Control of New Buildings in Hong Kong

Anderson CB Chan
MHKIS, MRICS, MAIBS, MAIB, MPIA, MEIANZ, MCABE and Barrister
Chairman, Buildings Department Local Building Surveyors’ Association
Chairman, Planning Institute of Australia (HK Branch)

HKIS CPD Event on 28/05/2016
1 Building Control in Hong Kong
2 Occupation Permit (OP) & Temporary Occupation Permit (TOP)
3 Application of OP/TOP
4 Process of OP/TOP application
5 Case Study
Building Control in Hong Kong

CAP 123 Buildings Ordinance (BO)

Statutory Control

Long title:

• “To provide for the planning, design and construction of buildings and associated works; to make provision for the rendering safe of dangerous buildings and land; to make provision for regular inspections of buildings and the associated repairs to prevent the buildings from becoming unsafe; and to make provision for matters connected therewith.”
Significance of an OP

A new building is completed to the satisfaction of the Building Authority (BA)

**BO S21** - *No new building shall be occupied in any way except by not more than 2 caretakers, unless OP/TOP has been issued*

In most contract terms, practical completion = issuance of OP? *Mariner Internationals Hotels Ltd v Atlas Ltd* (2007) 10 HKCFAR 246

In property transaction, prove title of the property
OP & TOP

What buildings require OP/TOP

**Permanent Building**

**Temporary Building**

B(P)R 50(1)(a) –
(1) building required only for a short time;
(2) constructed of short lived materials;
(3) contractor shed required in connexion with the erection of permanent buildings.
OP & TOP

What buildings require OP/TOP
A & A that may result in a “new building” and subject to section 21(1) of the BO

(a) a yard structure at the ground level;
(b) a staircase enclosure at the roof;
(c) a guard house outside the footprint of the tower at the podium roof;
(d) a plant room at the roof;
(e) a bridge;
(f) an external chimney;
(g) an external staircase (not at grade);
(h) a covered walkway linking two buildings;
(i) internal alterations of an existing building of which not less than one half measured by volume is rebuilt or which is altered to such an extent as to necessitate the reconstruction of not less than one half of the superficial area of the main walls.
A & A that may not result in a “new building”

(j) a horizontal addition of a floor not involving change to the area and disposition of the site coverage arising from that floor and floors above;
(k) a trellis;
(l) a canopy;
(m) a retractable awning;
(n) a concrete plinth for E&M plants;
(o) a signboard.
(2/2015)
Application of OP/TOP

When can make the application

Completion of building in the following respects:-

✓ Constructed in accordance with the BO
✓ Connection with private street/access road
✓ Installation of fireman’s lift & accessible lift
✓ Completion of fire services installation and equipment
✓ Connection with supply of water
Application of OP/TOP

Who can make the application

RGBC
Registered General Building Contractor

RSE
Registered Structural Engineer

RGE
Registered Geotechnical Engineer (if applicable)

AP
Authorized Person
Process of OP/TOP application

Internal circulation among government departments

- Water Supply Department (WSD)
- Highways Department (HyD)
- Drainage Services Department (DSD)
- Civil Engineering and Development Department (CEDD) (For Port Works)
Process of OP/TOP application

Items checked by BD – Documents

Forms/Records prepared by the AP

- Form BA12 (for TOP) / Form BA13 (for OP)
- Record Plans
- Plan Index
- Certificate and Schedule of Accepted Building Materials and Products

If Applicable:-

- Certificate of Completion of Vehicular Run-in & Run-out
- Performance Review for Scheduled Area No.1 sites
- Checklist on Valid Forms BD 106
- Summary of GFA Concessions
- Finalized OTTV Report, OTTV Summary Sheet, Test Certificates
Process of OP/TOP application

Items checked by BD – Documents

Certificates issued by government departments:

• Fire Certificate (FS172) by the FSD
• Fire Service Water Completion Advice by the WSD
• Water Certificates (Potable & Flushing) by the WSD
• Firemen’s Lifts, Accessible Lifts/Vertical Lifting Platforms by the EMSD
Process of OP/TOP application

Items checked by BD – Site Inspection

- Shoring
- Party Wall
- Removal of Hoarding
- Run-in/out
Process of OP/TOP application

Items checked by BD – Site Inspection

Initial Access (BFA)

- Elevation & Layout
- Roofs
- Lighting and Ventilation
- Projections
- MOE, MOA & FRC
- BFA
- Refuse Storage Chamber & Chute
- Drainage & Water Supply

Pavement & Lane
Process of OP/TOP application

Inspection by the Fire Services Department

• Fire Services Installations
• Emergency Vehicular Access (EVA)
• D.G. Licensing

* On the date of the F S Inspection, a fire engine may be called upon by the FS Officers to make a test run on the EVA, or use it to test the capacity of the FS Pumps. DFS would check the capacity of the FS and Sprinkler Water Tanks. Depend on the complexity of the project, it is quite usual that FS Officers will need one to three days to complete an inspection. It was told that the FSD had taken one month to complete the FS Inspection for the new H K Convention and Exhibition Centre Extension.
Process of OP/TOP application

Overall time implication for application

WITHIN 14 CALENDAR DAYS

Receipt of Application (in Form BA12/13)
- Check particulars in the submitted Form BA12/13
- Refer application to relevant Government Departments for comments

Application transfer to case officer
- Carry out joint site inspection with AP
- Check the submitted documents

Approval/Refusal of the application
Process of OP/TOP application

Liability on conviction

Under BO S40(1),

Any person contravenes s21(1), occupies new building without an OP/valid TOP, shall be guilty of an offence and shall be liable on conviction to

- Level 6 Fine (HK$100,000)
- Imprisonment for 2 years
- HK$5,000/day which the offence has continued
Case Study

Check-list for OP/Audit Check

• The case BS should agree the percentage with the Unit SBS as soon as possible and at least one working day before the date scheduled for inspection. The Unit SBS would also specify the specific areas or floors for audit check and inspection. The areas or floors amounting to about 10% to 30% of the development and about 10% to 30% above-ground and underground drainage works of the development would be selected for audit check and inspection.

• Areas to be inspected shall not be disclosed to the AP/RSE/RGE/RGBC/owner before the inspection.
Case Study

• Areas to be inspected shall not be disclosed to the AP/RSE/RGE/RGBC/owner before the inspection.

• The BS should check the areas selected by the SBS as far as practicable but may make his/her own discretion to inspect other areas due to site observation shall record in the file later.

• For large and complicated sites, the case SBS should conduct proper briefing with the inspecting officers (BS and SO) before the OP inspection. SBS may accompany newly recruited BS on the site inspection.
Case Study

Check List for Occupation Permit Audit Check

Compulsory Check
1. Shoring in adjoining buildings removed? If retained, check reason and condition. (Shoring should be removed unless such removal poses structural safety problem)
2. Gap between adjoining buildings properly sealed up?
3. Exposed party wall in acceptable condition?
4. No. of storeys counted?
5. Initial access for persons with a disability provided?
6. Run-in /out in acceptable condition? (Note: HyD to reply to SL73B)
7. Pavement and lane within lot in acceptable condition?
8. Hoarding, scaffolding & contractor shed removed?
9. Conditions, if any, for modification, exemption, dedication or surrender complied with?
Check List for Occupation Permit Audit Check

General
1. External elevation generally in accordance with approved plans?
2. Floor layout generally in accordance with floor plans?
3. Ceiling height acceptable?
4. Required plants/equipment installed at designated plant areas/rooms?
5. Notice as to loading for industrial building or warehouse displayed?
6. Smoke outlets and fresh air inlets of smoke extraction system for basements provided?
# Case Study

## Flat Roof

1. Located at level not less than 150 mm below the adjoining usable floor?

2. Protective barrier provided to accessible flat roof? Height and design comply with B(C)Reg 8? Solid base? Gap between railing is less than 100 mm wide? Design minimize risk of climbing?

3. Access for maintenance provided?

4. Stormwater disposal arrangement acceptable?
Case Study

Main Roof

1. Roof door for single staircase building over 4 storeys high provided with clear glass upper panel?

2. Protective barrier provided to accessible roof? Height and design comply with B(C)Reg 8 - Solid base? Gap between railing is less than 100 mm wide? Design minimize risk of climbing?

3. Lockable plate (padlock) provided to cat-ladder if main roof is accessible to public?

4. Water tank with overflow pipe/warning device?
Case Study

Lighting and Ventilation

1. Windows - glazing areas and openable parts generally acceptable?
2. Disposition and size of openable parts in curtain wall acceptable?
3. Modification given? Conditions complied with (e.g. artificial lighting and mechanical ventilation provided for kitchens, bathrooms and lavatories with no window)?
4. Flue apertures acceptable?
5. Proper fixing of aluminum windows including the 4-bar hinges by a minimum of 3 nos. of steel rivets/screws?
Case Study

Projections

1. Protection barriers provided to balconies, stairwell and areas with level difference greater than 600 mm acceptable? Height and design comply with B(P)Reg & B(C)Reg – Solid base? Gap between railing is less than 100 mm wide? Design minimize risk of climbing?

2. Openable windows at a height more than 1.1 m from finished floor level?

3. Projecting pipes and windows at a height more than 2.5 from ground level?

4. Canopy - drainage provided? No access door opening to canopy?

5. Transformer room door can open flat against wall?

6. Curtain walls, claddings and architectural features completed?
## Case Study

### Means of Escape

1. Natural lighting to required staircases provided?
2. Artificial lighting to MOE provided?
3. Emergency lighting system in working order?
4. Lift lobby connected to an exit route or intercom link provided?
5. Width and headroom adequate, projection of sprinkler heads in staircase acceptable?
6. Staircase enclosure separated from remainder of building?
7. No unprotected services other than fire services in exit stairs?
8. Ventilation at top of staircase or proposed air pressurization provided?
9. Directional exit signs for basements provided?
10. Swing of doors not reducing the effective width of exit route?
MOE (Cont’d)

11. Fire doors - self closing? Double doors fitted with door closing selector?
12. Doors in protected lobby provided with transparent upper view panel?
13. Doors for rooms with more than 30 occupants (10 for industrial undertakings) open in the direction of exit?
14. Locking device, if any, acceptable under MOE 16.2?
15. Notice to lobby doors provided?
16. No. of steps not less than 2 and not more than 16 in a flight?
17. Size of step of MOE acceptable?
18. Handrails at a suitable height on both sides of staircase?
19. Central handrail provided to staircases exceeding 1800 mm wide?
MOE (Cont’d)

20. Refuge floor generally acceptable? Check area, appropriate signs, lighting system, staircase arrangement as per MOE and FRC Codes.
21. Final point of discharge to street or lane satisfactory?
22. Smoke seals for the doors of protected lobbies?
## Means of Access for Firefighting and Rescue

1. Notice to fireman's lift and FRS provided?
2. Size of fireman's lift lobbies complies with code?
3. Ventilation in FRS provided?
Fire Resisting Construction

1. 450 mm return at G/F exit provided?
2. Smoke barrier around void provided?
3. Services passing through MOE and compartment walls/floors filled/enclosed?
4. Compartment shutter in place?
## Kitchen

1. Fire resisting door provided as required?
2. Cooking slab provided?
3. Internal surface rendered in cement mortar or non-absorbent material?
4. With sink and water supply?
Provisions for People with Disabilities

1. Provisions provided?

Check access, ramps, handrails, lifts, toilets, signs, dropped kerbs, steps, staircases, corridors, lobbies, paths, doors, public service counters, emergency call bell, induction loop system and other building services intended to be accessible by public.
Lift Installation

1. Access panel for rescue purpose provided?
Refuse Storage Chamber & Chute

1. Required refuse storage chamber provided?
2. Hopper permanently ventilated to open air?
3. Refuse storage chamber provided with water point & drained with back inlet gully trap?
4. Internal walls lined with glazed brick or tiles?
5. Access opening for inspection to refuse chute provided?
6. Chute provided with ventilating pipe?
Drainage & Water Supply

1. Fresh and flushing water available on site?
2. Grease traps & petrol interceptor provided as required?
3. Position of vent pipe does not permit escape of foul air into any building?
4. Traps/anti-syphonic pipes to soil and waste fitment provided?
5. Cleaning eyes provided and accessible?
6. Ventilation to foul water sewer, grease trap and petrol interceptor provided?
7. Terminal manholes constructed? Disconnection trap provided, cap and chain to cleaning eye in place & terminal manholes connections made?
8. Terminal manholes ventilated? Fresh air-inlet at suitable height?
9. Double sealed manhole cover for internal manhole?
10. Top of pipes provided with suitable gratings
11. Adequate number of sanitary fitment?
12. Manholes - number of inlets correspond to plans, rendered internally?
The following should also be checked if the same have not been checked upon the submission of the Form BA14

Site Formation Works

1. Slope work generally in accordance with layout plans?
2. Surface protection generally agreed with plan?
3. Drainage layout generally in accordance with layout plans?
4. Weepholes, if any, in place?
Access Road

1. Layout generally in accordance with layout plans?
2. Service drainage provided and connected to public sewer?
Items involving GFA Concessions

1. EV charging-enabling facilities for car parking spaces provided?
2. Plants installed inside plant rooms (both essential and non-essential)?
3. Screening for external drainage pipes completed as required?
4. Access for CCTV inspection of drainage pipes inside external pipe ducts provided?
Items involving SBD requirements

1. Set back areas properly paved, unobstructed and lead directly to public street?
2. Coverage of greening features on plan completed?
3. Structures and infrastructure (irrigation and drainage) for greenery areas completed?
Items involving TOP

1. Separation between the area to be occupied and the construction area (e.g. lift shafts) completed?
2. Proper fire resisting constructions required for the separation?
The Guidelines on Safety of Lift Shaft Works Volume 1 issued by the CIC in 7/2010) should be imposed as notes on the TOP Boundary Plans submitted by the AP for approval before application of TOP:

- To ensure fire safety, additional or alternative lift shaft protection will be carried out to maintain adequate fire separation at all times between the occupied area and construction area.
- Any fire separation (including that to enclose a lift shaft) should not be erected to cause any obstruction or reduction in width of any escape route of the occupied areas.
- Any temporary facility/ installation including scaffoldings, formworks, platforms, plankings and strutting etc. inside such lift shafts should be constructed of non-combustible materials;
For safety of occupants, the RGBC should co-ordinate with relevant parties (e.g. owners/developer, occupant, management office, etc.) and ensure that:

- the enclosure around the lift shaft and opening, serving as fire separation, should be of adequate FRR. Any access door in the enclosure (both doors for a fire protected lobby) should be of adequate FRR, self closing, closed and locked from outside at all times but readily open from inside without key;
• an alarm signal would be sent to the Contractor’s site office when the access door in the enclosure is in an open position so that action can be taken to ensure the access door be promptly restored to the closed position;
• a warning sign (e.g. DANGER - No entry into the construction area unless authorized. Keep door closed.) be placed at prominent locations on the outermost access door and walls of the enclosure and that the building management should be requested to bring this to the attention of the occupants;
• the supervisor/holder of the permit-to-work and workers be reminded to ensure the access doors in the fire rated enclosure be in closed and locked position immediately after entering and leaving the enclosure; and
• independent daily check on the closing and locking functions of the access door mentioned above be carried out;
Section 2 Practice Note 13 - Appendix A

OCCUPATION PERMIT
Procedure to follow:

SECTION 1
FORMS/DOCUMENTS SUBMITTED WITH FORM BA12/13

(a) Are the contents of Form BA12/13 in order?
(b) Fire Certificates (FS 172)?
(c) Fire Service site completion advice?
(d) Water Certificates (PFA) is (are) correct?
(e) Lifts?
(f) Accessibility of vertical platform lift?
(g) Certificate of Completion of Vehicular Run-in and Run-out (PNAP APP-141)
(h) Performance Review under Section 11(1)(b) (PNAP APP-80 & APP-115)
(i) Finalised version OTTV report including OTTV calculations, test certificates & OTTV summary sheet (PNAP APP-57)
(j) Documents under PNAP APP-13:
   (i) Certificates & Schedules of Accepted Building Materials and Products (PNAP APP-12)
   (ii) Record Plans (PNAP APP-13):
   (ii) Hard copy
   (iii) Soft copies (CD Rom)
(k) Documents under PNAP APP-151, APP-152 & APP-158:
   (i) Declaration on annual energy use of a building development (PNAP APP-151 Appendix G) (in hard and soft copies)?
   (ii) Final result of the assessment under the BEAM Plus certification (PNAP APP-31) - (Prev. Final)
   (iii) Plan(s) showing the location of greenery areas and schedules with calculations and illustrated diagram showing the area of proposed greenery (PNAP APP-52 Appendix F)
   (iv) Final energy efficiency report for domestic and composite development (PNAP APP-156)
(l) Documents under PNAP ADM-2:
   (i) Checklist on valid Form ED106 (Appendix F)
   (ii) Summary of GECA concessions (Appendix H) (in hard and soft copies)*?
   (iii) English Version
   (iv)其他国家
   (v) Main entrance for the purpose of access for disabled persons

SECTION 3
OTHER ASPECTS

(a) Have Form BA14 been accepted in respect of:
   
   (i) Subcontractor Work?
   (ii) Site Formation Works?
   (iii) Steel Work?
   (iv) Report or Certificates on Completion of Drain Test (PNAP APP-55)
   (v) Have connections to public services been connected? (O&D)_
   (vi) Has the lot number(s) been confirmed?
   (vii) Have the lot number(s) been confirmed?
   (viii) Have Dedication of Public Roads been completed?
   (ix) Have the board of roads been removed?
   (x) Has report showing, wall, site or follow-up action on adjoining buildings been dealt with?
   (xi) Has there been full compliance with the conditions attached to the modifications given on Form ED 1067?

SECTION 3
COMMENTS

(a) SE?
(b) GE if applicable?
(c) Other Department(s) if applicable

*Delete whichever is inappropriate.

= For uploading to SHD’s website.

(Rev. rtx/2016)
### Section 2 Practice Note 13 - Appendix C

#### Occupation Permit Checklist for Persons with a Disability

1. **Carports:**
   - Accessible carpark width > 3.5m.
     - Number of spaces marked with international symbol of accessibility (i.e., blue/white on a blue or white line) w/ size of 1.5m x 1.5m.
     - OK, N.A., Not.

2. **Ramps:**
   - Clear width > 1200mm.
   - Handrails on both sides.
   - Tactile warning strips @ head & foot of ramp.
   - Floor/flooring in contrast colors.
   - No projection > 50mm from wall below 2m level.
   - OK, N.A., Not.

3. **Dropped Kerbs:**
   - Gradient > 110 & top landing space > 800mm.
   - OK, N.A., Not.

4. **Steps & Staircases:**
   - Treads > 225mm (for internal), > 280mm (for external).
   - Riser > 175mm (for internal), > 260mm (for external).
   - No > 10 steps in any flight.
   - Handrails on both sides.
   - Tactile warning strips @ landing, top & bottom ends.
   - Tactile warning strips @ landing, top & bottom ends.
   - No projection > 50mm from wall below 2m level.
   - Braille and tactile information on directional arrows & floor numbers on handrail.
   - OK, N.A., Not.

5. **Handrails:**
   - 50 - 500mm clear of wall & clear height 70mm from top of breaker.
   - Height > 850mm - 950mm from sitting/floor/landing.
   - Extension 300mm beyond end step/ramp.
   - Tubulars with ≥ 32mm - 50mm.
   - OK, N.A., Not.

6. **Corridors, Lobbies, Path:**
   - Clear width > 1050mm.
   - OK, N.A., Not.

7. **Doors:**
   - Clear width > 800mm.
   - Double action self-closing doors.
   - Check mechanisms.
   - Tactile warning strips at edge of door.
   - Frameless glass doors in public buildings visibly marked.
   - Automatic door at main entrance of certain types of building commonly used by the public.
   - OK, N.A., Not.

8. **Toilet & W.C. Cubicles:**
   - Clear maneuvering space > 1.5m x 1.5m above EFL of 350mm.
   - Wash closet height 380mm - 450mm.
   - Flush control height 600 - 1050mm above EFL.
   - Wash basin height < 750mm with 550mm clear at bottom of apron.
   - Door operable from outside in emergency.
   - 3 nos. 600mm grab rails of horizontal, vertical & diagonal ft at 32mm - 40mm at wall.
   - Grab rails at inner & outer surface of door.
   - Folding grab rail height 725 - 750mm.
   - Grab rails wash basin to withstand 150Kg.
   - Emergency call bell w/ magnacore pre-of button at height 600 - 650mm labeled with Braille notice.
   - If more than one urinal provided, at least one urinal > 900mm above EFL provided with a clear space > 800mm (W) & 1500mm (D) in front of it and 600mm vertical gap between both sides w/o 32mm - 40mm at height 1200mm above EFL.
   - OK, N.A., Not.

9. **Shower Compartment in Accessible Guest Room:**
   - Clear floor space > 1500mm (W) x 800mm (D) in front of bathub or shower compartment.
   - Bathub ≥ 1500mm above EFL provided w/ a seat > 250mm (W).
   - For bathub, 1 no. 600mm vertical grab rail & 1 no. 900mm horizontal grab rail w/o ≥ 32mm - 40mm at wall.
   - OK, N.A., Not.
d. Shower compartment size > 1200mm(W) x 900mm(D) provided with self-draining shower seat > 550mm(W) x 400mm(D).

10. Signs
   a. Indication of disabled facilities & access
   b. International Symbol - colour white on a blue.

11. Lifts
   Lift Car
   a. Clear internal lift car > 1.2m depth x 1.1m width
   b. Clear entrance > 850mm width
   c. Audio indication in English, Cantonese and Putonghua
   d. Braille & tactile markings for control buttons

12. Escalators & Passenger Conveyors
   a. Tactile warning strips @ top & bottom ends for escalator or @ both ends for conveyor

13. Fire buildings with additional audible provision
   a. Braille & tactile floor plan of any layout plan for public provided
   b. Tactile guide path from initial access to building main entrance and then to lift zone & nearest accessible toilets & elevator floor plan/lift
   c. Visual display board with assistance of information broadcasted by public address system
   d. Public service counters, min. one with height < 150mm
   e. Assistive listening system (such as induction loop or infra-red system) (at least one information counter per hall or per auditorium)

14. Fire Alarm System
   a. Visual alarm signals - flashing red light

Word 'Fire Alarm System' (in both English & Chinese) labelled & located in prominent place.
The manual fire alarm call point & activation control accessible by wheelchair users.
Permit to occupy a new building

<table>
<thead>
<tr>
<th>Permit No.</th>
<th>NT</th>
</tr>
</thead>
<tbody>
<tr>
<td>Org. Ref.</td>
<td>B81</td>
</tr>
<tr>
<td>To:</td>
<td></td>
</tr>
<tr>
<td>c/o</td>
<td></td>
</tr>
<tr>
<td>Date</td>
<td></td>
</tr>
</tbody>
</table>

I hereby permit the occupation of the new buildings at [redacted] for the following purposes:

(A) Building 20E

A 9-storey office building over one basement comprising:

- **Basement Floor**: Function rooms, plant rooms and ancillary accommodation for non-domestic use.
- **Ground Floor**: Exhibition hall, atrium link, lift lobby, management office, pantry, loading/unloading area, store rooms, fire control centre, plant rooms and ancillary accommodation for non-domestic use.
- **Mezzanine Floor (Level 10.65)**: Plant rooms and ancillary accommodation for non-domestic use.
- **1/F**: Office, atrium link, lift lobby, pantry, plant rooms and ancillary accommodation for non-domestic use.

(continues)

2/F to 8/F (inclusive): Office, lift lobby, pantry, plant rooms and ancillary accommodation per floor for non-domestic use.

Main Roof and Upper Roof

(B) Building 22E

A 9-storey office building over one basement comprising:

- **Basement Floor**: Store rooms, plant rooms and ancillary accommodation for non-domestic use.
- **Ground Floor**: Exhibition hall, atrium link, lift lobby, management office, pantry, loading/unloading area, store rooms, fire control centre, plant rooms and ancillary accommodation for non-domestic use.
- **Mezzanine Floor (Level 10.65)**: Plant rooms and ancillary accommodation for non-domestic use.
- **1/F**: Office, atrium link, lift lobby, pantry, plant rooms and ancillary accommodation for non-domestic use.
- **2/F to 8/F (inclusive)**: Office, lift lobby, pantry, plant rooms and ancillary accommodation per floor for non-domestic use.
- **Main Roof and Upper Roof**: Plant rooms and ancillary accommodation per floor for non-domestic use.

(C) A single storey water meter house adjacent to Building 22E for non-domestic use.

(D) Underground pump room and water tanks adjacent to Building 20E for non-domestic use.

Notes: # Designation of 4/F is omitted.

Chief Building Surveyor for Building Authority

Note: The uses of the building described in this Permit are those shown on the plans approved by the Building Authority. Any subsequent change in the use of the building are subject to the overall uses subject to the overall uses and the relevant provisions of the Buildings Ordinance.
處理上級防火整個案事宜

本署自X年X月下旬經1823接獲有關個案後（個案編號：X），至X年X月X日作出詳細回覆，期間本署人員曾到上級單位對有關防火設備進行勘查及測試，亦為理應業主代表提交的部份回覆報告，同其時設備的第三，本署需時要求有關業主及相關業主提交相關資料，本署亦需時審閱業主所提交的文件及測試報告，略及此，本署整個案的錯誤情況，一直未能作出電話或信件告知業主及業主代表。有關防火設備問題，請參閱本署於X年的詳細回覆。

本署在處理上述問題事宜時，已按相關程序處理及審計處理。

如對此回覆有疑問，可與本署高級監察員連絡。

屋宇署署長

代行（X年X月X日）
Thank You!