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## Preface

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### **Achieve more in Building Rehabilitation with Active Participation and Lucid Workflow**

‘Prevention is better than cure.’ This popular proverb, originally refers to the benefits of early detection and intervention for diseases, has homologous implications for building rehabilitation, in that regular and timely repair and upkeep is essential and efficacious in maintaining the sound overall condition of the building and hence, its safety and hygiene standards.

While rehabilitation of common parts of a building serves the interest of all owners, *fragmented ownership* remains the key obstacle for the majority of private buildings in Hong Kong to plan for building rehabilitation, not to mention the general lack of a solid understanding of the planning and management of building rehabilitation (which often involves professional tasks) among owners, which further dampens the confidence needed to reach consensus and organise rehabilitation works.

Drawing on years of experience in facilitating building rehabilitation, **the Urban Renewal Authority (URA)** understands owners’ hesitation and difficulties in the face of building rehabilitation which involves not just exorbitant expanses but also myriad uncertainties and pitfalls arisen from the lack of knowledge about the building rehabilitation workflow and the roles, rights and responsibilities of stakeholders, including the owners themselves, the owners’ organisations, the property management company, work consultants and contractors, etc., not to mention the meagre information available for reference and comparison concerning the scale and cost of works. The URA believes that with better access to information and support, owners can have a better grip on and confidence in building rehabilitation, thereby facilitating its completion with a reasonable price and conducted under open, fair and just process through which disputes can be minimised.

With this in mind, the ‘Building Rehabilitation Platform<sup>1</sup>’ administered by **Hong Kong Building Rehabilitation Facilitation Services Limited (a wholly-owned subsidiary of the URA)** publishes this *Building Rehabilitation Guidebook* (the ‘Guidebook’) to offer perspicuous guidelines on the rehabilitation and maintenance of common parts of buildings, with a view to facilitating proper planning and implementation of rehabilitation works for buildings with an **Owners’ Corporation (OC)** (some of the content may also be useful reference for buildings without an OC). Laid out cohesively in ‘6 Steps to Building Rehabilitation<sup>2</sup>’, the Guide covers information on building rehabilitation, from preparation to procurement of work consultants and contractors, and to supervision and implementation, alongside supplementary ‘Simulated Scenarios’ and ‘Useful Tips’ to offer a realistic illustration of current building rehabilitation such that readers may take heed of possible misconducts in the process of building rehabilitation. In addition to citations of legislative provisions in force, suggested procedures and measures are also provided as recommended operation routine<sup>3</sup>. Last but not least, timely repair and maintenance are as important in private residential units as they are in common parts of buildings for the whole building to maintain its structural safety and hygiene.

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<sup>1</sup> “Building Rehabilitation Platform” is a one-stop information platform offering owners comprehensive information and support in various professional fields under the auspices of relevant professional organisations, institutions and industry representatives. The URA has formed a subsidiary (**Hong Kong Building Rehabilitation Facilitation Services Limited**) to manage the operation of the Platform, under which three committees, namely Technical Committee, Service Providers Committee and Promotion Committee, are tasked with formulating plans and execution details concerning the best practice guidelines and regulations, cost estimation references, dedicated tender and contract templates for building rehabilitation, and service provider database available on the Platform.

<sup>2</sup> Refers to the 6 main procedures/steps to building rehabilitation. Please also refer to ‘Building Rehabilitation Platform’ website ([www.brplatform.org.hk](http://www.brplatform.org.hk)) for viewing of videos introducing each procedure concerning building rehabilitation.<sup>3</sup> All simulated scenarios/examples in this Guidebook (which are entirely fictitious and for reference only, where no identification with actual persons or entities is intended or should be inferred) are intended to illustrate the possible misconducts in the process of building rehabilitation works as a reminder for **owners/OCs** to take heed of such risks and to appoint ethical registered work consultants and work contractors to carry out rehabilitation works.

<sup>3</sup> All simulated scenarios/examples in this Guidebook (which are entirely fictitious and for reference only, where no identification with actual persons or entities is intended or should be inferred) are intended to illustrate the possible misconducts in the process of building rehabilitation works as a reminder for **owners/OCs** to take heed of such risks and to appoint ethical registered work consultants and work contractors to carry out rehabilitation works.

## How to Use this Guidebook Effectively

This guide uses the following icons to facilitate quick search for necessary information:



Scan QR Codes to Watch Videos on ‘Building Rehabilitation Platform’ Website



Understand the Major Tasks in Building Rehabilitation



Useful Tip



Simulated Scenario



Refer to the Specified Section in this Guide



References



Document / Form / Template



Appendix – Relevant Information

## Acknowledgement

This Guidebook was prepared by **Hong Kong Building Rehabilitation Facilitation Services Limited (a wholly-owned subsidiary of the URA)** in 2019. The following government departments, statutory bodies and professional organization for their valuable comments and contributions are gratefully acknowledged.

<b>Government departments and statutory bodies</b>	<b>Professional organization (names not listed in order)</b>
Buildings Department	Building Services Operation and Maintenance Executives Society Hong Kong Limited (BSOMES)
Fire Services Department	Chartered Association of Building Engineers Hong Kong Chapter (CABEHK)
Home Affairs Department	Contractor's Authorised Signatory Association Limited (CASA)
Independent Commission Against Corruption (ICAC)	Hong Kong General Building Contractors Association Limited (HKGBCA)
Hong Kong Housing Society	Hong Kong Institution of Certified Auditors Limited (HKICA)
	Hong Kong Institute of Construction Managers, Limited (HKICM)
	Hong Kong Institute of Certified Property Manager Limited (HKCPM)
	Professional Building Surveying Consultants Association of Hong Kong Limited (PBSCA)
	Registered Minor Works Contractor Signatory Association Limited (RMWCSA)
	The Association of Architectural Practices Limited (AAP)
	The Association of Registered Fire Service Installation Contractors of Hong Kong Limited (FSICA)
	The Chartered Institute of Building (Hong Kong) (CIOB-HK)
	The Federation of Hong Kong Property Mgt Industry Limited (FHKPMI)
	The Hong Kong Association of Property Management Companies Limited (HKAPMC)
	The Hong Kong Construction Association, Limited (HKCA)
	The Hong Kong Institute of Architects (HKIA)
	The Hong Kong Institute of Clerks of Works (HKICW)
	The Hong Kong Institute of Engineers (HKIE)
	The Hong Kong Institute of Housing (HKIH)
	The Hong Kong Institute of Surveyors (HKIS)
	Hong Kong Registered Contractors Association Co., Limited (HKRCA)
	The Institute of Clerks of Works and Construction Inspectorate (Hong Kong) (ICWCI)
	RICS International Limited (RICS)

## Version

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## Disclaimer

This Guidebook provides general guidance only and does not purport to deal with all possible issues that may arise in any given situation. Explanations of the legal requirements under the relevant Ordinances are necessarily general and abbreviated from the layman's angle, and are based on those as applicable at the time of publication of this Guidebook. Steps and practices in relation to the management of building maintenance projects are by no means prescriptive or exhaustive, and do not preclude the need to seek professional technical advice and assistance from relevant professionals. Users of this Toolkit should seek legal advice or consult the relevant authorities in respect of the detailed requirements in force and professional advice and assistance in the carrying out of building maintenance projects as and when necessary. The **Hong Kong Building Rehabilitation Facilitation Services Limited** and its partners in the production of this Guidebook will not accept any liability, legal or otherwise, for loss occasioned to any person acting or refraining from action as a result of any material in this publication.

The cases and scenarios given in this Guidebook are for illustration only. No relation to any real person or entity is intended or should be inferred. The cases are intended to clarify some of the misconduct that may occur in a building rehabilitation project, thereby reminding the owner/corporation to pay attention to these risks and appoint qualified works consultant and works contractor to carry out building rehabilitation works.

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# Contents

<b>6 Steps to Building Rehabilitation</b>	<b>1</b>
<b>Step 1 Seek Owners' Consensus on Rehabilitation</b>	<b>2</b>
<b>Section 1.1 Understand Building Rehabilitation Thoroughly</b>	<b>3</b>
1.1.1 Why a building needs rehabilitation	3
1.1.2 Responsibilities in building rehabilitation and the consequences of its neglect	6
1.1.3 Commence preparation tasks for building rehabilitation	7
<b>Section 1.2 Form an Owners' Corporation (OC) (Applicable to Buildings without OCs)</b>	<b>12</b>
1.2.1 Building Management Ordinance(Cap.344)	12
1.2.2 Deed of Mutual Covenant (DMC)	13
1.2.3 Purpose and benefits of forming an OC	14
1.2.4 Methods and procedures of forming an OC	16
1.2.5 Duties and Role of OCs, MCs and Owners	19
1.2.6 Duties, Roles and Services of 'Manager'	19
1.2.7 Organisational Structure of Building Rehabilitation Project Management	22
<b>Section 1.3 Convene Owners' Meetings about the Rehabilitation Project</b>	<b>23</b>
1.3.1 Procedures and rules for various meetings (applicable to Buildings with OCs)	23
<b>Appendix</b>	<b>31</b>
<b>Sample / Form / Template</b>	<b>56</b>
<b>Step 2 Engage Professional Works Consultant for the Rehabilitation Project</b>	<b>69</b>
<b>Section 2.1 Define Works Consultant's Service Scope</b>	<b>70</b>
2.1.1 What is a Works Consultant?	70
2.1.2 Basic Service Scope of Works Consultant	74

<b>Section 2.2 Engage Works Consultant in Compliance with Building Management Ordinance and Code of Practice on Procurement of Supplies, Goods and Services</b>	76
2.2.1 Regulations on Building Management Ordinance and Code of Practice on Procurement of Supplies, Goods and Services	76
2.2.2 How to Engage Works Consultant	80
2.2.3 Understand ‘Smart Tender’ Building Rehabilitation Support Services	82
<b>Section 2.3 Open and Analyse Tenders</b>	83
2.3.1 Analysis and Assessment of Consultancy Service Proposals	83
2.3.2 Risk management / anti-corruption measures (appointment of Tender Assessment Panel)	84
2.3.3 Using the tender price as the only assessment criteria is not recommended	84
2.3.4 Checklist of common non-price factors (Assessing and considering factors other than the tender price)	85
<b>Section 2.4 Interview Works Consultant</b>	87
2.4.1 Why interview?	87
2.4.2 Interview process flow	88
2.4.3 Arrangement for Price Negotiation (optional)	88
<b>Section 2.5 Convene Owners’ Meetings on Selection of Works Consultant</b>	89
2.5.1 Recommended Procedures	89
<b>Section 2.6 Enter into Consultancy Contract with Successful Tenderer</b>	90
2.6.1 Use Recommended Sample Documents	90
2.6.2 Measures for the supervising Works Consultant	90
<b>Appendix</b>	94
<b>Sample / Form / Template</b>	113
<b>Step 3 Conduct Building Inspection and Prepare Tender Documents</b>	131
<b>Section 3.1 Building Inspection by Works Consultant</b>	132
3.1.1 Why Building Inspection?	132
3.1.2 Scope of Inspection	132
3.1.3 Methods of Inspection	135
<b>Section 3.2 Preparation of Tender Documents by Works Consultant</b>	136
3.2.1 Drafting Building Rehabilitation Proposal	136
3.2.2 Preparing Tender Documents	137
3.2.3 Types of Tender Documents	140

<b>Section 3.3 Provision of Cost Estimates by Works Consultant</b>	142
3.3.1 What is a work cost estimate?	143
<b>Appendix</b>	146
<b>Sample / Form / Template</b>	149
<b>Step 4 Engage Works Contractor for the Rehabilitation Project</b>	<b>154</b>
<b>Section 4.1 Convene Meetings to Ratify Tender Documents and Tendering Procedures</b>	155
4.1.1 What is a Works Contractor?	155
4.1.2 Statutory Requirements for Works Contractors	157
<b>Section 4.2 Engage Works Contractor in Compliance with <i>Building Management Ordinance and Code of Practice on Procurement of Supplies, Goods and Services</i></b>	159
4.2.1 Procurement Regulations and <i>Code of Practice</i> Prescribed by the <i>Building Management Ordinance</i>	159
4.2.2 How to Engage a Works Contractor	159
4.2.3 Common Tendering Methods for Works Contract	160
<b>Section 4.3 Open and Analyse Tenders</b>	162
4.3.1 Tender Opening and Assessment	162
4.3.2 Risk management/ anti-collusion of tender assessment period	162
4.3.3 Key Content of Tender Assessment Report	164
<b>Section 4.4 Interview Works Contractor</b>	165
4.4.1 Interview Arrangement and Flow	165
4.4.2 Arrangement for Price Negotiation (optional)	167
<b>Section 4.5 Convene Owners' Meetings to Discuss and Resolve on Work Items and Selection of Works Contractors</b>	168
4.5.1 Recommended Procedures	168
<b>Appendix</b>	172
<b>Sample / Form / Template</b>	181
<b>Step 5 Commence Works and Work Sites Supervision</b>	<b>184</b>
<b>Section 5.1 Preparation for Signing of Contract</b>	185
5.1.1 'Major Stakeholders' in Building Rehabilitation	185
5.1.2 Signing of Contract and Task Arrangements before Commencement of Works	187



<b>Section 5.2 Manage Contract and Supervise Works after Commencement of Works</b>	191
5.2.1 Regular Review of Works Progress	191
5.2.2 Quality Inspection	193
5.2.3 Variations of Works	195
5.2.4 Payment for the Works	196
<b>Appendix</b>	198
<b>Step 6 Inspection for Acceptance of Works and Confirm Completion</b>	<b>202</b>
<b>Section 6.1 Conduct Inspection for Acceptance of Works and Apply for Order Discharge (If Applicable)</b>	185
6.1.1 Testing and Commissioning	185
6.1.2 Inspection of Works for Acceptance	185
6.1.3 Statutory Documentation	185
6.1.4 Engagement of Government Departments	185
6.1.5 Record Floor Plan	186
6.1.6 Arrangement for Certifying Completion Date and Extension for Completion	187
6.1.7 Works Completion Certificate	187
<b>Section 6.2 Rectifications by Works Contractor within Defects Liability Period</b>	188
6.2.1 Defects Liability Period	188
6.2.2 Roles and Responsibilities of Each Party during Defects Liability Period	188
<b>Section 6.3 Drawing up Long-Term Plans for Building Maintenance</b>	190
6.3.1 Reasons for Building Maintenance	190
6.3.2 Preventive Maintenance	191
6.3.3 Strategies and Standards of Maintenance	191
6.3.4 Formulate Schedules for Building Maintenance Cycle	193
6.3.5 Set up Dedicated Building Rehabilitation Fund	193
<b>Section 6.4 Procure Insurance for the Building</b>	194
6.4.1 Purpose of Building Insurance	194
6.4.2 Type of Building Insurance	195
<b>Appendix</b>	197

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## 6 Steps to Building Rehabilitation

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