

Minor Works Control System

**Windows, window walls
and curtain walls**



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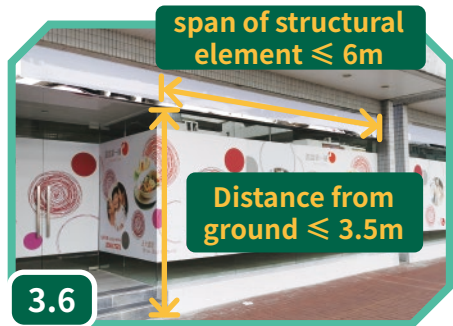
The Minor Works Control System (MWCS) aims to facilitate building owners and occupants in carrying out small-scale building works safely and lawfully through simplified statutory procedures and thereby improve the quality of such building works and building safety in Hong Kong.

Under the MWCS, construction, alteration, repair, replacement or removal of most windows and window walls, and repair or replacement of most curtain walls are designated as minor works items (MW items).

1. Windows and window walls

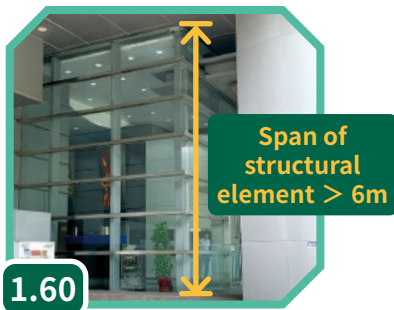
(a) Construction/alteration

MW Item ¹	Brief Description of Works	
2.8	highest point from ground 3.5m - 100m	<ul style="list-style-type: none"> - works involving main frame of window or window wall - works involving sub-frame of window or window wall and the length of the sub-frame > 1.2m
	highest point from ground > 100m	<ul style="list-style-type: none"> - area of the external wall opening for window or window wall $\leq 6\text{m}^2$ - length of shorter side of the opening $\leq 1.8\text{m}$
3.6	highest point from ground $\leq 100\text{m}$	
	highest point from ground $\leq 3.5\text{m}$	- span of structural element of the window or window wall $\leq 6\text{m}$
	highest point from ground 3.5m - 100m	<ul style="list-style-type: none"> - works involving sub-frame of window or window wall - the length of the sub-frame $\leq 1.2\text{m}$



(b) Repair/replacement

MW Item ¹	Brief Description of Works	
1.60	<ul style="list-style-type: none"> - works carried out in accordance with the original design - span of structural element of window or window wall > 6m - not MW item 2.8 or 3.6 	
2.8	highest point from ground 3.5m - 100m	<ul style="list-style-type: none"> - works involving main frame of window or window wall - works involving sub-frame of window or window wall and the length of the sub-frame > 1.2m
	highest point from ground > 100m	<ul style="list-style-type: none"> - works carried out in accordance with the original design - if works carried out not in accordance with the original design <ul style="list-style-type: none"> • area of the external wall opening for window or window wall $\leq 6\text{m}^2$ • length of shorter side of the opening $\leq 1.8\text{m}$
3.6	highest point from ground $\leq 100\text{m}$	
	highest point from ground $\leq 3.5\text{m}$	- span of structural element of window or window wall $\leq 6\text{m}$
	highest point from ground 3.5m - 100m	<ul style="list-style-type: none"> - works involving sub-frame of window or window wall only - length of the sub-frame $\leq 1.2\text{m}$



(c) Removal

MW Item ¹	Brief Description of Works
2.9	- height of window or window wall $\leq 6\text{m}$ - not MW item 3.7
3.7	- highest point from ground $\leq 3.5\text{m}$



2. Curtain walls

Repair/replacement

MW Item ¹	Brief Description of Works
1.61	- in accordance with the original design - not involving the replacement of supporting structure, or structural element, that connects the wall to its parent structure



3. Minor works related to windows/windows walls/ curtain walls involving removal/alteration of protective barrier/external wall

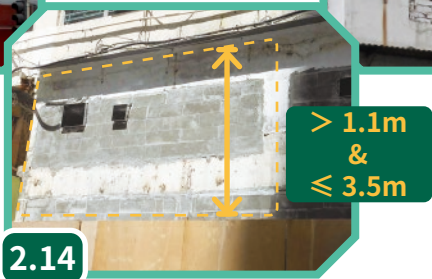
If the window/window wall/curtain wall works involve the removal or alteration of the original protective railings/parapet walls of balconies or verandahs or that part of the external walls with function as a protective barrier, the MW items related to the removal/alteration of the protective barrier are:

Class I MW Item ¹	Brief Description of Works
1.6	Erection, alteration or removal of protective barriers (other than an external reinforced concrete wall or block wall) and the works do not result in any additional load to cantilevered slabs
1.15	Erection, alteration, repair or removal of external non-load bearing reinforced concrete walls of a building satisfying the following criteria: <ul style="list-style-type: none">- no additional load to cantilevered slabs- not involving alteration of other structural elements- height of the wall more than 1.1m but not more than 3.5m



Class II MW Item ¹	Brief Description of Works
2.13	Erection, alteration or removal of external non-load bearing reinforced concrete walls of a building satisfying the following criteria: <ul style="list-style-type: none"> - no additional load to cantilevered slabs - not involving alteration of other structural elements - height of the wall $\leq 1.1\text{m}$
2.14	Erection, alteration or removal of external non-load bearing block walls of a building satisfying the following criteria: <ul style="list-style-type: none"> - no additional load to cantilevered slabs - not involving alteration of other structural elements - height of the wall more than 1.1m but not more than 3.5m

Class III MW Item ¹	Brief Description of Works
3.11	Erection, alteration or removal of external non-load bearing block walls of a building satisfying the following criteria: <ul style="list-style-type: none"> - no additional load to cantilevered slabs - not involving alteration of other structural elements - height of the wall $\leq 1.1\text{m}$



Note:

1 The numbers tabulated under “MW Item” denote the classes and item numbers of the minor works. For example, “1.5” denotes the item no.5 under Class I minor works in the Building (Minor Works) Regulation. Any alteration works must be read as including any strengthening works for that item. Any erection works must be read as including any replacement works for that item. Any removal works must be read as including any removal works for any structure that falls within the description of that item and is an unauthorised structure.

If the window/window wall/curtain wall works involve repair or replacement of any protective barrier (other than an external reinforced concrete wall or block wall) in accordance with the original design (i.e. the design as shown on plans approved under the Buildings Ordinance), Class II MW item 2.5 may be involved.

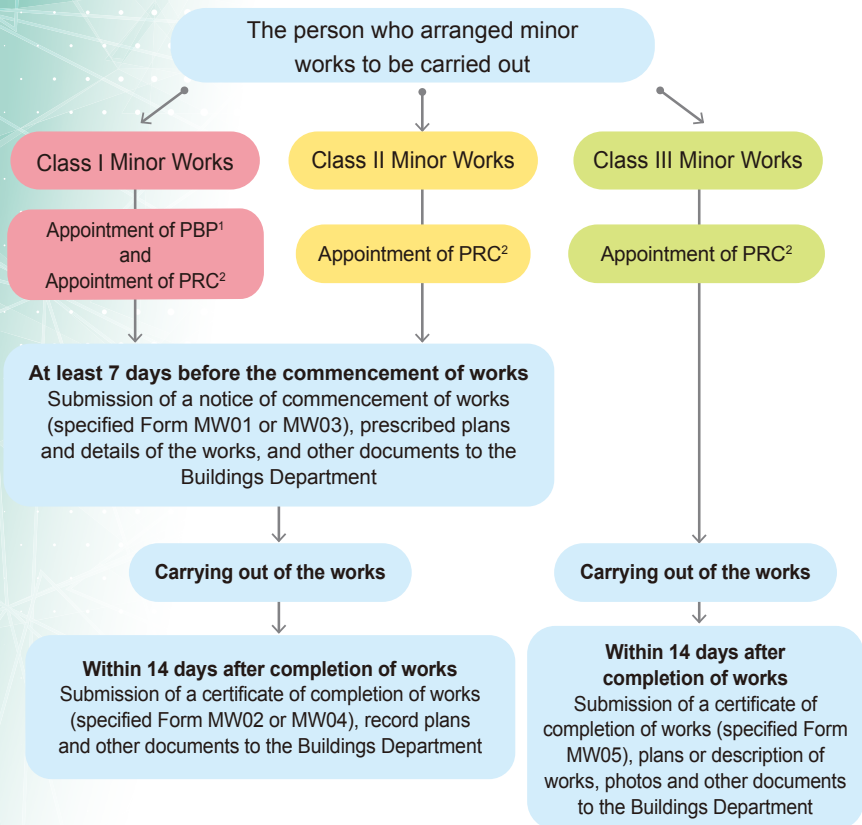
For detailed descriptions, sizes, locations and respective requirements of each minor works item, please visit the Buildings Department website at www.bd.gov.hk, and refer to the Building (Minor Works) Regulation and the Technical Guidelines on Minor Works Control System. The requirements of the MW items generally involve restrictions related to structural safety. For example, the works should not result in any additional load to any cantilevered slab or the works should not involve the alteration of any other structural elements. For the location, if the works are located on a slab or roof, it may be required that the slab or roof should not be a cantilevered slab. The appointed prescribed building professional and/or prescribed registered contractor should ensure the works comply with all the requirements of the relevant MW items.

Some considerations for construction/alteration of windows/window walls

- Not construct/alter windows/window walls to enclose green balconies and utility platforms which have been exempted from gross floor area calculation.
- Comply with the statutory requirements of natural lighting, natural ventilation and fire resisting construction.
- Refer to other considerations given in the Technical Guidelines on Minor Works Control System.

Simplified requirements

The carrying out of minor works can be commenced through the simplified requirements of the MWCS, without the need to obtain prior approval of plans and consent to the commencement of the works from the Buildings Department as required under section 14(1) of the Buildings Ordinance. Any person, whether the owner/occupant or his/her agent (for example the design company) is required to appoint prescribed registered contractors (PRC) to carry out all minor works. If the works involve Class I minor works, prescribed building professionals (PBP) shall also be appointed for the design and supervision of the works. The flow chart below shows the procedures for carrying out of Class I, Class II and Class III minor works:



For the registers of PBP and PRC, please visit the Buildings Department website at www.bd.gov.hk.

Notes:

- 1 PBP are authorized persons/registered inspectors* and (if required) registered structural engineers/registered geotechnical engineers.
* If the works are prescribed repair or any associated demolition works, a registered inspector may assume the role of an authorized person in respect of such works.
- 2 PRC are registered general building contractors or registered specialist contractors of respective registered category of specialised works or registered minor works contractors of respective registered classes/types/items of minor works.

Addition of minor works items after commencement of works

After the submission of notice of commencement of Class I or Class II minor works, if additional Class I or Class II minor works items are required to be carried out during the construction period, the PBP or PRC should submit, at least 7 days before the commencement of those additional items, a notice of commencement of works (i.e. specified Form MW11 or MW12) together with the prescribed plans and details of the works, and other documents to the Buildings Department. Within 14 days after the completion of the works, the PBP or PRC should submit a certificate of completion of works (i.e. specified Form MW02 or MW04), record plans and other documents together with all other completed minor works items to the Buildings Department.

Types of registered minor works contractors

Construction companies may apply for registration as Registered Minor Works Contractors (Company) (RMWC(Co)) and register by virtue of their working experience, qualifications and competence in each class of one or more of the following types of minor works (A to H):

- Type A - Alteration and Addition Works
- Type B - Repair Works
- Type C - Works relating to Signboards
- Type D - Drainage Works
- Type E - Works relating to Structures for Amenities
- Type F - Finishes Works
- Type G - Demolition Works
- Type H - Works relating to Ventilation System inside a Building

Individual practitioners may apply for registration as Registered Minor Works Contractors (Individual) (RMWC(Ind)) of the respective Class III minor works items (items 3.1 to 3.66) by virtue of their qualifications and experience.

Submission of documents under simplified requirements

The PBP and PRC shall comply with the Buildings Ordinance and its subsidiary regulations, and prepare and timely submit the required documents to the Buildings Department. The documents mainly include the following:

1. Form

Specified forms for notice of commencement of works (seven days prior to commencement of works) for Class I and Class II minor works and certificate of completion of works (within 14 days after the completion of works) for all classes of minor works.

2. Plan

(a) Class I or Class II minor works

The plans and details prescribed in regulation 8 of the Building (Administration) Regulations.

(b) Class III minor works

The plans showing the works as completed or description of completed works.

3. Photograph

Photographs showing the physical condition of the premises immediately before the commencement and after the completion of the works.

4. Supervision plan

A supervision plan in accordance with the Technical Memorandum for Supervision Plans (only required for some Class I minor works).

Please refer to the Practice Note for Registered Contractors 71 issued by the Buildings Department for the requirements and guidelines on submission of the above documents.

Inspection of building records

The carrying out of minor works in existing buildings may involve alteration and addition works. The PBP or PRC should prepare the plans for minor works based on the information from the inspection of the actual condition of the related building and the available existing building records. The building records for existing buildings may be inspected at the Building Information Centre of the Buildings Department located at 2/F, Buildings Department Headquarters, North Tower, West Kowloon Government Offices, 11 Hoi Ting Road, Yau Ma Tei, Kowloon, or via the Building Records Access and Viewing On-line system in the Buildings Department website at bravo.bd.gov.hk. A copy of the building records will be issued upon application and payment of the prescribed fee.

Please visit www.bd.gov.hk/en/about-us/building-information-centre/index.html for details of the services.

Legal obligation of the person who arranged the minor works to be carried out

The person, whether the owner/occupant or his/her agent, who arranged the minor works to be carried out is required by the Buildings Ordinance to appoint PBP and/or PRC to carry out the works. If the person who arranged the works to be carried out has knowingly failed to appoint the required personnel, that person may be liable to prosecution.

Legal obligation of prescribed building professionals and prescribed registered contractors

The PBP and PRC appointed to carry out the minor works should comply with the provisions of the Buildings Ordinance and other enactments. The PRC should only carry out the classes and types or items of minor works for which they have been registered. If they contravene these requirements, they may be subject to prosecution and disciplinary action.

Insurance

To safeguard the interests of the building owner/occupant or the appointed agent, the person who arranged the minor works to be carried out should ensure that the appointed PRC has procured all necessary insurance prior to commencement of works in order to minimise risk for any possible claim incurred from carrying out of the minor works.

Carrying out minor works at common parts of building

For minor works carried out at common parts of a building (such as external wall of a building), the person who arranged the works to be carried out or his/her appointed agent (including the PBP/PRC) should seek consent from all co-owners/incorporated owners and the management company of the building and observe all duties as stipulated in the deed of mutual covenant.

Construction wastes

PRC shall take appropriate measures to ensure construction wastes are disposed of properly.

Pay for Safety Scheme

The Pay for Safety Scheme was first introduced by the Government with an aim to ensure the contractors, with the employer's support, maintain a high standard of work safety and to prevent site safety from being compromised due to competitive tendering. Under the scheme, contractors are required to include in the tender the necessary safety-related items which will be paid for by the employer if the contractors have carried out the items satisfactorily. Failure in doing so will result in no payment. By means of this scheme, the Government aims to promote and encourage the practice of construction safety such that safety standard in construction sites would be enhanced.

Supportive measures

The Buildings Department has put in place the following measures to facilitate implementation of the MWCS and to assist the public in understanding and using the system effectively:

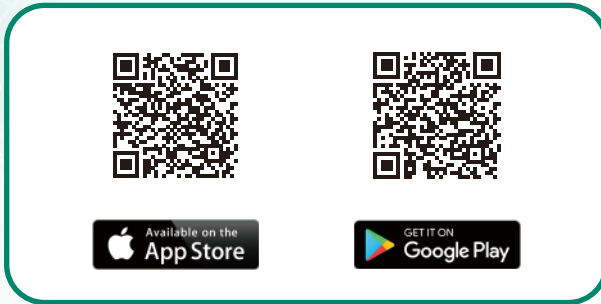
- Provide technical guidelines and practice notes on minor works to the construction industry for reference.
- Distribute leaflets and general guidelines on minor works to members of the public, building owners and owners' corporations introducing the system to assist their understanding of the classification of minor works and the appointment of appropriate PBP and PRC for the carrying out of minor works.
- Provide mobile application for the public using mobile devices to access the information related to the MWCS.
- Upload detailed information of the MWCS onto the Buildings Department website at www.bd.gov.hk for the reference of the general public.
- Establish telephone hotlines to answer public enquiries.

Enquiry

For any enquiries in connection with the MWCS, you may contact the Buildings Department by the following means:

- Postal address: G/F, Buildings Department Headquarters, North Tower, West Kowloon Government Offices, 11 Hoi Ting Road, Yau Ma Tei, Kowloon
- Email address: enquiry@bd.gov.hk
- Telephone hotline: 2626 1616 (Handled by "1823")
- Enquiry service: G/F, Buildings Department Headquarters, North Tower, West Kowloon Government Offices, 11 Hoi Ting Road, Yau Ma Tei, Kowloon

You may download the mobile application MWCS - Quick Guide for Minor Works on App Store/Google Play to know more about the MWCS.



This pamphlet is not a legal document. It aims to introduce the main features of the MWCS to enhance the industry's understanding of the system.



July 2021

Printed by the Government Logistics Department