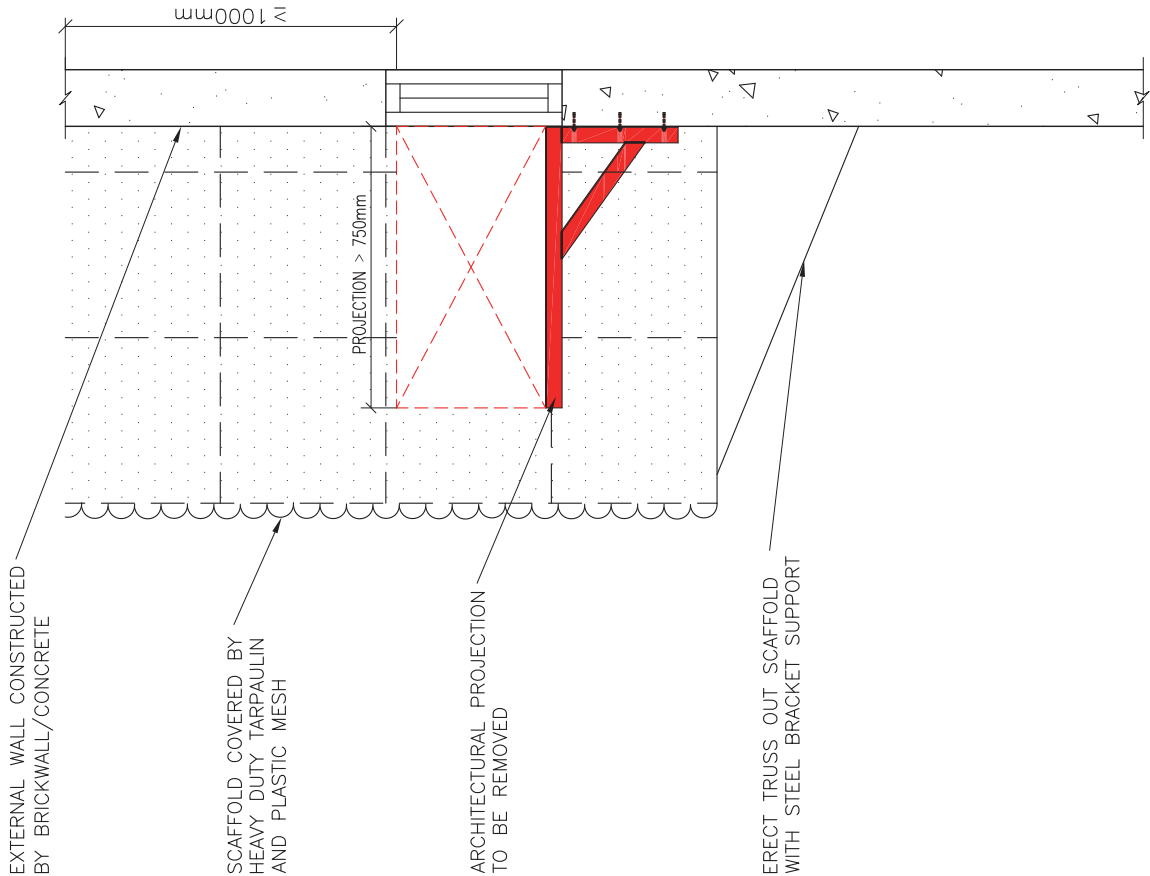
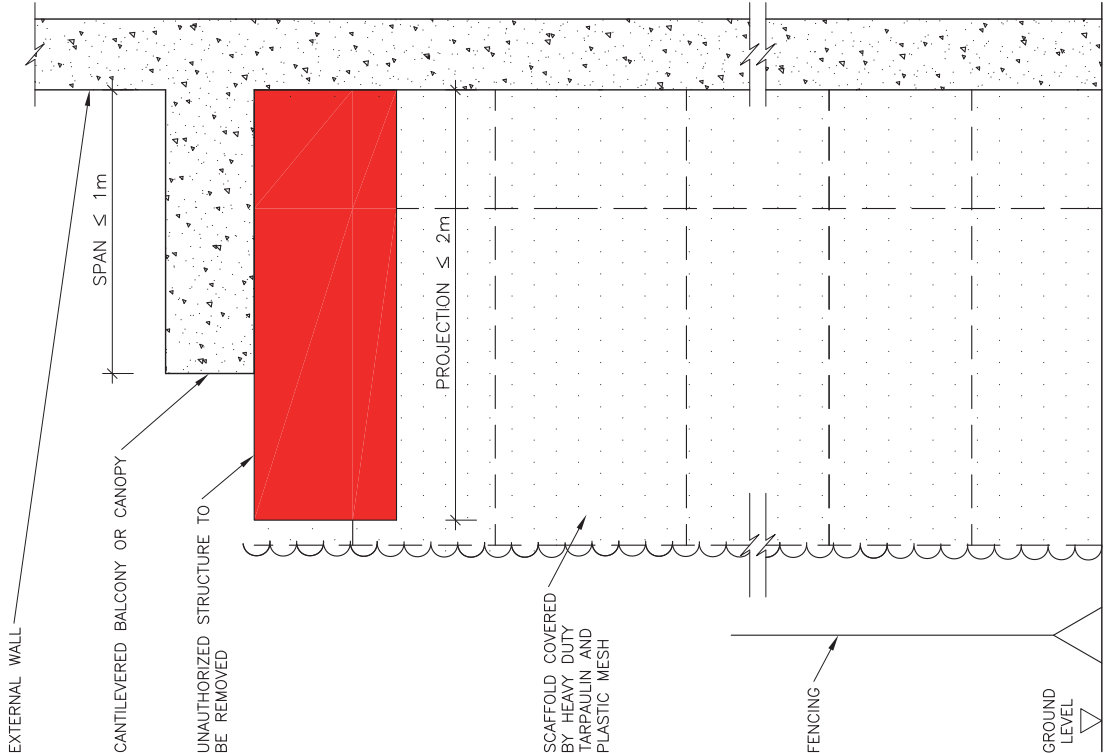


# Appendix VII – Recommended Design and Details for Classes II & III Minor Works

<div> <div> GENERAL NOTES : <p>The works carried out shall comply with the Buildings Ordinance and the provisions of other enactment. (Reference can be made to the examples listed in Sections 3 and 10 of the Guidelines.)</p> </div> <div> PREPARATION WORKS : <ol style="list-style-type: none"> <li>Temporarily stabilize some individual member using nylon rope if the members are considered not easy to handle.</li> <li>Obtain the existing design drawings/ information for reference prior to the commencement of works.</li> <li>Carry out condition survey of the parent structure/ existing condition prior to the commencement of works.</li> <li>Inform the utilities company or sector if the works to be involved.</li> <li>Works procedures should be submitted to the Buildings Department prior to the commencement of works</li> </ol> </div> <div> SAFETY AND PRECAUTIONARY MEASURES : <ol style="list-style-type: none"> <li>Fence-off the working area from the public. Diversion arrangement shall be taken if necessary.</li> <li>Bamboo scaffolds details shall refer to the following figures as shown on drawing no. GN-1. <ul style="list-style-type: none"> <li>Figure 2 Truss-out bamboo scaffold</li> <li>Figure 4 Working platform on a double-row bamboo scaffold</li> </ul> </li> <li>Reference shall be made to the "Guideline for the Removal of Typical Unauthorized Building Works and General Maintenance of External Walls" published by the Buildings Department.</li> </ol> </div> <div> WORKING PROCEDURES : <ol style="list-style-type: none"> <li>Remove the air conditioning unit and any associated air ducts or rack including all the associated cables, duct works and etc.</li> <li>Remove the architectural projection, canopy, supporting frame using mechanical hand held tools to cut the members into pieces and collect into the main building access for construction waste disposal.</li> <li>Make good and reinstate the affected areas of the parent building.</li> <li>Dismantle the bamboo scaffold and clean the site.</li> </ol> <p>Remarks: This case excludes items 13 or 14 of the Designated Exempted Works.</p> </div> </div>	<div> <div>MINOR WORKS ITEM 2.31</div> <div>REMOVAL OF ARCHITECTURAL PROJECTION, CANOPY, SUPPORTING FRAME FOR AN AIR-CONDITIONING UNIT OR ASSOCIATED AIR DUCTS, OR RACK (OTHER THAN A DRYING RACK), PROJECTING FROM AN EXTERNAL WALL OF A BUILDING</div> </div>
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GENERAL NOTES :

1. The works carried out shall comply with the Buildings Ordinance and the provisions of other enactment. (Reference can be made to the examples listed in Sections 3 and 10 of the Guidelines.)

PREPARATION WORKS :

1. Obtain the existing design drawings / information for reference prior to the commencement of works.
2. Carry out condition survey of the parent structure/ existing condition prior to the commencement of works.
3. Obtain the original design of the approved structure for reference of any required reinstatement works.

SAFETY AND PRECAUTIONARY MEASURES :

1. Fence-off the working area from the public. Diversion arrangement shall be taken if necessary.
2. Bamboo scaffolds details shall refer to the following figure as shown on drawing no. GN-1.
  - Figure 4 Working platform on a double-row bamboo scaffold
3. Reference for removal of the unauthorized structures shall be made to the "Guidelines for the Removal of Typical Unauthorized Building Works and General Maintenance of External Walls" published by the Buildings Department.

WORKING PROCEDURES :

1. Demolish the structure using mechanical hand held tools.
2. The member of the unauthorized structure shall be cut into small pieces for construction waste disposal.
3. After removal of the unauthorized structure, make good and reinstate the affected areas of the parent building.
4. Remove the bamboo scaffold and clean the site.

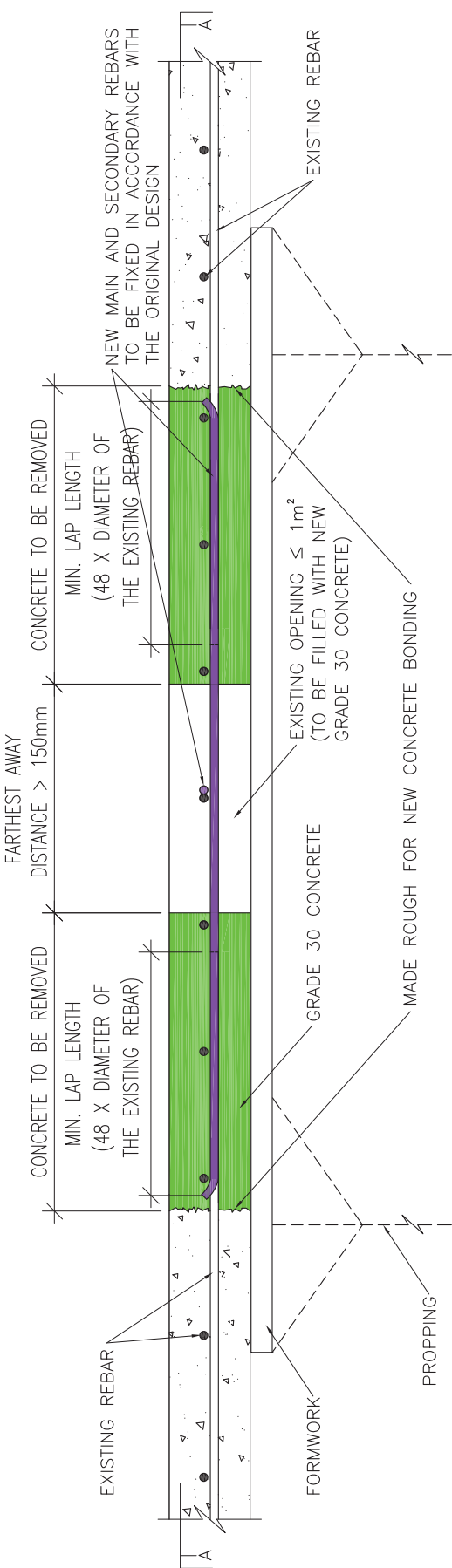
MINOR WORKS ITEM 2.32	REMOVAL OF UNAUTHORIZED STRUCTURE (OTHER THAN AN ARCHITECTURAL PROJECTION, CANOPY, CANOPY, FRAME OR RACK) PROJECTING NOT MORE THAN 2M FROM THE EXTERNAL WALL OF A BUILDING
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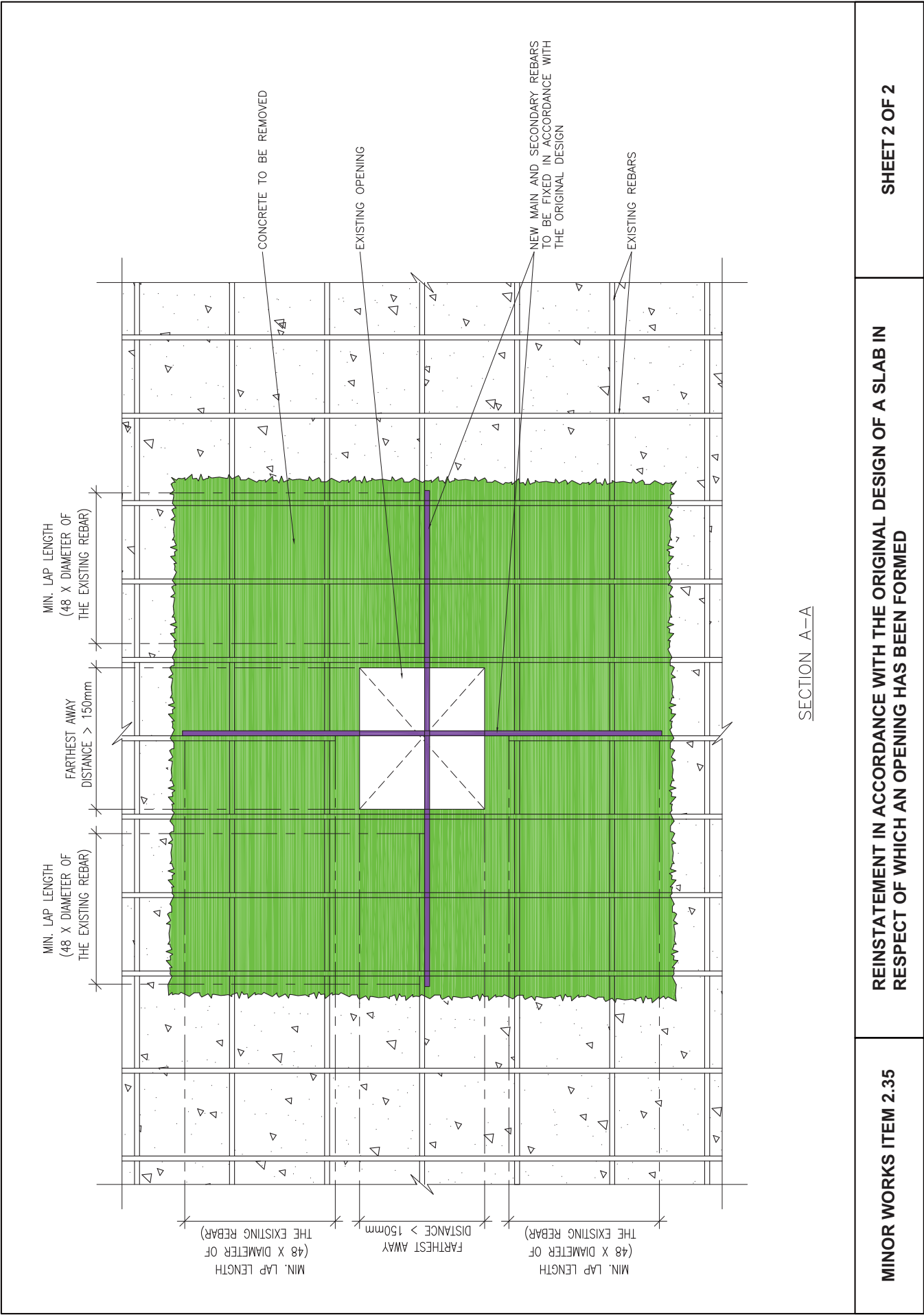
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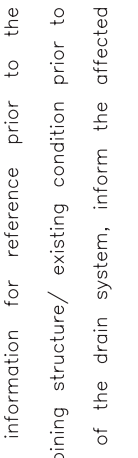
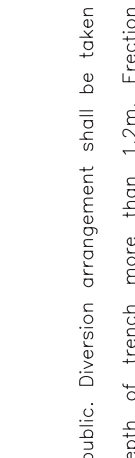
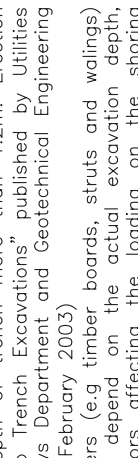
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<div data-bbox="135 1366 1348 2094"> </div> <div data-bbox="103 1153 127 1321"> <p>GENERAL NOTES :</p> <p>The works carried out shall comply with the Buildings Ordinance and the provisions of other enactment. (Reference can be made to the examples listed in Sections 3 and 10 of the Guidelines.)</p> <p>PREPARATION WORKS:</p> <ol style="list-style-type: none"> <li>1. Normally, total thickness of external wall rendering should not exceed 20mm. Nevertheless, additional steel lathing for top up rendering will be required if the total thickness of rendering is more than 20mm but not exceeding 40mm.</li> <li>2. Waterproof system at roof shall be reinstated according to the original design.</li> <li>3. Carry out condition survey of the parent structure/ existing condition prior to the commencement of works.</li> </ol> <p>SAFETY AND PRECAUTIONARY MEASURES :</p> <ol style="list-style-type: none"> <li>1. Fence-off the working area from the public. Diversion arrangement shall be taken if necessary.</li> <li>2. Bamboo scaffolds details shall refer to the following figures as shown on drawing no. GN-1. <ul style="list-style-type: none"> <li>• Figure 1 Double-row bamboo scaffold and working platform over pavement</li> <li>• Figure 3 Typical detail for bamboo catchfan and screen cover</li> <li>• Figure 4 Working platform on a double-row bamboo scaffold</li> </ul> </li> <li>3. Covered walkway shall be provided for areas with passage when considered necessary.</li> </ol> <p>WORKING PROCEDURES :</p> <p>A) Rendering</p> <p>a. Laying</p> <ol style="list-style-type: none"> <li>1. Apply spatterdash to the wall.</li> <li>2. Apply 20mm thick rendering (Cement : sand = 1:3) to the wall.</li> <li>3. Make good and reinstate the affected areas of the parent building.</li> <li>4. Retrieve the construction waste for disposal.</li> <li>5. Dismantle the bamboo scaffold and clean the site.</li> </ol> <p>b. Repair</p> <ol style="list-style-type: none"> <li>1. Carry out hammer tapping test to identify the loose/ defective areas.</li> <li>2. Use saw cutting machine to saw cut the edge of the render to be repaired and hack off such area using hand-held breaker and retrieve for construction waste disposal.</li> <li>3. Apply 20mm thick rendering (Cement : sand = 1:3) to the wall.</li> <li>4. Make good and reinstate the affected areas of the parent building.</li> <li>5. Arrange construction waste disposal.</li> <li>6. Dismantle the bamboo scaffold and clean the site.</li> </ol> <p>c. Removal</p> <ol style="list-style-type: none"> <li>1. Use saw cutting machine to saw cut the edge of the rendering area to be removed.</li> <li>2. Hack off such area using hand-held breaker and retrieve for construction waste disposal.</li> <li>3. Make good and reinstate the affected areas of the parent building.</li> <li>4. Arrange construction waste disposal.</li> <li>5. Dismantle the bamboo scaffold and clean the site.</li> </ol> <p>B) Wall tile or roof tile</p> <p>a. Laying</p> <ol style="list-style-type: none"> <li>1. Apply rendering as per A.a.</li> <li>2. Soak the tiles into water for at least 24 hours before installation.</li> <li>3. Use cement slurry as the adhesive to adhere tiles to the rendering (thickness of cement slurry should be less than 3mm).</li> <li>4. Use cement slurry (Cement : sand = 1:3) as grout filler to fill up the joints between tiles.</li> <li>5. Make good and reinstate the affected areas of the parent building.</li> <li>6. Retrieve the construction waste for disposal.</li> <li>7. Dismantle the bamboo scaffold and clean the site.</li> </ol> <p>b. Repair</p> <ol style="list-style-type: none"> <li>1. Carry out hammer tapping test to identify the defective tile areas with hollow sound.</li> <li>2. Remove tile or rendering as per B.c or A.c respectively.</li> <li>3. Carry out items B.a.1 to B.a.7 for the rest of the works.</li> </ol> <p>c. Removal</p> <ol style="list-style-type: none"> <li>1. Use saw cutting machine to cut off the edge of the tiling area to be removed.</li> <li>2. Use hand-held mechanical breaker to remove the tile and retrieve for construction waste disposal.</li> <li>3. Make good and reinstate the affected areas of the parent building.</li> <li>4. Dismantle the bamboo scaffold and clean the site.</li> </ol> </div>	<div data-bbox="1388 1758 1420 2083"> <p>MINOR WORKS ITEM 2.34</p> </div> <div data-bbox="1388 268 1420 1668"> <p>LAYING, REPAIRING OR REMOVAL OF EXTERNAL RENDERING, EXTERNAL WALL TILE OR ROOF TILE OF A BUILDING</p> </div>
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Appendix VII – Recommended Design and Details for Classes II & III Minor Works

<div></div>		<p><b>MINOR WORKS ITEM 2.35</b></p>		<p><b>REINSTATEMENT IN ACCORDANCE WITH THE ORIGINAL DESIGN OF A SLAB IN RESPECT OF WHICH AN OPENING HAS BEEN FORMED</b></p>	<p><b>SHEET 1 OF 2</b></p>
<p><b>GENERAL NOTES :</b></p> <ol style="list-style-type: none"><li>The works carried out shall comply with the Buildings Ordinance and the provisions of other enactment. (Reference can be made to the examples listed in Sections 3 and 10 of the Guidelines.)</li><li>All works shall comply with the following CoP/ standards:<ul style="list-style-type: none"><li>• Building (Construction) Regulations</li><li>• Code of Practice for the Structural Use of Concrete 2004</li></ul></li><li>All concrete works shall comply with CS1.</li><li>Concrete grade and the minimum cover shall be grade 30 and 25 mm respectively.</li><li>Steel reinforcement to be high yield type II deformed bar with the characteristic strength of 460 N/mm<sup>2</sup> and comply with CS2:1995.</li><li>Minimum anchorage and lap length are 48 x diameter of the existing rebar unless otherwise specified.</li><li>Minimum FRP for the slab to be reinstated = 1 hr unless otherwise specified.</li></ol> <p><b>PREPARATION WORKS :</b></p> <ol style="list-style-type: none"><li>Obtain the existing design drawings/ information for reference prior to the commencement of works.</li><li>Carry out condition survey of the parent structure/ existing condition prior to the commencement of works.</li></ol>		<p><b>SAFETY AND PRECAUTIONARY MEASURES :</b></p> <ol style="list-style-type: none"><li>Fence-off the working area from the public. Diversion arrangement shall be taken if necessary.</li><li>Prior to the commencement of works, the contractor is recommended to refer to Section 4 (Method of Demolition) of the Code of Practice for Demolition of Buildings for details of works.</li><li>Erect steel proppings as temporary support as per the manufacturers' instructions.</li></ol> <p><b>WORKING PROCEDURES :</b></p> <ol style="list-style-type: none"><li>Break-off the existing concrete slab into small piece using mechanical hand-held tools to expose the reinforcing bars for lapping.</li><li>Fix the new reinforcing bars with the designed lapping distance.</li><li>Pour concrete after erect formwork and proppings.</li><li>28 days after concrete casting, remove the formwork and the proppings.</li><li>Arrange construction waste disposal.</li><li>Make good and reinstate the affected areas of the parent structure and clean the site.</li></ol>			



 <p>EXISTING BUILDING/STRUCTURE</p> <p>GROUND LEVEL</p> <p>D</p> <p>H</p> <p>SLOPE CREST</p> <p>SLOPE</p> <p>30°</p> <p>S</p> <p><math>H \leq 1.5\text{m}, D \geq H</math></p>	<p>GENERAL NOTES :</p> <p>The works carried out shall comply with the Buildings Ordinance and the provisions of other enactment. (Reference can be made to the examples listed in Sections 3 and 10 of the Guidelines.)</p> <p>PREPARATION WORKS:</p> <ol style="list-style-type: none"> <li>1. Obtain and investigate all underground utilities drawings/ information prior to the commencement of works.</li> <li>2. Obtain the existing design drawing/ information for reference prior to the commencement of works.</li> <li>3. Carry out condition survey of the adjoining structure/ existing condition prior to the commencement works.</li> <li>4. If the works would involve suspension of the drain system, inform the affected parties in advance.</li> </ol> <p>SAFETY AND PRECAUTIONARY MEASURES :</p> <ol style="list-style-type: none"> <li>1. Fence-off the working area from the public. Diversion arrangement shall be taken if necessary.</li> <li>2. Shoring support is required if the depth of trench more than 1.2m. Erection method shall be referred to "Guide to Trench Excavations" published by Utilities Technical Liaison Committee – Highways Department and Geotechnical Engineering Office – Civil Engineering Department (February 2003)</li> <li>a) The sizes of the structural members (e.g timber boards, struts and walings) and the spacings between struts depend on the actual excavation depth, ground conditions and other factors affecting the loading on the shoring system.</li> <li>b) Half timber board shoring may be adequate for moderately firm to firm soil provided that the groundwater level is below the bottom of the trench.</li> </ol> <p>WORKING PROCEDURES :</p> <ol style="list-style-type: none"> <li>1. Carry out excavation and backfilling work in accordance with minor works item 2.11.</li> <li>2. Remove the pipework as per drawing.</li> <li>3. Plug the opening in the manhole with water proof cement mortar.</li> <li>4. Any removed pipe works shall be sprayed with diluted bleaching agent (Bleaching agent: water = 1:99) and pack into plastic bag for construction waste disposal.</li> <li>5. Carry out water test to the manhole for any leakage.</li> <li>6. Backfilling and reinstate the top surface.</li> </ol> <p>Remarks: This works excludes excavation within area number 1 or 3 of the scheduled areas.</p>
 <p>GROUND LEVEL</p> <p>D</p> <p>H</p> <p>SLOPE CREST</p> <p>SLOPE</p> <p>30°</p> <p>S</p> <p>RETAINING WALL</p> <p><math>H \leq 1.5\text{m}, D \geq S</math></p>	<p>CONDITIONAL DIAGRAM 1</p> <p>CONDITIONAL DIAGRAM 2</p>
 <p>GROUND LEVEL</p> <p>D</p> <p>H</p> <p>SLOPE CREST</p> <p>SLOPE</p> <p>30°</p> <p>S</p> <p>RETAINING WALL</p> <p><math>H \leq 1.5\text{m}, S \leq 3\text{m}, D \geq 1.5S</math></p>	<p>CONDITIONAL DIAGRAM 3</p> <p>CONDITIONAL DIAGRAM 4</p>
 <p>UNDERGROUND DRAIN TO BE REMOVED</p> <p>EXISTING PIPE</p> <p>EXISTING PIPE</p> <p>EXISTING PIPE</p> <p>EXISTING DRAINAGE OPENING TO BE PLUGGED</p> <p>MANHOLE (NOT THE LAST MANHOLE)</p> <p>BEFORE</p>	<p>PLAN OF MANHOLE</p> <p>AFTER</p>
<p>MINOR WORKS ITEM 2.36</p>	<p>REMOVAL OF UNDERGROUND DRAIN</p> <p>REMOVAL OF UNDERGROUND DRAIN</p>



# GENERAL NOTES :

The works carried out shall comply with the Buildings Ordinance and the provisions of other enactment. (Reference can be made to the examples listed in Sections 3 and 10 of the Guidelines.)

## PREPARATION WORKS :

1. Obtain the existing design drawings/ information for reference prior to the commencement of works.
2. Inform the utilities company or sector if the works to be involved.
3. Carry out condition survey of the parent structure/ existing condition prior to the commencement of works.
4. Asbestos investigation works/ removal works shall be carried out by specialist contractor prior to any removal works.
5. Obtain the original design of the approved structure for reference of any required reinstatement works.
6. The contractor is required to submit his working procedure to the Buildings Authority prior to the commencement of works.

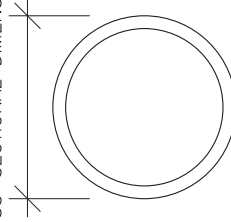
## SAFETY AND PRECAUTIONARY MEASURES :

1. Fence-off the working area from the public.
2. No accumulation of demolished parts should be stored on roof.
3. Bamboo scaffolds details shall refer to the following figures as shown on drawing no. GN-1.
  - Figure 2 Truss-out bamboo scaffold
  - Figure 4 Working platform on a double-row bamboo scaffold

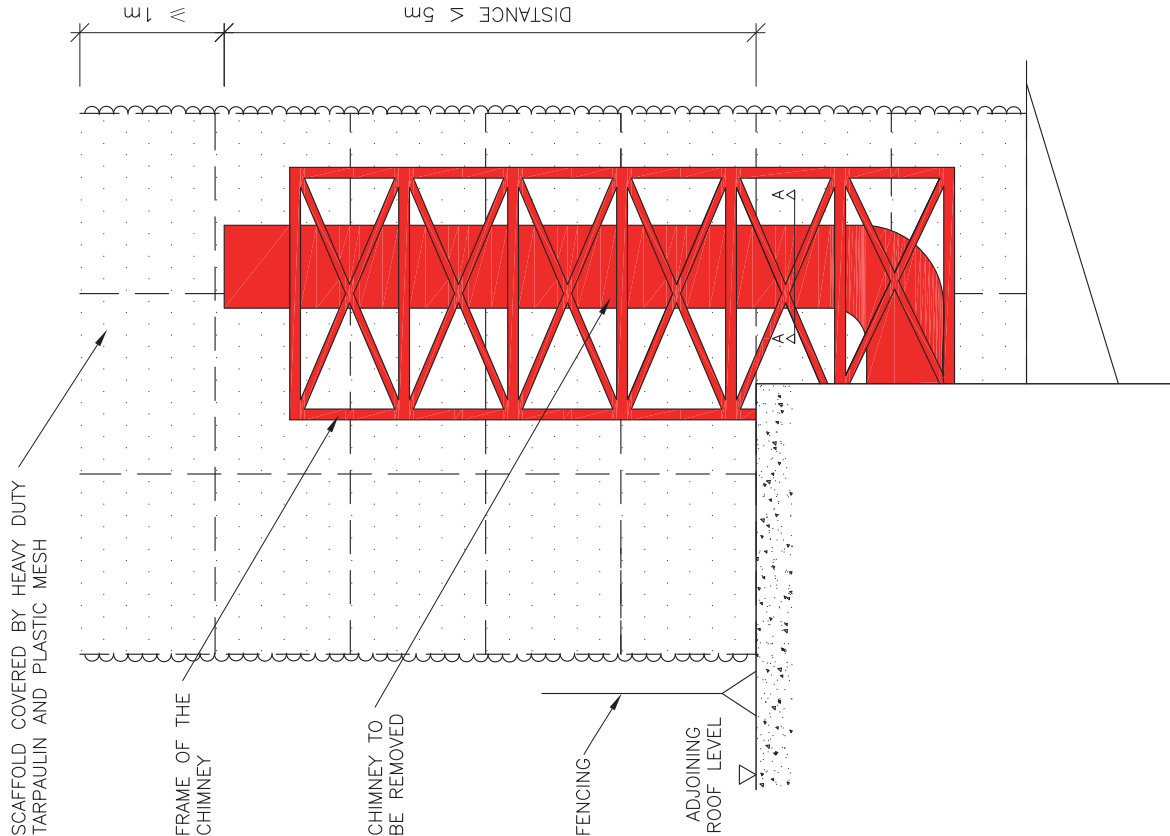
## WORKING PROCEDURES :

1. Cut down the chimney pipe in small manageable size. The sequence of demolition shall be from top to bottom.
2. Debris from removal works should be put into bags for construction waste disposal.
3. Make good and reinstate the affected areas (including waterproofing) of the parent building.
4. Dismantle the bamboo scaffold and clean the site.

SMALLEST CROSS-SECTIONAL DIMENSION  $\leq 500\text{mm}$



SECTION A-A



MINOR WORKS ITEM 2.37

REMOVAL OF CHIMNEY ATTACHED TO THE EXTERNAL WALL OF A BUILDING OR LOCATED ON THE ROOF OF A BUILDING



## Appendix VII – Recommended Design and Details for Classes II & III Minor Works

<p><b>GENERAL NOTES :</b></p> <p>The works carried out shall comply with the Buildings Ordinance and the provisions of other enactment. (Reference can be made to the examples listed in Sections 3 and 10 of the Guidelines.</p> <p><b>PREPARATION WORKS :</b></p> <ol style="list-style-type: none"> <li>1. Obtain the existing design drawings/ information for reference prior to the commencement of works.</li> <li>2. Carry out condition survey of the parent structure/ existing condition prior to the commencement of works.</li> <li>3. Obtain the original design of the approved structure for reference of any required reinstatement works.</li> </ol> <p><b>SAFETY AND PRECAUTIONARY MEASURES :</b></p> <ol style="list-style-type: none"> <li>1. Fence-off the working area from the public. Diversion arrangement shall be taken if necessary.</li> <li>2. Bamboo scaffolds details shall refer to the following figures as shown on drawing no. GN-1. <ul style="list-style-type: none"> <li>• Figure 1 Double row bamboo scaffold and working platform over pavement</li> <li>• Figure 4 Working platform on a double-row bamboo scaffold</li> </ul> </li> <li>3. Reference for removal of the unauthorized structures shall be made to the "Guidelines for the Removal of Typical Unauthorized Building Works and General Maintenance of External Walls" published by the Buildings Department.</li> </ol> <p><b>WORKING PROCEDURES :</b></p> <ol style="list-style-type: none"> <li>1. Demolish the structure by mechanical hand held tools.</li> <li>2. The member of the unauthorized structure shall be cut into small pieces for construction waste disposal.</li> <li>3. After removal of the unauthorized structure, make good and reinstate the affected areas of the parent building.</li> <li>4. Dismantle bamboo scaffold and clean the work areas.</li> </ol>	<div style="display: flex; justify-content: space-around;"> <div style="text-align: center;"> <p><b>HUNG UNDERNEATH THE SOFFIT OF A BALCONY OR CANOPY</b></p> </div> <div style="text-align: center;"> <p><b>FIXED TO A BALCONY OR CANOPY</b></p> </div> </div>	<p><b>MINOR WORKS ITEM 2.38</b></p> <p><b>REMOVAL OF UNAUTHORIZED STRUCTURE HUNG UNDERNEATH THE SOFFIT OF A BALCONY OR CANOPY (OTHER THAN A CANTILEVERED SLAB) OR FIXED TO A CANOPY (OTHER THAN A CANTILEVERED SLAB)</b></p>
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GENERAL NOTES :

The works carried out shall comply with the Buildings Ordinance and the provisions of other enactment. (Reference can be made to the examples listed in Sections 3 and 10 of the Guidelines.)

PREPARATION WORKS :

1. Obtain the existing design drawings/ information for reference prior to the commencement of works.
2. Carry out condition survey of the parent structure/ existing condition prior to the commencement of works.
3. Obtain the original design of the approved structure for reference of any required reinstatement works.

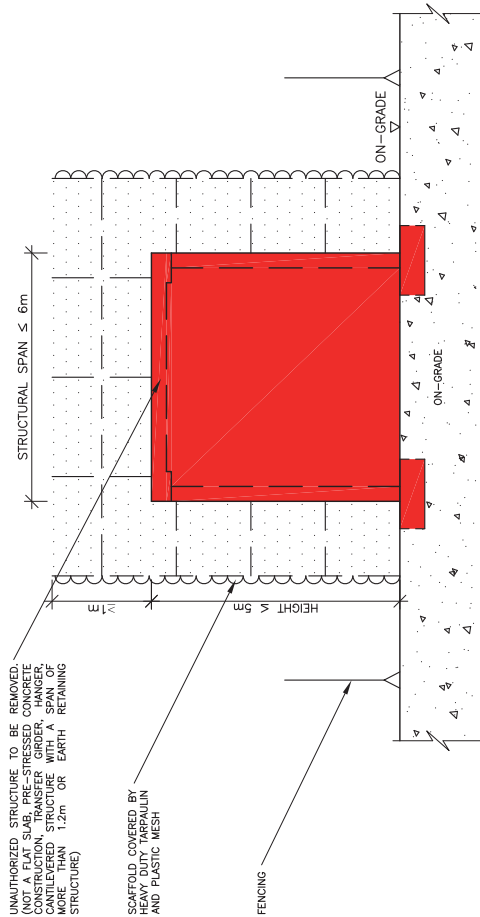
SAFETY AND PRECAUTIONARY MEASURES :

1. Fence-off the working area from the public. Diversion arrangement shall be taken if necessary.
2. Bamboo scaffolds details shall refer to the following figures as shown on drawing no. GN-1.
  - Figure 2 Truss-out bamboo scaffold
  - Figure 4 Working platform on a double-row bamboo scaffold
3. No accumulation of demolished parts should be stored on roof.
4. Reference for removal of unauthorized structures shall be made to "Guidelines for the Removal of Typical Unauthorized Building Works and General Maintenance of External Walls" published by the Buildings Department.

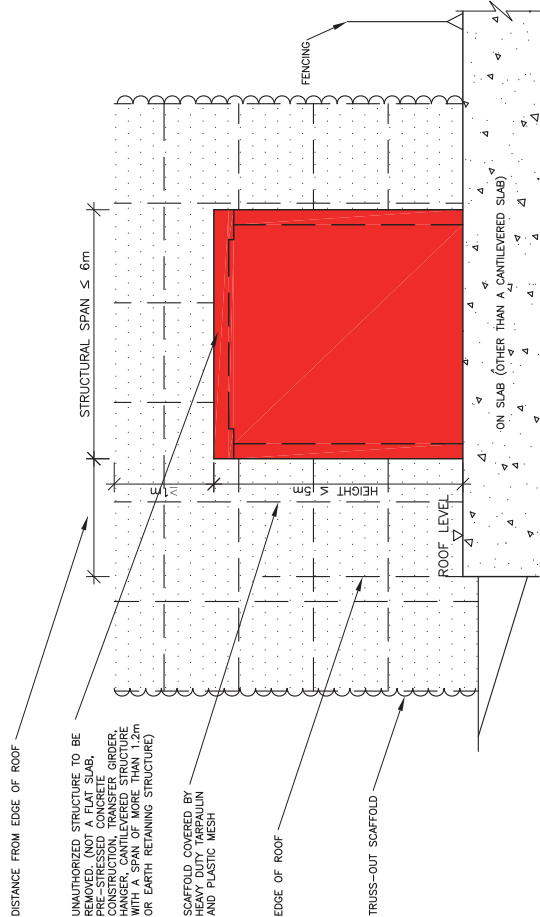
WORKING PROCEDURES :

1. Remove all loose features inside the unauthorized building structures prior to the demolition of walls.
2. Demolish the unauthorized building structure from top to bottom. All structure shall be cut to a manageable size (i.e 300mm x 300mm).
3. Make good and reinstate the affected areas (including waterproofing layer) of the building.
4. Dismantle the bamboo scaffold and clean the site.

Remark : This case excludes minor works item 3.32.



CASE 1: ON-GRADE

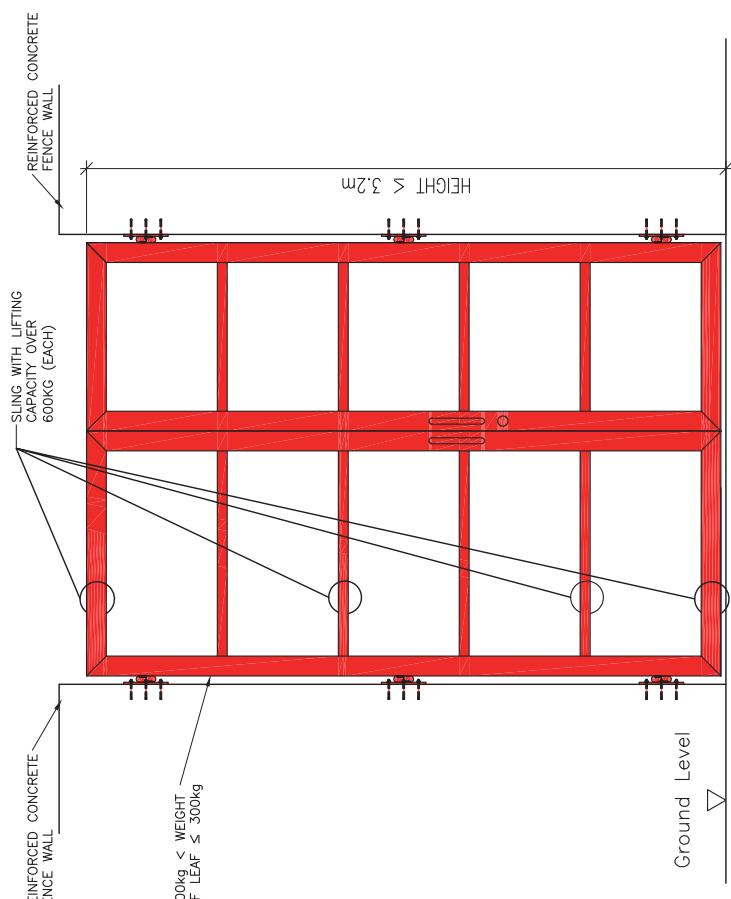


CASE 2: ON SLAB (OTHER THAN A CANTILEVERED SLAB)

MINOR WORKS ITEM 2.39

REMOVAL OF UNAUTHORIZED SINGLE STOREY STRUCTURE LOCATED ON-GRADE OR ON A SLAB (OTHER THAN A CANTILEVERED SLAB)

Appendix VII – Recommended Design and Details for Classes II & III Minor Works

<div><div>GENERAL NOTES :</div><div><div>1. The works carried out shall comply with the Buildings Ordinance and the provisions of other enactment. (Reference can be made to the examples listed in Sections 3 and 10 of the Guidelines.)</div></div><div><div>PREPARATION WORKS :</div><div><div>1. Obtain the existing design drawings / information of the metal gate for reference.</div><div>2. Carry out condition survey of the parent structure/ existing condition prior to the commencement of works.</div><div>3. Obtain the original design of the approved structure for reference of any required reinstatement works.</div><div>4. Disconnect the electric locking device (if any) prior to the commencement of work.</div></div><div><div>SAFETY AND PRECAUTIONARY MEASURES :</div><div><div>1. Fence-off the working area from the public. Diversion arrangement shall be taken if necessary.</div><div>2. The use of lifting device shall be in accordance with relevant Code of Practice/ Guidance Notes issued by the Labour Department.</div></div><div><div>WORKING PROCEDURES :</div><div><div>1. Use of proper lifting device with slings to secure the gate.</div><div>2. Cut off the hinges connected to the metal gate.</div><div>3. Lower the metal gate onto floor horizontally.</div><div>4. Cut the metal gate into manageably small size and remove off site for construction waste disposal.</div><div>5. Make good and reinstate the affected area.</div></div></div></div></div></div>	
<div></div>	<div><div>MINOR WORKS ITEM 2.40</div><div>REMOVAL OF METAL GATE AT A FENCE WALL OR AT AN ENTRANCE TO A BUILDING</div></div>