

3 October 2019

To: All Authorized Persons  
Registered Structural Engineers  
Registered Geotechnical Engineers  
Registered General Building Contractors  
Registered Specialist Contractors  
Registered Minor Works Contractors

Dear Sirs/Madams,

### Repairs to Curtain Wall, Glass Wall and Cladding

Curtain wall, glass wall and cladding at existing buildings may be damaged by incidents and repair works shall be carried out to maintain the intended functions, including weather protection. Such repair works do not come within the purview of the Minor Works Control System or exempted building works and shall be subject to the approval and consent process under the Buildings Ordinance. However, the fast-track processing under Practice Note for Authorized persons, Registered Structural Engineers and Registered Geotechnical Engineers (PNAP) ADM-19 will apply to such proposals provided that the structural system of the curtain wall, glass wall and cladding will not be altered.

2. In the submission<sup>1</sup>, you are reminded of the requirements in PNAP APP-117 on Structural Requirements for Alterations and Additions works in Existing Buildings, PNAP APP-37 on Curtain Wall, Window and Window Wall Systems and PNAP APP-16 on Cladding Works. In this regard, the Registered Structural Engineer (RSE) shall assess the existing condition and integrity of the curtain wall, glass wall and cladding.

3. To enable the Buildings Department (BD) to process your application for fast-track approval and consent expeditiously (not more than 30 days), the following shall be submitted concurrently:

- (a) A supervision plan for the curtain wall, glass wall or cladding works, where applicable, prepared by the Authorized Person, RSE and Registered General Building Contractor (RGBC) in accordance with the Technical Memorandum for Supervision Plans 2009 and the Code of Practice for Site Supervision 2009;

/(b) ...

<sup>1</sup> For replacement of individual components of the curtain wall and glass wall (e.g. glass panes, sealants, setting blocks, etc.), and the cladding panels same as the approved design, structural analysis and design calculations for the replacement components/cladding panels and the checking on the structural adequacy of the parent structure are not required.

- (b) If tempered glass is to be installed, the RSE shall submit the following documents as stipulated in PNAP APP-37:
- (i) Quality supervision plan prepared by the RSE and RGBC for the quality supervision of manufacturer's heat soak process, and
  - (ii) A copy of Quality Assurance Scheme issued by the manufacturer;
- (c) If the thermal transmittance characteristics of the replaced external wall materials regarding insulation is inferior than the approved one, provisional Overall Thermal Transfer Value report under PNAP APP-67 and, where applicable, provisional energy efficiency report under PNAP APP-156<sup>2</sup>; and
- (d) If the repair works involve a change/upgrading of the approved structural system or materials, full justifications of their structural adequacy, non-combustibility, fire resisting properties in compliance with the relevant current Building Regulations, design standards and codes of practice.

4. With a view to providing further facilitation to building owners and the building industry, BD is preparing legislative amendments to incorporate small scale repairs to curtain wall, glass wall and cladding into the Minor Works Control System for introduction in the current legislative session.

5. This circular letter supersedes the one dated 21 September 2018 on Repairs to Curtain Walls.

Yours faithfully,



( CHEUNG Yuk-ching, Karen )  
Assistant Director / New Buildings 1  
for Building Authority

c.c. The Real Estate Developers Association of Hong Kong

---

<sup>2</sup> Applicable to developments previously approved subject to the Building (Energy Efficiency) Regulations or PNAP APP-156.