brick	a	Spray paint (matt black) on off-formed concrete
		Organizer's Office	e	C / s screed with non-metallic hardener		-	d	Acrylic paint on lime plaster	b	Emulsion paint on skim coat plaster
		Green Room	e	C/s screed with non-metallic hardener		-	d	- ditto -	b	Emulsion paint on skim coat plaster
		Principal Dressing Room / Disabled Changing Room	n	Non-slip homogeneous tile on waterproof c/s screed laid to fall		-	x	Homogenous tile on cement sand plaster	c	Metal false ceiling
LG2 Stall		Orchestra Platform 1 & 2	g	C / s screed with non-metallic hardener, non-slip nosing at step edge of aisles to detail		-	j	Fairface concrete with Surface coating		-
		Stall	g	C / s screed with non-metallic hardener, non-slip nosing at step edge of aisles to detail		-	c	Perforated metal cladding to detail	d	Spray paint (matt black) on ceiling soffit and ceiling void, solid wood reflector & GMS mesh acoustic reflector to detail
		* Stall Entrance Foyer	f	30mm stone slab on c/s screed	a	-	f	Emulsion paint on lime plaster & perforated. Metal cladding to detail	c	Perforated metal false ceiling to detail
		Changing Room wet area	n	Non-slip homogeneous tile on water proof c/s screed laid to fall	-	-	x	Homogenous tile on cement sand plaster	c	Metal false ceiling
		Changing Room Dressing area	n	Non-slip homogeneous tile on water proof c/s screed laid to fall	-	-	a	Acrylic paint (matt black) on concrete wall/lime plaster to concrete block/brick	f	Acrylic paint on skim coat plaster
		Lavatory	n	Non-slip homogeneous tile on water proof c/s screed laid to fall	-	-	g	Ceramic tile on cement sand plaster	c	Metal false ceiling
		Lighting & Sound control, Film projection Room	j	Raised floor to detail with carpet tile finish		-	y	Solid teak batten to detail	n	Solid teak batten to detail
		Firemen Lift Lobby / Protected Lobby	k	Self-leveling Floor Coating on c / s Screed		-	f	Emulsion paint on lime plaster	b	Emulsion paint on skim coat plaster

Level	Room No.	Location		Floor		Skirting		Wall		Ceiling
		Store	s	Cement sand screed	c	150mm high cement sand skirting with cement paint	e	Washable distemper on lime plaster	g	Washable distemper on skim coat plaster
LG1 Auditorium Entrance & Balcony		* Main Entrance Foyer	f	30mm stone slab on c/s screed			d	Acrylic paint on lime plaster	s	Proprietary durlam expanded alum lath panels to detail
		Box Office	f	Carpet tile			d	Acrylic paint on lime plaster	p	Acrylic paint on gypsum board to detail
		* Stair to Stall Entrance Foyer	r	Vinyl flooring with design pattern and graphic		-		Special design to detail	p	Acrylic paint on gypsum board to detail
		Stair to vertical Lighting Perch	e	C/s screed with non-metallic hardener		-	d	Acrylic paint on lime plaster	f	Acrylic paint on skim coat plaster
	1	Shop	s	Cement sand screed on floating slab		-	f	Emulsion paint on lime plaster	-	-
		Cloak Room / Reception Counter	f	30mm stone slab on c/s screed			d	Acrylic paint on lime plaster	p	Acrylic paint on gypsum board to detail
		Lavatory	n1	Non-slip homogenous tile on waterproof c/s screed laid to fall		-	g	Glazed ceramic tile on c/s plaster	c	Metal false ceiling
		Hydraulic Platform Entrance	k	Self-leveling floor coating on c/s screed		-	d	Acrylic paint on lime plaster	f	Acrylic paint on skim coat plaster
		Dimmer Room	k	1. Self-leveling floor coating on c/s screed 2. Seamless epoxy paint on cement sand screed with non-metallic hardener		-	d	- ditto -	f	- ditto -
		Hostel Lobby	f	30mm stone slab on c/s screed			d	Acrylic paint on lime plaster	q	Timber Board suspended ceiling to detail
G/F		Recording Room	l	Carpet on c/s screed	a	Paint on timber skirting field smooth	y1	Solid teak batten with acoustic lining behind to SMW's detail	n1	Solid teak batten with acoustic lining behind to SMW's detail
		Press Room	l	- ditto -	a	- ditto -	d	Acrylic paint on lime plaster	f	Acrylic paint on skim coat plaster
		S.I. Booth	l	- ditto -	a	- ditto -	y1	Solid teak batten with acoustic lining behind to SMW's detail	n1	Solid teak batten with acoustic lining behind to SMW's detail
		Office	l	- ditto -	a	- ditto -	f	Emulsion paint on lime plaster	f	Acrylic paint on skim coat plaster
1/F		Exhibition Platform Promenade Ramp	m	30mm stone slab on c/s screed on waterproof membrane		-	h, j	Stone cladding / fairface concrete to detail & special design to detail	k	Fairface concrete soffit/ceiling to detail
		Seating of Platform		Recycled plastic timber deck		-		Mosaic tile		-
		Exhibition Storage	z	Seamless epoxy paint on cement sand screed with non-metallic hardener	c	150mm H. cement sand skirting with cement paint	e	Washable distemper on lime plaster	g	Washable distemper on skim coat plaster
		Management Office	k	Self-leveling floor coating on c/s screed	-	-	d	Acrylic paint on lime plaster	p	Acrylic paint on gypsum board to detail

Level	Room No.	Location		Floor		Skirting		Wall		Ceiling
		Lavatory	n1	Non-slip homogenous tile on waterproof c/s screed laid to fall	-	-	g	Glazed ceramic tile on c/s plaster	c	Metal false ceiling
		TBE Room	z	Seamless epoxy paint on cement sand screed with non-metallic hardener	c	150mm high cement sand skirting with cement paint	f	Emulsion paint on lime plaster	b	Emulsion paint on skim coat plaster
2/F		Foyer	k	Carpet tile		Refer to detail		Refer to detail	n	Solid Teak batten to detail
		Multi-purpose Hall	aa	Timber stripe flooring (sport type)		-	l	Refer to detail	a, j	Black synthetic paint on lighting bridges & acoustic panel cover to ceiling soffit
		Side stage	aa	Timber flooring		-	f	Emulsion paint on lime plaster	b	Emulsion paint on skim coat plaster
		Storage Area for Loose Seating and Openable panel	z	Seamless epoxy paint on cement sand screed with non-metallic hardener	c	150mm H. cement sand skirting with cement paint	f	- ditto -	f	Acrylic paint on skim coat plaster
		Rehearsal Space	k	Self-leveling floor coating on c/s screed		-	d	Acrylic paint on lime plaster	f	Acrylic paint on skim coat plaster
		Terrace for Rest / Casual gathering	i	Pre-cast concrete tile to detail		-	j	Fairfaced concrete	f	- ditto -
		Changing Room wet area	n	Non-slip homogeneous tile on water proof c/s screed laid to fall	-	-	x	Homogenous tile on cement sand plaster	c	Metal false ceiling
		Changing Room Dressing area	n	Non-slip homogeneous tile on water proof c/s screed laid to fall	-	-	a	Acrylic paint (matt black) on concrete wall/lime plaster to concrete block/brick	f	Acrylic paint on skim coat plaster
		Lavatory	n1	Non-slip homogeneous tile on water proof c/s screed laid to fall	-	-	g	Glazed ceramic tile on cement sand plaster	c	Metal false ceiling
		Storage	z	Seamless epoxy paint on cement sand screed with non-metallic hardener	c	150mm H. cement sand skirting with cement paint	f	Emulsion paint on lime plaster	f	Acrylic paint on skim coat plaster
2nd Mezz Floor		Control Room	j	Raised floor		-	y1	Solid teak batten with acoustic lining behind to SMW's detail	n1	Solid teak batten with acoustic lining behind to SMW's detail
	2M 04 – 2M 06	Rooms	k	Self-leveling Floor coating on c/s screed		-	l	Acoustic lining panel	j	Acoustic panel false ceiling
		Store Room/ Storage	z	Seamless epoxy paint on cement sand screed with non-metallic hardener		-	e	Washable distemper on lime plaster	g	Washable distemper on skim plaster
		Changing Room wet area	n	Non-slip homogeneous tile on water proof c/s screed laid to fall	-	-	x	Homogenous tile on cement sand plaster	c	Metal false ceiling
		Changing Room Dressing area	n	Non-slip homogeneous tile on water proof c/s screed laid to fall	-	-	a	Acrylic paint (matt black) on concrete wall/lime plaster to concrete block/brick	f	Acrylic paint on skim coat plaster
	2M 01 – 2M 03	Rooms		Homogenous floor tile		Timber Skirting		1. Acrylic Paint 2. Tempered glass panel on wall 3. Glass partition		1. Mesh false ceiling 2. Emulsion paint

Level	Room No.	Location		Floor		Skirting		Wall		Ceiling
								walls		
		Quick Changing / Prop. Store	z	Seamless epoxy paint on cement sand screed with non-metallic hardener		-	d	Acrylic paint on lime plaster	f	Acrylic paint on skim coat plaster
3/F		Retail				-	-	-	-	-
		Common area		1. Homogenous floor tile 2. Self-leveling Floor Coating on c/s Screed 3. Carpet tile		Stainless Steel Skirting		Acrylic Paint on gypsum board partition walls		Baffle ceiling system
		Lift Lobby		Homogenous floor tile		-		Acrylic Paint on gypsum board partition walls		Suspended ceiling panel w/ emulsion paint
	301 - 338	Shops		Concrete floor		-		1. 12mm thick. tempered clear glass partition 2. Emulsion paint on gypsum board partition walls		Emulsion paint on gypsum board partition walls
4/F		*Cafeteria / Performance Zone	-	-	-	-	-	-	-	-
		Kitchen	-	-	-	-	-	-	-	-
		Service Corridor	k	1. Self-leveling floor coating on c/s screed 2. Seamless epoxy paint on cement sand screed with non-metallic hardener 3. Homogenous floor tile	e	- ditto -	d	Acrylic paint on lime plaster	f	- ditto -
		Changing Room wet area	n	300 x 300 non-slip Homogenous tile on waterproof c/s screed laid to fall	-	-	x	Homogenous tile on cement sand plaster	c	Metal false ceiling
		Changing Room Dressing area	n	Non-slip homogeneous tile on water proof c/s screed laid to fall	-	-	a	Acrylic paint (matt black) on concrete wall/lime plaster to concrete block/brick	f	Acrylic paint on skim coat plaster
		Lavatory	n	Non-slip homogeneous tile on water proof c/s screed laid to fall	-	-	g	Ceramic tile on cement sand plaster	c	Metal false ceiling
5/F	505, 509 - 510, 514, 517	Multi-Purpose Room		Carpet tile-		Timber Skirting		1. Vinyl wall covering on gypsum board partition walls 2. Fixed window glass with wooden frame		Mineral false ceiling tiles w/ exposed grid
	515 - 516	Multi-Purpose Room		Proprietary sprung timber strip flooring		Timber Skirting		1. Mirror walls 2. Vinyl wall covering on gypsum board partition wall/ acoustic wall	s	1. Mineral false ceiling tile 2. Acoustic ceiling
	501, 502, 503	Piano Room		Carpet tile		Timber Skirting		Fabric acoustic wall covering on gypsum board partition walls		Acoustic ceiling
	511, 512, 513	Multi-Purpose Rooms		Carpet tile-		Timber Skirting		1. 12mm thick. tempered clear glass panel partition 2. Vinyl wall covering on		1. Mineral false ceiling tile

Level	Room No.	Location		Floor		Skirting		Wall		Ceiling
								gypsum board partition walls		
	507 - 508	Rooms		Concrete floor		-		1. Emulsion paint on gypsum board partition walls / concrete walls 2. Fixed window glass with wooden frame		Open ceiling
	518	Meeting Room/Store Room		Vinyl floor covering		Timber Skirting		Vinyl wall covering		Open ceiling with emulsion paint
		Store Room		Vinyl floor covering		Timber Skirting		Vinyl wall covering		Open ceiling with emulsion paint
		Service / common Corridor		1. Self-leveling Floor Coating on c/s Screed 2. Carpet tile		Timber Skirting		1. Vinyl wall covering on gypsum board partition 2. Emulsion paint on gypsum board partition walls.		1. Open ceiling with Emulsion paint 2. Suspended ceiling panel w/ emulsion paint.
6/F	601	Music Studio		Carpet tile covering on raised floor		Timber Skirting		Vinyl wall covering on acoustic wall		1. Mineral false ceiling tile 2. Acoustic ceiling
	602	Multi-Purpose Room		Carpet tile		Timber Skirting		Vinyl wall covering on gypsum board partition wall		Mineral false ceiling tile
	603	Store Room		Vinyl floor covering		Timber Skirting		Emulsion paint on gypsum board partition wall		Open ceiling with emulsion paint
	604 - 605	Dance Room		Proprietary sprung timber strip flooring		Timber Skirting		Mirror wall Vinyl wall covering on gypsum board partition wall/ acoustic wall	s	1. Mineral false ceiling tile 2. Acoustic ceiling
	606, 607	Multi-Purpose Room		Carpet tile		Timber Skirting		1. 12mm thick, tempered clear glass panel partition 2. Vinyl wall covering on gypsum board partition wall		Mineral false ceiling tile
	608	Multi-Purpose Room		Carpet tile		Timber Skirting		1. Folding partition wall system 2. Vinyl wall covering on gypsum board partition wall		Suspended ceiling panel w/ emulsion paint
	612	Multi-Purpose Room		Carpet tile		Timber Skirting		Vinyl wall covering on gypsum board partition wall		Mineral false ceiling tile
	609	Dance Studio	p	Proprietary sprung timber strip flooring		-	n d	Mirror wall Acrylic paint on lime plaster	s	special design to detail
	609	Seating Area for Dance Studio	h	Proprietary timber stripe flooring overall 50mm		-	d q	1. Acrylic paint on lime plaster 2. Fabric acoustic wall covering on gypsum board partition walls/ concrete walls	s	special design to detail
			Rock Climbing Area		Carpet tile		Rubber mat		Modular artificial rock system approx. 12m width x 5m height (fiber glass made FRP panels with 400 climbing handholds and	

Level	Room No.	Location		Floor		Skirting		Wall		Ceiling
								galvanized steel structure)		
		Changing Room wet area	n1	Non-slip homogeneous tile on water proof c/s screed laid to fall	-	-	g	Ceramic tile on cement sand plaster	c	Metal false ceiling
		Lavatory	n1	Non-slip homogeneous tile on water proof c/s screed laid to fall	-	-	g	Ceramic tile on cement sand plaster	c	Metal false ceiling
		Dressing Room	n	Non-slip homogeneous tile on water proof c/s screed laid to fall	-	-	a	Acrylic paint (matt black) on concrete wall/lime plaster to concrete	f	Acrylic paint on skim coat plaster
7/F		Multi-function area/Offices		-		-		-		-
		Service / common Corridor		1. Homogenous floor tile 2. Self-leveling Floor Coating on c/s Screed 3. Carpet tile		Stainless Steel Skirting		1. Tempered glass panel finishes w/ colour graphic 2. Acrylic Paint on gypsum board partition walls.		Baffle ceiling system (white colour)
8/F – 9/F	9G B01	Multi-Purpose Room at Glass Box	k	1. Self-leveling Floor Coating on c/s Screed 2. Recycled plastic timber deck		-		-	m	Acrylic paint with suspended metal grid system ceiling
	801 - 817, 820, 901 - 918	Office Area		Concrete floor		-		1. Emulsion paint on gypsum board partition wall (white colour) 2. Fixed window glass with wooden frame		Open ceiling with emulsion paint (white colour)
	818	Conference Room		Carpet tile		Timber Skirting		Vinyl wall covering on on gypsum board partition wall		Mineral false ceiling tiles W/ exposed grid
	819	Office Area		Self-leveling floor coating on c/s screed		-		1. Emulsion paint on gypsum board partition walls / concrete walls 2. Glass partition walls		Open ceiling with Emulsion paint
		Service / common Corridor		1. Self-leveling Floor Coating on c/s Screed 2. Carpet tile		Timber Skirting		Vinyl wall covering on gypsum board partition wall		Mineral false ceiling tiles W/ exposed grid
		Store Room		Vinyl floor covering		Timber Skirting		Emulsion paint on gypsum board partition wall		Open ceiling with Emulsion paint
12/F		Hostel General Office	l	Carpet on c/s screed	a	Paint on timber skirting field smooth	f	Emulsion paint on lime plaster	c	Metal false ceiling
		Self-serve Laundry	n	Homogenous tile on waterproof c/s screed	b	Coved skirting tile	d	Acrylic paint on lime plaster	f	Acrylic paint on skim coat plaster
		Hostel Fitness Room	t	Carpet Tile		-	d	Acrylic paint on lime plaster S.S. wall cladding Timber panel to detail	h	Metal mesh ceiling
	12G B02	Multi-Purpose Room at Glass Box	k	1. Self-leveling Floor Coating on c/s Screed 2. Recycled plastic timber deck		-		-	m	Acrylic paint with suspended metal grid system ceiling
		Store	z	Seamless epoxy paint on cement sand screed	c	150mm H. c/s skirting with	f	Emulsion paint on lime plaster	b	Emulsion paint on skim coat plaster

Level	Room No.	Location		Floor		Skirting		Wall		Ceiling
				with non-metallic hardener		cement paint				
		Hostel Common Area	k	1. Self-leveling Floor Coating on c/s Screed 2. Carpet tile		-	d	Acrylic paint on lime plaster	f h k	Acrylic paint on skim coat plaster Metal mesh ceiling fairfaced concrete
		Luggage Store	z	Seamless epoxy paint on cement sand screed with non-metallic hardener	d	Vinyl skirting	f	Emulsion paint on lime plaster	b	Emulsion paint on skim coat plaster
12/F to 14/F		Guest Lavatory	v	Homogenous tile on waterproof c/s screed		-	s	Glass mosaic tile on c/s plaster	c	Metal false ceiling
		Staff Changing Room	n	Homogenous tile on waterproof c/s screed		-	g	Glazed ceramic tile on c/s plaster	c	- ditto -
		*Hostel Lounge	f	30mm stone slab on c/s screed		-		-		-
		Lounge Kitchen		-		-		-		-
		*Dormitory Room	h	Proprietary timber stripe flooring	a	Paint on timber skirting field smooth	d	Acrylic paint on lime plaster	f	Acrylic paint on skim coat plaster
		*Bath Room of Dormitory Room	n	Non-slip homogeneous tile on water proof c/s screed laid to fall	b	Coved skirting tile	g	Glazed ceramic tile on c/s plaster	c	Metal false ceiling
		Store Room	z	Seamless epoxy paint on cement sand screed with non-metallic hardener	c	150mm H. cement sand skirting with cement paint	f	Emulsion paint on lime plaster	b	Emulsion paint on skim coat plaster
		*Guest Room	h	1. Proprietary timber stripe flooring overall 50mm 2. Homogeneous tile on water proof c/s screed laid to fall 3. Vinyl floor covering	a	Paint on timber skirting field smooth	d	Acrylic paint on lime plaster / Special design to detail	f	Acrylic paint on skim coat plaster
		*Bath Room \ (Wet Area) of Guest Room	y	Mosaic tile on waterproof c/s screed laid to fall		-	s	Glass mosaic tile on cement sand plaster	c	Metal false ceiling
		Balcony	u	Recycle plastic timber deck		-		-		-
	Open Yard	u	Recycle plastic timber deck		-		-		-	

Hostel Block

Level	Room No.	Location		Floor		Skirting		Wall		Ceiling
Plaza Level		Hostel Block Entrance Lobby	f	1. 30mm stone slab on c/s screed Seamless epoxy paint		-	j	Fairface concrete with surface coating	k	Fairface concrete
Hostel Level 1 to Hostel Level 12		Guest Room	h	Proprietary timber stripe flooring overall 50mm	a	Paint on timber skirting field smooth	d	Acrylic paint on lime plaster Special design to detail	f	Acrylic paint on skim coat plaster
		Bath Room	y	Mosaic tile on waterproof c/s screed laid to fall/		-	s	Glass mosaic tile on c/s plaster	c	Metal false ceiling/
		Linen Store	z	Seamless epoxy paint on cement sand screed with non-metallic hardener	c	150mm H c/s screed skirting with cement paint	f	Emulsion paint on lime plaster	b	Emulsion paint on skim coat plaster
		Common Area	k	1. Self-leveling Floor Coating on c/s Screed 2. Carpet tile		-	d	Acrylic paint on lime plaster	h f	Metal mesh ceiling Emulsion paint on plaster Fairfaced concrete
		Lift lobby	k	- ditto -		-	d	Acrylic paint on lime plaster	f	Emulsion paint on plaster
Main Block & Hostel Block M/E Room & Common Area		Refuse Collection Chamber	q	Non-slip quarry tile on c/s screed laid to fall	e	Quarry tiles skirting	g	Glazed ceramic tile on waterproof c/s plaster	g	Washable distemper on skim coat plaster
		Water Meter Room	e	Cement sand screed with non-metallic hardener	c	150mm H. cement sand screed with cement paint	e	Washable distemper on lime plaster	g	Washable distemper on skim coat plaster
		F.S. Meter Room	e	- ditto -	c	- ditto -	e	- ditto -	g	- ditto -
		Pump & Water Tank Room	e	- ditto -	c	- ditto -	e	- ditto -	g	- ditto -
		F.S. Pump Room	e	- ditto -	c	- ditto -	e	- ditto -	g	- ditto -
		Water Pump Room	e	- ditto -	c	- ditto -	e	- ditto -	g	- ditto -
		Refuse Room	e	- ditto -	c	- ditto -	e	- ditto -	g	- ditto -
		PAU Room	e	- ditto -	c	- ditto -	e	- ditto -	g	- ditto -
		ELV Room	e	- ditto -	c	- ditto -	e	- ditto -	g	- ditto -
		AHU Room	e	- ditto -	c	- ditto -	e	- ditto -	g	- ditto -
		Electric Room	e	- ditto -	c	- ditto -	e	- ditto -	g	- ditto -
	Elect. Duct Room	e	- ditto -	c	- ditto -	e	- ditto -	g	- ditto -	
Main Block & Hostel Block M/E Room & Common Area		Gen Set Room	e	Cement sand screed with non-metallic hardener	c	150mm H. cement sand skirting with cement paint	e	Washable distemper on lime plaster	g	Washable distemper on skim coat plaster
		Lift Machine Room	e	- ditto -	c	- ditto -	e	- ditto -	g	- ditto -
		Fuel Tank Room	e	- ditto -	c	- ditto -	e	- ditto -	g	- ditto -
		Loading / Unloading	x	Anti-slip carpark epoxy flooring		-	a	Acrylic paint on fairfaced concrete / lime plaster to concrete block / brick	f	Acrylic paint on skim coat plaster
		Transformer Room / H.V. Room		As per HKE schedule of finishes		As per HKE schedule of finishes		As per HKE schedule of finishes		As per HKE schedule of finishes
	L.V. Room	e	Cement sand screed with non-metallic	c	150mm H. c/s skirting with	e	Washable distemper on lime plaster	g	Washable distemper on skim	

			hardener		cement paint				coat plaster
	Furniture Store	z	Seamless epoxy paint on cement sand screed with non-metallic hardener	c	- ditto -	e	- ditto -	g	- ditto -
	Exit Stair / Transfer Corridor	g	Cement sand screed with non-metallic hardener, slip nosing at step edge of aisles	c	100mm H. c/s skirting with cement paint	d	Acrylic paint on lime plaster	f	Acrylic paint on skim coat plaster
	TBE Room	z	Seamless epoxy paint on cement sand screed	d	Vinyl skirting	d	- ditto -	f	- ditto -

Hostel Room Mix Schedule for the YS (with room type details)

Room Type	Nos.	Floor	Room No.	Remarks
TOTAL NO. OF ROOMS	148			
HOSTEL BLOCK	96			
Double Rooms	74	H-1 to 8 H-9 H-12	Room 31-38 Room 31 & 38 Room 31-38	
Disabled Double Rooms	6	H-9	Room 32-37	
Connectable Rooms (4 P rooms)	16(8)	H-10 H-11	Room 31-38 Room 31-38	As normal double room when not connected.
MAIN BLOCK	52			
Double Rooms	34	12/F 13/F 14/F	Room 01 - 05 Room 03 – 04, 07, 11 – 13, 15 - 22 Room 02 – 04, 07, 11 – 13, 15 - 22	Room 1201 and 1202 provide disabled toilet.
Triple Rooms	8	12/F 13/F 14/F	Room 06 - 09 Room 09, 14 Room 09, 14	Room 1206, 1314 and 1414 provide disabled toilet.
Connectable Family Rooms	8	13/F 14/F	Room 05 & 06, 08 & 10 Room 05 & 06, 08 & 10	As normal double room when not connected.
Connectable Family Room (Duplex)	1	13/F & 14/F	Room 1301	
Dormitory (House for Six)	1	12/F	Room 10	Disabled toilet provided.

Total Nos. of disabled room = 6 nos.

Hotel Room Type Schedule for YS (with no. of guests accommodated)

Hostel Block			Main Block			No. of rooms per floor	No. of people accommodated	
Floor	Room Type	Nos. of room	Floor	Room Type	Nos. of room			
1/F	Double room	8 nos.				8	16	
2/F	Double room	8 nos.				8	16	
3/F	Double room	8 nos.				8	16	
4/F	Double room	8 nos.				8	16	
5/F	Double room	8 nos.				8	16	
6/F	Double room	8 nos.				8	16	
7/F	Double room	8 nos.				8	16	
8/F	Double room	8 nos.				8	16	
9/F	Double room	8 nos.				8	16	
10/F	Double room	8 nos.				12/F	Double room	5 nos.
				Triple room	4 nos.			
				Dormitory. room for 6 people	1 no.			
11/F	Double room	8 nos.	13/F	Double room	18 nos.	29	64	
				Triple room	2 nos.			
				Duplex for 6 people	1 nos.			
12/F	Double room	8 nos.	14/F	Double room	19 nos.	29	60	
				Triple room	2 nos.			
Total:		96 nos.				52 nos.	148	312

Total no. of rooms according to room type:

Double room: 138 nos.

Triple room: 8 nos.

Room for 6 people: 2 nos.

List of Furniture and Equipment and Spare Parts to be provided by the Government and handed over by the Last Operator

List of Furniture and Equipment

Item	Description	Location	Quantity
1	Desk for Y-Theatre - Organizer's Office	Y-Theatre - Organizer's Office	1
2	One Seater Sofa	Y-Theatre - Green Room	2
3	Two Seater Sofa		2
4	#8B ON-OF-20 Low Back Office Chair	Y-Theatre - Box Office	3
5	Bar Chair	Y-Theatre - Box Office	2
6	Safe	Y-Theatre - Box Office	1
7	Desk with Cover	Y-Theatre - Press Room	7
8	Bench Table (Size : 1200W x 920D x 750H mm)	Y-Theatre - Stage Office	6
9	Chair (Size : 485W x 550D x 880H mm)	Y-Theatre - Stage Office	6
10	Dressing Table	Y-Theatre - Dressing Rms and	12
11	Wardrobe	Principle Dressing Rm	2
12	Dressing Rack		4
13	Plastic Chair	Y-Theatre - Dressing Rms and Principle Dressing Rm	15
14	Executive Chair (For Reporter Room)		4
15	Plastic Chair	Y-Studio (Multi-purpose Hall)	500
16	Writing Desk	Y-Studio - Stage Office	2
17	Writing Desk		1
18	Coffee Table		1
19	Writing Desk		2
20	Office Armchair	Y-Studio - Stage Office	5
21	Steel High Cabinet w/ Shutter door		3
22	Steel High Cabinet w/ Shutter door		1
23	Round Shape Chair	Y-Studio - Sx/Lx Control	3
24	Costume Rack	Y-Studio - Dressing Rooms	10
25	Plastic Chair	Y-Studio - Dressing Rooms	15
26	Costume Rack	Dance Studio - Dressing	10
27	In-Room MiniFridge	Hostel Guest Rooms	150
28	Pillow for Guest Room	Hostel Guest Rooms	330
29	Pillow Case for Guest Room		1,400
30	Bed Pad for Guest Room		330
31	Bed Sheet for Guest Room		1,400
32	Duvet for Guest Room		330
33	Duvet Cover for Guest Room		1,400
34	Bath Towel for Guest Room		1,500
35	Hand Towel for Guest Room		1,500
36	Pillow	Hostel Guest Rooms	180
37	Pillow Case	Hostel Guest Rooms	720
38	Single Bed Box Spring	Hostel Rooms - Double Rooms	312
39	Single Bed Base	Hostel Rooms - Double Rooms	312
40	In-Room Safe Deposit Box	Hostel Guest Rooms	134
41	In-Room Safe Deposit Box	Hostel Rooms - 1/F & 2/F (16 rooms)	44
42	Table w/o Kick Board (E2011-1816)	Share-used items for Performing Venues/Area	50
43	Plastic Chair	Share-used items for Performing Venues/Area	140
44	Cover with Table (Red), Rectangular shape Free Standing Writing Desk	Share-used items for Performing Venues/Area	18
45	Cover with Table (Red), Rectangular shape Free Standing Writing Desk		12
46	Fabric Curtain for Podim Edging, Cover		1
47	Fabric Curtain for Podim Edging, Cover		2
48	Table with Kick Board, Rectangular shape Foldable Training Table	Share-used items for Performing Venues/Area	25
49	Table, Rectangular Shape Foldable Training Table.		24
50	Chair	Share-used items for Performing Venues/Area	100
51	White Board w/ Stand (For MPRs)	Share-used items for Performing Venues/Area	16
52	Desk with Cover	Share-used items for Performing Venues/Area	23
53	Bench Table (Writing Desk)	Share-used items for Performing Venues/Area	20
54	Chair	Share-used items for Performing Venues/Area	100
55	White Board w/ Stand (For MPRs)	Share-used items for Performing Venues/Area	4
56	Table w/ Kick Board (E2011-1816)	Share-used items for Performing Venues/Area	25

Item	Description	Location	Quantity
57	Plastic Chair	Share-used items for Performing Venues/Area	50
58	Chair Cart	Share-used items for	13
59	Y-Loft Office Partition	Hostel Office	1 lot
60	Tedeva Rectangular Shape Free Standing Writing Desk	Hostel Office	2
61	Tedeva L Shape Free Standing Executive Desk		2
62	Tedeva L Shape Free Standing Manager Desk		1
63	Steel Hanging Bookshelf		1
64	Shutter Door Steel Low Cabinet	Hostel Office	2
65	Shutter Door Steel Low Cabinet		3
66	Shutter Door Steel High Cabinet		1
67	Shutter Door Steel High Cabinet		1
68	Shelly Middle Back Office Chair	Hostel Office	9
69	Roller Blind	Hostel Office	3
70	Fitness Equipment - Matrix T7x Treadmill	Hostel Fitness Centre	2
71	Fitness Equipment - U7X Upright Bike	Hostel Fitness Centre	1
72	Fitness Equipment - W8000 Air Rower	Hostel Fitness Centre	2
73	Fitness Equipment - FW152 Adjustable Decline	Hostel Fitness Centre	1
74	Fitness Equipment - Stretch Trainer	Hostel Fitness Centre	1
75	Air Blower w/ wheel	Hostel Share-used Item	6
76	Removable Carpet	Guest Lifts #1-4 & Escalator Area	1 lot
77	Removable Carpet (2' x 3')	Hostel Guest Pantry, Hostel Rooms	55
78	Removable Carpet (4' x 10')	Hostel Court Yard (12/F)	1
79	Removable Carpet (2' x 1.6')	Hostel Common Area	7
80	Removable Carpet (3' x 1.6')	Hostel Guest Rooms	60
81	Removable Carpet (2' x 1.6')	Hostel Rooms, Hostel Area	8
82	Custom Made Carpet (Logo) w/ thick underlay	Hostel Block 2/F, 3/F, 4/F, 6/F, 10/F, 11/F, 12/F internet zone	5
83	Lift Carpet	Lifts #5-6 Lift Lobby	3
84	Rain Carpet (various size)	Hostel Area	1 lot
85	Rain Carpet (3' x 40')	Hostel Area	32
86	Lift Carpet	Guest Lift #1- #8, except #7	7
87	Removable Carpet	Y-Studio - Foyer	5
88	Bedside Cabinet (Hostel Block)	Hostel Rooms - Double Rooms	96
89	Bedside Cabinet	Hostel Rooms - Double Rooms (45 rooms)	57
90	Desk (Hostel Block)	Hostel Rooms - Hostel Block	96
91	Desk	Hostel Rooms - Main Block	52
92	Desk Chair	Hostel Rooms	152
93	Blind and Curtain for Hostel Block	Hostel Rooms - Hostel Block	96
94	Fabric Curtain and Black out Cutrain	Hostel Rooms (53 rooms)	54
95	Headboard w/ Fabric Lining (Hostel Block)	Hostel Rooms - Hostel Block	192
96	Headboard w/ Fabric Lining	Hostel Rooms - Main Block Hostel Room	50
97	Tedeva Rectangular Shape Free Standing Desk	Hostel 13/F and 14/F - Guard Room	1
98	Pedestal 3-Drawer Movable Pedestal	Hostel 13/F and 14/F - Guard Room	1
99	Storage Unit Steel High Cabinet w/ Door	Hostel 13/F and 14/F - Guard Room	1
100	Seating System Low Back Office Chair	Hostel 13/F and 14/F - Guard Room	1
101	Trumbler in Yellow, White, Blue, Red.	Hostel Rooms - Double Rooms (141)	500
102	Mirror with Art Photo	Hostel Guest Rooms	106
103	Mirror with Art Photo		44
104	Tea Service Holder	Hostel Guest Rooms	200
105	FNISS Wastpaper Basket	Hostel Guest Rooms	400
106	Non Slippery Mat	Hostel Guest Rooms	200
107	Recycle Rubbish Bin (Stackable)	Hostel Common Area	46
108	Shelf for Mini-Safe inside Wardrode	Hostel Guest Rooms (144)	144
109	Bar Chair w/ PVC Seat and Back Footrest and Steel Support Base	Hostel Reception	3
110	Time Stamp (Electric Operated)	Hostel Reception	1
111	Currency Validator (Banknotes Counting Machine)	Hostel Reception	1
112	Electronic Safe	Hostel Reception	2
113	Cash Box Lock A.C	Hostel Reception	2
114	Electric Imprinter	Hostel Reception	1
115	First Aid Box (Size : 355 x 200 x 220mm)	Hostel Reception	2
116	Urban Chair	Hostel Laundry Mart	6
117	Coffee Table Set	Hostel Common Area	2 sets
118	Bench - Zuu Grasshopper Oma	Hostel Block 5/F Corridor	1
119	Bench - Tilee Bench	Hostel Block 12/F Corridor	2
120	Clock for Hostel Lobby	Hostel Lobby	1
121	Clock for Gym	Hostel Fitness Centre	1
122	Bookshelf	Hostel Common Area	3
123	Wooden Stool (XL)	Hostel common area (1,2,8/F)	5

Item	Description	Location	Quantity
124	Wooden Stool (L)	Hostel common area (1,2,8/F)	5
125	Wooden Stool (M)	Hostel common area (1,2,8/F)	5
126	Metallic Notice Board (Near 12/F Y-Loft Reception and Staircase)	Hostel reception	1 set
127	Acrylic Notice Board (A2)	Hostel 12/F-14/F lift lobby	5
128	Acrylic Notice Board (A1)	Hostel (Lobby) LG1, G/F & 12/F Lift Lobby	3
129	Power Adaptor Plug	Hostel Housekeeping	60
130	Rubbish Bin	Hostel Block LG-12/F/ Lift Lobby	21
131	Rubbish Bin (30L)	Hostel Guest Pantry	13
132	Locker (various size)	5/F Common Area	1 lot
133	Coin Locker (refundable series)	6/F Common Area	7
134	Red Velvet Rope with Lock	Share-used items for Performing Venues/Area	20
135	Barrier Stand	Share-used items for Performing Venues/Area	40
136	A3 Notice Frame	Share-used items for Performing Venues/Area	30
137	A4 Notice Frame	Share-used items for Performing Venues/Area	30
138	Belt Barrier Stand (4 way)	Share-used items for Performing Venues/Area	280
139	A4 Size Display (Landscape)	Share-used items for Performing Venues/Area	2
140	A3 Size Display (Landscape)	Performing Venues/Area	2
141	Rubbish Bin (Step-On)	Share-used items for Performing Venues/Area	35
142	A1 Notice Board	Share-used items for Performing Venues/Area	10
143	Hand-held Speaker (掛腰式)	Share-used items for Performing Venues/Area	2
144	Hand-held Speaker (掛腰式)	Performing Venues/Area	1
145	First Aid Box	Share-used items for Performing Venues/Area	4
146	First Aid Box	Performing Venues/Area	1
147	Handcart with Four wheeled vehicle	Share-used items for Performing Venues/Area	3
148	White Board w/ rollers (Movable Partition Panel)	Share-used items for Performing Venues/Area	30
149	White Board w/ rollers (Movable Partition Panel)		10
150	Easel Material Made (Wood)	Interest Group Room	20
151	Drawing Board (Beige Colour)		12
152	Drawing Board (Beige Colour)		13
153	Dressing Rack	For all Dressing rooms	15
154	Locker	For all Dressing rooms	28
155	Dressing Table	For all Dressing rooms	46
156	Podium Size : (700W x 550D x 1100H mm)	Share-used items for Performing Venues/Area	6
157	Staircase for Y-Theatre	Y-Theatre (Auditorium)	2
158	Exhibition Panel (White MDF Board)	Y-Platform (Exhibition Platform)	25
159	Exhibition Panel (White MDF Board w/ both side Fabric)		25
160	Sofa Bench (Lift Lobby)	Hostel 10/F Common Area	1
161	Stool for Sofa Bench	Hostel 10/F Common Area	1
162	Sofa Bench (Lift Lobby)	Hostel 11/F Common Area	1
163	Stool for Sofa Bench	Hostel 11/F Common Area	1
164	Coffee Table	Hostel 10/F Common Area	2
165	Coffee Table	Hostel 11/F Common Area	2
166	Mini Fridge Cabinet	Hostel Rooms (42 rooms)	78
167	Caution Board	Hostel Common Area	20
168	Caution Board	Hostel Common Area	10
169	Garbage Bin	Hostel Linen Pantry	12
170	Double Door Holder (Detex Lock)	Whole Complex (for 112 double doors)	55
171	Youth Square Logo Floor Stand Signage (at 1/F Y-Platform near Footbridge)	Common Area	1
172	Rubbish Bin for Disable Toilet	Hostel Main Block Disabled Toilet	1
173	Reception Counter (Hostel)	Hostel Reception	1
174	Mobile Desk 1 (Hostel 12/F)	Hostel Kiosk	3
175	Folding Partition	Hostel Common Area	2
176	Stainless Table (Aluminum Round Table)	Hostel Main Block 10/F Guest Pantry	2
177	Stainless Chair (Aluminum Chair)	Hostel Main Block 10/F Guest Pantry	12
178	Dining Table - Outdoor (PE Rattan Round Table)	Main Block Hostel 13/F & 14/F Internet Zone	2
179	Dining Chair - Outdoor (PE Rattan Seat)	Main Block Hostel 13/F & 14/F Internet Zone	8
180	Plastic Chair	Hostel Rooms (43 rooms w/ balcony)	86

Item	Description	Location	Quantity
181	Coffee Table (Round Shape Plastic Table)	Hostel Rooms (43 Rooms with Balcony / 2 for guests shared-used)	45
182	Evert Stool 櫈	Hostel Block 3/F Internet Zone	6
183	Coffee Table 茶几 白色 (長方形)	Hostel Block 2/F, 4/F, 6/F Internet Zone	3
184	Nesting Table 茶几 白色 (2 件裝)	Hostel Block 3/F Internet Zone	2
185	Bedside Table 床邊桌 (灰色/ 磨沙玻璃)	Hostel Block 11/F & 12/F Internet Zone	2
186	Sofa Ottoman (拉)	Hostel Block 10/F Internet	4
187	Sofa Bench & Cushions	8 for Dormitory (Rm 1210) / 6 for Family Room (Rm 1401)	2 sets
189	Bar Chair (Plastic Chair w/ Plastic Seating & Steel Support Base)	Hostel Block common area 3/F & 6/F	12
190	Bar Table w/ MFC Board on Top & Steel Support Base	Hostel Block common area 3/F & 6/F	3
191	One Seater Relax Sofa w/ Fabric Back & Seat and Chrome Support Base	Hostel Block common area 5/F, 11/F & 12/F	9
192	One Seater Wooden Relax Chair w/ Fabric Seat and Steel Support Leg	Hostel Block common area 10/F	4
193	Electric Curtain Track System for Rm1210	Dormitory (Rm 1210)	1
194	Roman Blind	Hostel Guest Rooms (14 Rooms)	13
195	Wardrobes (Rom 1313, 1314 & 1414)	Hostel Guest Rooms (3 Rooms)	3
196	Floor Lamp L3	Hostel Guest Rooms (55 Rooms)	55
197	Blinds for 8/F Conference Room	Conference Room	1
198	Conference Table (U Shape)		1
199	Table		2
200	Cabinet		2
201	Armchair Middle Back Executive Armchair		53
202	3-Seater Bench w/ Fabric Seat & Back		4
203	5-Seater Bench w/ Fabric Seat & Back		2
204	Armchair Middle Back Office Armchair		4
205	Luggage Rack	Hostel Share-used Items	5
206	Bathroom Scale	Hostel Guests Share-used Item	5
207	Sitting Bench (Snake Shape Artificial Leather)	3/F Common Area (Retail Floor)	20
209	Rectangular Shape Free Stand Table w/ Steel Support Leg		5
210	One Seater Sofa w/ Artificial Leather	8/F Common Area (Office Floor)	24
211	Rectangular Shape Free Stand Table w/ Steel Support Leg		2
212	Round Shape Tea Table w/ MFC Board Table Top & Steel Support Leg		3
213	Round Freeway Seater w/ Artificial Leather	9/F Common Area (Office Floor)	4
214	Round Shape Tea Table w/ MFC Board Table Top & Steel Support Leg		4
215	Eiffel Plastic Chair	2M/F Common Area	105
216	Solidwood Table		13
217	Solidwood Table		10
218	A1 Plotter with Stand	Share-used Item for Performing Venues	1
219	Design Chair w/ Artificial Leather and Chrome Steel Support Leg	5/F & 6/F Common area	3
220	Round Shape Tea Table w/ MFC Board Table Top & Steel Support Leg		1
221	Chestnut Shape Seater w/ Artificial Leather Seat and Base		2
222	Acrylic Designer Chair w/ Artificial Leather Seat and Acrylic Base		8
223	Round Shape Pantry Table w/ Steel Support Base		2
224	Acrylic Designer Chair w/ Artificial Leather Seat and Chrome Steel Leg		4
225	Designer Bar Chair w/ Artificial Leather Seat & Back and Steel Support Base		8
226	Round Shape Bar Table w/ Plastic Table Top Aluminum Support Base		2
227	Power Extension Cord (6 socket w/ individual On/ Off)	Share-used Item for Performing Venues / Area	75
228	Stage Props. Table (Wooden)	Y-Theatre	4

Item	Description	Location	Quantity
229	Upright Piano Cover	N/A	4
230	Digital Lock for dressing room	Y-Theatre Dressing Rooms	11
231	Shower Curtains	Y-Theatre / Y-Studio Dressing Rooms	12
232	Exhibition Panel (White MDF Board w/ both side Fabric)	Y-Platform	55
233	Flooring & Plywood Cart (Movable Cart)		3
234	Water Dispenser	Y-Theatre / Y-Studio / Dance Studio	6
235	High Steel Storage Rack Unit	Share-used Item for Performing Venues / Area	1 lot
236	Steel High Cabinet w/ Swing Door	Creative Studio	1 lot
237	Advertising Light Box (at Pillar)	1/F Common Area (for 5 Pillars)	50
238	Hanging Rail (at Rectangular Pillar)		2
239	Floor Lamp	Share-used Item for Performing Venue / Area	20
240	Table Lamp L2	Hostel Guest Rooms	152
241	Wall Lamp L1		317
242	Sony HVR-Z5P Handycam	Share-used Item for Performing Venue / Area	2
243	Sony HVR-M15P HD Video Recorder	(For Video Editing)	2
244	Sony ECM-674 Electret Condenser Microphone		2
245	Dual Camera Mount for 3D Stereoshooting Model : Jadason		1
246	3D HD Active Stereo Projector Brand : DepthQ		1
247	3D Stereo Controller Brand : Jadason		1
248	3D Stereo Infra Red Emitter Brand : Jadason		1
249	3D Glasses - Active Brand : Jadason		20
250	3D Stereo Playback & Editing Server Brand : HP		1
251	3D Stereo Player & Multiplexer Brand : 3DTV		1
252	CS4 Master Collection Brand : Adobe		1
253	Inspire T6200 5.1 Sound System Brand : Creative		1
254	Editing Workstation Brand : HP		1
255	Stereo Monitor Brand : Hyundai		1
256	Passive Stereo Glasses Brand : Jadason		20
257	CS4 Production Premium Brand : Adobe		1
258	Editing Workstation Brand : Apple		2
259	Final Cut Studio Brand : Apple		2
260	Monitor Brand : DELL		3
261	VGA Splitter Brand : Aten		1
262	Audio ProTools Brand : M-Audio		1
263	Mobile - HardDisk Brand : Hitachi		4
264	Tripod Brand : Manfrott		2
265	Remote Commander Brand : Sony		2
266	Lens Shield Brand : Sony		2
267	Wide Lens Brand : Sony		2
268	Camera Battery Brand : Sony		2
269	2 way Active Loudspeaker	Multi-purpose Rooms	2
270	18" Active Sub-woofer		1
271	Dual Channel 30 band Equalizer		1
272	8 Channel Mixer		1
273	CD Player/ MP3 Player		1
274	10 Unit Rack Wagon (Rack)		1
275	Fastfold Screen (Rear Projection) w/ Da-TeX Rear Material	Share-used items for Performing Venues/Area	1

Item	Description	Location	Quantity
276	VGA Cable		1
277	Portable Tripod Screen	Share-used items for Performing Venues/Area	2
278	Projector w/cart	Share-used items for	4
279	Projector w/cart	Performing Venues/Area	1
280	CD Recorder	Share-used items for	1
281	Bluray DVD Player	Performing Venues/Area	2
282	42" Full HD iDTV with Trolley	Share-used items for	2
283	Video Cable (30m)	Performing Venues/Area	1
284	VGA Cable (15m)		2
285	Document Camera	Share-used items for	1
286	Video Switch	Performing Venues/Area	4
287	Power Extension		1
288	Wireless Mic-Neumann KM184 Condenser Microphone	Share-used items for Performing Venues/Area	2
289	Shure Beta 58A Dynamic Microphone	Share-used items for	6
290	K&M 234 Table/ Floor Microphone Stand	Performing Venues/Area	6
291	K&M 26075 Stackable One Hand Microphone		5
292	Audio Mixing Console (32 channel)	Share-used items for Performing Venues/Area	1
293	Foldback Floor Monitor (Speaker)	Share-used items for Performing Venues/Area	2
294	Mackie M4000 Power Amplifier	Y-Platform	1
295	Yamaha Q2031B Graphic Equalizer		1
296	K&M 213 Speaker Stand	Y-Studio	4
297	Radial J48 Active Direct Box		2
298	Custom Made cables w/ Neutrik Connector		1
299	Programmer Speaker w/ built-in Amplifier	Share-used items for Performing Venues/Area	4
300	Sound Effects Processors (Yamaha SPX2000)	Share-used items for Performing Venues/Area	2
301	Yamaha DVD Player		2
302	Numark Pro. Dual MP3 Player		1
303	Numark Dual CD Player		1
304	Mic. Cables		1 lot
305	JBL SRX712M Speaker Stage Foldback Monitor System	Y-Theatre (Auditorium)	4
306	DBX 2231V Graphic Equalizer		1
307	Production Desk for Auditorium	Y-Theatre (Auditorium)	2
308	Speaker	Share-used items for	4
309	Digital Mixing Console	Performing Venues/Area	1
310	Fastfold Screen (Size : 6' x 8')	Y-Theatre (Auditorium)	1
311	Fastfold Screen (Size : 10.5' x 14')	Share-used items for	1
312	Front Screen	Performing Venues/Area	1
313	Portable Tripod Screen	Share-used items for Performing Venues/Area	1
314	Wireless Clip Mic/ Handheld/ Headset	Share-used items for	3 sets
315	SHURE UHF Wireless Microphone System	Y-Theatre (Auditorium)	1 set
316	Medium Mobile PA System (Mobile Audio Visual)	Share-used items for Performing Venues/Area	7 sets
317	Press Box (Audio Press Feed Unit)	Y-Theatre Press Room / Recording Room	2
318	Vocal / Instrumental Microphone (Condenser Microphone)	Share-used items for Performing Venues/Area	6
319	PC Card Recorder (Professional Stereo Audio Recorder)	Share-used items for Performing Venues/Area	2
320	CD/SD Card Recorder	Share-used items for Performing Venues/Area	2
321	Outboard Effect Processor	Y-Theatre (Auditorium)	1 set
322	15" 2 Way Active Speaker	Share-used items for Performing Venues/Area	2
323	Speaker Stand (Tripod)	Dance Studio (for #1002 Playback System)	2
324	Speaker Stand (for Mobile Sound System Speaker)	Share-used items for Performing Venues/Area	6
325	MD/ CD Player	Share-used items for Performing Venues/Area	2
326	Audio Cable (various length)	Share-used items for	1 lot
327	5.25" Compact Active PA System	Performing Venues/Area	13
328	Mic. Stand		10
329	Video Projectors w/ Screen for MPRs	Share-used items for	5 sets
330	PA System	Common Area - 2M/F, 3/F,	1 set
331	Power Amplifier	Y-Theatre (Auditorium)	2
332	8/F Conference Room - Mic., Speaker and S.I. System	Conference Room	1 set
333	Music Workstation	Music Studio	1
334	Electronic Drum & Music Synthesizer Workstation		1 lot
335	PA System for Recording Room		1 set
336	Projector	3/F Retail Floor - Performing area	1
337	1.5m Ceiling Mount Kit		1

Item	Description	Location	Quantity	
338	Projector Lens (for Sanyo PLC-XFC70 Projector)	Y - Platform (Exhibition Platform)	1	
339	Condenser Microphone	Y-Theatre (Auditorium)	4	
340	Special Steadycam Tripod/ Bodypod	Share-used items for Performing Venues/Area (For video shooting)	1 set	
341	Headset Microphone (Beige)	Y-Theatre	4 sets	
342	Wireless Clip-Mic. System	Y-Platform	1 set	
343	Wireless Micophone System in Rack	Share-used Items for Performing Venues / Area	1 set	
344	Custom Made Case (1U)		6	
345	Custom Made Case (2U)		2	
346	Storage Box with Humidity Control		2	
347	Wireless Micophone System in Rack	Y-Studio	2 sets	
348	Mobile Sound System	Y-Platform	2 sets	
349	Mobile Sound System	Y-Platform	1 set	
350	Digital Mixer		1	
351	DA Card		1	
352	Cable (XLR)		1 lot	
353	Digital Mixer		1	
354	Cable (XLR)		1 lot	
355	Custom Made Case for digital mixer		1	
356	Mobile Sound System		1 set	
357	Surround Sound Speaker System		Music Studio	1 set
358	10" K Splash			1
359	14" K Hi-Hat			1
360	20" K Heavy Ride		1	
361	Drum Map		2	
362	18" K Dark Thin Crash		1	
363	Cymbal Stand		2	
364	Intercom Talkback System (For Control Room & SM Desk at Y-Theatre)	Y-Theatre / Y-Studio Dressing Rooms	1	
365	Intercom Talkback System (For Control Room & Prompt Desk at Y-Studio)		1	
366	Mixing Amplifier		5	
367	Universal Speaker		12	
368	PA System (for Dance Rooms 604 & 605)	Dance Studio / Dance Room	1 set	
369	Self-powered Speaker		2	
370	Active Direct Box	Share-used Items for Performing Venues / Area	9	
371	Blu-Ray DVD Player (w/ surround sound output)	Y-Theatre	1	
372	AD Panel	Y-Theatre / Y-Platform / Y-	5	
373	Concert Grand Piano	Y-Theatre (Auditorium)	1	
374	Storage Cart for Harlequin Stage Flooring	Share-used items for Performing Venues/Area	1	
375	Wenger Tourmaster Choir Riser	Y-Theatre (Auditorium)	1 set	
376	Modular Platform for Orchestra Performance	Y-Theatre (Auditorium)	1 set	
377	Modular Platform for Orchestra Performance	Y-Studio (Multi-purpose Hall)	1 set	
378	Cascade, 2 x 15m, for Dance Floor Stage.	Y-Theatre (Auditorium)	4	
379	Classic 50 Music Stand	Y-Theatre (Auditorium)	100	
380	LED Stand Lights	Y-Theatre (Auditorium)	50	
381	Small Music Stand Move & Store Cart	Y-Theatre (Auditorium)	10	
382	Choral Conductor's Stand	Y-Theatre (Auditorium)	1	
383	Conductor's Chair & Podium	Y-Theatre (Auditorium)	1 set	
384	Musician Chair	Y-Theatre (Auditorium)	80	
385	Cellist Chair	Y-Theatre (Auditorium)	4	
386	Music Chair Move & Store Cart	Y-Theatre (Auditorium)	8	
387	Ensemble Stool	Y-Theatre (Auditorium)	18	
388	Movable Ballet Bars	Y-Theatre (Auditorium)	3	
389	Chair for SIS Booths	Y-Theatre - SIS Booth	6	
390	Aerial Work Platform	Share-used items for Performing Venues/Area	2	
391	Drape used as Rear Curtain	Y-Theatre (Auditorium)	1	
392	Canvas Storage Bag - Natural		10	
393	Drapes used as Valance/ Broders		1	
394	Drapes used as Legs/ Wings		8	
395	A-Ladder (Fiberglass Trestle Ladder 7 steps)	Share-used items for Performing Venues/Area	2	
396	Aluminum Tubular Scaffolding Double Width Ladder Span w/ 5 sections of 2.32m height.	Share-used items for Performing Venues/Area	1 set	
397	Metal Cabinetry in Projection, Light & Sound Control Rooms	Y-Theatre - Stage Office / Lx/Sx Control Room	N/A	
398	15格零件網柜		4	
399	Steel High Cabinet w/ Swing Door		3	
400	Steel High Storage Rack Unit		1	
401	Free Standing Steel Laboratory Table (Desking System)		1	
402	Fast-Fold Portable Screen	Y-Theatre (Auditorium)	1	
403	Fast-Fold Portable Screen (Rear)		1	

Item	Description	Location	Quantity
404	Judge Table (Y-Theatre)	Y-Theatre (Auditorium)	6
405	Dance Floor Mat (Harlequin Cascade)		16 rolls
406	6 Rolls Cart		2
407	Classic Music Stand	Y-Studio	20
408	Music Stand Store and Move Cart		4
409	Classic Music Stand	Music Studio	20
410	Red Carpet	Y-Theatre	2
411	DFR Projectoin Screen (For Y-Theatre)	Y-Theatre	1
412	3D Portable Projection Screen	Share-used items for	1
413	3D Shutter Glasses	Performing Venues/Area	20
414	Polarized Filter for 3D Projection (3D Glasses)	(For Video Shooting)	2
415	Choir Riser	Y-Platform	3
416	Choir Riser (3-Step Riser)	Y-Studio	3
417	Modular Platform for Y-Platform	Y-Platform	4
418	Modular Platform for Y-Platform	Y-Theatre	8
419	Projector Stand	Y-Theatre	2
420	Microphone (Dynamic)	Music Studio	2
421	Microphone (Dynamic)		4
422	Output Powering Module (Mic. Head)		2
423	Microphone		1
424	Microphone		1
425	Mic Cable		1 lot
426	Amplifier - Band Room		1 set
427	Guitar - Wood		1 set
428	Kickback 10 Bas Amplifier		1
429	Guitar - Bass		1
430	Guitar Amplifer 100W		1
431	Electric Guitar		1
432	Drum Set - Band Room		1 set
433	Keyboard Set - Band Room		1 set
434	Cardioid Capsule, Mic.		4
435	Upright Piano	Piano Rooms	3
436	Stage Piano	Dance Studio	1
437	Professional Dynamic Microphone		1
438	Plastic Chair	D.I.Y. Room	30
439	#233 Motorola Walkie Talkie System	Y-Theatre	16 set
440	Walkie Talkie	Share-used Items for	12 set
441	Colour Filters	Share-used items for Performing Venues/Area	40
442	"Singer" Sewing Machine (Model 2818- 356392452) 18 Pattens, 4-Step Button Holder, Zig	D.I.Y. Room	1
443	"Singer" Sewing Machine (Model 9876- 356392452) 34 Pattens, 5-Step Button Holder, Zig		1
444	女抽象頭全身模特兒	D.I.Y. Room	1
445	日本小包布		1
446	日本碼城剪		1
447	"Singer" Ironing Board, Magic Steam Press (Model : ESP-2)		1
448	Autopod (Height : 4.1m)	Creative Studio	1
449	Background Holder		1
450	Background Papers		6
451	C-Stand (Height : 2.9m)		1
452	Flash Head (Jinbei)		5 sets
453	Yongnuo CTR-301P		2
454	Barns Door with Honey Comb		1
455	Tripod (Benro A-600EX + KB-1A)		1
456	Light Stand (Heavy Duty, Portable)		5
457	Soft Box (60 x 90 cm)		1
458	Soft Box (80 x 120 cm)		1
459	Soft Box (70 x 140 cm)		1
460	Mini Kettle	Hostel Guest Rooms	160
461	Special Cables and Adaptor Interfaces	Share-used items for	1 lot
462	Microphone Cables and Patch Cord for Jackfields	Share-used items for	1 lot
463	Mirror (Size : 14" x 60")	Changing Room	1
464	Wood Hanger		60
465	Hanger Rack 4'W		1
466	Hanger Rack 3'W		1
467	Electronic Scale - Luggage (Size : 315W x 305D x 60H mm)	Hostel Reception	1
468	Electronic Scale - Mailing	Hostel Reception	1
469	19" Rack.	Share-used items for	2
470	Custom Made Flight Case for Mixer Console	Performing Venues/Area	2
471	Cable Flight Case w/ 4pcs swivel castor		2
472	12 hole ATA Microphone Case		2
473	Cable Case	Share-used items for	4
474	Cable Case	Performing Venues/Area	2
475	3" Flight Case 14"(D)		4
476	Case for Mackie 1402		1

Item	Description	Location	Quantity
477	In-room Wifi Adaptor	Hostel Guest Rooms	151
478	Fire Exit Door Lock w/ 2 locks	Whole Complex (for 112 Double Doors / 10 Single)	66
479	Electronic Piano { Upright Piano (Polish Ebony)}	Share-used items for Performing Venues/Area	1 set
480	Upright Piano	Y-Theatre	2 set
481	Colour Filter	Share-used Items for	19 rolls
482	UPS Backup Battery	Whole Complex - ELV Rooms	8
483	Power Quality Analyzer	Whole Complex Share-used	1
484	Lowel DV Creator 55 Kit	Share-used items for	1 set
485	Lowel DV Creator 1 Kit	Performing Venues/Area	2 sets
486	Westcott 10x24 Digital Chroma Key Green with background support system	(For Video Shooting)	1
487	24 Channel Dimmer with 60A Power Distributor (in Rack)	Share-used Items for Performing Venues / Area	2 sets
488	Avolites Pearl 2010 Console w/ Flight Case		1 set
489	Special Lighting Cables for Dimmer	Dance Studio	1 lot
490	Gobo Holder (for ETC Source Four Zoom B Size)	Y-Theatre	50
491	B Size Metal Gobo		47
492	Iris for ETC Source Four Zoom		27
493	Custom-made Glass Gobo for Leko Light		2
494	Par Beamlight (w/ cables)		20
495	32" TV sets	Y-Studio - Dressing Rooms	3
496	Extron DA 8V/4V Dual EQ, Six output Composite Video and St. Audio Distribution Amplifier w/ Gain and EQ control		1
497	VGA Cable (15 m)		1
498	VGA Cable (30 m)		1
499	Super Booster Plus		1
500	Standard HDMI Cable (50 ft) Male-Male		1
501	32" LCD TV (w/ mount and cables)	Hostel Guest Rooms	151
502	Panasonic Iron (1800W) Model : Ni700SS	Hostel Laundry Mart	4
503	Iron Board	Hostel Laundry Mart	4
504	Foldable Iron Table (Model : LTA1X)	Hostel Laundry Mart	4
505	Steam Iron (1450W)	Hostel Laundry Mart	1
506	Iron Board w/ cover	For all Dressing Rooms	16
507	Coin Operated Washer	Hostel Laundry Mart	6
508	Coin Operated Electric Dryer	Hostel Laundry Mart	6
509	Hair Dryer	Hostel Guest Rooms	160
510	Laptop Personal Computer	Share-used Item for Performing	3
511	Software : MS Office Standard	Venues / Area	3
512	Microwave Oven (1700W)	Hostel Guest Pantry	3
513	Air Purifier (For room size upto 436 ft ²)	Hostel Share-used Items	1
514	Dehumifier	Hostel Fitness Centre	3
515	Fan Heater	Hostel Share-used Items	2
516	42" LCD TV (w/ Wallmount Bracket)	Y-Theatre / Y-Studio / Dance Studio / Share-used items for Performing Venues / Areas	6
517	Elevating Work Platform, Platform Height 10.2m	Whole Complex Shared-use	1
518	Aerial Work Platform (Electric Self-Propelled Scissor Lift)	Whole Complex Shared-use Item	1
519	Transportation Trolley (Hand Truck)	Hostel Shared-use Item	2
520	Luggage Trolley	Hostel Reception	1
521	Luggage Cart	Hostel Reception	1
522	Luggage Trolley	Hostel Reception	1
523	Wheelchair	Hostel Reception	1
524	Internet Cable	Hostel Guest Rooms	60
525	Full HD iDTV (32") w/ mount	Share-used Item for Performing Venues / Area	4
526	Barrier Stand	Share-used Item for Performing Venues / Area	120
527	Barrier Cover		152
528	Barrier Cart		2
529	Air Blower	Share-used Item for Performing Venues / Area	35
530	StageTek Staging with 5-Leg Pockers design (4' x	Y-Theatre / Y-Studio	20 sets
531	16" Fixed 5-Leg Set for StageTek		20 sets
532	24" Fixed 5-Leg Set for StageTek		20 sets
533	Universal Deck Cart Can hold 6 stage decks		4 nos.
534	2-Step Stairway with Handrail		2 nos.
535	Tractable Seating (112 seats with 2 portable sections per set)	Y-Studio	2
536	Black Velour Curtain Railing System	6/F - Dance Studio	1
537	Orchestra Shell	Y-Theatre	1

Item	Description	Location	Quantity
538	Stage Brace 2m	Y-Theatre and Y-Studio	20
539	Stage Brace 3m	Y-Theatre and Y-Studio	20
540	Stage Brace 4m	Y-Theatre and Y-Studio	20
541	Stage Weight 13 kg	Y-Theatre and Y-Studio	60
542	Sandbags	Y-Theatre and Y-Studio	10
543	Belaying Pin	Y-Theatre and Y-Studio	10
544	2 metre Box	Y-Theatre and Y-Studio	4
545	3 metre Box	Y-Theatre and Y-Studio	6
546	Festoon Curtain	Y-Theatre	1
547	Downstage Curtain	Y-Theatre	1
548	Downstage Border	Y-Theatre	1
549	Midstage Curtain	Y-Theatre	1
550	Midstage Border	Y-Theatre	1
551	White Cyclorama	Y-Theatre	1
552	Masking Legs (Leg Curtain)	Y-Theatre and Y-Studio	3 pairs
553	Masking Borders (Black)	Y-Theatre and Y-Studio	4
554	Gauze Curtain	Y-Theatre	1
555	Downstage Curtain	Y-Studio	1
556	Downstage Border	Y-Studio	1
557	Black Borders	Y-Studio	2 pairs
558	White Cyclorama	Y-Studio	1
559	Black Cyclorama	Y-Studio	1
560	Masking Legs (Leg Curtain)	Y-Studio	2
561	Masking Cloth	Y-Studio	2
562	Masking Flat	Y-Studio	2
563	Book Flat 1500mm Wide x 8000mm High	Y-Theatre and Y-Studio	2
564	LCD Projector	Y-Platform	1
565	Profiles (Zoom Narrow)	Y-Theatre	16
566	Profiles (Zoom Medium)	Y-Theatre	96
567	Profiles (Zoom Wide)	Y-Theatre	45
568	- Fresnels 2.5KW	Y-Theatre	40
569	- Fresnels 1.2KW	Y-Theatre	50
570	- PAR Cans	Y-Theatre	40
571	Floods (Cyclorama)	Y-Theatre	6
572	Floods (Goundrow)	Y-Theatre	10
573	- Follow Spots	Y-Theatre	2
574	- Side Light Towers	Y-Theatre	10
575	Lighting Stands (Floor)	Y-Theatre	16
576	Lighting Stands (High)	Y-Theatre	10
577	Lighting Stands (Winch)	Y-Theatre	4
578	- Cable Trolleys	Y-Theatre	8
579	- Lighting Trolleys	Y-Theatre	10
580	Colour Changers (2Kw)	Y-Theatre	12
581	Colour Changers (1Kw)	Y-Theatre	20
582	- Colour Changers PSU	Y-Theatre	12
583	- Gobo Rotators	Y-Theatre	4
584	Animation Disk Motor	Y-Theatre	8
585	Animation Disk	Y-Theatre	24
586	- Effect Projector	Y-Theatre	4
587	- Effects Projector Lens	Y-Theatre	16
588	- Effect Disks	Y-Theatre	16
589	- Smoke Machines	Y-Theatre	4
590	- Dry Ice Machines	Y-Theatre	4
591	- UV Floodlights	Y-Theatre	6
592	Profiles (Zoom Medium)	Y-Studio	40
593	Profiles (Zoom Wide)	Y-Studio	30
594	- Fresnels 2.5KW	Y-Studio	15
595	- Fresnels 1.2KW	Y-Studio	45
596	- PAR Cans	Y-Studio	30
597	Floods (Groundrow)	Y-Studio	8
598	Floods (Cyclorama)	Y-Studio	10
599	- Follow Spots	Y-Studio	2
600	- Side Light Towers	Y-Studio	6
601	Lighting Stands (Floor)	Y-Studio	8
602	Lighting Stands (High)	Y-Studio	6
603	- Cable Trolleys	Y-Studio	2
604	- Colour Changers (1kW)	Y-Studio	12
605	- Colour Changers PSU	Y-Studio	4
606	Animation Disk Motor	Y-Studio	4
607	- Effect Projector	Y-Studio	2
608	- Smoke Machines	Y-Studio	2
609	CCTV, proximity card system etc.	Used at various location	1 set
610	PA system	Used at various location	1 set
611	Gooseneck microphone	Share Use at Various Location	1
612	UHF Wireless Microphone System	Share Use at Various Location	4
613	Wired Microphones	Share Use at Various Location	6
614	Handheld Condenser Mic	Share Use at Various Location	2
615	Miniature Condenser Mic	Share Use at Various Location	2
616	Shot-gun Condenser Mic	Share Use at Various Location	4
617	Surface-mounted Electret Condenser Mic	Share Use at Various Location	4

Item	Description	Location	Quantity
618	Wired Handheld Dynamic Microphone	Share Use at Various Location	1
619	Mic Boom Stand	Y-Theatre, Share Use at Various Location	18
620	Mini-disc Player	Y-Theatre	1
621	Audio Cassette Deck	Y-Theatre	1
622	CD Record/Player	Y-Theatre	1
623	Mixing Console	Y-Theatre	1
624	16 Inputs Automatic Microphone Mixer	Y-Theatre	2
625	Surround Sound Processor	Y-Theatre	1
626	Feedback Controller	Y-Theatre	1
627	Multi-function 8x8 Automatic Microphone Matrix	Y-Theatre	4
628	1 in 2 out Audio DA (Distribution AMP#1-5)	Y-Theatre	5
629	1 in 4 out Audio DA (Distribution AMP#1)	Y-Theatre	1
630	Speaker Crossover, 2-Ch in 4-Ch out	Y-Theatre	1
631	Speaker Crossover, 2-Ch in 6-Ch out	Y-Theatre	1
632	Rack-mounted 2 Channels Power Amplifier (4,1100W)	Y-Theatre	1
633	Rack-mounted 2 Channels Power Amplifier (4,700W)	Y-Theatre	3
634	Rack-mounted 2 Channels Power Amplifier (8,425W)	Y-Theatre	2
635	Rack-mounted 2 Channels Power Amplifier (8,200W)	Y-Theatre	1
636	Rack-mounted 4 Channels Power Amplifier (4,250W)	Y-Theatre	2
637	Rack-mounted 8 Channels Power Amplifier (4,130W)	Y-Theatre	3
638	2-Way center Speaker	Y-Theatre	2
639	3-Way full range (L&R) Speaker	Y-Theatre	2
640	Sub-woofer Speaker (L&R)	Y-Theatre	2
641	2-Way full range Balcony Speaker	Y-Theatre Catwalk	3
642	2-way full range Front Field Loudspeaker	Y-Theatre	12
643	Surround Speaker	Y-Theatre	22
644	Pre-function Loudspeaker	LG1/F Sunken Plaza	4
645	Simultaneous Interpretation system (38-44)	Y-Theatre	1 set
646	Digital Intercom Matrix System	Y-Theatre	1
647	Sub-master unit - Rehearsal Console	Y-Theatre	1
648	Key Panel	Y-Theatre	1
649	12" Gooseneck Mic	Y-Theatre	1
650	Power Supply	Y-Theatre	1
651	Belt Pack	Y-Theatre - SM desk	1
652	Belt Pack	Y-Theatre - Portable	4
653	Headset with 6' Cord	Y-Theatre - Portable	5
654	Cue Light System	Y-Theatre - SM desk	2
655	Cue Light System	Y-Theatre	2
656	Cue Light Receiver Panel	Y-Theatre	13
657	Cue Light Receiver Box	Y-Theatre	11
658	Show relay speaker	Y-Theatre	18
659	Rack-mounted 4 Channels Power Amplifier (70 V output, 400 W)	Y-Theatre	2
660	Stage MGR Desk	Y-Theatre	1
661	Lectern	Y-Theatre	1
662	Rehearsal Console	Y-Theatre	1
663	UHF Base station for stage wireless Intercom system	Y-Theatre - SM desk	1
664	UHF Belt pack w/single muff headset	Y-Theatre - Portable	4
665	Speaker Patch Panels	Y-Theatre	1
666	16 Pairs Audio Patch Panel	Y-Theatre	1
667	24 Pairs Cue Light Patch Panel	Y-Theatre	1
668	16-Channels Multi-pin Bayonet Lock Connector to XLR Conntor Breakout Box	Y-Theatre - Portable	4
669	Rack mountable Audio Patch Bays	Y-Theatre	11
670	Active Monitor Speaker	Y-Theatre	2
671	DVCAM Recorder & Player	Y-Theatre	1
672	DVD Player	Y-Theatre	1
673	Video Camera	Y-Theatre - Catwalk/ Balcony	2
674	17' LCD Monitor	Y-Theatre	2
675	8 x 8 Composite Video & Stereo Audio Signal Matrix Switcher	Y-Theatre	1
676	1 in 4 out Video & Stereo Audio Distribution Amplifier	Y-Theatre	1
677	8 x 8 UTP Matrix	Y-Theatre	1
678	VGA / UTP Interface Transmitter	Y-Theatre - Portable	3
679	UTP / RGBHV Interface Receiver	Y-Theatre - Portable	3
680	AV / UTP Interface Transmitter	Y-Theatre - Portable	4
681	UTP / AV Interface Receiver	Y-Theatre - Portable	4
682	Video & RGBHV Patch bay	Y-Theatre	5
683	Optical-fiber Patch Panel	Y-Theatre	1
684	UTP 32port patch panel	Y-Theatre	4
685	Media Control System	Y-Theatre	1

Item	Description	Location	Quantity
686	5.7" Wireless color LCD touchpanel	Y-Theatre	1
687	Lectern mount wired color LCD touch screen panel (5")	Y-Theatre	1
688	Deck top wired color LCD touch screen panel	Y-Theatre	1
689	Wall-mounted Control Panel (8-BUTTON)	Y-Theatre	1
690	Power Sequencer & Stabilizer	LG2 AV Rm	5
691	19' Equipment Racks	LG2 AV Rm - Big	6
692	19' Equipment Racks	LG2 AV Rm - Small	2
693	Pentium 4 Computer	LG2 AV Rm	1
694	Pre-function Loudspeaker	LG1/F Foyer	2
695	Mircophone Cable	LG2 AV Rm	1 lot
696	Audio patch cord	LG2 AV Rm	1 lot
697	Video patch cord	LG2 AV Rm	1 lot
698	Fiber opt (Red)	LG2 AV Rm	1 lot
699	UTP cable	LG2 Av Rm	1 lot
700	Gooseneck microphone	Y-Theatre	3
701	Mini-disc Player	Y-Studio	1
702	Audio Cassette Deck	Y-Studio	1
703	Multi-function 16x16 Automatic Microphone Matrix	Y-Studio	2
704	Rack-mounted 8 Channels Power Amplifier (70 V , 90W)	Y-Studio	1
705	Rack-mounted 4 Channels Power Amplifier (70 V, 200W)	Y-Studio	2
706	Rack-mounted 4 Channels Power Amplifer (70 V, 300W)	Y-Studio	2
707	Digital Intercom Matrix System	Y-Studio	1
708	Sub-master unit	Y-Studio	1
709	Key Panel	Y-Studio - SM Desk	1
710	12' Gooseneck Mic	Y-Studio	1
711	Power Supply	Y-Studio	1
712	Belt Pack	Y-Studio - Portable	5
713	Headset with 6' Cord	Y-Studio - Portable	5
714	Cue Light System	Y-Studio - SM Desk	2
715	Cue Light Receiver Panel	Y-Studio	8
716	Cue Light Receiver Box	Y-Studio	16
717	Stage MGR Desk	Y-Studio	1
718	Lectern	Y-Studio	3
719	2-way full range speaker	Y-Studio	24
720	Show relay speaker	Y-Studio	11
721	UHF Base station for stage wireless Intercom system	Y-Studio - SM Desk	1
722	UHF Belt pack w/single muff headset	Y-Studio - Portable	4
723	Speaker Patch Panel	Y-Studio	1
724	16 Pairs Audio Patch Panel & 24 Pairs Cue Light Patch Panel	Y-Studio	1
725	Min. 16 channels Multi pin Bayonet Connector to XLR Connector breakout box	Y-Studio - Portable	2
726	Rack mountable Audio Patch Bays	Y-Studio	7
727	Active Monitor Speaker	Y-Studio	2
728	DVD Player	Y-Studio	3
729	Multi-system Super VHS video recorder	Y-Studio	1
730	12 x 8 Composite Video & Stereo Audio Signal Matrix Switcher	Y-Studio	1
731	1 in 4 out Video & Stereo Audio Distribution Amplifier	Y-Studio	1
732	8 x 8 UTP Matrix	Y-Studio	1
733	17' LCD Monitor	Y-Studio	1
734	VGA / UTP Interface Transmitter	Y-Studio - Portable	4
735	UTP / RGBHV Interface Receiver	Y-Studio - Portable	3
736	UTP / RGBHV Interface Receiver	Y-Theatre - Portable	1
737	AV / UTP Interface Transmitter	Y-Studio - Portable	4
738	UTP / AV Interface Receiver	Y-Studio - Portable	4
739	Video & RGBHV Patch bay	Y-Studio	4
740	UTP 32port patch panel	Y-Studio	4
741	Media Control System	Y-Studio	1
742	Wireless hand held remote control	Y-Studio	3
743	Deck top wired color LCD touch screen panel	Y-Studio	1
744	Power Sequencer & Stabilizer	Y-Studio	3
745	19' Equipment Racks	Y-Studio	3
746	19' Equipment Racks	Y-Studio	3
747	Pentium 4 Computer	Y-Studio	1
748	Audio patch cord	Y-Studio	1 lot
749	Video patch cord	Y-Studio	1 lot
750	UTP patch cord	Y-Studio	1 lot
751	PABX System and telephone sets	Used at various location	1 lot
752	Hostel Innvite System	Y-Loft	1 set
753	Multi-purpose Room Scheduling Display System	5/F, 6/F & 8/F of Main Block	1 lot

Spare Parts List for Tiles

Item	Original Brand	Description	Size (mm)	Colour	Location	Quantity (Box)
1	White Goose	Unglazing Nosing Tile	150 x 75 x 12	White	Staircase	3
2	Marazzi	Wall Tiles; Glazed Ceramic Tiles; Archittettura	150 x 150 x 7	Orange	Typical Lav. & Staff Changing Room	8
3	Marazzi	Wall Tiles; Glazed Ceramic Tiles; Archittettura	150 x 150 x 7	Black	Typical Lav. & Staff Changing Room	6
4	Marazzi	Wall Tiles; Glazed Ceramic Tiles; Archittettura	150 x 150 x 7	Light Green	Typical Lav. & Staff Changing Room	2
5	Marazzi	Wall Tiles; Glazed Ceramic Tiles; Archittettura	150 x 150 x 7	Yellow	Typical Lav. & Staff Changing Room	4
6	Marazzi	Wall Tiles; Glazed Ceramic Tiles; Archittettura	150 x 150 x 7	White	Typical Lav. & Staff Changing Room	3
7	Marazzi	Wall Tiles; Glazed Ceramic Tiles; Archittettura	150 x 150 x 7	Brown	Typical Lav. & Staff Changing Room	2
8	Marazzi	Wall Tiles; Glazed Ceramic Tiles; Archittettura	150 x 150 x 7	Red	Typical Lav. & Staff Changing Room	3
9	Bisazza	Glass Mosaic Tile; Verticolor	20 x 20 x 4	Orange	Hostel Room WC & Shower Cubicle	3
10	Bisazza	Glass Mosaic Tile; Verticolor	20 x 20 x 4	Green	Hostel Room WC & Shower Cubicle	3
11	Bisazza	Glass Mosaic Tile; Verticolor	20 x 20 x 4	Middle Grey	Hostel Room WC & Shower Cubicle	2
12	Bisazza	Glass Mosaic Tile; Verticolor	20 x 20 x 4	Dark Brown	Hostel Room WC & Shower Cubicle	2
13	Bisazza	Glass Mosaic Tile; Verticolor	20 x 20 x 4	White	Hostel Room WC & Shower Cubicle	1
14	Bisazza	Glass Mosaic Tile; Verticolor	20 x 20 x 4	Ice Blue	Hostel Room WC & Shower Cubicle	1
15	Bisazza	Glass Mosaic Tile; Verticolor	20 x 20 x 4	Bright Yellow	Hostel Room WC & Shower Cubicle	1
16	Bisazza	Glass Mosaic Tile; Verticolor	20 x 20 x 4	Metallic Black	Hostel Room WC & Shower Cubicle	2
17	LEA	Ceramiche-Techno Quartz; Floor/ Wall Tiles	300 x 300 x 12	Silver	Dressing Room; Wet Area	2
18	Padana	Floor Tile "Unicolore" - Grigio Perla Matt Surface	400 x 400	Middle Grey	Dressing Room & Dressing Area	2
19	Padana	Floor Tile "Unicolore" - Grigio Perla Matt Surface	400 x 400	Black	Typical Lav. & Staff Changing Room	2
20	Sima	Quarry Tile	150 x 150	Red	Refuse Room	4

Record for Spare Glass Panel for External Curtain Wall System at LG2 Loading Bay, Youth Square

Item	Installation Location	Glass Type & Size	Glass Mark	Width (mm)	Height (mm)	Total:
1	Facade Wall System	Location	/	1453	2230	5
2			/	1453	1780	2
3			/	1453	1980	1
4			/	1507	1780	4
5			/	1507	1980	1
6			/	1224.5	3080	4
7			/	1507	2320	1
8			/	1199	3080	1
9		G5 = 15mm thk clear Tempered Curved Glass	/	1456	2090	2
10			/	1456	2230	4
11			/	1456	1780	3
12			/	1456	1980	2
13			/	1456	1064	3
14	Unitized Curtain Wall System at Main Block	Vision Glass (IGU) = 8mm thk Tempered Glass + 12mm thk Air Space + 8mm thk Tempered Glass	GA02	1422	2041	1
15			GA04	1422	1666	1
16			GA06	1422	1616	1
17			GA08	1422	1766	1
18			GA10	1422	1466	2
19			GA14	1422	1966	1
20			GA16	1422	2366	1
21			GA18	1422	2266	1
22		Spandrel Glass = 8mm thk Tempered Glass	GB20	684	1666	1
23			GB32	684	1016	1
24			GB34	1422	1016	1
25			GB39	1422	1116	1
26	Vision Glass = 19mm thk Tempered Glass	GC05	684	1580.5	1	
27	Unitized Curtain Wall System at Hostel Block	Vision Glass (IGU) = 8mm thk Tempered Glass + 12mm thk Air Space + 8mm thk Tempered Glass	GA81	1186	2113.5	1
28		Spandrel Glass = 8mm thk Tempered Glass	GA70	1086	913.5	1
29	GA71		1186	913.5	1	
30	Window Wall System at Hostel Block	Vision Glass = 8mm thk Tempered Glass	WW-GL-03	659	1824	1
31			WW-GL-04	954	1824	2
32			WW-GL-09	759	1824	2
33		11mm thk Glass	/	1040	2785	2
					Total :	57

Subject : Schedule of Spare Part and Tools

Summary of Spare Parts for Building Services Installations		
Item	Description	Remarks
1	Location	
2	LV Switchboard	
3	Emergency Generator Installation	No specific items - to be maintained by specialist agent
4	ELV Installation	
5	BRI Installation	No specific items - Items available in market
6	ACMV Installation	
7	Fire Services installation	
8	Theatre Lighting System	
9	Theatre Machinery System	No specific items
10	AV system	

1. Electrical Installation**Proposed spare lamp bulbs for Electrical Installation**

Item	Lighting No.	Lamp Type	Quantity
1	A-L-23	1 x 100W 12V QT12-AX	4
2	A-F-09	1 x 100W HIE	4
3	A-L-72	1 x 100W QT18	10
4	B11-5		
5	B3-7		
6	A-F-05	1 x 120W PAR38	10
7	A-F-13		
8	A-F-17D		
9	A-L-28		
10	A-L-40C		
11	B2-3		
12	A-L-19	1 x 150W HIT-C	2
13	A-L-29	1 x 250W QT32	10
14	A-L-43		
15	B4-2		
16	A-F-12	1 x 300W PAR38	10
17	A-F-08	1 x 300W PAR56	5
18	A-F-11	1 x 300W QT-DE 12	2
19	A-F-10	1 x 35W HIT-CE	5
20	A-L-22		
21	A-F-01		
22	A-F-02	1 x 500W 120V QPAR56	5
23	A-F-06		
24	A-L-63		
25	A-L-65	1 x 50W 12V QT12-AX	10
26	F2a	1 x 50W PAR20	2
27	A-D-09	1x 50W QT12-AX	0
28	A-D-10		
29	A-F-03		
30	A-L-01B		
31	A-L-52	1 x 60W QT18	2
32	B3-4		
33	A-F-17E	1 x 60W R63 Spot light bulb	2
34	A-L-06	1 x 70W HIT-DE	
35	A-L-14		
36	BG-3		
37	B2-1		
38	A-L-48	1 x 35W Metal Halide	5
39	A-L-51		
40	A-L-53		
41	Optiled Festival H13-VF LED E27 Blue 100-240V 6CCT (LED)		40
42	Philips Master LED Spot Par38 17W E27 2700K (LED)		5
43	LUXPROLED-Par20 220V 7W E27 2700K 35D LED lamp bulb		5

Abbreviations :

- 1 HIT / HIT-C / HIT-DE - TUBULAR Metal Halide lamps
- 2 HIE - Eliptoca Metal Halide lamps
- 3 PAR / QPAR - Halogen PAR lamp
- 4 QT / QT-DE - Halogen capsules

2. L.V. Switch Board Installation

Item	Description	Quantity
1	Hydraulic operated ACB Handling Trunk Suitable to handle all sizes of ACBs	1
2	Operating Handles, Jigs, etc. for the Normal Charging, Racking in and out of all ACBs.	1
3	Fuse Cartridge for each fused Switchgear	1

3. Emergency Generator Installation

No specific item, the maintenance of the emergency generator, including the spare parts, is suggested to be carried out by specialist agent.

4. ELV Installation

Item	Description	Unit	Quantity
1	Local controller	Set	-
2	Controller	Set	-
3	Card reader	Set	-
4	Break glass cover	Set	5
5	Glush mount door contact	Set	-
6	Embedded type door contact	Set	1
7	Panic button	Set	2
8	Each type of camera with standard lens	No.	3 (per type)
9	Light bulb for illumination for carpark system		-
10	Intercom slave unit	Part.	-

5. BRI Installation

No specific item, spare parts are available in market.

6. ACMV Installation

Item	Description	Unit	Quantity
1	Fusible Link for Fire Damper (Per Type)	pc	5
2.1	Filter for FCU (Washable Aluminum Filters)	pc	12
2.2	Filter for FCU (Washable Aluminum Filters)	pc	5
2.3	Filter for FCU (Washable Aluminum Filters)	pc	5
2.4	Filter for FCU (Washable Aluminum Filters)	pc	5
2.5	Filter for FCU (Washable Aluminum Filters)	pc	5
2.6	Filter for FCU (Washable Aluminum Filters)	pc	26
3.1	Filter for AHU / PAU (24 * 24 * 2 ")	pc	28
3.2	Filter for AHU / PAU (12 * 24 * 2 ")	pc	22
3.3	Filter for AHU / PAU (24 * 24 * 12 ")	pc	27
3.4	Filter for AHU / PAU (12 * 24 * 12 ")	pc	22
4	Pilot lamp (Red, Green, Yellow, Blue)	set	3
5	Push Button (Red, Green)	set	3
6	6A HRC Fuse	set	3
7	Contactor (TE) D09 AC 200V	no.	3
8	Contractor (TE) D12 AC200V	no.	3
9	Contractor (TE) D18 AC 200V	no.	3
10	Timer Relay	no.	3
11	Emergency Stop (TE)	no.	3
12	Hands tools for maintenance of Water Pumps	set	1
13	Hand tools for maintenance of Chillers	set	1
14	Hand tools for maintenance of Heat Pumps	set	1
15	Hand tools for maintenance of Cooling Tower	set	1

7. Fire Services Installation

Item	Description	Unit	Quantity
A	FH/HR System		
1	Nozzle Box Glass	No.	5
2	Discharge Nozzle	No.	5
3	Bronze Gate Value (dia 25mm)	No.	5
B	AFA System		
1	Smoke Detector	No.	40
2	Heat Detector	No.	3
3	Break Glass Unit	No.	3
4	Alarm Bell	No.	3
5	Flashing Light	No.	3
6	Remote Indicating Lamp	No.	3
C	Sprinkler System		
1	Sprinkler Head (Pendent)	No.	10
2	Sprinkler Head (Upright)	No.	10
3	Quick Response Sprinkler Head (Pendent)	No.	10
4	Quick Response Sprinkler Head (Upright)	No.	10
5	Concealed Sprinkler Head	No.	10
6	Tools and Equipments	Set	1
D	Pump Control Panel		
1	Indicating Lamp (Red)	No.	2
2	Indicating Lamp (Green)	No.	2
3	Indicating Lamp (Yellow)	No.	2
4	Indicating Lamp (Blue)	No.	2
5	Control Relay (24V)	No.	3
6	250A HRC Fuse	No.	3
7	160A HRC Fuse	No.	3
8	63A HRC Fuse	No.	3
9	32A HRC Fuse	No.	3
10	16A HRC Fuse	No.	3

8. Theatre Lighting System

Spare lamp bulbs are under tender provisions as follows : -

Item	Description	Fixture Quantit	Lamp Bulb	Quantity
LF - 01	Zoom Profile Stage Lighting Fixture	16	2.5kW Lamp Bulb	5
LF - 02	15-30 deg Zoom Profile Stage Lighting Fixture	136	750W Lamp Bulb	20
LF - 03	25-50 deg Zoom Profile Stage Lighting Fixture	75	750W Lamp Bulb	10
LF - 04	2.5kW Fresnel Stage Lighting Fixture	55	2.5kW Lamp Bulb	10
LF - 05	1.2kW Fresnel Stage Lighting Fixture	95	1.2kW Lamp Bulb	30
LF - 06	PAR Stage Lighting Fixture	70	750W Lamp Bulb	30
LF - 07	Four Compartment Cyclorama Flood Light Fixture	6	1250W Lamp Bulb	6
LF - 08	Four Compartment Ground Row Flood Light Fixture	18	1kW Lamp Bulb	8
LF - 09	2.5kW HMI Followspot Light	2	2.5kW HMI Lamp Bulb	-
LF - 10	700W MSR Followspot Light	2	575W HMI Lamp Bulb	-
LF - 11	Two Compartment Cylcorama Flood Light Fixture	10	1250W Lamp Bulb	2

9. Theatre Machinery System

No specific items.

10. AV System

Item	Description	Quantity
1	Panasonic ET-LAD 10000F 4-pack Lamp	1

List of Electrical and Mechanical Installations in the YS

Item	Description	Approx. Quantity	Unit	Served Location	Maintenance Requirements	Remark
Electrical System						
1.	Transformer (1500KVA)	5	Set	Whole Building	Nil	Maintenance carried out by Hong Kong Electric
2.	Generator (1500KVA)	1	Set	Whole Building	1. Routine Maintenance 2. Annual Maintenance (From FS251) 3. 5 Yr Regular Checking (WR2 certificate)	Refill of oil
3.	LV Switchboard (Essential and Normal)	1	Set	Whole Building	1. Routine Maintenance 2. 5 Yr Regular Checking (WR2 certificate)	
4.	Power Cable, Cable Tray and Trunking	1	Set	Whole Building	1. No Special Maintenance 2. 5 Yr Regular Checking (WR2 certificate)	
5.	SMTV System	1	Set	Whole Building	1. No Special Maintenance	
6.	Lightning Protection System	1	Set	Whole Building	1. No Special Maintenance 2. 5 Yr Regular Checking (WR2 certificate)	
7.	Central Battery System	1	Set	Whole Building	1. Routine Maintenance	
8.	Security System (Including CCTV, Watchman Tour System, Emergency Call Bell System)	1	Set	Whole Building	No Special Maintenance	
9.	Public Address System	1	Set	Whole Building	No Special Maintenance	

Item	Description	Approx. Quantity	Unit	Served Location	Maintenance Requirements	Remark
Electrical System						
10.	Induction Loop System	4	Set	Y-Theatre Cloak room and Box Office 12/F Hostel reception counter G/F Hostel reception	No Special Maintenance	
11.	MCB/MCCB Boards c/w MCB/MCCB units for Bedroom and Public Area of Hostel Area	265	Set	Whole Building	1. No Special Maintenance 2. 5 Yr Regular Checking (WR2 certificate)	
12.	Power Socket, Fuse Spur Unit, ELV Socket Outlet, Lighting Switch and Isolator	1	Lot	Whole Building	1. No Special Maintenance 2. 5 Yr Regular Checking	
13.	Fluo Batten Lamp	1420	No.	Whole Building	No Special Maintenance	
14.	Arch Lighting Fitting	450	No.	Non Hostel Area	No Special Maintenance	
15.	Exit Sign Luminaire	150	No.	Whole Building	Annual Maintenance (From FS251)	
16.	Downlight	800	No.	Bedrooms	No Special Maintenance	
17.	Spotlight	20	No.	Hostel Area	No Special Maintenance	
18.	Luminiare – Wall Washer	30	No.	Hostel Area	No Special Maintenance	
19.	Automatic Door System	13	No.	Main Block	No Special Maintenance	

Item	Description	Approx. Quantity	Unit	Served Location	Maintenance Requirements	Remark
Lift and Escalator Installation						
1.	Passenger Lift (Hostel Block) (P5 and F.S.6)	2	No.	Hostel Block	Depend on the Maintenance Contract with the Lift Maintenance Company	
2.	Passenger Lift (Main Block) (P2 and F.S.8)	2	No.	Main Block	Depend on the Maintenance Contract with the Lift Maintenance Company	Lift P1, P2, P3 and P4 are group controlled
3.	Passenger Lift (Main Block) (P1, P3 and P4)	3	No.	Main Block	Depend on the Maintenance Contract with the Lift Maintenance Company	Lift P1, P2, P3 and P4 are group controlled
4.	Goods Lift (Main Block) (F.S.7)	1	No.	Main Block	Depend on the Maintenance Contract with the Lift Maintenance Company	
5.	Escalators	9	No.	Main Block	Half-yearly Maintenance (Escalator certificate)	
6.	Passenger Lift (External) (P9)	1	No.	External	Annual Maintenance (Lift certificate)	

Item	Description	Approx. Quantity	Unit	Served Location	Maintenance Requirements	Remark
ACMV System						
1.	Water Cooled Water Chiller (500 RT per unit)	2	No.	Whole Building	Routine Maintenance such as lubrication	
	Water Cooled Water Chiller (250 RT per unit)	2	No.	Whole Building	Routine Maintenance such as lubrication	
2.	Primary Chilled Water Pumps (7.5kW & 15kW)	4	No.	Whole Building	Regular Routine Maintenance such as lubrication	
3.	Secondary Chilled Water Pumps (30kW)	4	No.	Whole Building	Regular Routine Maintenance such as lubrication	
4.	Heating Water Pumps (7.5kW)	2	No.	Whole Building	Regular Routine Maintenance such as lubrication	
5.	Condensing Water Pumps (18.5kW & 30kW)	4	No.	Whole Building	Regular Routine Maintenance such as lubrication	
6.	Chemical Dosing System	3	Set	Whole Building	Regular Routine Maintenance such as addition of dosing chemicals	
7.	Cooling Towers (1100 kW)	4	No.	Whole Building	Regular Routine Maintenance such as lubrication, water treatment, bleed off, water samples for Legionella etc Following requirements of EMSD on the Pilot Scheme	
8.	Make up Water Tank for A/C System	1	No.	Whole Building	No special maintenance	
9.	Air Source Heat Pump (30 kW)	4	No.	Hostel Block	Regular Routine Maintenance such as lubrication	
10.	Fan Coil Units	560	No.	Whole Building	Regular washing of filters	
11.	Air Handling Unit (3 m ³ /s)	2	No.	Main Block	Regular routine maintenance such as lubrication, adjustment of fan belt, washing of coils and	

Item	Description	Approx. Quantity	Unit	Served Location	Maintenance Requirements	Remark
ACMV System						
					filters	
12.	Air Handling Unit (4.9 m ³ /s)	1	No.	Main Block	Regular routine maintenance such as lubrication, adjustment of fan belt, washing of coils and filters	
13.	Air Handling Unit (1.8 m ³ /s)	1	No.	Main Block	Regular routine maintenance such as lubrication, adjustment of fan belt, washing of coils and filters	
14.	Air Handling Unit (5.04 m ³ /s)	1	No.	Main Block	Regular routine maintenance such as lubrication, adjustment of fan belt, washing of coils and filters	
15.	Air Handling Unit (2.3 m ³ /s)	1	No.	Main Block	Regular routine maintenance such as lubrication, adjustment of fan belt, washing of coils and filters	
16.	Primary Air Handling Unit (1.78 m ³ /s)	2	No.	Main Block	Regular routine maintenance such as lubrication, adjustment of fan belt, washing of coils and filters	
17.	Primary Air Handling Unit (1.86 m ³ /s)	2	No.	Main Block	Regular routine maintenance such as lubrication, adjustment of fan belt, washing of coils and filters	
18.	Primary Air Handling Unit (1.08 m ³ /s)	1	No.	Main Block	Regular routine maintenance such as lubrication, adjustment of fan belt, washing of coils and filters	
19.	Primary Air Handling Unit (2.05 m ³ /s)	2	No.	Main Block	Regular routine maintenance such as lubrication, adjustment of fan belt, washing of coils and filters	
20.	Primary Air Handling Unit (2.97 m ³ /s)	1	No.	Main Block	Regular routine maintenance such as lubrication, adjustment of fan belt, washing of coils and filters	

Item	Description	Approx. Quantity	Unit	Served Location	Maintenance Requirements	Remark
ACMV System						
21.	Primary Air Handling Unit (1.1 m ³ /s)	1	No.	Main Block	Regular routine maintenance such as lubrication, adjustment of fan belt, washing of coils and filters	
22.	Primary Air Handling Unit (1.55m ³ /s)	1	No.	Main Block	Regular routine maintenance such as lubrication, adjustment of fan belt, washing of coils and filters	
23.	Primary Air Handling Unit (1.7 m ³ /s)	1	No.	Main Block	Regular routine maintenance such as lubrication, adjustment of fan belt, washing of coils and filters	
24.	Primary Air Handling Unit (0.43 m ³ /s)	1	No.	Main Block	Regular routine maintenance such as lubrication, adjustment of fan belt, washing of coils and filters	
25.	Primary Air Handling Unit (0.36 m ³ /s)	1	No.	Main Block	Regular routine maintenance such as lubrication, adjustment of fan belt, washing of coils and filters	
26.	Primary Air Handling Unit (0.4 m ³ /s)	1	No.	Main Block	Regular routine maintenance such as lubrication, adjustment of fan belt, washing of coils and filters	
27.	Primary Air Handling Unit (1.9 m ³ /s)	1	No.	Main Block	Regular routine maintenance such as lubrication, adjustment of fan belt, washing of coils and filters	
28.	Primary Air Handling Unit (4.16 m ³ /s)	1	No.	Main Block	Regular routine maintenance such as lubrication, adjustment of fan belt, washing of coils and filters	
29.	Primary Air Handling Unit (3.74 m ³ /s)	1	No.	Main Block	Regular routine maintenance such as lubrication, adjustment of fan belt, washing of coils and filters	
30.	General Exhaust Fan for Plant Rooms, Toilet, etc.	42	No.	Main Block	No special maintenance	

Item	Description	Approx. Quantity	Unit	Served Location	Maintenance Requirements	Remark
ACMV System						
31.	Fresh Air Fan for Plant Rooms, Kitchen, etc.	5	No.	Main Block	No special maintenance	
32.	Primary Air Handling Unit (0.56 L/s)	1	No.	Hostel	Regular routine maintenance such as lubrication, adjustment of fan belt, washing of coils and filters	
33.	Primary Air Handling Unit (1.65 L/s)	1	No.	Hostel	Regular routine maintenance such as lubrication, adjustment of fan belt, washing of coils and filters	
34.	Primary Air Handling Unit (1.08 L/s)	1	No.	Hostel	Regular routine maintenance such as lubrication, adjustment of fan belt, washing of coils and filters	
35.	Primary Air Handling Unit (1.80 L/s)	1	No.	Hostel	Regular routine maintenance such as lubrication, adjustment of fan belt, washing of coils and filters	
36.	Toilet Ventilation Fan for Guest Room	157	No.	Hostel	No special maintenance	
37.	General Exhaust Fan for Plant Rooms, Kitchen, etc.	5	No.	Hostel	No special maintenance	
38.	Split Type A/C Unit for TBE Room	3	No.	Whole Building	Regular cleaning (washing of filter) and inspection only	
39.	Plate Type Heat Exchanger (300 kW)	1	No.	Hostel	Regular cleaning (approx once per year)	
40.	Plate Type Heat Exchanger (150 kW)	1	No.	Hostel	Regular cleaning (approx once per year)	
41.	Plate Type Heat Exchanger (400 kW)	1	No.	Hostel	Regular cleaning (approx once per year)	

Item	Description	Approx. Quantity	Unit	Served Location	Maintenance Requirements	Remark
ACMV System						
42.	Plate Type Heat Exchanger (18 kW)	1	No.	Hostel	Regular cleaning (approx once per year)	
43.	Solar Panel (30 kW)	1	Set	Hostel	Regular cleaning (approx once per year)	
44.	CCMS	1	Set	Whole Building	Routine maintenance such as the calibration equipment from time to time. Regular attendance from the operator at the Management office is required to cater for the warning signals from the CCMS in case of system mal-function	
45.	Primary Air Handling Unit (1.78 m ³ /s)	1	No.	Main Block	Regular routine maintenance such as lubrication, adjustment of fan belt, air filter cleaning	
46.	Primary Air Handling Unit (1.86 m ³ /s)	1	No.	Main Block	Regular routine maintenance such as lubrication, adjustment of fan belt, air filter cleaning	
47.	Primary Air Handling Unit (1.08 m ³ /s)	1	No.	Main Block	Regular routine maintenance such as lubrication, adjustment of fan belt, air filter cleaning	
48.	Primary Air Handling Unit (2.05 m ³ /s)	1	No.	Main Block	Regular routine maintenance such as lubrication, adjustment of fan belt, air filter cleaning	
49.	Air Handling Unit (ceiling mounted)	2	No.	Main Block	Regular routine maintenance such as lubrication, adjustment of fan belt, air filter cleaning	

Item	Description	Approx. Quantity	Unit	Served Location	Maintenance Requirements	Remark
Plumbing System						
1.	Potable Water Pump	10	No.	Whole Building	Regular Routine Maintenance such as lubrication	
2.	Flushing Water Pump	4	No.	Whole Building	Regular Routine Maintenance such as lubrication	
3.	Cleansing Water Pump	2	No.	Whole Building	Regular Routine Maintenance such as lubrication	
4.	Hot Water Pump	6	No.	Hostel Block	Regular Routine Maintenance such as lubrication	Centralized Hot Water System serving Hostel Block
5.	Water Upfeed Pump for A/C	2	No.	Whole Building	Regular Routine Maintenance such as lubrication	
6.	Pipework & Fitting	1	Set	Whole Building	No Special Maintenance requirements except routine inspection	
7.	Main Distribution Pipe and Risers (Fresh and cleansing water)	1	Lot	Whole Building	No Special Maintenance requirements except routine inspection	
8.	Main Distribution Pipe and Risers (Flushing Water)	1	Lot	Whole Building	No Special Maintenance requirements except routine inspection	
9.	Unvented Storage Type Electric Heater Capacity: 190 L/s Power: 27 kW	8	No.	Main Block	No special maintenance	

Item	Description	Approx. Quantity	Unit	Served Location	Maintenance Requirements	Remark
Fire Services System						
1.	AFA Main Control Panel (Addressable)	1	No.	Whole Building	Regular checking (quarterly and annually) according to the Statutory Requirements	
2.	AFA Repeater c/w Computer	1	No.	Whole Building	Regular checking (quarterly and annually) according to the Statutory Requirements	
3.	Smoke Detectors (Hostel Areas) (Main Block) Heat Detectors (Main Block)	447 843 27	No.	Whole Building	Regular checking (quarterly and annually) according to the Statutory Requirements	
4.	Sprinklers (Hostel Areas) (Main Block)	2200 6100	No.	Whole Building	Regular checking (quarterly and annually) according to the Statutory Requirements	
5.	Fixed Fire Pump	2	No.	Whole Building	Regular checking (quarterly and annually) according to the Statutory Requirements	
6.	Sprinkler Pump	2	No.	Whole Building	Regular checking (quarterly and annually) according to the Statutory Requirements	
7.	Fixed Fire Jockey Pump	1	No.	Whole Building	Regular checking (quarterly and annually) according to the Statutory Requirements	

Item	Description	Approx. Quantity	Unit	Served Location	Maintenance Requirements	Remark
Fire Services System						
8.	Sprinkler Jockey Pump	2	No.	Whole Building	Regular checking (quarterly and annually) according to the Statutory Requirements	
9.	Sprinkler Immediate Pump	2	No.	Whole Building	Regular checking (quarterly and annually) according to the Statutory Requirements	
10.	FS Inlet	11	No.	Whole Building	Regular checking (quarterly and annually) according to the Statutory Requirements	
11.	Sprinkler Inlet	3	No.	Whole Building	Regular checking (quarterly and annually) according to the Statutory Requirements	
12.	FS Tank (36 cu m)	1	No.	Whole Building	Regular checking (quarterly and annually) according to the Statutory Requirements	
13.	Sprinkler Water Tank (124 cu m)	1	No.	Whole Building	Regular checking (quarterly and annually) according to the Statutory Requirements	
14.	Hosereel (Hostel Areas) (Main Block)	42 72	No.	Hostel	Regular checking (quarterly and annually) according to the Statutory Requirements	
15.	Fire Alarm Bell (Hostel Areas) (Main Block)	191 205	No.	Hostel	Regular checking (quarterly and annually) according to the Statutory Requirements	

Item	Description	Approx. Quantity	Unit	Served Location	Maintenance Requirements	Remark
Fire Services System						
16.	Visual Fire Alarm (Hostel Areas)	251	No.	Hostel	Regular checking (quarterly and annually) according to the Statutory Requirements	
	(Main Block)	451				
17.	Break glass Unit (Hostel Areas)	42	No.	Hostel	Regular checking (quarterly and annually) according to the Statutory Requirements	
	(Main Block)	77				
18.	Fire Hydrant (Hostel Areas)	50	No.	Hostel	Regular checking (quarterly and annually) according to the Statutory Requirements	
	(Main Block)	84				
19.	Flow switch (Hostel Areas)	18	No.	Hostel	Regular checking (quarterly and annually) according to the Statutory Requirements	
	(Main Block)	41				

Item	Description	Approx. Quantity	Unit	Served Location	Maintenance Requirements	Remark
Drainage System						
1.	Pipework & Fitting	1	Lot	Whole Building	Routine Checking	
2.	Waste Water Sump pumps	8	Nos	Main Block	Regular Routine Maintenance such as lubrication	
3.	Grease Trap	2	No	4/F Kitchen 12/F Kitchen	Regular Cleaning and Grease removal	Located at LG1/F
4.	Grease Trap	3	No	G/F shop	Regular Cleaning and Grease removal	Located at LG2/F
5.	Petrol Interceptor	1	No	Carparking area	Regular Cleaning and Petroleum removal	

Item	Description	Approx. Quantity	Unit	Served Location	Maintenance Requirements	Remark
Towngas System						
1.	Towngas Pipework and fittings	1	Lot	Serving Kitchens at 4/F and 12/F	No Special Maintenance Requirements except routine inspection	

Item	Description	Approx. Quantity	Unit	Served Location	Maintenance Requirements	Remark
Gondola System						
1.	Gondola Equipment (Main Block)	1	Lot	Main Block	Regular checking (weekly, half-year and annually) in according to Statutory Requirements	
2.	Gondola Equipment (Hostel Block)	1	Lot	Hostel Block	Regular checking (weekly, half-year and annually) in according to Statutory Requirements	

Item	Description	Approx. Quantity	Unit	Served Location	Maintenance Requirements	Remark
Refuse Handling System						
1.	Refuse Compactor	1	No.	Whole Building	No Special Maintenance	
2.	Vertical Baler	1	No.	Whole Building	No Special Maintenance	

Item	Description	Approx. Quantity	Unit	Served Location	Maintenance Requirements	Remark
AV System						
1.	Projector	1	No.	Y-Theatre	Function test /No Special Maintenance	Theatrical system and equipment
2.	Mini-disc Player	2	Nos.	LG 2 Control Room/L2M Control Room	Function test/No Special Maintenance	Theatrical system and equipment
3.	Audio Cassette Deck	2	Nos.	LG 2 Control Room/L2M Control Room	Function test/No Special Maintenance	Theatrical system and equipment
4.	CD Record/Player	1	No.	LG 2 Control Room	Function test/No Special Maintenance	Theatrical system and equipment
5.	Mixing Console	1	No.	Y-Theatre	Function test/No Special Maintenance	Theatrical system and equipment
6.	16 Inputs Automatic Microphone Mixer	1	Set	LG 2 Control Room	Function test/No Special Maintenance	Theatrical system and equipment
7.	Surround Sound Processor	1	Set	LG 2 Control Room	No Special Maintenance	Theatrical system and equipment
8.	Feedback Controller	1	Set.	LG 2 Control Room	No Special Maintenance	Theatrical system and equipment
9.	Multi-function 32x32 Automatic Microphone Matrix	1	Set	LG 2 Control Room	No Special Maintenance	Theatrical system and equipment
10.	Rack-mounted 2 Channels Power Amplifier (4 Ω, 1100 W)	1	Set.	LG 2 Control Room	No Special Maintenance	Theatrical system and equipment

Item	Description	Approx. Quantity	Unit	Served Location	Maintenance Requirements	Remark
AV System						
11.	Rack-mounted 2 Channels Power Amplifier (4 Ω, 700 W)	3	Sets	LG 2 Control Room	No Special Maintenance	Theatrical system and equipment
12.	Rack-mounted 2 Channels Power Amplifier (8 Ω, 425 W)	2	Sets	LG 2 Control Room	No Special Maintenance	Theatrical system and equipment
13.	Rack-mounted 2 Channels Power Amplifier (8 Ω, 200 W)	1	Set	LG 2 Control Room	No Special Maintenance	Theatrical system and equipment
14.	Rack-mounted 4 Channels Power Amplifier (4 Ω, 250 W)	2	Sets	LG 2 Control Room	No Special Maintenance	Theatrical system and equipment
15.	Rack-mounted 8 Channels Power Amplifier (4 Ω, 130 W)	3	Sets	LG 2 Control Room	No Special Maintenance	Theatrical system and equipment
16.	Rack-mounted 2 Channels Power Amplifier (70V output, 400 W)	1	Set	LG 2 Control Room	No Special Maintenance	Theatrical system and equipment
17.	Digital Intercom Matrix System	2	Sets	LG 2 Control Room/L2M Control Room	No Special Maintenance	Theatrical system and equipment

Item	Description	Approx. Quantity	Unit	Served Location	Maintenance Requirements	Remark
AV System						
18.	Rack-mounted 4 Channels Power Amplifier (70V output, 400 W)	1	Set	LG 2 Control Room	No Special Maintenance	Theatrical system and equipment
19.	DVCAM Recorder & Player	1	Set	LG 2 Control Room	Function test/No Special Maintenance	Theatrical system and equipment
20.	DVD Player	2	Nos.	LG 2 Control Room/L2M Control room	Function test/No Special Maintenance	Theatrical system and equipment
21.	Video Camera	2	Sets	Y-Theatre	Pan & Tilt Checking/No Special Maintenance	Theatrical system and equipment
22.	8 x 8 Composite Video & Stereo Audio Signal Matrix Switcher	1	Set	LG 2 Control Room	Function test/No Special Maintenance	Theatrical system and equipment
23.	8 x 8 UTP Matrix	2	Sets	LG 2 Control Room/L2M Control room	Function test/No Special Maintenance	Theatrical system and equipment
24.	Media Control System	2	Sets	LG 2 Control Room/L2M Control room	Function test/No Special Maintenance	Theatrical system and equipment
25.	Multi-function 16x16 Automatic Microphone Matrix	1	Set	L2M Control Room	Function test/No Special Maintenance	Theatrical system and equipment
26.	Rack-mounted 8 Channels Power Amplifier (70V, 90W)	1	Set	L2M Control Room	No Special Maintenance	Theatrical system and equipment

Item	Description	Approx. Quantity	Unit	Served Location	Maintenance Requirements	Remark
AV System						
27.	Rack-mounted 4 Channels Power Amplifier (70V, 200W)	2	Set	L2M Control Room	No Special Maintenance	Theatrical system and equipment
28.	Rack-mounted 4 Channels Power Amplifier (70V, 300W)	1	Set	L2M Control Room	No Special Maintenance	Theatrical system and equipment
29.	Multi-system Super VHS Video Recorder	1	No.	L2M Control Room	Function test/No Special Maintenance	Theatrical system and equipment

Item	Description	Approx. Quantity	Unit	Brand	Served Location	Maintenance Requirements	Remark
Stage Lighting System							
1.	Dimmers	4	Set	ETC	Y-Theatre	1. Regular checking quarterly. 2. Functional check, visual inspection, dust cleaning, re-programme & reset the system if necessary.	Theatrical system and equipment
2.	Stage lighting control console	1	Set	ETC	Y-Theatre	1. Quarterly Check 2. Functional check, check back up function, reset the console, etc	Theatrical system and equipment
3.	Stage light system remote control	1	Apps	ETC	Y-Theatre	1. Quarterly Check 2. Functional check, check interface with console	Theatrical system and equipment
4.	DMX distribution rack	1	Set	Macostar	Y-Theatre	1. Quarterly Check 2. Functional check, check proper control signal communication	Theatrical system and equipment
5.	Non dim panel	1	Set	Macostar	Y-Theatre	1. Quarterly Check 2. Functional check, check proper control signal communication	Theatrical system and equipment
6.	Wall mounted plug box	35	Set	Macostar	Y-Theatre	1. No Special Maintenance 2. Annual Regular Checking	Theatrical system and equipment
7.	FOH bridge plug box	3	Set	Macostar	Y-Theatre	1. No Special Maintenance 3. Annual Regular check	Theatrical system and equipment
8.	Stage Light	300	Set	Colortran, Selecon, ETC	Y-Theatre	No Special Maintenance	Theatrical system and equipment
9.	Smoke Machine	3	Set	Set	Y-Theatre	No Special Maintenance	Theatrical system and equipment

Item	Description	Approx. Quantity	Unit	Brand	Served Location	Maintenance Requirements	Remark
Stage Lighting System							
10.	Dry Ice Machine	2	Set	Set	Y-Theatre	No Special Maintenance	Theatrical system and equipment
11.	Dimmers	3	Set	ETC	2/F Y-Studio	1. Regular checking quarterly. 2. Functional check, visual inspection, dust cleaning, re-programme & reset the system if necessary.	Theatrical system and equipment
12.	Stage lighting control console	1	Set	ETC	2/F Y-Studio	1. Quarterly Check 2. Functional check, check back up function, reset the console, etc	Theatrical system and equipment
13	Stage light system remote control	1	Apps	ETC	2/F Y-Studio	1. Quarterly Check 2. Functional check, check interface with console	Theatrical system and equipment
14	DMX distribution rack	1	Set	Macostar	2/F Y-Studio	1. Quarterly Check 2. Functional check, check proper control signal communication	Theatrical system and equipment
15	Non dim panel	1	Set	Macostar	2/F Y-Studio	1. Quarterly Check 2. Functional check, check proper control signal communication	Theatrical system and equipment
16	Wall mounted plug box	12	Set	Macostar	2/F Y-Studio	1. No Special Maintenance 2. Annual Regular Checking	Theatrical system and equipment
17	Socket outlet on catwalk	15	Set	Macostar	2/F Y-Studio	1. No Special Maintenance 2. Annual Regular check	Theatrical system and equipment
18.	Stage Light	200	Set	Colortran, Selecon, ETC	2/F Y-Studio	No Special Maintenance	Theatrical system and equipment
19.	Smoke Machine	3	Set	Martin	2/F Y-Studio	No Special Maintenance	Theatrical system and equipment

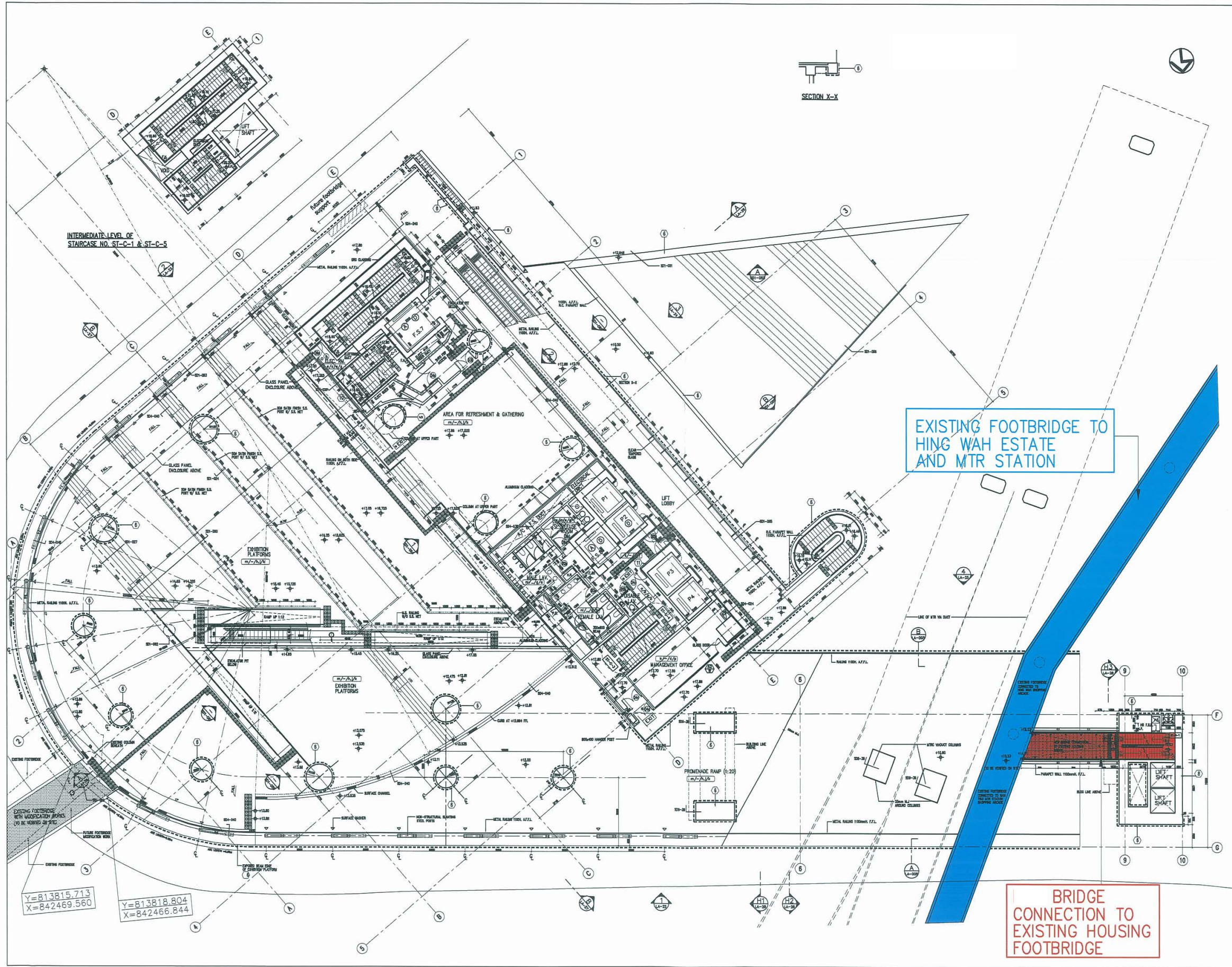
Item	Description	Approx. Quantity	Unit	Brand	Served Location	Maintenance Requirements	Remark
Stage Lighting System							
20.	Dry Ice Machine	2	Set	Set	2/F Y-Studio	No Special Maintenance	Theatrical system and equipment

Item	Description	Approx. Quantity	Unit	Brand	Served Location	Maintenance Requirements	Remark
Y-Theatre & Y-Studio							
1.	Forestage hoist units	5	Set	JR Clancy	Forestage	1. 3 Month Regular Checking 2. Functional Testing	Theatrical system and equipment
2.	Forestage elevators	2	Set	Gala System	Y-Theatre	1. 3 Month Testing 2. Lubrication Checking 3. Loading Test	Theatrical system and equipment
3.	Rigid two piece safety curtain	2	Set	JR Clancy	Downstage	1. 3 Month Testing 2. Vision Inspection	Theatrical system and equipment
4.	Tormentor & teaser	1	Set	JR Clancy	Downstage	1. Vision Inspection 2. Functional Testing 3. Motor Inspection 4. 3 Month Checking	Theatrical system and equipment
5.	Festoon house curtain	1	Set	JR Clancy	Y-Theatre	1. 3 Month Checking 2. Functional Testing	Theatrical system and equipment
6.	Single purchase counterweighing	32	Set	JR Clancy	Whole Stage	1. 3 Month Checking 2. Functional Checking	Theatrical system and equipment
7.	Cross-stage motorized pile winding hoists	6	Set	JR Clancy	Whole Stage	1. Loading Test 2. Motor Inspection 2. 3 Month Checking	Theatrical system and equipment
8.	Cross stage curtain tracks	2	Set	H&H	Whole Stage	1. 3 Months Checking 2. functional Testing	Theatrical system and equipment

Item	Description	Approx. Quantity	Unit	Brand	Served Location	Maintenance Requirements	Remark
Y-Theatre & Y-Studio							
9.	Cyclorama	1	Set	JR Clancy	Aud & Y-Studio	1. No Special Maintenance 2. 3 Months Checking 3. Vision Inspection	Theatrical system and equipment
10.	Up and down stage hoist units	4	Set		Stage right, up and down stage	1. Functional Test 2. Loading Test 3. 3 Month Checking	Theatrical system and equipment
11.	Acoustic panels	10	Set	Wenger	Stage	1. Functional Test 2. 3 Month Checking	Theatrical system and equipment
12.	Rearstage hoist units	2	Set		Rearstage	1. Functional Test 2. 3 Month Checking	Theatrical system and equipment
13.	Drapes and maskings		Set		Stage	1. 3 Month Checking 2. Vision Checking	Theatrical system and equipment
14.	Stage accessories		No.		Non Hostel Area	1. No Special Maintenance 2. Vision Checking	Theatrical system and equipment

**Location and Details of the Staircase, the Lift and Connection
Platform linking to the Footbridge near Hing Wah Estate
to be maintained by the Contractor**

<u>Drawing No.</u>	<u>Drawing Title</u>
AB/6060/LA-006	1 st Floor Plan
AB/6060/LA-022	Elevation 1
AB/6060/SD2-200	Footbridge – Floor Plan and Roof Plan
AB/6060/SD2-201	Footbridge – Section A-A and B-B
AB/7966/GP001a	Location Plan and Site Plan
AB/7966/GP002a	First Floor Plan (At Footbridge Level)
AB/7966/PE001c	Details of Glass Lift
AB/7966/PE002b	Section A-A
AB/7966/PE003a	Elevation 1 & 3
AB/7966/PE004a	Elevation 2 & 4



THIS DRAWING AND THE CONTENTS HEREIN ARE THE COPY RIGHT OF THE ARCHITECTURAL SERVICES DEPARTMENT, HONG KONG. NO PART OF THIS DRAWING AND DESIGN CONCEPTS HEREIN MAY BE REPRODUCED OR TRANSMITTED IN ANY FORM OR BY ANY MEANS, ELECTRONIC OR MECHANICAL, INCLUDING PHOTOCOPYING, RECORDING, OR BY ANY INFORMATION STORAGE AND RETRIEVAL SYSTEM, WITHOUT THE WRITTEN CONSENT OF A MEMBER OF PAT. CHECK AND VERIFY ALL DIMENSIONS ON SITE. READ THIS DRAWING IN CONJUNCTION WITH THE SPECIFICATIONS AND ALL OTHER RELATED DRAWINGS. NOTIFY THE ARCHITECT IMMEDIATELY IF ANY DISCREPANCIES FOUND HEREIN.

LEGEND:

- STEEL STRUCTURAL WORK
- PROPRIETARY RUBBER TACKLE BARRING STRIPS / S.L.S
- PROPRIETARY S.L.S TACKLE BARRING STRIPS / S.L.S

NOTES:

1. S.L.S 2 PAGES DETAILS REFER TO DWG. NO. SS-43
2. CONNECTION OF FOOTBRIDGE FROM EXISTING DETAILS REFER TO DWG. NO. SS-
3. FLOOR FINISH SETTING OUT & FINISHING PLAN AREA DETAILS REFER TO DWG. NO. SS-25

+ S.F.L.
 + F.F.L.
 - - - - - FINISH FACE CONCRETE FINISH

No.	Date	Description	INITIALS OF DESIGNED BY
1		PRELIMINARY DESIGN	
2		DESIGN OF CONCRETE	
3		DESIGN OF STEEL STRUCTURE (PART 1)	
4		DESIGN OF STEEL STRUCTURE (PART 2)	
5		DESIGN OF STEEL STRUCTURE (PART 3)	

Contract:
 P&T Architects and Engineers Ltd.
 200 WING LOK STREET, 12/F, WING LOK BUILDING, HONG KONG. TEL: 2525 8888 FAX: 2525 8889

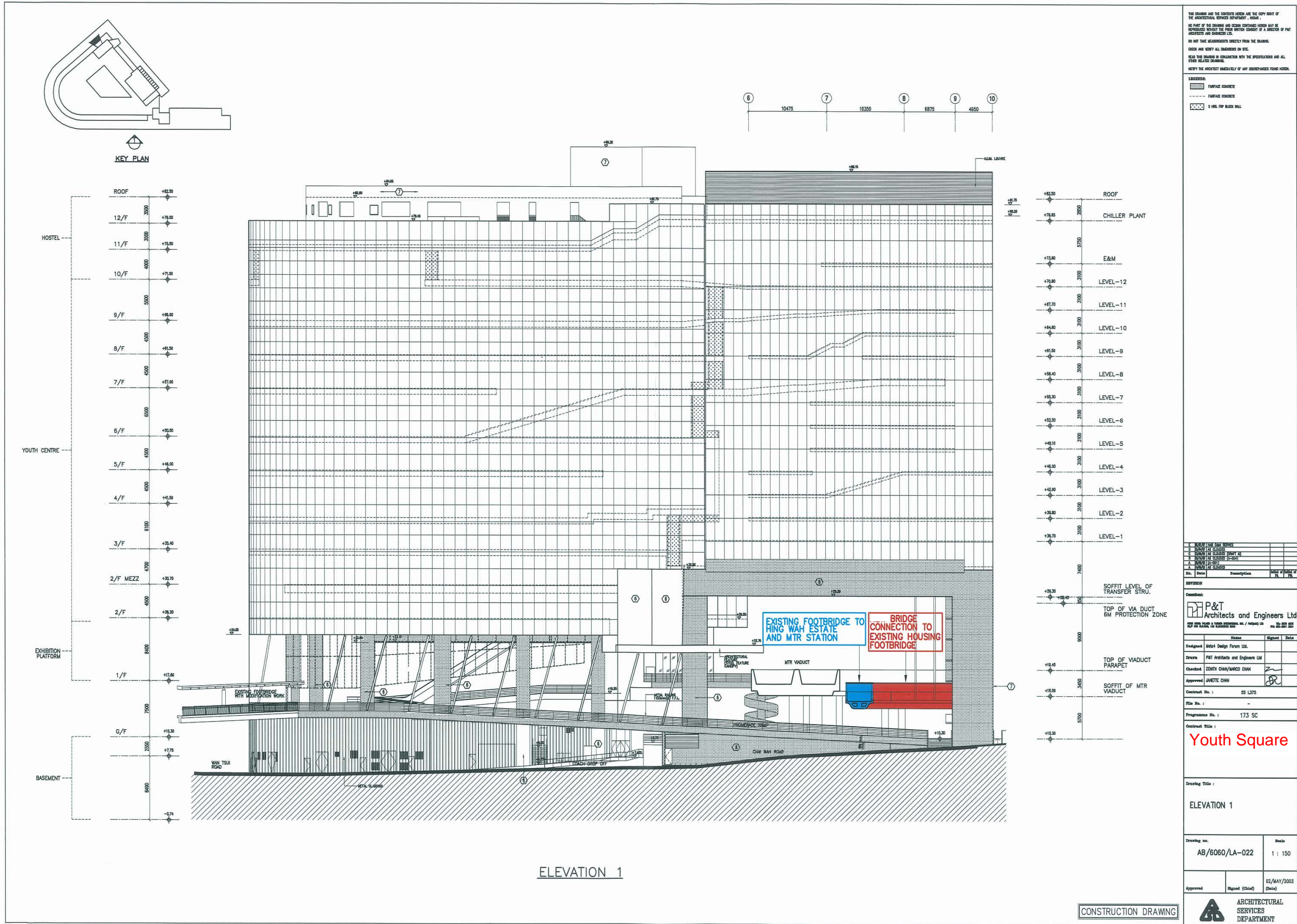
Designed	Checked	Drawn	Approved
Shafiq Design Firm Ltd.	PAT Architects and Engineers Ltd.	PAT Architects and Engineers Ltd.	JANETTE CHAN

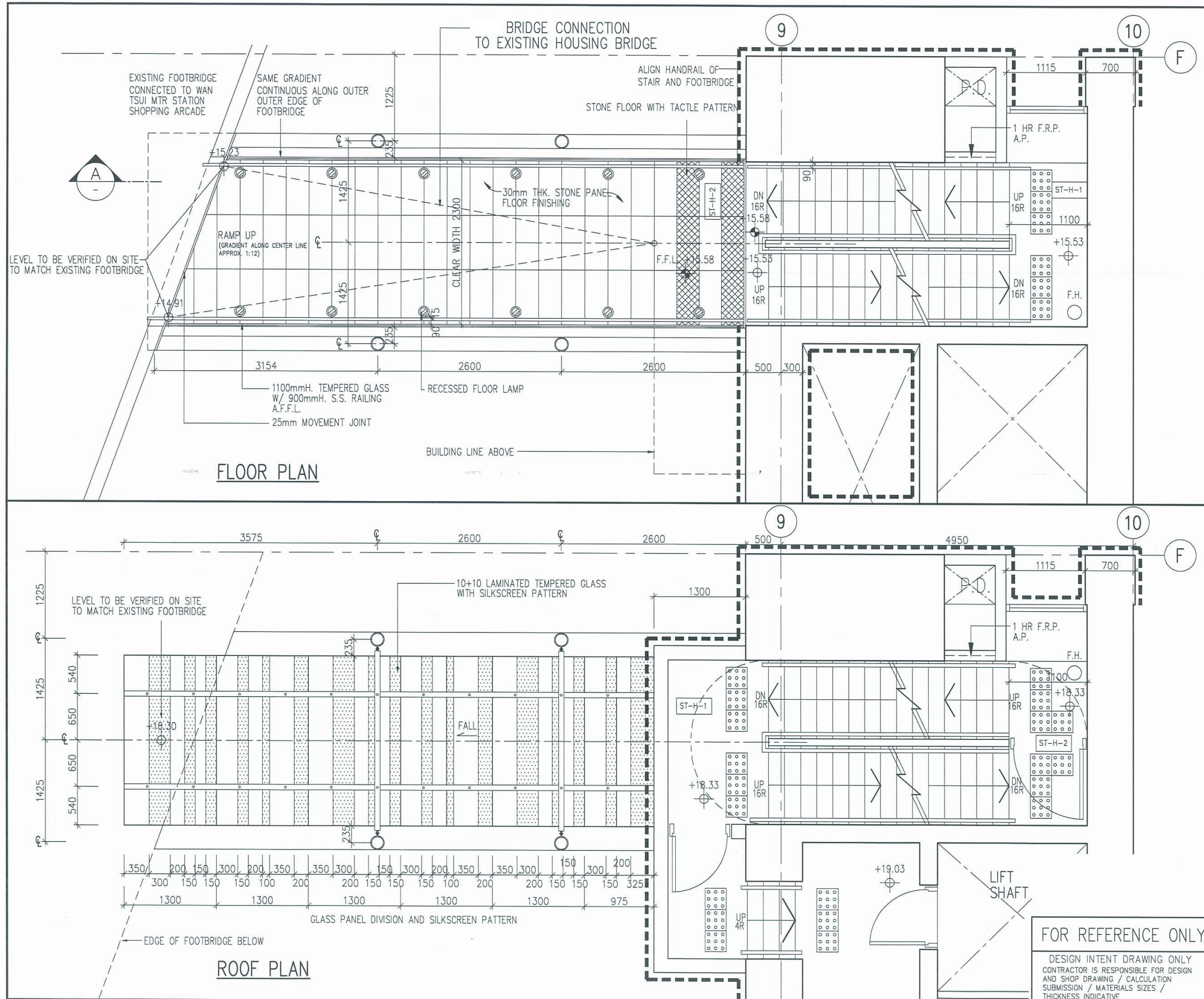
Contract No.: SS L375
 File No.: -
 Programme No.: 173 SC
 Contract Title: **Youth Square**

Drawing Title: **1st FLOOR PLAN**

Drawing No.	Scale
AB/6060/LA-006	1 : 100

Approved: [Signature] 02/MAY/2003
 Architectural Services Department





THIS DRAWING AND THE CONTENTS HEREIN ARE THE COPY RIGHT OF THE ARCHITECTURAL SERVICES DEPARTMENT, HKSAR.

NO PART OF THE DRAWING AND DESIGN CONTAINED HEREIN MAY BE REPRODUCED WITHOUT THE PRIOR WRITTEN CONSENT OF A DIRECTOR OF P & T ARCHITECTS AND ENGINEERS LTD.

DO NOT TAKE MEASUREMENTS DIRECTLY FROM THE DRAWING. CHECK AND VERIFY ALL DIMENSIONS ON SITE. READ THIS DRAWING IN CONJUNCTION WITH THE SPECIFICATIONS AND ALL OTHER RELATED DRAWINGS. NOTIFY THE ARCHITECT IMMEDIATELY OF ANY DISCREPANCIES FOUND HEREIN.

NOTES:
 - ALL STRUCTURAL MEMBER SIZE REFER TO ENGINEER'S DWG.
 - FAIRFACE CONCRETE

KEY PLAN
 HING WAH ESTATE
 EXISTING FOOTBRIDGE
 YOUTH CENTRE BLOCK
 HOSTEL BLOCK
 NEW LINKBRIDGE CONNECTING TO FOOTBRIDGE AT +15.53
 TO CHAI WAN MTR

C	09/09/05	DEMARICATION OF FAIRFACE CONCRETE ADDED		
B	18/07/05	AS CLOUDED		
A	28/06/05	AS CLOUD (MA-001)		

No.	Date	Description	Initial of PA	Initial of PTL
REVISION				

Consultant:
P&T Architects and Engineers Ltd
 HONG KONG: PALMER & TURNER INTERNATIONAL INC. / PARTNERS LTD TEL: 2375 8375
 25/F 47B BUILDING, 140 GLOCKSTON ROAD FAX: 852-2891 3834

Name	Signed	Date
Designed	Melo4 Design Forum Ltd.	
Drawn	P&T Architects and Engineers Ltd	
Checked	ZENITH CHAN/MARCO CHAN	19/07/05
Approved	JANETTE CHAN	19/07/05

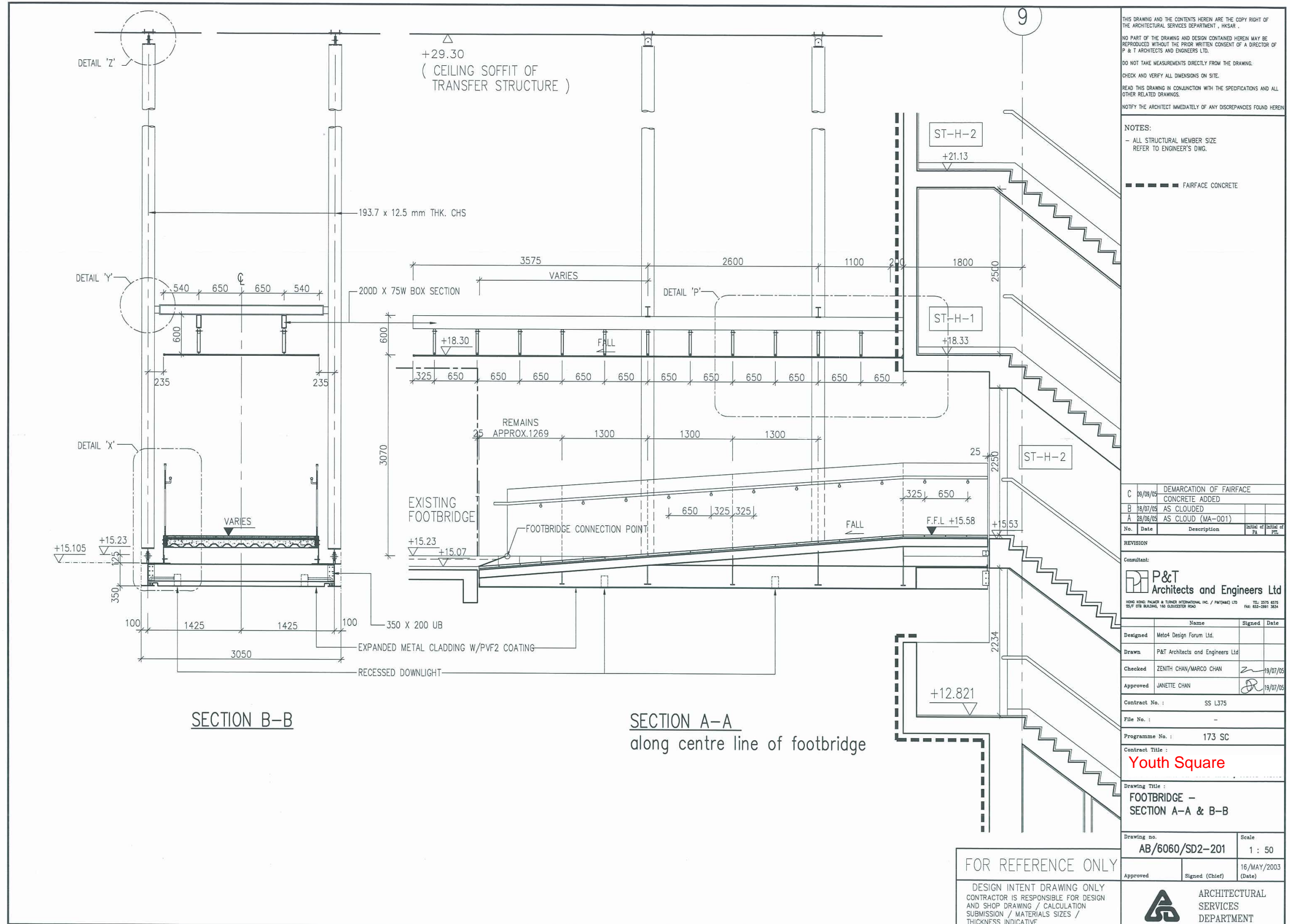
Contract No.: SS L375
 File No.: -
 Programme No.: 173 SC
 Contract Title: **Youth Square**
 Drawing Title: **FOOTBRIDGE - FLOOR PLAN & ROOF PLAN**

Drawing no.	AB/6060/SD2-200	Scale	1 : 50
Approved	Signed (Chief)	16/MAY/2003 (Date)	

FOR REFERENCE ONLY
 DESIGN INTENT DRAWING ONLY
 CONTRACTOR IS RESPONSIBLE FOR DESIGN AND SHOP DRAWING / CALCULATION SUBMISSION / MATERIALS SIZES / THICKNESS INDICATIVE

ARCHITECTURAL SERVICES DEPARTMENT

K:\3428\CONSTRUCTION-CURRENT\SD2\SD2-200.DWG



THIS DRAWING AND THE CONTENTS HEREIN ARE THE COPY RIGHT OF THE ARCHITECTURAL SERVICES DEPARTMENT, HKSAR.
 NO PART OF THE DRAWING AND DESIGN CONTAINED HEREIN MAY BE REPRODUCED WITHOUT THE PRIOR WRITTEN CONSENT OF A DIRECTOR OF P & T ARCHITECTS AND ENGINEERS LTD.
 DO NOT TAKE MEASUREMENTS DIRECTLY FROM THE DRAWING.
 CHECK AND VERIFY ALL DIMENSIONS ON SITE.
 READ THIS DRAWING IN CONJUNCTION WITH THE SPECIFICATIONS AND ALL OTHER RELATED DRAWINGS.
 NOTIFY THE ARCHITECT IMMEDIATELY OF ANY DISCREPANCIES FOUND HEREIN.

NOTES:
 - ALL STRUCTURAL MEMBER SIZE REFER TO ENGINEER'S DWG.

--- FAIRFACE CONCRETE

No.	Date	Description	Initial of PA	Initial of ETS
C	09/09/05	DEMARICATION OF FAIRFACE CONCRETE ADDED		
B	18/07/05	AS CLOUDED		
A	08/06/05	AS CLOUD (MA-001)		

REVISION

Consultant:
P&T Architects and Engineers Ltd
 HONG KONG: PALMER & TURNER INTERNATIONAL INC. / PARTNERS LTD TEL: 2375 8375
 25/F 278 BUILDING, 160 GLOUCESTER ROAD FAX: 852-2881 3834

Name	Signed	Date
Designed: Meto4 Design Forum Ltd.		
Drawn: P&T Architects and Engineers Ltd		
Checked: ZENITH CHAN/MARCO CHAN	<i>[Signature]</i>	19/07/05
Approved: JANETTE CHAN	<i>[Signature]</i>	19/07/05

Contract No.: SS L375
 File No.: -
 Programme No.: 173 SC

Contract Title:
Youth Square
 Drawing Title:
FOOTBRIDGE - SECTION A-A & B-B

Drawing no. **AB/6060/SD2-201** Scale **1 : 50**

FOR REFERENCE ONLY

DESIGN INTENT DRAWING ONLY
 CONTRACTOR IS RESPONSIBLE FOR DESIGN AND SHOP DRAWING / CALCULATION SUBMISSION / MATERIALS SIZES / THICKNESS INDICATIVE

Approved: _____ Signed (Chief): _____ 16/MAY/2003 (Date)
ARCHITECTURAL SERVICES DEPARTMENT



NOTES
LEGEND:

EXISTING TREES

Q	MAY/2013	1. REVISION AS CLOUDED	S.A. (E. AU) P.A. (J. CHAN)
no.	date	description	
REVISION			
drawn	W Y WONG	08/2012	
checked	K F CHAN	08/2012	
approved			
Chief Architect	(ORIGINAL SIGNED)	LI Ho-kin CA/2	
Senior Architect	(ORIGINAL SIGNED)	K.K. LEE SA/22(Ag.)	
Project Architect	(ORIGINAL SIGNED)	T.C. CHAN A/207	date
contract no.	EX A512		
file no.	ASD52/7966/EXA512/C25/001		
project no.	ZX114		
contract INSTALLATION OF AN EXTERNAL LIFT FOR THE YOUTH SQUARE IN CHAI WAN			
drawing title LOCATION PLAN AND SITE PLAN			
drawing no.	AB/7966/GP001a		scale AS SHOWN

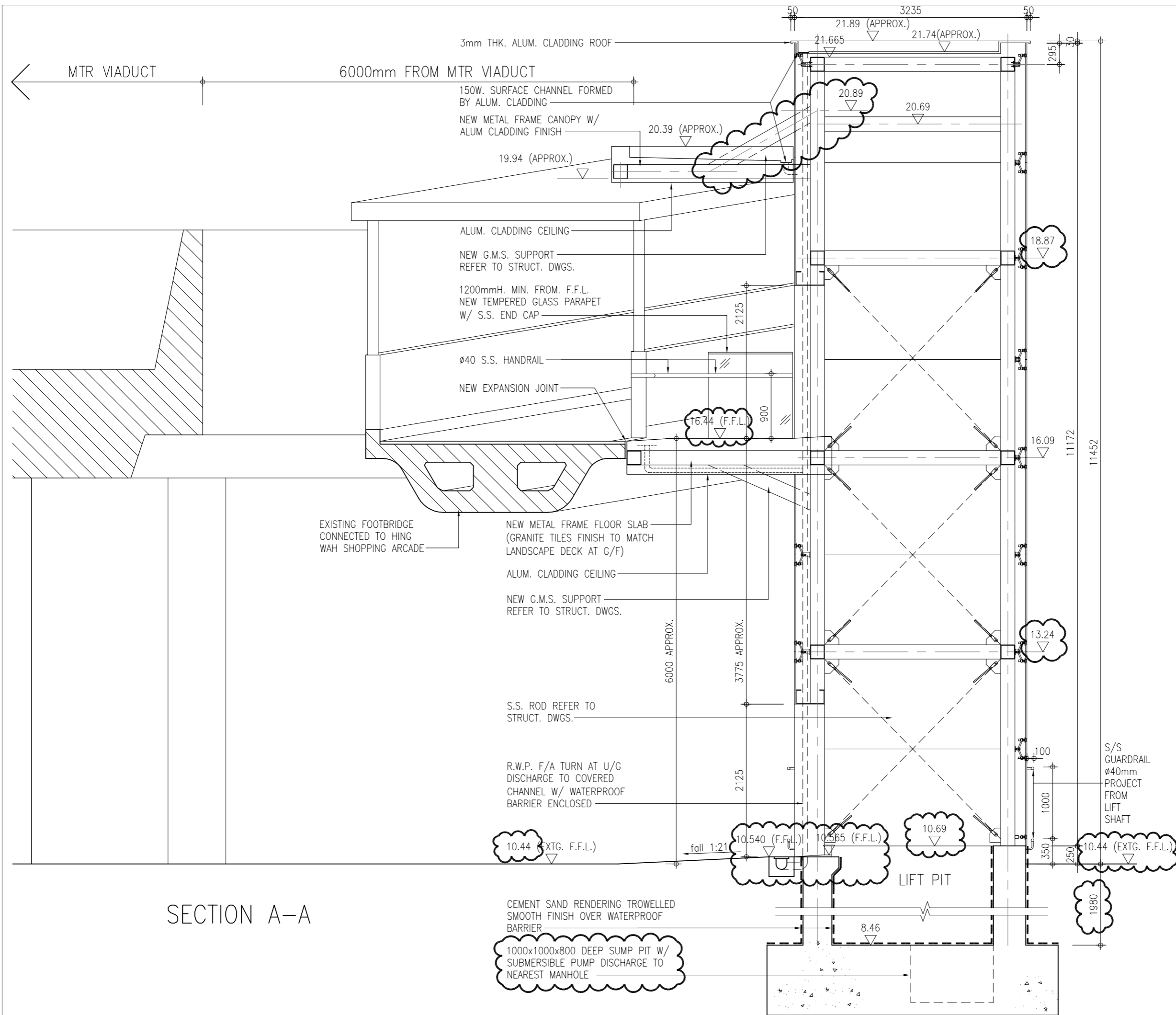
LOCATION PLAN 1:200

SITE PLAN 1:200



office
ARCHITECTURAL BRANCH

ARCHITECTURAL SERVICES DEPARTMENT



NOTES

b	NOV/2013	1. REVISION AS CLOUDED	S.A. (E. AU) P.A. (M. HUI)
c	JULY/2013	1. REVISION AS CLOUDED	S.A. SIGNED (E. AU) P.A. SIGNED (M. HUI)
no.	date	description	

REVISION

drawn	W Y WONG	08/2012
checked	K F CHAN	08/2012

approved

Chief Architect (ORIGINAL SIGNED) LI Ho-kin CA/2
 Senior Architect (ORIGINAL SIGNED) K.K. LEE SA/22(Ag)
 Project Architect (ORIGINAL SIGNED) T.C. CHAN A/207
 signed _____ date _____

contract no. EX A512

file no. ASD52/7966/EXA512/C25/001

project no. ZX114

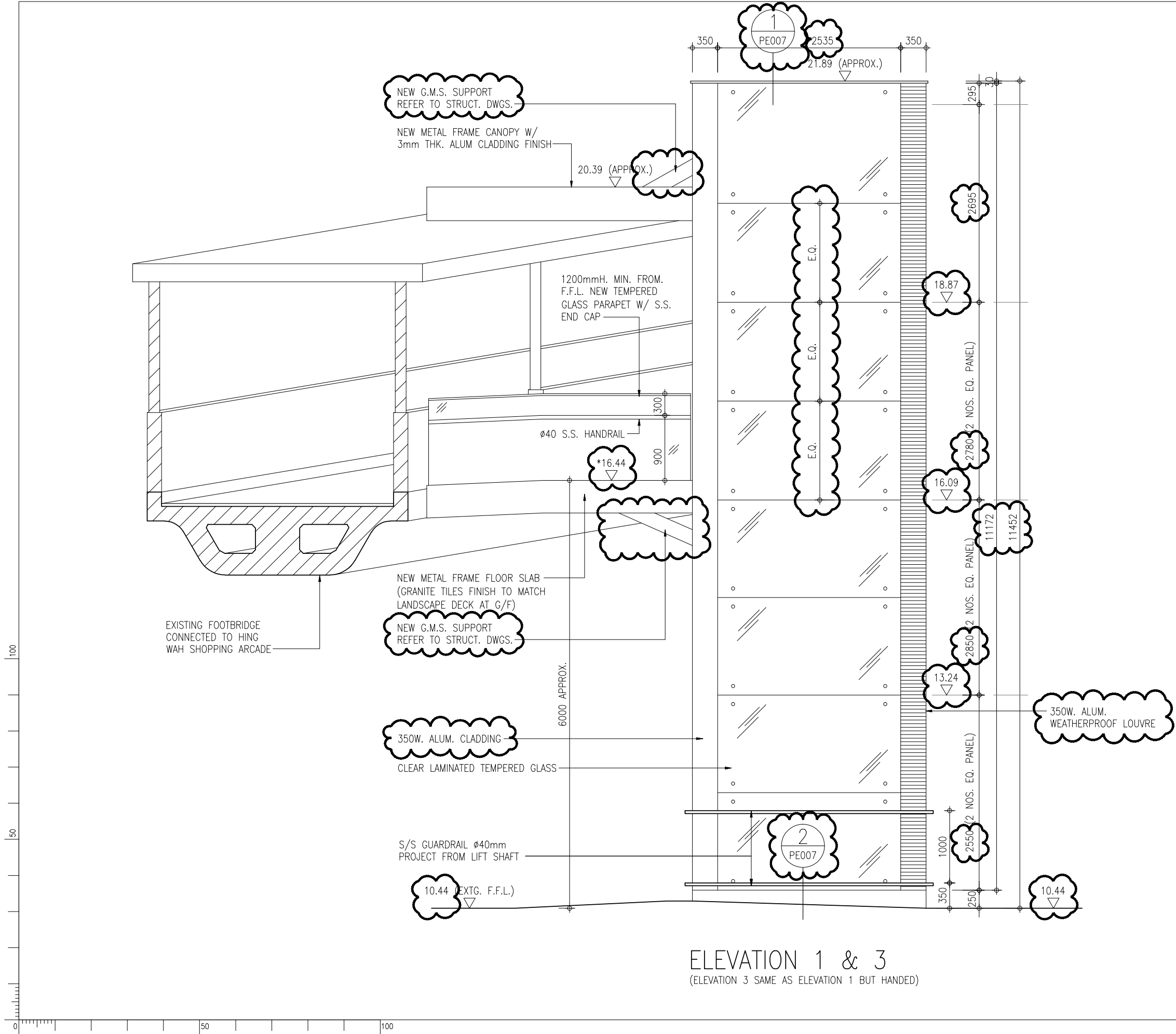
contract
 INSTALLATION OF AN
 EXTERNAL LIFT FOR THE
 YOUTH SQUARE IN CHAI WAN

drawing title
 SECTION A-A
 (DESIGN INTENT ONLY)

drawing no. AB/7966/PE002b	scale 1:50
----------------------------	------------

office
ARCHITECTURAL BRANCH

 ARCHITECTURAL SERVICES DEPARTMENT



NOTES

no.	date	description
1.	JULY/2013	REVISION AS CLOUDED

SA (E. AU)
P.A. (M. HU)

REVISION

drawn	W Y WONG	08/2012
checked	K F CHAN	08/2012

approved

Chief Architect (ORIGINAL SIGNED) U Ho-kin CA/2

Senior Architect (ORIGINAL SIGNED) K.K. LEE SA/22(A)

Project Architect (ORIGINAL SIGNED) T.C. CHAN A/207

contract no. EX A512

file no. ASD52/7966/EXA512/C25/001

project no. ZX114

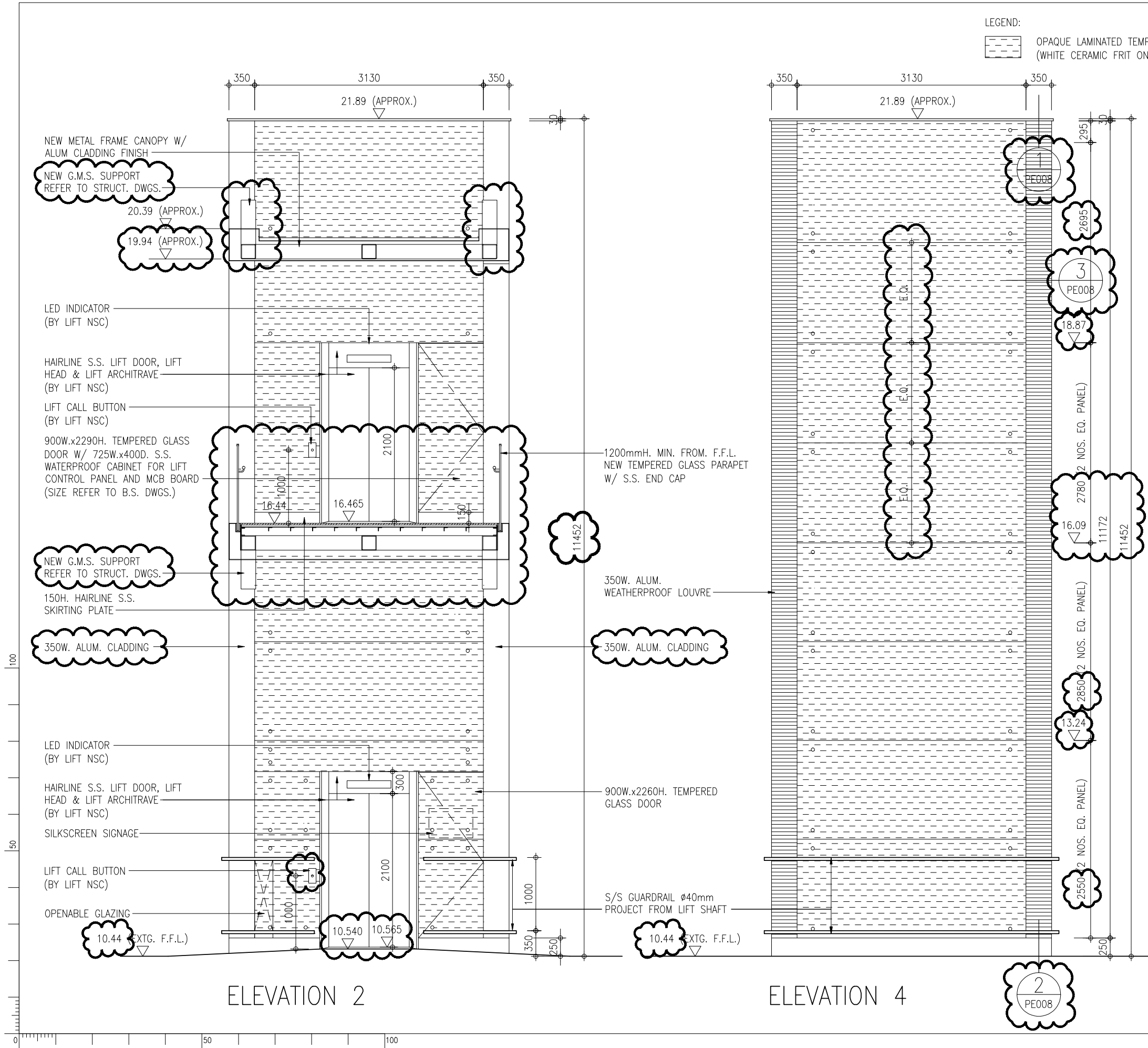
contract
INSTALLATION OF AN EXTERNAL LIFT FOR THE YOUTH SQUARE IN CHAI WAN

drawing title
ELEVATION 1 & 3 (DESIGN INTENT ONLY)

drawing no.	scale
AB/7966/PE003a	1:50

office
ARCHITECTURAL BRANCH

ARCHITECTURAL SERVICES DEPARTMENT



NOTES			
no.	date	description	
1.	JULY/2013	REVISION AS CLOUDED	SA (E. AU) P.A. (M. HU)
REVISION			
drawn	W Y WONG	08/2012	
checked	K F CHAN	08/2012	
approved			
Chief Architect	(ORIGINAL SIGNED)	LI Ho-kin CA/2	
Senior Architect	(ORIGINAL SIGNED)	K.K. LEE SA/22(A)	
Project Architect	(ORIGINAL SIGNED)	T.C. CHAN A/207	date
contract no.	EX A512		
file no.	ASD52/7966/EXA512/C25/001		
project no.	ZX114		
contract	INSTALLATION OF AN EXTERNAL LIFT FOR THE YOUTH SQUARE IN CHAI WAN		
drawing title	ELEVATION 2 & 4 (DESIGN INTENT ONLY)		
drawing no.	AB/7966/PE004a	scale	1:50
office	ARCHITECTURAL BRANCH		
		ARCHITECTURAL SERVICES DEPARTMENT	

Schedule of Operating Hours of the YS

Facilities	Floor	Operating Hours per day⁽¹⁾
Y-Theatre	LG/F – G/F	0900-2300
Y-Platform	1/F	0900-2300
Y-Studio	2/F	0900-2300
Ticketing (Box) Office	LG1	1000-2130
Hong Kong Art School (a division of Hong Kong Arts Centre)	2M/F, 5/F, 8/F, 9/F and 12/F	0900-2300 (except Public Holidays)
Y-Mart (Retail shops)	3/F	1000-2200
Cafeteria	4/F	0800-2300
Multi-purpose areas / Offices	5/F	0800-2300
Multi-purpose areas	6/F	0800-2300
Civic Education and Resource Centre	7/F	0900 – 2100 (Mon – Fri) 0900 – 1800 (Sat & Sun) Closed on Public Holidays
Multi-function areas / Offices	7/F to 9/F	0800-2300
Offices	7/F to 9/F	0800-2000 on Mon to Fri 0800-1200 on Sat
Hostel Block	Hostel Block G/F to 12/F Main Block 12/F to 14/F	24 hours per day

Notes

- ⁽¹⁾ The Contractor shall advance and/or extend the operating hours of individual facility to meet operational need and service demand (e.g. on weekends or public holidays) provided that prior agreement is sought from the Government Representative and no nuisance or annoyance is caused to the nearby residents and general public.

Areas and Venues required Cleansing

Areas & Venues	Floor
Y-Theatre	LG/F to G/F, Main Block
Ticketing (Box) Office	LG1, Main Block
Y-Platform	1/F, Main Block
Y-Studio	2/F, Main Block
Ancillary Facilities for Y-Studio	2M/F, Main Block
Retail shops floor	3/F, Main Block
Cafeteria floor	4/F, Main Block
Multi-purpose Rooms/Area	5/F, Main Block
Dance Studio	6/F, Main Block
Multi-purpose Rooms/Area	6/F, Main Block
HAB Office, Civic Education Resource Centre	7/F, Main Block
Offices floors, Multi-purpose Room/Area	7/F to 9/F, Main Block
Hostel rooms and floors	G/F to 12/F of Hostel Block 12/F to 14/F of Main Block
Reception lobby	12/F of Main Block
General office	12/F of Main Block
Open courtyard	12/F of Main Block
Walking track	Hostel Block
All communal and common areas (including lifts and escalators) of Main Block and Hostel Block	Main Block and Hostel Block
Landscape, garden and plaza outside the main entrance	
All staircases and connecting areas to the footbridges	
All designated areas as indicated by the Government Representative within the boundary of YS	

Methods and Materials Used in Cleansing of Particular Finishes in the YS

METHOD

(A) Mosaic Tiles

Sweep clean of all dust - scrub with approved liquid detergent solution - wash down thoroughly with clean water - remove all excessive water from surface with clean cloth. An approved water emulsion polish may be applied to mosaic tile walls and dados where a highly polished finish is desirable.

N.B. Avoid unsafe cleaners that will eat away the concrete grouting surrounding the tiles.

(B) Terrazzo

Sweep clean of all dust - scrub with approved liquid detergent solution - wash down thoroughly with clean water - remove all excessive water from surface with clean cloth. An approved water emulsion polish may be applied to terrazzo walls and dados where highly polished finish is desirable.

N.B. Avoid unsafe cleaners, acids or other corrosive liquids that may eat the concrete matrix away from the marble chips.

(C) White or Coloured Rubbed Guano

Sweep clean of all dust - scrub with approved liquid detergent solution, wash down thoroughly with clean water and remove all excessive water with clean cloth.

N.B. Avoid the use of metal brushes or urine wool.

(D) Marble

Sweep clean of all dust - scrub with warm water and a non-caustic detergent. Wash down with clean water and remove all excessive water with clean cloth. The surface may be polished where a brilliant finish is desirable.

N.B. Avoid the use of acid which is harmful to marble.

(E) Thermo-Plastic (Asphalt or Vinyl) Tiles

Sweep clean of all dust - wash with a weak solution of approved liquid detergent solution, wash down thoroughly with clean water and dry with clean cloth. Apply a thin film of water emulsion Polymer type polish which is self-polishing and dry with a bright surface in about 20 minutes. After repeated applications of polish, a "build-up" of old polish may occur- this may be removed by the use of an approved concentrated detergent cleanser or the appropriate type of stripping agent.

N.B. Avoid using poor quality soaps with high Alkaline content, coarse

scouring power and solvents such as paraffin, white spirit, petrol, benzine etc. Rubber heel marks may be removed by the use of approved fine grade steel wool or nylon web pads.

(F) Quarry Tiles

Sweep clean of all dust - scrub wash with an approved liquid detergent solution - wash down thoroughly with clean water and dry thoroughly with clean cloth. If a dust free surface is required a coat of spirit solvent wax can be applied. Allow to dry out and when thoroughly dried buff to a brilliant finish preferably with a suitable polishing machine. Do not use pigmented polishes without prior approval from the Government Representative.

(G) Teak Block Floors

Sweep clean of all dust - apply a film of spirit solvent wax (do not use water emulsion wax unless the floor has been thoroughly sealed) or, where the traffic density is high, natural paste wax. Allow the liquid polish time to harden. Buff daily with a suitable polishing machine.

(H) GD Glazed Tiles

Brush clean of all dust - scrub wash with an approved liquid detergent solution - wash down thoroughly with clean water and dry thoroughly with clean cloth.

N.B. The Contractor should clean, rinse and dry on area of about 1 sq. metre at one time. This allows time to rinse before the cleaning solution has had time to dry and cause streaks.

(I) Linoleum

As for Thermo-Plastic Tiles.

N.B. High quality paste wax and spirit solvent wax can be used if traffic conditions are heavy. They should be applied generously, allowed to dry thoroughly and then buffed to a brilliant finish using a suitable polishing machine.

(J) Rubber Flooring

(i) Before waxing it is essential that the surface should be perfectly clean. When cleaning rubber flooring it is essential to avoid excessive use of water as this might creep between the joints of the flooring and affect the adhesion of the rubber to the sub-floor. The best method of cleaning of the rubber floor is by means of a paste cleaner applied with a damp cloth. Thorough rinsing is essential, again a minimum amount of water should be used and the floor dried thoroughly with a clean cloth. Good quality soap bar or liquid soap can also be used but soft soaps with high alkalinity, liquids containing essential oils (e.g. turpentine and pine oil) and coarse abrasives should be avoided.

(ii) When cleaning, the floor should be treated with an approved water emulsion

Polymer type polish, which should be allowed to dry thoroughly before traffic is allowed to pass over it.

N.B. Solvent based waxes should not be used on rubber floors. White spirit and other solvents such as petrol, benzene and paraffin attack rubber flooring causing it to become soft and stick and "bleeding" of colours may occur.

(K) Cork Flooring

- (i) The floor should first be cleaned with a good quality neutral soap or detergent. A minimum amount of water should be used as excess of water may seep between the tiles and loosen them from the floor. The floor should then be rinsed with clean water and thoroughly dried. Then dry steel wool (or gauze) may be used to remove stains and clean badly soiled areas.
- (ii) When dry, the floor should be sealed with either a polyurethane or oleo resinous seal. Such sealing is a specialized process and should not be attempted other than under experienced supervision. If the floor is not sealed, it then requires to heat the surface with several coats of high-grade polish or to fill up the pores. Over this base any polish including emulsions can be used. However, whatever polish is applied, it is to be shipped at regular intervals and followed by frequent maintenance detailed below.
- (iii) For subsequent maintenance an occasional application of floor wax, either solvent bound or an emulsion polish will considerably extend the life of the seal and provide a better resistance to scuffmarks.

(L) Maple wood flooring

The floor should be vacuum cleaned before mopping with a minimum amount of water.

N.B. No detergent of any kind shall be used.

(M) Painted surfaces (oil)

- (i) Flat finish : Remove all surface dust with a soft brush, wipe down with damp cloth containing weak approved detergent solution. Wipe down with a clean damp cloth. Persistent stains may be removed by the sparing use of a fine abrasive paste or powder.
- (ii) High gloss finishes : As above but do not use any form of abrasive to remove stains. The use of washing soda or any other highly alkaline material should also be avoided. For a superior finish a high quality paste wax can be applied and buffed to the required finish.

(N) Stainless steel

To maintain the original bright and clean appearance, accumulation of deposit from the atmosphere must be prevented. Frequent careful washing with soap and water or an approved detergent solution will maintain appearance indefinitely.

Avoid the use of abrasives and steel wool. Accumulated dirt may be removed by the use of nylon web pad.

(O) Bronze Finishes

- (i) Bright bronze must be kept free from dust during the process of toning down, so that the atmosphere may act on it evenly until the required colour is obtained. This action must then be checked and the surface preserved by building up on it (by frequent applications of wax polish) a coating of hard wax, impervious to moisture and easily polished.
- (ii) Chemically toned bronze requires the action of the atmosphere for a short time after fixing to "see" it to its permanent shade, during which time it should be kept free from dust by occasionally cleaning with a little petrol, after which the surface should be protected in the same way as natural toned bronze.

N.B. - The usual kinds of metal polish, and oil such as paraffin, should on no account be used. An approved natural wax may be used, apply with a cloth pad, allow drying out and when thoroughly dry, buffing to a brilliant finish.

(P) Aluminium

Thoroughly wash down with water containing non-alkaline soap or detergent and dry thoroughly with clean cloth. Accumulated dirt may be removed by the use of nylon pad. Occasional application of a wax polish may preserve an attractive appearance.

N.B. Avoid the use of abrasive and steel wool.

(Q) Chrome finishes

Chrome finishes very rarely require anything more than a rub down with a soft cloth, but to prevent "pitting" such finishes may be cleaned once per month with chrome cleaners.

(R) Carpet shampooing/Dry Cleaning

- (i) Rotary Brush Method – Dry vacuum the area first, then shampoo carpeting carefully with a good quality appropriately diluted liquid shampoo to comply with the manufacturer's instructions for operating the rotary machine. Use wet vacuum immediately to remove excessive water and slurry. After shampooing brush the carpet pile in the direction with a carpet pile brush and warn users not to walk on the carpet until it is completely dry. As a final operation, dry vacuum on the following day to remove and loose fluff and lint loosened by the refinishing process.
- (ii) Dry Form Method - Use a pile lifting machine to run over the area first. A fully automatic dry-foam machine which converts the liquid shampoo &

into a foaming fluffy solution will be operated to (i) lay the fluffy solution, (ii) scrub with brushes in one pass and in one direction and (iii) immediately suck up the slurry.

- (iii) Steam Extraction Method - Use a fully automatic steam machine to jet heated solution of appropriately mixed water and shampoo into the carpet under pressure in one pass and in one direction and remove all loosened dirt instantly by simultaneous vacuum action.

N.B. Before cleaning carpets with any of the above methods, it is essential to clear the room of all light furniture and scrub a small area to check for colour fastness and backing wetness. Only skilled operators are allowed to carry out such carpet shampooing and great care must be taken to prevent shrinkage and oversetting. A second pass may be necessary in heavily soiled areas.

Minimum Performance Targets and Performance Targets for Payment of Incentive Management Fee and Deduction of Basic Management Fee

Deduction of Management Fee			Key Performance Indicator (KPI)	Minimum Performance Targets	Incentive Management Fee		
1% of Annual Basic Management Fee	0.5% of Annual Basic Management Fee	0.3% of Annual Basic Management Fee			1.25% of Annual Basic Management Fee	1.5% of Annual Basic Management Fee	2% of Annual Basic Management Fee
Performance Level for Deduction of Annual Basic Management Fee from the 2nd year of the Contract Term ^ [^ The Annual Basic Management Fee will be deducted on annual basis if the actual performance of individual KPI ("X") of the year under consideration falls in the performance level specified. The total amount to be deducted for the year concerned will be equal to the sum of the deduction amount worked out having regard to the actual performance of individual KPI.]					Performance Targets for Incentive Management Fee starting from the 2nd year of the Contract Term * [* Incentive Management Fee would be awarded in accordance with the respective amount level only if the actual performance of all KPIs of the year under consideration reaches the proposed performance targets specified for the amount level concerned.]		
(a) Satisfaction Level of Youth Participants The percentage of respondents of customer survey rank '4' or above in a 6-unit scale (where '1' denotes extremely dissatisfied and '6' denotes extremely satisfied) (Customer satisfaction survey for at least 1,000 youth participants shall be organised every year.)			not less than 75%	not less than 80%	not less than 85%	not less than 90%	
9 or less than 9 venue promotional programmes organised per annum with over 300 youths participated per programme	10 venue promotional programmes organised per annum with over 300 youths participated per programme	11 venue promotional programmes organised per annum with over 300 youths participated per programme	No. of venue promotional programmes organised and no. of youth participants	at least 12 venue promotional programmes organised per annum with over 300 youths participated per programme	at least 12 venue promotional programmes organised per annum with over 500 youths participated per programme [Note: The Government may consider providing additional funding to support the management agent to carry out additional/larger scale youth development and promotional programmes.]		
(c) Occupancy and Usage (Refer to #) (i) Occupancy Rate of Hostel (Y-Loft)			70%	78%	82%	85%	
X < 42%	42% ≤ X < 56%	56% ≤ X < 63%	(ii) Usage Rate of Retail Shops and Office Units	80%	85%	90%	
X < 48%	48% ≤ X < 64%	64% ≤ X < 72%	(iii) Usage Rate of Multi-purpose Rooms	50%	65%	75%	
X < 30%	30% ≤ X < 40%	40% ≤ X < 45%	(iv) Usage Rate of Y-Theatre and Y-Studio	75%	80%	85%	
X < 45%	45% ≤ X < 60%	60% ≤ X < 67%	(v) Usage Rate of Y-Platform	50%	60%	70%	
X < 30%	30% ≤ X < 40%	40% ≤ X < 45%	(d) Service Availability of Major Electrical and Mechanical Systems • Electricity Supply Installation • Air-conditioning Installation • Lift and Escalator Installation • Fire Services Installation	95%	98%	99%	
X < 57%	57% ≤ X < 76%	76% ≤ X < 85%		95%	98%	99%	
- ditto -	- ditto -	- ditto -		95%	98%	99%	
- ditto -	- ditto -	- ditto -		95%	99%	99%	
- ditto -	- ditto -	- ditto -		95%	99%	99%	
X < 60%	60% ≤ X < 80%	80% ≤ X < 90%	(e) General Operational Services (Compliance with all statutory requirements in maintaining the Youth Square and the facilities therein)	100%	N.A.	N.A.	
X < 60%	60% ≤ X < 80%	80% ≤ X < 90%	(f) Security (Availability of Security Guards to provide security service and emergency support)	100%	N.A.	N.A.	
X < 54%	54% ≤ X < 72%	72% ≤ X < 81%	(g) Cleansing (Provision of regular cleansing services according to work schedule)	90%	95%	100%	
			(h) Achieving youth development objectives, i.e. the 6Gs principle (namely Groom, Growth, Green, Global vision, Glow, and Give) (i) Ratio of youth events	not less than 50%	not less than 55%	not less than 60%	
X < 30%	30% ≤ X < 40%	40% ≤ X < 45%	(ii) Ratio of target-mix of the occupancy of Hostel (i.e. occupancy by youths/youth organisations/organisations holding youth activities vs others)	not less than 40%	not less than 45%	not less than 50%	
X < 24%	24% ≤ X < 32%	32% ≤ X < 36%	(iii) Relevance to 6Gs for venue promotional events	all venue promotional programmes shall contain at least one of the 6G elements	At least 2 Gs	At least 3 Gs	
fail to contain at least 1G	fail to contain at least 1G	fail to contain at least 1G	(iv) Youth participants' satisfaction level for events in achieving 6Gs under the Customer Satisfaction Survey in (a)	same as (a) above	same as (a) above	same as (a) above	
same as (a) above	same as (a) above	same as (a) above	- the percentage of respondents considered the event(s) can achieve any one of the 6Gs	same as (a) above	same as (a) above	same as (a) above	
Overall percentage less than 30%	Overall percentage less than 40%	Overall percentage less than 45%	- the percentage of respondents rank '4' or above in a 6-unit scale showing the extent to which the event(s) can achieve the 6Gs	Overall percentage not less than 50%	Overall percentage not less than 55%	Overall percentage not less than 60%	
					Overall percentage not less than 65%		

Occupancy rates are calculated as follows:

$$(i) \text{ Occupancy Rate for Hostel (Y-Loft)} = \frac{\text{Total number of room nights sold in the fiscal year}}{\text{Total number of room nights in the fiscal year}}$$

$$(ii) \text{ Usage Rate for Retail Shops} = \frac{\text{Sum of the monthly occupied area (at month-end) in the fiscal year}}{\text{Sum of the monthly total lease area (at month-end) in the fiscal year}}$$

$$\text{Usage Rate for Office Units} = \frac{\text{Sum of the monthly occupied area (at month-end) in the fiscal year}}{\text{Sum of the monthly total lease area (at month-end) in the fiscal year}}$$

$$(iii) \text{ Usage Rates of Multi-purpose Rooms} = \frac{\text{Total number of hours for event of all multi-purpose rooms in the fiscal year}}{\text{Total number of hours for booking of all multi-purpose rooms in the fiscal year} - \text{Total number of hours for maintenance of all multi-purpose rooms in the fiscal year}}$$

$$(iv) \text{ Usage Rates of Y-Theatre and Y-Studio} = \frac{\text{Total number of sessions for event in the fiscal year} + \text{Total number of sessions for changeover in the fiscal year}}{\text{Total number of sessions in the fiscal year} - \text{Total number of sessions for maintenance in the fiscal year}}$$

$$(v) \text{ Usage Rate of Y-Platform} = \frac{\text{Total number of sessions for event in the fiscal year} + \text{Total number of sessions for changeover in the fiscal year}}{\text{Total number of sessions in the fiscal year} - \text{Total number of sessions for maintenance in the fiscal year}}$$

Planned Preventive Maintenance Requirement
(Maintenance Schedule)

Table of Content

<u>Item</u>	<u>Maintenance Code</u>
1. General Electrical Installation	E1
2. General Lighting System	E2
3. Emergency Lighting System	E3
4. External Lighting System	E4
5. Small Power Circuit System	E5
6. Portable Electrical Tool Appliances	E6
7. Lightning Protection System	E7
8. Earthing System	E8
9. ELV/Data Cabling System	E9
10. Conduit & Trunking Installation	E10
11. LV Switchboards	E11
12. Distribution Boards	E12
13. Lighting Controls	E13
14. Security System	E14
15. Motor Control Panels	E15
16. Busbar Chamber	E16
17. Emergency Generator	E17
18. Motors and Starters	E18
19. Lifts and Escalators	E19
20. Electric Water Heaters	E20
21. General Fire Service Installations	F1
22. Fixed Fire Protection System Using Water as an Extinguishing Agent	F2
23. Fire Alarm and Detection System	F3

24.	Fire Service Pumps / Sprinkler Water Pumps	F4
25.	Portable Fire Extinguishers	F5
26.	Fire Protection System Using Chemical as an Extinguishing Agents	F6
27.	Fire Service / Sprinkler Water Tanks	F7
28.	General HVAC System	M1
29.	HVAC Control System	M2
30.	Chillers / Water-cooled Condensers	M3
31.	Fan Coil Units	M4
32.	Water Treatment	M5
33.	Central Control and Monitoring System (CCMS)	M6
34.	Chilled Water Pumps	M7
35.	Air Handling Units / Primary Air Handling Units	M8
36.	Air Cooled Split Type A/C Units	M9
37.	Room Coolers	M10
38.	Ventilating System	M11
39.	Dehumidifiers	M12
40.	Lifting Appliance, Lifting Gear and Gondola System	L1
41.	Fall Arrest System	L2
42.	General Plumbing and Drainage System	P1
43.	Burst of Fresh/Flushing Water Pipe	P2
44.	General Gas Installation	G1
45.	Gas Appliances and Water Heater	G2
46.	Catering Equipment	C1
47.	Building signs and appendages	B1

Item	Maintenance Code
General Electrical Installation	E1
Monthly	
E1/1 - Check fixed electrical equipment / appliances for physical damage, sign of water ingress and/or corrosion.	
E1/2 - Check fixed electrical equipment / appliances for malfunction and/or fault.	
E1/3 - Check and record the readings of energy meters (e.g. volt / current / watt / power factor).	
Annually	
E1/4 - Check fixed electrical equipment / appliances for physical damage, sign of water ingress and/or corrosion.	
E1/5 - Check fixed electrical equipment / appliances for malfunction and/or fault.	
E1/6 - Check and record the readings of energy meters (e.g. volt / current / watt / power factor).	
E1/7 - Check fixed electrical installation for overheat by using infra-red thermometer.	
E1/8 - Check electrical cable connections / terminations for tight and secure.	
E1/9 - Check that all relevant labels / warning signs / notices are provided on or adjacent to fixed electrical equipment / appliances and are up-to-date.	
E1/10 - Check that all relevant distribution board schedules / circuit diagrams / schematic drawings are provided on or adjacent to fixed electrical equipment / appliances and are up-to-date.	
5 Yearly	
E1/11 - Electrical installation of building will be inspected, tested and certified on a Periodic Test Certificate (EMSD Form WR2) at least once every 5 years if the approved loading exceeds 100A (Amperes).	
E1/12 - After inspection, testing and repair, registered electrical contractor and worker will issue a Periodic Test Certificate to confirm that the electrical installation is in proper working order and complies with the statutory requirements.	
E1/13 - Submit the certificate to EMSD for endorsement. After that, the certificate may be retained for future inspection by EMSD.	
As Necessary	
E1/14 - Replace electrical equipment / components in case of damage / fault.	

Item	Maintenance Code
General Lighting System	E2
Monthly	
E2/1 - Check luminaire (e.g. fluorescent / halogen/ LED lightings) for physical damage, sign of water ingress and/or corrosion.	
E2/2 - Check luminaire (e.g. fluorescent / halogen/ LED lightings) for malfunction and/or fault.	
Annually	
E2/3 - Check luminaire (e.g. fluorescent / halogen/ LED lightings) for physical damage, sign of water ingress and/or corrosion.	
E2/4 - Check luminaire (e.g. fluorescent / halogen/ LED lightings) for malfunction and/or fault	
E2/3 - Check electrical cable connections / terminations for tight and secure.	
E2/6 - Clean luminaire (e.g. fluorescent / halogen/ LED lightings) with a damp cloth, if necessary.	
As Necessary	
E2/7 - Replace fluorescent tube / halogen lamp / LED lamp in case of damage / fault.	
E2/7 - Replace starter / transformer in case of damage / fault.	
E2/9 - Dispose of fluorescent tube / halogen lamp / LED lamp in a container situated at a ventilated area.	

Item	Maintenance Code
Emergency Lighting System	E3
Monthly	
E3/1 - Check central battery system (e.g. battery chargers and external sealed lead-acid batteries) for physical damage, sign of water ingress and/or corrosion.	
E3/2 - Check emergency lightings (e.g. central battery lightings / self-contain battery lightings / exit sign lights) for physical damage, sign of water ingress and/or corrosion.	
E3/3 - Check emergency lightings (e.g. central battery lightings / self-contain battery lightings / exit sign lights) for malfunction and/or fault.	
6 Monthly	
E3/4 - Check central battery system (e.g. battery chargers and external sealed lead-acid batteries) for physical damage, sign of water ingress and/or corrosion.	
E3/4 - Check emergency lightings (e.g. central battery lightings / self-contain battery lightings / exit sign lights) for physical damage, sign of water ingress and/or corrosion.	
E3/6 - Carry out function and battery test for central battery system by using built-in test button or isolating electricity supply of lighting (e.g. remove main fuse). Check central battery system (e.g. battery chargers and external sealed lead-acid batteries) and emergency lightings (e.g. central battery lightings / exit sign lights) for malfunction and/or fault.	
E3/7 - Carry out function and battery test for emergency lightings (e.g. self-contain battery lightings / exit sign lights) by using built-in test button or isolating electricity supply of lighting (e.g. remove fuse). Check self-contain batteries and emergency lightings (e.g. self-contain battery lightings / exit sign lights) for malfunction and/or fault	
Annually	
E3/8 - Check central battery system (e.g. battery chargers and external sealed lead-acid batteries) for physical damage, sign of water ingress and/or corrosion.	
E3/9 - Check emergency lightings (e.g. central battery lightings / self-contain battery lightings / exit sign lights) for physical damage, sign of water ingress and/or corrosion.	
E3/10 - Carry out function and battery test for central battery system by using built-in test button or isolating electricity supply of lighting (e.g. remove main fuse). Check central battery system (e.g. battery chargers and external sealed lead-acid batteries) and emergency lightings (e.g. central battery lightings / exit sign lights) for malfunction and/or fault.	
E3/11 - Carry out function and battery test for emergency lightings (e.g. self-contain battery lightings / exit sign lights) by using built-in test button or isolating electricity supply of lighting (e.g. remove fuse). Check self-contain batteries and emergency lightings (e.g. self-contain battery lightings / exit sign lights) for malfunction and/or fault	
E3/12 - Check electrical cable connections / terminations for tight and secure.	
E3/13 - Clean and apply grease to the exposed cable terminations of external sealed lead-acid batteries, if necessary.	
E3/14 - Clean emergency lightings (e.g. central battery lightings / self-contain battery lightings / exit sign lights) with a damp cloth, if necessary.	
E3/15 - On completion of the annual maintenance work, registered fire service contractor issue a FS maintenance certificate (FS251) to confirm that the emergency lightings are in proper working order and comply with relevant statutory requirements.	

As Necessary

E3/16 - Replace fluorescent tube / halogen lamp / LED lamp in case of damage / fault.

E3/17 - Replace starter / transformer in case of damage / fault.

E3/18 - Dispose of fluorescent tube / halogen lamp / LED lamp in a container situated at a ventilated area.

Item	Maintenance Code
External Lighting System	E4
<p>Monthly</p> <p>E4/1 - Check external lightings (e.g. weatherproof type fluorescent light / flood light / LED light) for physical damage, sign of water ingress and/or corrosion.</p> <p>E4/2 - Check external lightings (e.g. weatherproof type fluorescent light / flood light / LED light) for malfunction and/or fault.</p> <p>Annually</p> <p>E4/3 - Check external lightings (e.g. weatherproof type fluorescent light / flood light / LED light) for physical damage, sign of water ingress and/or corrosion.</p> <p>E4/4 - Check external lightings (e.g. weatherproof type fluorescent light / flood light / LED light) for malfunction and/or fault</p> <p>E4/5 - Check electrical cable connections / terminations for tight and secure.</p> <p>E4/6 - Clean external lightings (e.g. weatherproof type fluorescent light / flood light / LED light) with a damp cloth, if necessary.</p> <p>As Necessary</p> <p>E4/7 - Replace fluorescent tube / lamp blub / LED lamp in case of damage / fault.</p> <p>E4/8 - Replace starter / transformer in case of damage / fault.</p> <p>E4/9 - Dispose of fluorescent tube / lamp blub / LED lamp in a container situated at a ventilated area.</p>	

Item	Maintenance Code
Small Power Circuit System	E5
<p>Annually</p> <p>Refer to the E1 General Electrical Installation.</p>	

Item	Maintenance Code
Portable Electrical Tool Appliances	E6
<p>Annually</p> <p>E6/1 - Check electrical tool appliances and associated flexible cable and fused plug for physical damage, sign of water ingress and/or corrosion.</p> <p>E6/2 - Check electrical tool appliances and associated fused plug for malfunction and/or fault.</p> <p>E6/3 - Check electrical cable connections / terminations for tight and secure.</p> <p>E6/4 - Check all relevant labels / warning signs / notices are provided on or adjacent to electrical equipment / appliances and are up-to-date.</p> <p>As Necessary</p> <p>E6/5 - Replace electrical tool appliances / components in case of damage / fault.</p>	

Item	Maintenance Code
Lightning Protection System	E7
<p>Annually</p> <p>E7/1 - Check lightning protection equipment / components for physical damage, sign of water ingress and/or corrosion.</p> <p>E7/2 - Check lightning conductor fixing, joints and terminations for tight and secure.</p> <p>E7/3 - Check all relevant labels / warning signs are provided on or adjacent to lightning protection equipment / components and are up-to-date.</p> <p>5 Yearly</p> <p>E7/4 - Electrical installation of building will be inspected, tested and certified on a Periodic Test Certificate (EMSD Form WR2) at least once every 5 years if the approved loading exceeds 100A (Amperes).</p> <p>E7/5 - After inspection, testing and repair, registered electrical contractor and worker will issue a Periodic Test Certificate to confirm that the electrical installation is in proper working order and complies with relevant statutory requirements.</p> <p>E7/6 - Submit the certificate to EMSD for endorsement. After that, the certificate may be retained for future inspection by EMSD.</p> <p>As Necessary</p> <p>E7/7 - Replace lightning protection equipment / components in case of damage / fault.</p>	

Item	Maintenance Code
Earthing System	E8
<p>Annually</p>	
<p>E8/1 - Check earthing equipment / components for physical damage, sign of water ingress and/or corrosion.</p>	
<p>E8/2 - Check earthing conductor fixing, joints and terminations for tight and secure.</p>	
<p>E8/3 - Check all relevant labels / warning signs are provided on or adjacent to earthing equipment / components and are up-to-date.</p>	
<p>5 Yearly</p>	
<p>E8/4 - Electrical installation of building will be inspected, tested and certified on a Periodic Test Certificate (EMSD Form WR2) at least once every 5 years if the approved loading exceeds 100A (Amperes).</p>	
<p>E8/5 - After inspection, testing and repair, registered electrical contractor and worker will issue a Periodic Test Certificate to confirm that the electrical installation is in proper working order and complies with relevant statutory requirements.</p>	
<p>E8/6 - Submit the certificate to EMSD for endorsement. After that, the certificate may be retained for future inspection by EMSD.</p>	
<p>As Necessary</p>	
<p>E8/7 - Replace earthing equipment / components in case of damage / fault.</p>	

Item	Maintenance Code
ELV System / Data Cabling System	E9
<p>Annually</p> <p>E9/1 - Check ELV system (e.g. automatic door system in disabled toilets, emergency call bell system in disabled and female toilets)/ components for physical damage, sign of water ingress and/or corrosion.</p> <p>E9/2 - Check Data cabling system/ components for physical damage, sign of water ingress and/or corrosion.</p> <p>E9/3 - Check ELV system/ components for malfunction or fault (e.g. automatic door operation and emergency call function).</p> <p>E9/4 - Check cable connections / terminations for tight and secure.</p> <p>E9/5 - Check that all relevant labels / warning signs are provided on or adjacent to ELV / Data cabling equipment and are up-to-date.</p> <p>As Necessary</p> <p>E9/6 - Replace ELV / data cabling equipment in case of damage / fault.</p>	

Item	Maintenance Code
Conduit and Trunking Installations	
E10	
<p>Annually</p> <p>E10/1 - Check conduit and trunking for physical damage, sign of water ingress and/or corrosion.</p> <p>E10/2 - Check conduit and trunking for tight and secure.</p> <p>E10/3 - Check all relevant labels / warning signs are provided on or adjacent to conduit and trunking and are up-to-date.</p>	

Item	Maintenance Code
LV Switchboards	E11
Monthly	
E11/1 - Check LV Switchboards / switchgears for physical damage, sign of water ingress and/or corrosion.	
E11/2 - Check switchgears for fault (tripped) or abnormal (incorrectly switched off).	
E11/3 - Check indicating lights / lamp bulbs for malfunction and/or fault.	
E11/4 - Check and record the readings of energy meters (e.g. volt / current / watt / power factor).	
E11/5 - Check LV Switchboards for overheat by using infra-red thermometer.	
E11/6 - Check maintenance access and working space of LV Switch Room for tidy and safe (e.g. ventilation and lightings).	
Annually	
E11/7 - Check LV Switchboards / switchgears for physical damage, sign of water ingress and/or corrosion.	
E11/8 - Check switchgears for fault (tripped) or abnormal (incorrectly switched off).	
E11/9 - Check indicating lights / lamp bulbs for malfunction and/or fault.	
E11/10 - Check and record the readings of energy meters (e.g. volt / current / watt / power factor).	
E11/11 - Check LV Switchboards for overheat by using infra-red thermometer.	
E11/12 - Check maintenance access and working space of LV Switch Room for tidy and safe (e.g. ventilation and lightings).	
E11/13 - Check electrical cable connections / terminations for tight and secure. Clean LV Switchboards by using vacuum cleaner if necessary.	
E11/14 - Check that all relevant labels / warning signs / notices are provided on or adjacent to fixed electrical equipment / appliances and are up-to-date.	
E11/15 - Check that all relevant circuit diagrams / schematic drawings are provided on or adjacent to fixed electrical equipment / appliances and are up-to-date.	
5 Yearly	
E11/16 - Electrical installation of building will be inspected, tested and certified on a Periodic Test Certificate (EMSD Form WR2) at least once every 5 years if the approved loading exceeds 100A (Amperes).	
E11/17 - After inspection, testing and repair, registered electrical contractor and worker will issue a Periodic Test Certificate to confirm that the electrical installation is in proper working order and complies with relevant statutory requirements.	
E11/18 - Submit the certificate to EMSD for endorsement. After that, the certificate may be retained for future inspection by EMSD.	
As Necessary	
E11/19 - Replace LV switchboard components / switchgears (e.g. indicating lights / lamp bulbs / fuses) in case of damage / fault.	

Item	Maintenance Code
Distribution Boards	E12
Monthly	
E12/1 - Check distribution boards / switchgears for physical damage, sign of water ingress and/or corrosion.	
E12/2 - Check switchgears for fault (tripped) or abnormal (incorrectly switched off).	
E12/3 - Check maintenance access and working space of Electrical Rooms / Meter Rooms for tidy and safe (e.g. lightings).	
Annually	
E12/4 - Check distribution boards / switchgears for physical damage, sign of water ingress and/or corrosion.	
E12/5 - Check switchgears for fault (tripped) or abnormal (incorrectly switched off).	
E12/6 - Check maintenance access and working space of Electrical Rooms / Meter Rooms for tidy and safe (e.g. lightings).	
E12/7 - Check distribution boards for overheat by using infra-red thermometer.	
E12/8 - Check electrical cable connections / terminations for tight and secure. Clean distribution boards by using vacuum cleaner, if necessary.	
E12/9 - Check that all relevant labels / warning signs / notices are provided on or adjacent to fixed electrical equipment / appliances and are up-to-date.	
E12/10 - Check that all relevant distribution board schedules / diagrams are provided on or adjacent to fixed electrical equipment / appliances and are up-to-date.	
5 Yearly	
E12/11 - Electrical installation of building will be inspected, tested and certified on a Periodic Test Certificate (EMSD Form WR2) at least once every 5 years if the approved loading exceeds 100A (Amperes).	
E12/12 - After inspection, testing and repair, registered electrical contractor and worker will issue a Periodic Test Certificate to confirm that the electrical installation is in proper working order and complies with relevant statutory requirements.	
E12/13 - Submit the certificate to EMSD for endorsement. After that, the certificate may be retained for future inspection by EMSD.	
As Necessary	
E12/14 - Replace distribution board components / switchgears (e.g. RCCB / ELCB / MCB) in case of damage / fault.	

Item	Maintenance Code
Lighting Controls	
E13	
<p>Annually</p> <p>E13/1 - Check lighting control components (e.g. timer) / sensors for physical damage, sign of water ingress and/or corrosion.</p> <p>E13/2 - Check lighting control components (e.g. timer) / sensors for malfunction or fault.</p> <p>E13/3 - Check and adjust time setting of automatic lighting control switches (e.g. timer) if necessary.</p> <p>E13/4 - Check electrical cable connections / terminations for tight and secure.</p> <p>E13/5 - Check that all relevant labels / warning signs / notices are provided on or adjacent to fixed electrical equipment / appliances and are up-to-date.</p> <p>As Necessary</p> <p>E13/6 - Replace automatic lighting control switches (e.g. timer) / sensors in case of damage / fault.</p>	

Item	Maintenance Code
Security System	E14
<p>Annually</p> <p>E14/1 - Check CCTV system / components (e.g. CCTV cameras / LCD monitors / DVRs) for physical damage, sign of water ingress and/or corrosion.</p> <p>E14/2 - Check CCTV system / components for malfunction or fault (e.g. pan-tilt-zoom operation / CCTV images / recording and playback functions)</p> <p>E14/3 - Check setting of DVRs and adjust day & time / hard disk storage capacity of DVRs if necessary.</p> <p>E14/4 - Check cable connections / terminations for tight and secure.</p> <p>E14/5 - Check that all relevant labels / warning signs / notices are provided on or adjacent to security equipment and are up-to-date.</p> <p>As Necessary</p> <p>E14/6 - Check and adjust viewing angle of CCTV cameras if necessary.</p> <p>E14/7 - Replace CCTV system components (e.g. CCTV cameras / LCD monitors / DVRs) in case of damage / fault.</p>	

Item	Maintenance Code
Motor Control Panels	E15
Monthly	
E15/1 - Check motor control panels / switchgears for physical damage, sign of water ingress and/or corrosion.	
E15/2 - Check switchgears for fault (tripped) or abnormal (incorrectly switched off).	
E15/3 - Check indicating lights / lamp bulbs for malfunction and/or fault.	
E15/4 - Check and record the readings of volt / current meters, if any.	
E15/5 - Check maintenance access and working space of AC Plant Rooms / AHU Rooms / FS & Sprinkler Pump Room / Potable Water Pump Room for tidy and safe (e.g. ventilation and lightings).	
Annually	
E15/6 - Check motor control panels for physical damage, sign of water ingress and/or corrosion.	
E15/7 - Check switchgears for fault (tripped) or abnormal (incorrectly switched off).	
E15/8- Check that safety interlock devices are in proper working order (e.g. thermal overload / emergency stop).	
E15/9 - Check indicating lights / lamp bulbs for malfunction and/or fault.	
E15/10 - Check and record the readings of volt / current / hour meters, if any.	
E15/11 - Check maintenance access and working space of AC Plant Rooms / AHU Rooms / FS & Sprinkler Pump Room / Potable Water Pump Room for tidy and safe (e.g. ventilation and lightings).	
E15/12 - Check and adjust setting of automatic control switches (e.g. timer), if necessary.	
E15/13 - Clean motor control panels by using vacuum cleaner, if necessary.	
E15/14 - Check electrical cable connections / terminations for tight and secure.	
E15/15 - Check that all relevant labels / warning signs / notices are provided on or adjacent to fixed electrical equipment / appliances and are up-to-date.	
E15/16 - Check that all relevant circuit diagrams / schematic drawings are provided on or adjacent to fixed electrical equipment / appliances and are up-to-date.	
As Necessary	
E15/17 - Replace components of motor control panel (e.g. indicating lights / lamp bulbs / fuses) in case of damage / fault.	

Item	Maintenance Code
Busbar Chamber	E16
<p>Monthly</p> <p>E16/1 - Check busbar chamber / switchgears for physical damage, sign of water ingress and/or corrosion.</p> <p>E16/2 - Check switchgears for fault (tripped) or abnormal (incorrectly switched off).</p> <p>E16/3 - Check maintenance access and working space of Electrical Rooms / Meter Rooms for tidy and safe (e.g. lightings).</p> <p>Annually</p> <p>E16/4 - Check busbar chamber / switchgears for physical damage, sign of water ingress and/or corrosion.</p> <p>E16/5 - Check switchgears for fault (tripped) or abnormal (incorrectly switched off).</p> <p>E16/6 - Check maintenance access and working space of Electrical Rooms / Meter Rooms for tidy and safe (e.g. lightings).</p> <p>E16/7 - Check busbar chamber for overheat by using infra-red thermometer.</p> <p>E16/8 - Check busbar chamber connections / plug-in isolators for tight and secure.</p> <p>E16/9 - Check that all relevant labels / warning signs / notices are provided on or adjacent to fixed electrical equipment / appliances and are up-to-date.</p> <p>5 Yearly</p> <p>E16/10 - Electrical installation of building will be inspected, tested and certified on a Periodic Test Certificate (EMSD Form WR2) at least once every 5 years if the approved loading exceeds 100A (Amperes).</p> <p>E16/11 - After inspection, testing and repair, registered electrical contractor and worker will issue a Periodic Test Certificate to confirm that the electrical installation is in proper working order and complies with relevant statutory requirements.</p> <p>E16/12 - Submit the certificate to EMSD for endorsement. After that, the certificate may be retained for future inspection by EMSD.</p> <p>As Necessary</p> <p>E16/13 - Replace busbar chamber components (e.g. plug-in isolator) in case of damage / fault.</p>	

Item	Maintenance Code
Emergency Generator	E17
Monthly	
E17/1 - Check emergency generator with associated cooling fan system, fuel oil supply system, battery charger system, control panel, generator switchboard, switchgears for physical damage, sign of water ingress and/or corrosion.	
E17/2 - Check switchgears for fault (tripped) or abnormal (incorrectly switched off).	
E17/3 - Check the capacity and temperature of fuel oil / coolant (water) and refill the fuel / coolant (water) if necessary.	
E17/4 - Check that lubricating oil is maintained at proper level and report when any leakage is found.	
E17/5 - Check condition of fan belts / air filters and replace them if necessary.	
E17/6 - Carry out running test by manual start the emergency generator for 15-30 minutes.	
E17/7 - Check generator speed and any abnormal noise emitted from generator.	
E17/8 - Check and record the readings of volt / current / hour meters / speed of generator.	
E17/9 - Check cooling fan system, fuel oil supply system and battery charger system for malfunction and/or fault.	
E17/10 - Check generator and switchboard for overheat by using infra-red thermometer.	
E17/11 - Check colour of hot smoke exhausted to outdoor by using a hot smoke scale.	
E17/12 - Check maintenance access and working space of Generator Room and Fuel Oil Tank Room (e.g. ventilation and lightings) for tidy and safe.	
Annually	
E17/13 - Check emergency generator with associated cooling fan system, fuel oil supply system, battery charger system, control panel, generator switchboard, switchgears for physical damage, sign of water ingress and/or corrosion.	
E17/14 - Check switchgears for fault (tripped) or abnormal (incorrectly switched off).	
E17/15 - Check the capacity and temperature of fuel oil / coolant (water) and refill the fuel / coolant (water) if necessary.	
E17/16 - Check that lubricating oil is maintained at proper level and report when any leakage is found.	
E17/17 - Check condition of air filter(s) / fan belt(s) and replace them if necessary.	
E17/18 - Carry out running test by simulate a suspension of electricity supply (if applicable) or by manual start the emergency generator for 15-30 minutes.	
E17/19 – Check automatic transfer switch (ATS) for malfunction and/or fault (if applicable).	
E17/20 - Check generator speed and any abnormal noise emitted from generator.	
E17/21 - Check and record the readings of volt / current / hour meters / speed of generator.	
E17/22 - Check cooling fan system, fuel oil supply system and battery charger system for malfunction and/or fault.	
E17/23 - Check generator and switchboard for overheat by using infra-red thermometer.	

- E17/24 - Check colour of hot smoke exhausted to outdoor by using a hot smoke scale.
- E17/25 - Check maintenance access and working space of Generator Room and Fuel Oil Tank Room (e.g. ventilation and lightings) for tidy and safe.
- E17/26 - Clean generator / control panel / generator switchboard by using vacuum cleaner, if necessary.
- E17/27 - Check electrical cable connections / terminations for tight and secure. Apply grease to the exposed cable terminations of external batteries, if necessary.
- E17/28 - Check that all relevant labels / warning signs / notices are provided on or adjacent to fixed electrical equipment / appliances and are up-to-date.
- E17/29 - Check that all relevant circuit diagrams / schematic drawings are provided on or adjacent to fixed electrical equipment / appliances and are up-to-date.
- E17/30 - On completion of the annual maintenance work, registered fire service contractor issue a FS maintenance certificate (FS251) to confirm that the emergency generator is in proper working order and complies with relevant statutory requirements.

5 Yearly

- E17/31 - Electrical installation of building will be inspected, tested and certified on a Periodic Test Certificate (EMSD Form WR2) at least once every 5 years if the approved loading exceeds 100A (Amperes).
- E17/32 - After inspection, testing and repair, registered electrical contractor and worker will issue a Periodic Test Certificate to confirm that the electrical installation is in proper working order and complies with relevant statutory requirements.
- E17/33 - Submit the certificate to EMSD for endorsement. After that, the certificate may be retained for future inspection by EMSD.

As Necessary

- E17/34 - Replace generator equipment / components in case of damage (e.g. indicating lights / lamp bulbs / air filters).

Item	Maintenance Code
Motors and Starters	E18
<p>MOTORS</p> <p>Monthly</p> <p>E18/1 - Check motor and associated fan for physical damage, sign of water ingress and/or corrosion.</p> <p>E18/2 - Check fixing and coupling of motor for tight and secure.</p> <p>E18/3 - Check motor for malfunction and/or fault (e.g. without excessive vibration, overheat or abnormal noise)</p> <p>Annually</p> <p>E18/4 - Check motor and associated fan for physical damage, sign of water ingress and/or corrosion.</p> <p>E18/5 - Check fixing and coupling of motor for tight and secure.</p> <p>E18/6 - Check motor for malfunction and/or fault (e.g. without excessive vibration, overheat, abnormal noise, coupling alignment)</p> <p>E18/7 - Check speed and winding insulation of motor.</p> <p>E18/8 - Clean motor and associated fan by using vacuum cleaner, if necessary.</p> <p>E18/9 - Check electrical cable connections / terminations for tight and secure. Apply grease to the exposed cable terminations, if necessary.</p> <p>E18/10 - Check that all relevant labels / warning signs / notices are provided on or adjacent to fixed electrical equipment / appliances and are up-to-date.</p> <p>As Necessary</p> <p>E18/11 - Replace motor components (e.g. motor bearing / fan blade) in case of damage / fault.</p> <p>STARTERS</p> <p>Monthly and Annually</p> <p>Refer to the E15 Motor Control Panels.</p>	

Item	Maintenance Code
Lifts and Escalators	E19
LIFTS	
Weekly	
E19/1 - Carry out weekly inspection and maintenance services in accordance with the routine inspection checklist.	
Monthly	
E19/2 - Carry out monthly inspection and maintenance services in accordance with the routine inspection checklist.	
Annually	
E19/3 - Carry out annual inspection and maintenance services in accordance with the routine inspection checklist.	
E19/4 - On completion of the annual maintenance work, registered lift engineer issue a lift safety certificate to confirm that the lifts are in proper working order and complies with the statutory requirements.	
As Necessary	
E19/5 - Replace lift equipment / components in case of damage (e.g. fault indicating lights / lamp bulbs).	
E19/6 - Replace steel ropes or adjust length of steel ropes if necessary.	
ESCALATORS	
Weekly	
E19/7 - Carry out weekly inspection and maintenance services in accordance with the routine inspection checklist.	
Monthly	
E19/8 - Carry out monthly inspection and maintenance services in accordance with the routine inspection checklist.	
Half-yearly	
E19/9 - Carry out annual inspection and maintenance services in accordance with the routine inspection checklist.	
E19/10 - On completion of the half-yearly maintenance work, registered escalator engineer issue a lift safety certificate to confirm that the lifts are in proper working order and comply with relevant statutory requirements.	
As Necessary	
E19/11 - Replace escalator components in case of damage (e.g. bearings / rollers).	

Item	Maintenance Code
Electric Water Heaters	E20
<p>6 monthly</p> <p>E20/1 - Check electric water heater and associated control panel for physical damage, leakage, sign of water ingress and/or corrosion.</p> <p>E20/2 - Check fixing of water heaters and water pipes / joints / connections for tight and secure.</p> <p>E20/3 - Check electric water heater and associated control panel for malfunction and/or fault.</p> <p>Annually</p> <p>E20/4 - Check insulation of electric water heater and immersion heaters.</p> <p>E20/5 - Check and adjust settings of temperature controller / thermostats if necessary.</p> <p>E20/6 - Check electrical cable connections / terminations for tight and secure.</p> <p>E20/7 - Check all relevant labels / warning signs / notices are provided on or adjacent to fixed electrical equipment / appliances and are up-to-date.</p> <p>As Necessary</p> <p>E20/8 - Replace electric water heater components (e.g. indicating lights / lamp bulbs / immersion heaters / thermostats) in case of damage / fault.</p>	

Item	Maintenance Code
General Fire Service Installations	F1
<p>Annually</p> <p>F1/1 - Check fire services installations such as fire hydrants / hose reels / sprinkler heads / smoke detectors / thermal detectors / break glass units / alarm bells / flashing lights for physical damage, sign of water ingress and/or corrosion.</p> <p>F1/2 - Check that fire service tank / sprinkler water tank are maintained at proper water level.</p> <p>F1/3 - Check town main water supply / electricity supply / direct fire link for malfunction and/or abnormal.</p> <p>F1/4 - Check that water valves are in correct position.</p> <p>F1/5 - Check and report when water leakage from fire hydrant & hose reel system / automatic sprinkler systems is found.</p> <p>F1/6 - Check switchgears for fault (tripped) or abnormal (incorrectly switched off).</p> <p>F1/7 - Carry out function test of fire hydrant & hose reel system / automatic sprinkler system / fire alarm and detection system by simulating a fire alarm signal.</p> <p>F1/8 - Check maintenance access and working space of FS control room / FS pump & sprinkler pump room (e.g. ventilation and lightings) for tidy and safe.</p> <p>F1/9 - Clean pump control panels / automatic fire alarm control panels / sprinkler heads / smoke detectors / thermal detectors by using vacuum cleaner, if necessary.</p> <p>F1/10 - Check electrical cable connections / terminations for tight and secure.</p> <p>F1/11 - Check that all relevant labels / warning signs / notices are provided on or adjacent to fire services installations and are up-to-date.</p> <p>F1/12 - On completion of the annual maintenance work, registered fire service contractor shall issue a FS maintenance certificate (FS25I) to confirm that the fire services installations are in proper working order and comply with relevant statutory requirements.</p> <p>F1/13 - All inspection and maintenance work for fire services installations shall be carried out in accordance with relevant specification and statutory requirements:</p> <ol style="list-style-type: none"> (a) The general specification for fire services installation in Government Buildings, Hong Kong, issued by ArchSD. (b) The code of practice for minimum fire service installations & equipment and inspection & testing of installations and equipment, issued by FSD. (c) Testing and commissioning procedure no.3 for fire service installation in Government buildings, Hong Kong, issued by ArchSD. (d) Rules for the automatic sprinkler installations, issued by LPC, UK. <p>As Necessary</p> <p>F1/14 - Replace FS equipment / components in case of damage (e.g. indicating lights / lamp bulbs, break glass units / sprinkler heads / smoke detectors / thermal detectors).</p>	

Item	Maintenance Code
Fixed Fire Protection System Using Water as an Extinguishing Agent	F2
Annually	
F2/1 - Check fire services installations such as fire hydrants / hose reels / sprinkler heads for physical damage, sign of water ingress and/or corrosion.	
F2/2 - Check that fire service tank / sprinkler water tank are maintained at proper water level.	
F2/3 - Check town main water supply / electricity supply for malfunction and/or abnormal.	
F2/4 - Check that water valves are in correct position.	
F2/5 - Check and report when water leakage from fire hydrant & hose reel system / automatic sprinkler systems is found.	
F2/6 - Check switchgears for fault (tripped) or abnormal (incorrectly switched off).	
F2/7 - Carry out function test of fire hydrant & hose reel system by simulating a break glass alarm signal (if applicable) or by manual start fire service pump. Check that fire services pumps are properly activated and operated.	
F2/8 - Carry out function test of automatic sprinkler system by simulating a broken sprinkler (if applicable) or by manual start sprinkler pump. Check that sprinkler pumps are properly activated and operated, and water alarm gongs are activated.	
F2/9 - Check maintenance access and working space of FS control room / FS pump & sprinkler pump room (e.g. ventilation and lightings) for tidy and safe.	
F2/10 - Clean pump control panels / sprinkler heads by using vacuum cleaner, if necessary.	
F2/11 - Check electrical cable connections / terminations for tight and secure.	
F2/12 - Check that all relevant labels / warning signs / notices are provided on or adjacent to fire services installations and are up-to-date.	
F2/13 - Check that all relevant circuit diagrams / schematic drawings are provided on or adjacent to fire services installations are up-to-date.	
F2/14 - On completion of the annual maintenance work, registered fire service contractor shall issue a FS maintenance certificate (FS251) to confirm that the fire services installations are in proper working order and comply with relevant statutory requirements.	
F2/15 - All inspection and maintenance work for fire services installations shall be carried out in accordance with relevant specification and statutory requirements: <ul style="list-style-type: none"> (a) The general specification for fire services installation in Government Buildings, Hong Kong, issued by ArchSD. (b) The code of practice for minimum fire service installations & equipment and inspection & testing of installations and equipment, issued by FSD. (c) Testing and commissioning procedure no.3 for fire service installation in Government buildings, Hong Kong, issued by ArchSD. (d) Rules for the automatic sprinkler installations, issued by LPC, UK. 	
As Necessary	
F2/16 - Replace FS equipment / components in case of damage (e.g. indicating lights / lamp bulbs, break glass units / sprinkler heads).	

Item	Maintenance Code
Fire Alarm and Detection System	F3
Annually	
F3/1 - Check fire services installations such as smoke detectors / thermal detectors / break glass units / alarm bells / flashing lights for physical damage, sign of water ingress and/or corrosion.	
F3/2 – Check electricity supply and back-up power supply with associated batteries / battery chargers for malfunction and/or abnormal.	
F3/3 - Carry out function test of fire alarm and detection system by simulating a smoke detector (e.g. using testing gas) / thermal detector (e.g. using hair dryer) / break glass alarm (e.g. using testing tool) / status alarm (e.g. by activating low water level / pump failure / water flow switches / water valves) or by pressing fire drill button provided on the automatic fire alarm control panel. Check that fire alarm signals are properly indicated on automatic fire alarm control panels / repeater panel / workstation and fire alarm bells / flashing lights / direct fire link are properly activated.	
F3/4 – Check direct fire link for malfunction and/or abnormal.	
F3/5 - Check maintenance access and working space of FS control room (e.g. ventilation and lightings) for tidy and safe.	
F3/6 - Clean automatic fire alarm control panels / smoke detectors / thermal detectors by using vacuum cleaner, if necessary.	
F3/7 - Check electrical cable connections / terminations for tight and secure.	
F3/8 - Check that all relevant labels / warning signs / notices are provided on or adjacent to fire services installations and are up-to-date.	
F3/9 - Check that all relevant circuit diagrams / schematic drawings are provided on or adjacent to fire services installations are up-to-date.	
F3/10 - On completion of the annual maintenance work, registered fire service contractor shall issue a FS maintenance certificate (FS25I) to confirm that the fire services installations are in proper working order and comply with relevant statutory requirements.	
F3/11 - All inspection and maintenance work for fire services installations shall be carried out in accordance with relevant specification and statutory requirements: <ul style="list-style-type: none"> (a) The general specification for fire services installation in Government Buildings, Hong Kong, issued by ArchSD. (b) The code of practice for minimum fire service installations & equipment and inspection & testing of installations and equipment, issued by FSD. (c) Testing and commissioning procedure no.3 for fire service installation in Government buildings, Hong Kong, issued by ArchSD. (d) Rules for the automatic sprinkler installations, issued by LPC, UK. 	
As Necessary	
F3/12 - Replace fire alarm and detection equipment / components in case of damage (e.g. indicating lights / lamp bulbs, smoke detectors / thermal detectors).	

Item	Maintenance Code
Fire Service Pumps / Sprinkler Water Pumps	F4
PUMPS	
Monthly	
F4/1 - Check pump for physical damage, sign of water ingress and/or corrosion.	
F4/2 - Check fixing of pump and anti-vibration mounts for tight and secure.	
F4/3 - Check pump for malfunction and/or fault (e.g. without excessive vibration, abnormal noise and water pressure)	
F4/4 - Check proper operation of pressure switches and adjust pressure setting of pump cut-in / cut-out if necessary.	
F4/5 - Check that supply / return water pressure are maintained at proper levels.	
F4/6 - Check and report when leakage of chilled water is found.	
Annually	
F4/7 - Check pump for physical damage, sign of water ingress and/or corrosion.	
F4/8 - Check fixing pump and anti-vibration mounts for tight and secure.	
F4/9 - Check pump for malfunction and/or fault (e.g. without excessive vibration, abnormal noise and water pressure)	
F4/10 - Check proper operation of pressure switches and adjust pressure setting of pump cut-in / cut-out, if necessary.	
F4/11 - Check that supply / return water pressure are maintained at proper levels.	
F4/12 - Check and report when leakage of chilled water is found.	
F4/13 - Check that pump shaft and pump coupling are under proper condition (e.g. alignment).	
F4/14 - Check that start / stop operation and changeover control of chilled water / condensing water / heating water pumps are in proper working order.	
F4/15 - Check and apply lubricant to moving parts of FS / sprinkler pumps, if necessary.	
F4/16 - Check that all relevant labels / warning signs / notices are provided on or adjacent to pump and are up-to-date.	
MOTORS	
Monthly	
F4/17 - Check motor and associated fan for physical damage, sign of water ingress and/or corrosion.	
F4/18 - Check fixing of motor and anti-vibration mounts for tight and secure.	
F4/19 - Check motor for malfunction and/or fault (e.g. without excessive vibration, overheat or abnormal noise)	
Annually	
F4/20 - Check motor and associated fan for physical damage, sign of water ingress and/or corrosion.	

F4/21 - Check fixing and coupling of motor for tight and secure.

F4/22 - Check motor for malfunction and/or fault (e.g. without excessive vibration, overheat, abnormal noise, coupling alignment)

F4/23 - Check speed and winding insulation of motor.

F4/24 - Clean motor and associated fan by using vacuum cleaner, if necessary.

F4/25 - Check electrical cable connections / terminations for tight and secure. Apply grease to the exposed cable terminations, if necessary.

F4/26 - Check that all relevant labels / warning signs / notices are provided on or adjacent to fixed electrical equipment / appliances and are up-to-date.

As Necessary

F4/27 - Replace pump components (e.g. bearings / mechanical seal / motor fan blade) in case of damage / fault.

Item	Maintenance Code
Portable Fire Extinguishers	F5
<p>Annually</p> <p>F5/1 - Check portable fire extinguishers for physical damage, sign of water ingress and/or corrosion.</p> <p>F5/2 - Check fixing of portable fire extinguishers for tight and secure.</p> <p>F5/3 - Carry out hydraulic pressure test or replace portable fire extinguisher every five years.</p> <p>F5/4 - On completion of the annual maintenance work, registered fire service contractor shall issue a FS maintenance certificate (FS25I) to confirm that the portable fire extinguishers are in proper working order and comply with relevant statutory requirements.</p> <p>F5/5 - All fire extinguishers should be provide with an adhesive label to confirm that the portable fire extinguishers are in proper working order and comply with relevant statutory requirements.</p> <p>F5/6 - All inspection and maintenance work for portable fire extinguishers shall be carried out in accordance with relevant specification and statutory requirements:</p> <ul style="list-style-type: none"> (a) The pamphlets describing testing procedure issued by FSD. (b) The manufacturer's instructions. (c) BS 5306: Part 3: 1980. <p>As Necessary</p> <p>E5/7 – Replace portable fire extinguisher in case of damage / serious corrosion.</p>	

Item	Maintenance Code
Fire Protection System Using Chemical as an Extinguishing Agents (NAFS-III fixed fire extinguishing system at Fuel oil tank room)	F6
<p>Annually</p> <p>F6/1 - Check fixed fire extinguishing system for physical damage, sign of water ingress and/or corrosion.</p> <p>F6/2 - Check fixing of fixed fire extinguishing system for tight and secure.</p> <p>F6/3 - Check that gas pressure of fixed fire extinguishing storage cylinder is maintained at proper level.</p> <p>F6/4 - Carry out hydraulic pressure test or replace portable fire extinguisher every five years.</p> <p>F6/5 - On completion of the annual maintenance work, registered fire service contractor shall issue a FS maintenance certificate (FS25I) to confirm that the portable fire extinguishers are in proper working order and comply with relevant statutory requirements.</p> <p>F6/6 - All fire extinguishers should be provide with an adhesive label to confirm that the portable fire extinguishers are in proper working order and comply with relevant statutory requirements.</p> <p>F6/7 - All inspection and maintenance work for portable fire extinguishers shall be carried out in accordance with relevant specification and statutory requirements: (d) The pamphlets describing testing procedure issued by FSD. (e) The manufacturer's instructions. (f) BS 5306: Part 3: 1980.</p> <p>As Necessary</p> <p>E6/8 - Replace NAFS-III fixed fire extinguishing system of fixed fire extinguishing system in case of damage / serious corrosion.</p>	

Item	Maintenance Code
Fire Service / Sprinkler Water Tanks	
F7	
<p>Annually</p> <p>F7/1 - Check fire service / sprinkler water tank components for physical damage, sign of water ingress and/or corrosion.</p> <p>F7/2 - Check that fire service / sprinkler water tanks are maintained at proper water level.</p> <p>F7/3 - Check town main water supply for malfunction and/or abnormal.</p> <p>P7/4 - Check that ball float valves at water inlet of fire service / sprinkler water tanks are in proper working order.</p> <p>F7/5 - Check that inlet / outlet / drain valves are in correct position.</p> <p>F7/6 - Check and report when water leakage from is found.</p> <p>F7/7 - Check maintenance access and working space of FS pump & sprinkler pump room (e.g. ventilation and lightings) for tidy and safe.</p> <p>F7/8 - Check that all relevant labels / warning signs / notices are provided on or adjacent to fire services installations and are up-to-date.</p> <p>As Necessary</p> <p>F7/19 - Replace FS / sprinkler water tank components in case of damage (e.g. ball float valve/ water level switches).</p>	

Item	Maintenance Code
General HVAC System	M1
<p>Monthly</p> <p>M1/1 - Check HVAC equipment for physical damage, sign of water ingress and/or corrosion.</p> <p>M1/2 - Check fixing of HVAC equipment and anti-vibration mounts for tight and secure.</p> <p>M1/3 - Check HVAC equipment for malfunction and/or fault (e.g. without excessive vibration, overheat, abnormal noise)</p> <p>M1/4 - Check water supply / electricity supply for malfunction and/or abnormal.</p> <p>M1/5 - Check switchgears for fault (tripped) or abnormal (incorrectly switched off).</p> <p>M1/6 - Check that ball float valves at water inlet of make-up tanks are in proper working order.</p> <p>M1/7 - Check that make-up tanks for chilled water / condensing water / heating water are maintained at proper water level.</p> <p>M1/8 - Check that water flow switches are in proper working order. Adjust setting of water flow switches, if necessary.</p> <p>M1/9 - Check and record the readings of volt / current / hour meters, if any.</p> <p>M1/10 - Check that chilled water supply / chilled water return / condenser water / heating water are maintained at proper temperature levels.</p> <p>M1/11 - Check that water pressure readings of chilled water primary pumps / chilled water secondary pumps / condensing water pumps / heat water pumps are maintained at proper levels.</p> <p>M1/12 - Check that refrigerants inside chillers are maintained at proper level and report when leakage of refrigerants is found.</p> <p>M1/13 - Check and report when leakage from chilled water / condensing water / heating water is found.</p> <p>M1/14 - Check that lubricating oil in compressor is maintained at proper level and report when any leakage is found.</p> <p>M1/15 - Check and apply lubricant to moving parts of chillers / water-cooled condensers, if necessary.</p> <p>M1/16 - Check maintenance access and working space of Chiller plant / Chilled water pump rooms for tidy and safe (e.g. ventilation and lightings).</p> <p>M1/17 - On completion of the monthly examination and water analysis of chilled water / condenser water / heating water system, water treatment contractor shall issue a monthly water analysis report to confirm that the water treatment data are within proper ranges.</p> <p>M1/18 - Carry out monthly examination and water analysis of cooling tower system. Issue a monthly cooling tower operation report (Form CT3) to confirm that the cooling tower system is in proper working order and comply with relevant statutory requirements.</p> <p>Annually</p> <p>M1/19 - Check that water level switches (e.g. low water level / high water level / overflow water level) are in proper working order. Adjust setting of water level switches, if necessary.</p> <p>M1/20 - Check suction valves, discharge valves and expansion valves are in proper working order.</p>	

- M1/21 - Check and apply lubricant to moving parts of HVAC equipment, if necessary.
- M1/22 - Check and replace pleated panel filters / high efficiency filters / fan belt of AHU / PAU, if necessary.
- M1/23 - Check that safety interlock devices of chillers / water-cooled condensers such as low temperature cut, high head pressure cut, low suction pressure cut, no voltage trip, are in proper working order.
- M1/24 - Check that water valves are in correct position (i.e. turn the handle of water valves for several cycles, open the water valve to fully open position and then turn back the handle for a half-cycle.)
- M1/25 - Check electrical cable connections / terminations for tight and secure. Apply grease to the exposed cable terminations, if necessary.
- M1/26 - Check that all relevant labels / warning signs / notices are provided on or adjacent to HVAC equipment and are up-to-date.
- M1/27 - Check that all relevant circuit diagrams / schematic drawings are provided on or adjacent to chillers / water-cooled condensers and are up-to-date.
- M1/28 - On completion of the annual inspection and maintenance services of fire dampers, registered ventilation contractor shall issue a ventilation certificate to confirm that the fire dampers are in proper working order and comply with relevant statutory requirements.
- M1/29 - On completion of the annual audit of cooling tower, maintenance contractor shall issue a cooling tower audit report to confirm that the portable cooling tower are in proper working order and comply with relevant statutory requirements.
- As Necessary
- M1/30 - Replace HVAC equipment in case of damage (e.g. bearings / fan belts / water level switches / pressures switches).

Item	Maintenance Code
HVAC Control System	M2
<p>Annually</p> <p>Refer to the M1 General HVAC System and M6 Central Control and Monitoring System.</p>	

Item	Maintenance Code
Chillers / Water-cooled Condensers	M3
Monthly	
M3/1 - Check chillers / water-cooled condensers for physical damage, sign of water ingress and/or corrosion.	
M3/2 - Check fixing of chillers / water-cooled condensers and anti-vibration mounts for tight and secure.	
M3/3 - Check chillers / water-cooled condensers for malfunction and/or fault (e.g. without excessive vibration, overheat, abnormal noise)	
M3/4 - Check water supply / electricity supply for malfunction and/or abnormal.	
M3/5 - Check switchgears for fault (tripped) or abnormal (incorrectly switched off).	
M3/6 - Check that water flow switches are in proper working order. Adjust setting of water flow switches, if necessary.	
M3/7 - Check and record the readings of volt / current / hour meters, if any.	
M3/8 - Check that chilled water supply, chilled water return and condenser water temperatures are maintained at proper levels.	
M3/9 - Check that chilled water supply pressure and chilled water return pressure are maintained at proper levels.	
M3/10 - Check that refrigerants inside chillers are maintained at proper level and report when leakage of refrigerants is found.	
M3/11 - Check and report when leakage of chilled water / condensing water is found.	
M3/12 - Check that lubricating oil in compressor is maintained at proper level and report when any leakage is found.	
M3/13 - Check and apply lubricant to moving parts of chillers / water-cooled condensers, if necessary.	
M3/14 - Check maintenance access and working space of Chiller Plant for tidy and safe (e.g. ventilation and lightings).	
Annually	
M3/15 - Check that safety interlock devices of chillers / water-cooled condensers such as low temperature cut, high head pressure cut, low suction pressure cut, no voltage trip, are in proper working order.	
M3/16 - Check that water valves are in correct position (i.e. turn the handle of water valves for several cycles, open the water valve to fully open position and then turn back the handle for a half-cycle.)	
M3/17 - Check electrical cable connections / terminations for tight and secure. Apply grease to the exposed cable terminations, if necessary.	
M3/18 - Check that all relevant labels / warning signs / notices are provided on or adjacent to HVAC equipment and are up-to-date.	
M3/19 - Check that all relevant circuit diagrams / schematic drawings are provided on or adjacent to chillers / water-cooled condensers and are up-to-date.	

3 yearly

M3/20 - Overhaul service for chillers / water-cooled condensers:

- (a) Carry out inspection for water-cooled condensers and clean evaporator tube, if necessary.
- (b) Carry out inspection for compressors and change lubricating oil if necessary.
- (c) Carry out inspection electric motor and replace motor bearing / fan blade, if necessary.
- (d) Carry out insulation test for motor winding and function test for overload protection devices. Adjust setting of overload protection devices, if necessary.

Item	Maintenance Code
Fan Coil Units	M4
6 monthly	
M4/1 - Check fan coil units for physical damage, sign of water ingress and/or corrosion.	
M4/2 - Check fixing of fan coil units and anti-vibration mounts for tight and secure.	
M4/3 - Check electricity supply for malfunction and/or abnormal.	
M4/4 - Check fan coil units for malfunction and/or fault (e.g. without excessive vibration, overheat, abnormal noise)	
M4/5 - Check fan coil control switches / thermostats and motorized valves are in proper working order. Adjust setting of thermostats, if necessary.	
M4/6 - Check and report when leakage of chilled water / condensing water is found.	
M4/7 - Check that supply / return air temperature and supply / return water temperature, if necessary.	
M4/8 - Check and clean metal air filters by using high pressure water cleaner, if necessary.	
M4/9 - Check and clean supply air diffusers / return air louvers of fan coil unit, if necessary.	
Annually	
M4/10 – Check and clean condensate drain and water trays by using high pressure water cleaner, if necessary.	
M4/11 - Check and apply lubricant to moving parts of fan coil units, if necessary.	
M4/11 – Check and replace fan / motor bearings of fan coil units, if necessary.	
M4/12 - Check that water valves are in correct position (i.e. turn the handle of water valves for several cycles, open the water valve to fully open position and then turn back the handle for a half-cycle.)	
M4/13 - Check electrical cable connections / terminations for tight and secure.	
M4/14 - Check that all relevant labels / warning signs / notices are provided on or adjacent to HVAC equipment and are up-to-date.	
As Necessary	
M4/15 - Replace fan coil unit components in case of damage (e.g. control switches / thermostats / bearings).	

Item	Maintenance Code
Water Treatment	M5
Monthly	
M5/1 - Check chemical dosing system / components to chilled water / condenser water / heating water system for physical damage, sign of water ingress and/or corrosion.	
M5/2 - Check fixing of chemical dosing system / components for tight and secure.	
M5/3 - Check chemical dosing system for malfunction and/or fault e.g. without excessive vibration, overheat, abnormal noise)	
M5/4 - Check electricity supply for malfunction and/or abnormal.	
M5/5 - Check and report when leakage from chemical dosing tanks and related piping is found.	
M5/6 - Carry out monthly water analysis of chilled water / condenser water / heating water system. Adjust setting of chemical dosing system to maintain water treatment data at proper levels.	
M5/7 - Check maintenance access and working space of Chiller Plant / for tidy and safe (e.g. ventilation and lightings).	
M5/8 - On completion of the monthly examination and water analysis of chilled water / condenser water / heating water system, water treatment contractor shall issue a monthly water analysis report to confirm that the water treatment data are within proper ranges.	
Annually	
M5/9 - Check that water valves are in correct positions. Check that water valves are in correct position (i.e. turn the handle of water valves for several cycles, open the water valve to fully open position and then turn back the handle for a half-cycle.)	
M5/10 - Check electrical cable connections / terminations for tight and secure.	
M5/11 - Check that all relevant labels / warning signs / notices are provided on or adjacent to HVAC equipment and are up-to-date.	
M5/12 - Check that all relevant circuit diagrams / schematic drawings are provided on or adjacent to chillers / water-cooled condensers and are up-to-date.	
As Necessary	
M5/13 – Refill chemicals into the chemical dosing system, if necessary.	

Item	Maintenance Code
Central Control and Monitoring System (CCMS)	M6
<p>Annually</p> <p>M6/1 - Check CCMS with associated DDC panel and control equipment for physical damage, sign of water ingress and/or corrosion.</p> <p>M6/2 - Check fixing of CCMS and DDC panels for tight and secure.</p> <p>M6/3 - Check electricity supply for malfunction and/or abnormal.</p> <p>M6/4 - Check CCMS with associated DDC panel and control equipment for malfunction and/or fault. Adjust setting of CCMS / DDC panel / control equipment (e.g. temperature set point of AHU / PAU), if necessary.</p> <p>M6/5 – Clean CCMS and DDC panels by using vacuum cleaner, if necessary.</p> <p>M6/6 - Check electrical cable connections / terminations for tight and secure.</p> <p>M6/7 - Check that all relevant labels / warning signs / notices are provided on or adjacent to HVAC equipment and are up-to-date.</p> <p>As Necessary</p> <p>M6/8 - Replace CCMS / DDC components in case of damage (e.g. temperature sensors).</p>	

Item	Maintenance Code
Chilled Water Pumps	M7
PUMPS	
Monthly	
M7/1 - Check pumps for physical damage, sign of water ingress and/or corrosion.	
M7/2 - Check fixing of pumps and anti-vibration mounts for tight and secure.	
M7/3 - Check pumps for malfunction and/or fault (e.g. without excessive vibration, abnormal noise and water pressure)	
M7/4 - Check switchgears for fault (tripped) or abnormal (incorrectly switched off).	
M7/5 - Check that supply / return water pressure are maintained at proper levels.	
M7/6 - Check and report when leakage of chilled water is found.	
M7/7 - Check maintenance access and working space of Chiller Plant / Chilled water pump room for tidy and safe (e.g. ventilation and lightings).	
Annually	
M7/8 - Check that start / stop operation and changeover control of chilled water / condensing water / heating water pumps are in proper working order.	
M7/9 - Check that pump shaft and pump coupling are under proper condition (e.g. alignment).	
M7/10 - Check and apply lubricant to moving parts of chilled water / condensing water / heating water pumps, if necessary.	
M7/11 - Check that all relevant labels / warning signs / notices are provided on or adjacent to pump and are up-to-date.	
MOTORS	
Monthly	
M7/12 - Check motor and associated fan for physical damage, sign of water ingress and/or corrosion.	
M7/13 - Check fixing of motor and anti-vibration mounts for tight and secure.	
M7/14 - Check motor for malfunction and/or fault (e.g. without excessive vibration, overheat or abnormal noise)	
Annually	
M7/15 - Check speed and winding insulation of motor.	
M7/16 - Clean motor and associated fan by using vacuum cleaner, if necessary.	
M7/17 - Check electrical cable connections / terminations for tight and secure. Apply grease to the exposed cable terminations, if necessary.	
M7/18 - Check that all relevant labels / warning signs / notices are provided on or adjacent to fixed electrical equipment / appliances and are up-to-date.	

As Necessary

M7/19 - Replace motor components (e.g. bearings / mechanical seal / fan blade) in case of damage / fault.

Item	Maintenance Code
Air Handling Units / Primary Air Handling Units	M8
Monthly	
M8/1 - Check air handling units / primary air handling units for physical damage, sign of water ingress and/or corrosion.	
M8/2 - Check fixing of air handling units / primary air handling units and anti-vibration mounts for tight and secure.	
M8/3 - Check switchgears for fault (tripped) or abnormal (incorrectly switched off).	
M8/4 - Check air handling units / primary air handling units for malfunction and/or fault (e.g. without excessive vibration, overheat, abnormal noise)	
M8/5 - Check maintenance access and working space of AC plant room / AHU rooms for tidy and safe (e.g. ventilation and lightings).	
6 monthly	
M8/6 - Check automatic controls of air handling units / primary air handling units are in proper working order. Adjust setting of temperature sensors, motorized valves and/or motorized air dampers, if necessary.	
M8/7 - Check that supply / return air temperature, supply air pressure / supply air flow, and supply / return water temperature are maintained at proper levels.	
M8/8 - Check and report when leakage of chilled water is found.	
M8/19 - Check and clean metal air filters of air handling units / primary air handling units by using high pressure water cleaner, if necessary.	
M8/10 - Check and clean supply air diffusers / return air louvers of air handling units / primary air handling units, if necessary.	
Annually	
M8/11 - Check and clean condensate drain and water tray inside air handling units / primary air handling units by using high pressure water cleaner, if necessary.	
M8/12 - Check and apply lubricant to moving parts of air handling units / primary air handling units, if necessary.	
M8/13 - Check and replace fan bearings / motor bearings / fan belts, if necessary.	
M8/14 - Check that safety interlock devices of air handling units / primary air handling units are in proper working order (e.g. thermal overload / emergency stop).	
M8/15 - Check that water valves are in correct position (i.e. turn the handle of water valves for several cycles, open the water valve to fully open position and then turn back the handle for a half-cycle.)	
M8/16 - Check and replace pleated panel filters / high efficiency filters / fan belt of AHU / PAU, if necessary.	
M8/17 - Check electrical cable connections / terminations for tight and secure. Apply grease to the exposed cable terminations, if necessary.	
M8/18 - Check that all relevant labels / warning signs / notices are provided on or adjacent to HVAC equipment and are up-to-date.	
M8/19 - Check that all relevant circuit diagrams / schematic drawings are provided on or adjacent to chillers / water-cooled condensers and are up-to-date.	

As Necessary

M8/20 - Replace AHU / PAU components in case of damage (e.g. bearings / fan belts / air filters).

Item	Maintenance Code
Air Cooled Split Type A/C Units	M9
<p>6 monthly</p> <p>M9/1 - Check air cooled split type A/C units for physical damage, sign of water ingress and/or corrosion.</p> <p>M9/2 - Check fixing of air cooled split type A/C units and anti-vibration mounts for tight and secure.</p> <p>M9/3 - Check electricity supply for malfunction and/or abnormal.</p> <p>M9/4 - Check air cooled split type A/C units for malfunction and/or fault (e.g. without excessive vibration, overheat, abnormal noise)</p> <p>M9/5 - Check and adjust setting of automatic control switches (e.g. timer), if necessary.</p> <p>M9/6 - Check that supply air temperature is maintained at proper level, if necessary.</p> <p>M9/7 - Check and clean built-in air filters / supply air diffusers / return air louvers, if necessary.</p> <p>Annually</p> <p>M9/8 - Check that refrigerants inside air cooled split type A/C units are maintained at proper level and report when leakage of refrigerants is found.</p> <p>M9/9 - Check and replace fan bearings / motor bearings / fan belts of air cooled split type A/C units, if necessary.</p> <p>M9/10 - Check that safety interlock devices of air handling units / primary air handling units are in proper working order (e.g. overload / emergency stop).</p> <p>M9/11 - Check electrical cable connections / terminations for tight and secure.</p> <p>M9/12 - Check that all relevant labels / warning signs / notices are provided on or adjacent to HVAC equipment and are up-to-date.</p> <p>As Necessary</p> <p>M9/13 – Replace components of air cooled split type A/C units in case of damage (e.g. thermostats).</p>	

Item	Maintenance Code
Room Coolers	M10
6 monthly	
M10/1 - Check room coolers for physical damage, sign of water ingress and/or corrosion.	
M10/2 - Check fixing of room coolers and anti-vibration mounts for tight and secure.	
M10/3 - Check electricity supply for malfunction and/or abnormal.	
M10/4 - Check room coolers for malfunction and/or fault (e.g. without excessive vibration, overheat, abnormal noise)	
M10/5 - Check and adjust setting of automatic control switches (e.g. timer), if necessary.	
M10/6 - Check that supply air temperature is maintained at proper level, if necessary.	
M10/7 - Check and clean built-in air filters / supply air diffusers / return air louvers, if necessary.	
Annually	
M10/8 - Check that refrigerants inside air cooled split type A/C units are maintained at proper level and report when leakage of refrigerants is found.	
M10/9 - Check and replace fan bearings / motor bearings / fan belts of room coolers, if necessary.	
M10/10 - Check that safety interlock devices of air handling units / primary air handling units are in proper working order (e.g. overload / emergency stop).	
M10/11 - Check electrical cable connections / terminations for tight and secure.	
M10/12 - Check that all relevant labels / warning signs / notices are provided on or adjacent to HVAC equipment and are up-to-date.	
As Necessary	
M10/13 - Replace components of room coolers in case of damage (e.g. thermostats).	

Item	Maintenance Code
Ventilating System	M11
<p>Monthly</p> <p>M11/1 - Check ventilation fans for physical damage, sign of water ingress and/or corrosion.</p> <p>M11/2 - Check fixing of ventilation fans and anti-vibration mounts for tight and secure.</p> <p>M11/3 - Check switchgears for fault (tripped) or abnormal (incorrectly switched off).</p> <p>M11/4 - Check ventilation fans for malfunction and/or fault (e.g. without excessive vibration, overheat, abnormal noise)</p> <p>6 monthly</p> <p>M11/5 - Check automatic controls of ventilation fans are in proper working order. Adjust setting of timers, thermostats, and/or motorized air dampers, if necessary.</p> <p>M11/6 - Check that supply air pressure / supply air flow is maintained at proper level, if necessary.</p> <p>M11/7 - Check and clean air filters / supply air diffusers / return air louvers, if necessary.</p> <p>Annually</p> <p>M11/8 - Check and apply lubricant to moving parts of fan coil units, if necessary.</p> <p>M11/9 - Check and replace fan bearings / motor bearings / fan belts of room coolers, if necessary.</p> <p>M11/10 - Check that safety interlock devices of air handling units / primary air handling units are in proper working order (e.g. thermal overload / emergency stop).</p> <p>M11/11 - Check electrical cable connections / terminations for tight and secure.</p> <p>M11/12 - Check that all relevant labels / warning signs / notices are provided on or adjacent to HVAC equipment and are up-to-date.</p> <p>As Necessary</p> <p>M11/13 - Replace ventilation equipment / ventilation fan components in case of damage (e.g. bearings / fan belts).</p>	

Item	Maintenance Code
Dehumidifiers	M12
<p>Not applicable</p>	

Item	Maintenance Code
Lifting Appliance, Lifting Gear and Gondola System	L1
<p>LIFTING APPLIANCES</p> <p>After overhaul service:</p> <p>L1/1 - Examined by a registered Engineer</p> <p>L1/2 - Test lifting appliances in accordance with Form 4 & 5 requirements of Factory & Industrial Undertaking Ordinance. Issue certificate Form 4 & 5 after examination.</p> <p>Annually</p> <p>L1/3 - Check lifting appliances for physical damage, wear and tear and/or corrosion.</p> <p>L1/4 - Examined by a registered Engineer</p> <p>L1/5 - Test lifting appliances in accordance with Form 5 requirements of Factory & Industrial Undertaking Ordinance. Issue certificate Form 5 after examination.</p> <p>LIFTING GEARS</p> <p>After overhaul service:</p> <p>L1/6 - Examined by a registered Engineer</p> <p>L1/7 - Test lifting gears in accordance with Form 6 & 7 requirements of Factory & Industrial Undertaking Ordinance. Issue certificate Form 6 & 7 after examination.</p> <p>6 monthly</p> <p>L1/8 - Check lifting gears for physical damage, wear and tear and/or corrosion.</p> <p>L1/9 - Examined by a registered Engineer</p> <p>L1/10 - Test lifting gears in accordance with Form 7 requirements of Factory & Industrial Undertaking Ordinance. Issue certificate Form 7 after examination.</p> <p>GONDOLA SYSTEM</p> <p>Weekly</p> <p>L1/11 - Check gondola system for physical damage, wear and tear and/or corrosion.</p> <p>L1/12 - Test gondola system in accordance with Form 1 requirements of Factory & Industrial Undertaking Ordinance and/or the manufacturer's recommendation. Issue Form 1 certificate after examination.</p> <p>6 Monthly</p> <p>L1/13 - Check gondola system for physical damage, wear and tear and/or corrosion.</p> <p>L1/14 - Test gondola system in accordance with Form 2 requirements of Factory & Industrial Undertaking Ordinance and/or the manufacturer's recommendation. Issue certificate Form 2 after examination.</p>	

Annually

L1/15 - Examined by a Registered engineer

L1/16 – Test all gondola system in accordance with Form 3 requirement of Factory & Industrial Undertaking Ordinance and/or the manufacturer’s recommendation. Issue Certificate Form 3 after examination.

Item	Maintenance Code
Fall Arrest System	L2
<p>After overhaul service:</p> <p>L2/1 - Examined by a registered Engineer</p> <p>L2/2 - Test fall arrest system in accordance with Form 4 & 5 requirements of Factory & Industrial Undertaking Ordinance and/or manufacturer's recommendation. Issue certificate Form 4 & 5 after examination.</p> <p>Annual</p> <p>L2/3 - Check fall arrest system (e.g. entry/ exit units, terminations, end anchors and fasteners, intermediate brackets and cables) for physical damage / excessive corrosion / deformity.</p> <p>L2/4 - Check fixing of fall arrest system for tight and secure.</p> <p>L2/5 - Check safety equipment such as shuttle, safety helmet and full body safety harness for physical damage / excessive wear / deformities.</p> <p>L2/6 - Clean fall arrest system by using fiber brush / non-abrasive cloth and dry with a clean cloth. Do not use a wire brush or apply any solvents or lubricants to clean the fall arrest system.</p> <p>L2/7 - Examined by a registered Engineer</p> <p>L2/8 - Test fall arrest system in accordance with Form 4 & 5 requirements of Factory & Industrial Undertaking Ordinance and/or manufacturer's recommendation. Issue certificate Form 4 & 5 after examination.</p> <p>L2/9 - Check that all relevant labels / warning signs / notices are provided on or adjacent to fall arrest system and are up-to-date.</p>	

Item	Maintenance Code
General Plumbing and Drainage System	P1
Monthly	
P1/1 - Check plumbing and drainage equipment for physical damage, sign of water ingress and/or corrosion.	
P1/2 - Check fixing of plumbing and drainage equipment and anti-vibration mounts for tight and secure.	
P1/3 - Check plumbing and drainage equipment for malfunction and/or fault (e.g. without excessive vibration, overheat, abnormal noise, pump alignment, water pressure)	
P1/4 - Check water supply / electricity supply for malfunction and/or abnormal.	
P1/5 - Check switchgears for fault (tripped) or abnormal (incorrectly switched off).	
P1/6 - Check that potable water / flush water / cleaning tanks are maintained at proper water level.	
P1/7 - Check proper operation of pressure switches and adjust pressure setting of pump cut-in / cut-out if necessary.	
P1/8 - Check maintenance access and working space of plumbing and drainage pump Rooms for tidy and safe (e.g. ventilation and lightings).	
Quarterly (Potable water tanks)	
P1/9 - Clean potable water tanks every 3 months.	
P1/10 - As water tank is classified as a confined space, risk assessment should be carried out by competent person prior to commencement of water tank cleaning work. All cleaners working inside water tank should be certified confined space worker.	
P1/11 - Check proper operation of water level switches including low water level / high water level / overflow water level and adjust them, if necessary.	
P1/12 - Check that ball float valve at water inlet is in proper working order.	
Half-yearly (Flush water tanks)	
P1/13 - Clean flushing water tanks every 6 months.	
P1/14 - As water tank is classified as a confined space, risk assessment should be carried out by competent person prior to commencement of water tank cleaning work. All cleaners working inside water tank should be certified confined space worker.	
P1/15 - Check proper operation of water level switches including low water level / high water level / overflow water level and adjust them, if necessary.	
P1/16 - Check that ball float valve at water inlet is in proper working order.	
Annually	
P1/17 - Check that water valves are in correct position (i.e. turn the handle of water valves for several cycles, open the water valve to fully open position and then turn back the handle for a half-cycle.)	
P1/18 - Check and report when leakage from water piping / pressure vessels / pumps is found.	
P1/19 - Clean plumbing and drainage equipment by using vacuum cleaner and/or water pressure cleaning machine, if necessary.	

P1/20 - Check and apply lubricant to moving parts of plumbing and drainage equipment, if necessary.

P1/21 - Check electrical cable connections / terminations for tight and secure. Apply grease to the exposed cable terminations, if necessary.

P1/22 - Check that all relevant labels / warning signs / notices are provided on or adjacent to plumbing and drainage equipment and are up-to-date.

P1/23 - Check that all relevant circuit diagrams / schematic drawings are provided on or adjacent to plumbing and drainage equipment and are up-to-date.

As Necessary

P1/24 - Replace plumbing and drainage equipment / components in case of damage (e.g. indicating lights / lamp bulbs / water level switches / pressure switches).

Item	Maintenance Code
Burst of Fresh / Flushing Water Pipe	P2
<p>Immediately</p> <p>P2/1 - If incidents of burst of water pipes are discovered or notified, staff should take following measure immediately:</p> <p>P2/2 - Arrive at the site at once to understand the situation and find out the position of the bursting water pipes.</p> <p>P2/3 - Find out the appropriate valve and shut it off.</p> <p>P2/4 - Turn off power supply to the water supply system affected.</p> <p>P2/5 - If the location of bursting water pipe is near a lift, raise the lift to above the affected floor immediately and contact the lift maintenance contractor to the site as soon as possible.</p> <p>P2/6 - Enclose the water leak out with sandbags to avoid damage to other system and areas.</p> <p>P2/7 - Use water pumps / absorbers to get rid of water.</p> <p>P2/8 - Report to person-in-charge of 24 hrs. Control Room about the affected scope, facilities and time.</p> <p>P2/9 – Bypass / repair / replace the bursting water pipes.</p> <p>P2/10 - Contact the 24 hrs. Control Room of the time when system resumes to normal condition.</p> <p>P2/11 - Record the cause of the incident and the affected / damaged facilities.</p> <p>P2/12 - If the bursting pipes could not be fixed at one due to lack of spare parts and equipment or with other reasons, it should be reported to direct supervisor for further action.</p> <p>Note: Organize periodic training course on potable water and flushing water systems, as well as the associated facilities and water valve locations.</p>	

Item	Maintenance Code
General Gas Installation	G1
To be carried out by caterer	

Item	Maintenance Code
Gas Appliances and Gas Water Heater	G2
<p>To be carried out by caterer</p>	

Item	Maintenance Code
Catering Equipment	C1
<p>To be carried out by caterer</p>	

Item	Maintenance Code
Building signs and appendages	B1
<p>Quarterly - Check and maintain all signs and appendages for the premises (including glass rain guards on 13/F and 14/F corridors of Main Block).</p> <p>Yearly - Inspect and maintain all externally hung signs and appendages (including glass rain guards on 13/F and 14/F corridors of Main Block) by professionals with structural appraisal reports / inspection reports retained for inspection.</p>	

Proposed Job Card Format

Job Card No. :	Category: Urgent / Non-urgent* *Delete as necessary		
	Report	Arrival	Completion
Time			
Date			
Reporting Person	_____ Name		
Contractor Representative	_____ Name		
Fault Symptoms: Estimate Repair Time:			
Record Part Used			
Amend Drawings or Manual	Yes / No		

**Qualification and Experience Requirements of Key Management and Technical Staff
Performing the Key Functions**

<i>Key Function</i>	<i>Education (Minimum Requirement)</i>	<i>Experience</i>	<i>Language (Preferred Requirement)</i>
♦ Overall facility management and day-to-day operations of the YS (i.e. the General Manager)	♦ Higher Diploma in property management, hotel management, business management, marketing management or corporate administration from a Hong Kong university, the Hong Kong Institute of Vocational Education or a technical institute / technical college or equivalent	♦ At least 3 aggregate years of post-qualification full-time experience in the management of any of the following type(s) of property in or outside Hong Kong: (a) non-residential building of not less than 10,000 m ² gross floor area; (b) hostel (with not less than 100 guest rooms); (c) hotel (with not less than 100 guest rooms); (d) building of service apartments (with not less than 100 guest rooms); and (e) guest house (with not less than 100 guest rooms).	♦ Fluent spoken English and Cantonese ♦ Good writing skill
♦ Overall day-to-day management of the performance venues	♦ Diploma in Stage Management from the Academy of Performing Arts or equivalent	♦ At least 3-year experience in stage management and auditorium management	♦ Fluent spoken English and Cantonese ♦ Good writing skill
♦ Overall day-to-day management of the Hostel	♦ Higher Diploma in Hotel Management from a Hong Kong university, the Hong Kong Institute of Vocational Education or a technical institute/	♦ At least 5-year experience in management of hostel/hotel or equivalent	♦ Fluent spoken English and Cantonese ♦ Good writing skill

<i>Key Function</i>	<i>Education (Minimum Requirement)</i>	<i>Experience</i>	<i>Language (Preferred Requirement)</i>
	technical college or equivalent		
◆ Lease/Licence Management	◆ Diploma in Lease Management or Property Management from a Hong Kong university, Hong Kong Institute of Vocational Education or a technical institute/ technical college or equivalent	◆ At least 5-year experience in Lease Management or Property Management	◆ Fluent spoken English and Cantonese ◆ Reasonable writing skill
◆ Marketing	◆ Diploma in Facility/Property Management or Marketing from a Hong Kong university, Hong Kong Institute of Vocational Education or a technical institute/ technical college or equivalent	◆ At least 3-year experience in facility management/ youth development/ marketing or equivalent	◆ Fluent spoken English and Cantonese ◆ Good writing skill
◆ Event planning			
◆ Customer relations			
◆ Administration and finance management	◆ Diploma in Business Administration or Personnel Management from a Hong Kong university, Hong Kong Institute of Vocational Education or a technical institute/ technical college or equivalent	◆ At least 3-year experience in administration and finance management	◆ Fluent spoken English and Cantonese ◆ Good writing skill
◆ Human Resources Management	◆ Diploma in Human Resources Management from a Hong Kong university, Hong Kong Institute of Vocational Education or a technical institute/ technical college or equivalent	◆ At least 3-year experience in personnel management	◆ Fluent spoken English and Cantonese ◆ Good writing skill
◆ Maintenance services	◆ Diploma or Higher Certificate in Electrical, Mechanical or Building Services Engineering from a Hong Kong	◆ At least 5-year experience in E&M maintenance servicing &	◆ Fluent spoken English and Cantonese ◆ Reasonable writing skill

<i>Key Function</i>	<i>Education (Minimum Requirement)</i>	<i>Experience</i>	<i>Language (Preferred Requirement)</i>
	university, Hong Kong Institute of Vocational Education or a technical institute/ technical college or equivalent	management	

List of Management Reports to be submitted by the Contractor

Service Area	Report	Frequency
Overall	◆ Performance Report	Monthly
	◆ Annual Performance Report (including market analysis on facility charges including facilities for leasing/licensing and ad hoc booking)	Annually
	◆ Annual Financial Report	Annually
General Operational Services	◆ Facility Usage and Income Report	Monthly
	◆ Records of Employees and Sub-Contractors	Bi-annually
	◆ Fault Report	Daily
Finance	◆ Rental Income Report and Rent Reconciliation Statement	Monthly
Lease Management	◆ List of Tenants/Licencees and Business Distribution	Monthly
	◆ Report of Tenant/Licencee Breaches	Monthly
Customer Relations	◆ Customer Satisfaction Survey Report	Annually
	◆ Summary of Facility Utilisation	Monthly
	◆ Complaints Received	Monthly
Security	◆ Security Report	Monthly
Cleansing	◆ Inspection Report of Cleansing Service	Quarterly
Repair & Maintenance	◆ E&M Repair and Maintenance Report (including maintenance and expenditure report)	Monthly
	◆ E&M Repair and Maintenance Report (including maintenance and expenditure report)	Quarterly

Note: The above list is related to regular reports, which has not yet included urgent or ad hoc reports to be required from time to time.

Cleansing Schedule for the YS

Item	Type	Service	Minimum Frequency of Cleansing	
			Office Areas	Public Areas
1. Floors, Staircases & landings	All types	I. Sweep	-	<u>D</u> 3
		II. Damp mop & buff (Note 2)	-	D
		III. Scrub/wax & polish	-	<u>M</u> 2
		IV. Strip old wax	-	3M
2. Carpets	All types	I. Vacuum Clean	D	D
		II. Spot clean	W	W
		III. Shampoo (Note 3)	12M	12M
3. Electrical Fittings	(a) Light fittings	I. Clean all exteriors of fixed shades, housing and supports etc.	<u>M</u> 2	<u>M</u> 2
		II. Wash all removable diffusers, shades, clip-louvers etc. & refix	<u>M</u> 2	<u>M</u> 2
	(b) Fans, exhaust fans, clocks switches, etc.	Clean	M	M
4. Windows, fixed lights, louvers, etc.	(a) General	Clean glazed areas on both sides and wipe down frames & fittings (Note 4)	<u>M</u> 2	<u>M</u> 2
	(b) Curtain walls	Clean internal glazed areas and wipe down frames & fittings; (Note 5)	<u>M</u> 2	<u>M</u> 2
	(c) Curtain walls	Clean External	<u>2M</u>	<u>2M</u>
	(c) Venetian blinds	Wipe down	<u>M</u> 2	<u>M</u> 2
5. Doors, partitions, window- sill &	(a) All types	I. Dust	D	D
		II. Clean & wax & polish	<u>M</u> 2	<u>M</u> 2

Item	Type	Service	Minimum Frequency of Cleansing	
			Office Areas	Public Areas
handrails	(b) Glazed areas	Clean on both sides	D	D
	(c) Handles, door knobs etc	Clean & disinfect	$\frac{D}{4}$	$\frac{D}{4}$
6. Walls (including curtain wall, acoustic panel)	All types	I. Spot clean	D	D
		II. Clean/wax & polish	$\frac{M}{2}$	$\frac{M}{2}$
7. Toilets, disable toilets & shower-rooms	(a) Floors	I. Sweep, damp mop & disinfect	=	$\frac{D}{4}$
		II. Dry mop	-	As and when required
		III. Scrub	=	$\frac{W}{2}$
	(b) W.C. Pans, seats etc.	Scrub & disinfect	=	$\frac{D}{4}$
	(c) Partitions & dados	I. Spot clean	-	D
		II. Scrub	-	W
	(d) Mirrors, soap dispensers and other sanitary fittings	Clean	=	$\frac{D}{4}$
	(e) Sanitary towel incinerators	Empty & Clean		$\frac{D}{2}$
	(f) Toilet papers, towels, soap & cream	Replace & replenish	-	As and when required
	(g) Locker	Clean	-	W
(h) Drainage	I. Clean	-	$\frac{D}{2}$	
	II. Wash Down	-	W	
8. Office and Y-Loft pantries	(a) Floors	Sweep, damp mop & disinfect	D	-
	(b) Wash basins	Scrub & disinfect	D	-
	(c) Floors, walls, windows, electrical fittings, etc.	Scrub/clean	M	-
9. Lift-cars	(a) Floors	I. Sweep, damp mop & disinfect	-	$\frac{D}{4}$

Item	Type	Service	Minimum Frequency of Cleansing	
			Office Areas	Public Areas
		II. Scrub/wax & polish	-	W
	(b) Walls, doors, control panels, switches & buttons	I. Clean & disinfect	-	$\frac{D}{4}$
		II. Wax & polish	-	W
	(c) Ceilings & light Fittings	Clean surfaces	-	W
	(d) Lift pits (Note 7)	Clean & clear rubbish	-	As & when required
10. Escalators	11. Glass panels & handrails	Wipe and clean	-	D
	12. Stainless steel panels	Wipe and clean	-	D
	13. Landing plates	Clean and remove dust and dirt	-	D
	14. Step plates	Wet and dry clean	-	D
	15. Landing and step plates	Remove Stain	-	M
11. Roofed areas	Roofs, canopies, surface channels and drains	Pick up litter, clear drains and mop clean	-	W
11. Refuse areas (Note 6)	(a) Floors and walls	I. Sweep	-	$\frac{D}{2}$
		II. Hose-down and disinfect	-	$\frac{D}{2}$
	(b) Containers and hoppers	I. Empty and clean	-	$\frac{D}{2}$
		II. Wash and disinfect	-	W
(c) Refuse chutes	Hose-down and disinfect	-	$\frac{D}{2}$	
12. Seating and Tables at various floors	(a) Chairs and Tables (all types)	Clean	D	D
	(b) Spectator stand	Clean	-	D
13. Y-Theatre & Y-Studio (including ticket office)	(a) Floors, staircases & stage	Sweep clean & damp mop	D	
	(b) Chairs, spectator stand, railing	Clean surface & disinfect	D	

Item	Type	Service	Minimum Frequency of Cleansing	
			Office Areas	Public Areas
(Note 1b)	(c) Ash trays, litter bins, waste paper basket	Empty and Clean, replace polythene bags (if required)	D	
14. Multi-function rooms & activities rooms (Note 1b)	(a) (Chairs and tables	Clean	D	
	(b) Floor	Sweep, damp mop	D	
	(c) Doors & walls	Clean & disinfect	D	
Loading Bay	(a) Floors, driveways & ramps	I. Sweep & wash clean	-	D
		II. Spot clean any oily, dipping or sticky areas	-	D
		III. High pressure wash clean	-	M
	(b) All fixtures and installations	Wipe clean and dust clean	-	W
	(c) Gullies & drain	Clean & disinfect	W	W
15. General area including those for the Y-Loft (Note 1a)	(a) Ash Trays, litter bins, waste paper basket	I. Empty and clean, replace polythene bags	<u>D</u> 2	<u>D</u> 2
		II. Wash clean S/S litter bins	M	M
	(b) Coir mats, rubber/vinyl floor matting	I. Vacuum clean	D	D
		II. Hose-down	W	W
	(c) Fire appliances and cabinets Painted metal bars/wire mesh screen collapsible metal gates	I. Clean	<u>M</u> 2	<u>M</u> 2
		II. Dust	D	D
	(d) Notice Board – all types Ledgers	Clean	W	W
	(e) Fire escape staircases	Wash Clean	2M	2M
	(f) Fixed Wooden concrete / metal /terrazzo / benches	I. Clean	D	D
		II. Wax and polish	M	M
(g) Plant rooms	Clean & clear rubbish	M	M	

Item	Type	Service	Minimum Frequency of Cleansing	
			Office Areas	Public Areas
	(h) Display boxes and show windows	Clean glazed areas on both sides and wipes down frames	W	W
	(i) Air-condition outlets and grilles	Clean exteriors	W	W
	(j) Office furniture e.g. desks, chairs, bookshelves, file cabinets etc.	Clean surface & disinfect	W	W
	(k) All internal surfaces	Dust	$\frac{M}{2}$	$\frac{M}{2}$
16. Outdoor area	All surface of hard-paved area, lawn planters and surface channels	Sweep clean all the surface	-	D
17. Lift tower (External lift 9) and connecting footbridge between Hing Wah Estate Footbridge and Youth Square G/F Plaza	(a) Floors	I. Sweep, damp mop & disinfect	-	$\frac{D}{4}$
		II. Scrub/wax & polish	-	W
	(b) Walls, glass panels, lift doors, handrails, control panels, switches & buttons	I. Clean & disinfect	-	$\frac{D}{4}$
		II. Wax & polish	-	W
	(c) Ceilings, light fittings, air diffusers / louvers	Clean surfaces	-	D
	(d) External walls, glass panels, louvers and cladding	Clean outer surface at 2m height and below (Note 4 & 5)	-	D
		Clean outer surface at 2m height and above	-	2M
	(e) Drainage	Clean floor drains and services channels	-	2M
	(f) Lift shaft	Clean inner surface of external walls, glass panels, louvers and cladding (Note 4 & 5)		6M
		Clean outer surface of lift car (Note 4 & 5)	-	6M
(g) Lift pit	Clean & clear rubbish (Note 7)	-	6M	

Explanatory Note:

12M = Once every 12 months	M = Monthly	W = Weekly	D = Daily
6M = Once every 6 months	$\frac{M}{2}$ = Twice monthly	$\frac{W}{2}$ = Twice weekly	$\frac{D}{2}$ = Twice daily
3M = Once every 3 months			$\frac{D}{3}$ = Three times per day
2M = Once every 2 months			$\frac{D}{4}$ = Four times per day

- Note 1 : (a) Public areas generally refer to those areas in the YS to which the public has access without special permission, such as lifts, lift lobbies, external staircases, and entrance halls; waiting areas outside service or payment counters and all toilets serving the public. Ceiling frame shall be vacuum cleaned. No abrasive or highly alkaline material shall be used.
- (b) Y-Theatre, Y-Studio, Multi-function Rooms and those areas which require permission to gain access are regarded as office areas.
- Note 2 : All office areas only require daily damp mopping to cleanse spillage and specific spillage and buffing to restore the appearance of the part of floor after mopping.
- Note 3 : Shampooing to be carried out in accordance with an approved method directed by the Government Representative.
- Note 4 : (a) If window blinds, clip louvers are installed in non air-conditioned area, the frequency of cleansing is twice monthly.
- (b) Unless otherwise specified the washing of those diffusers, shades, clip louvers etc. the removal and refixing of which require technical assistance for avoidance of damage, to be done once ever 12 months.
- Note 5 : No abrasive or highly alkaline material shall be used for both internal and external window glasses.
- Note 6 : An approved anti-bacterial detergent shall be used for all cleansing services which require disinfection.
- Note 7 : Lift pits cleaning shall be assisted by Lift Maintenance Contractor and PM / BS team.

Specified Time for Minor Repair and Maintenance Works

<u>Nature of Works</u>	<u>Maximum Specified Time</u>
(a) General Maintenance	
• repair/replace defective lock, latch or bolt of doors and gates, gutter, drain hole, damaged wall and floor surface, wall tile, ceiling tile	24 hours
• repair/replace sign and notice	24 hours
• repair/replace broken glass or window	24 hours
• repair/replace bench, chair, table and furniture	24 hours
• repair/replace cupboard, file cabinet, bookshelves and umbrella stand and carpet	24 hours
• repair/replace litter container	24 hours
• repair/replace drinking fountain and vending machine	48 hours
• repair/replace first-aid bed and first-aid equipment	48 hours
(b) Toilet and changing facilities including but not limited to	
• replace water closet seat with cover;	24 hours
• repair flush water tank;	24 hours
• repair defective flush toilet and urinal;	24 hours
• refix/replace coat hook;	24 hours
• refix/replace locking device for water closet/shower cubicle compartment door	24 hours
• refix/replace soap/spectacles holder	24 hours
• clear blockage of water closet, urinal, wash hand basin, sink and surface channel;	24 hours
• replace washer of leaking water tap (excluding infra-red sensor taps)	24 hours
• replace broken/defective mirror	24 hours
• repair/replace soap dispenser, air refreshers, hygiene units	24 hours
• repair/replace shower head	24 hours
• repair/replace toilet paper holder, towel holder	24 hours
• repair/replace calmatic unit	24 hours
• repair/replace lockers	48 hours
• repair/replace hand dryers	48 hours
• repair/replace hair dryers	48 hours
(c) Electrical equipment	
• replace fluorescent tube, LED Lighting, halogen lighting and floodlights	24 hours
• repair/replace fax machine and photocopier	48 hours
• repair/replace loudhailer	48 hours
• repair/replace electrical boiler	48 hours
• repair/replace television, refrigerator, microwave oven, washing machine, drying machine	48 hours

-
- | | |
|---|----------|
| • repair/replace video recorder | 48 hours |
| • repair/replace electrical clock | 48 hours |
| • repair/replace mini Hi-Fi | 48 hours |
| • repair/replace ceiling fan | 48 hours |
| • repair/replace exhaust fan | 48 hours |
| • repair/replace DVD player | 48 hours |
| • repair/replace clocking machine | 48 hours |
| • repair/replace for the furniture and equipment as listed in Exhibit 5(c) | 48 hours |