

### Standardization of Floor Numbering

There has been growing concern over the lack of consistency in naming and numbering floors, both in English and Chinese, in buildings in the Territory.

2. One of the problems appears to have originated from the fact that what is described in English as the '1st floor' of a building is traditionally described in Chinese as floor No. 2' (二樓). Since the early 1960's, some landlords and developers have begun to depart from this tradition by describing the '1st floor' as floor No. 1' (一樓). Another problem arises from the practice to omit the name of the 1st, 4th, 13th, or the 14th floor and the like, in a building.

### Floor Numbering

3. Following careful consideration of the matter by the government departments concerned and consultation with the Authorized Persons and Registered Structural Engineers Committee and with local residents in various districts, it is considered appropriate for the Building Authority to seek the support of authorized persons and registered structural engineers in rationalizing the situation in the case of new buildings. It is therefore recommended that the following nomenclature, which is also being used for government buildings, be adopted :

Basement Level 4	第四層地庫
Basement Level 3	第三層地庫
Basement Level 2	第二層地庫
Basement Level 1	第一層地庫
Lower Ground Floor	地下低層
Upper Ground Floor	地下高層
Ground Floor	地下
Cockloft	閣仔
Mezzanine Floor	閣樓
Podium Level 1	第一層平台
Podium Level 2	第二層平台
Podium Level 3	第三層平台
Podium Level 4	第四層平台
Carpark Level/Floor 1	第一層停車場
Carpark Level/Floor 2	第二層停車場
Carpark Level/Floor 3	第三層停車場
1st Floor	一樓
2nd Floor	二樓
3rd Floor	三樓

/4th Floor ....

4th Floor	四樓
..... and so on	餘可類推
Roof	天台

### **Factual Information displayed in buildings and shown on plans**

4. In cases where certain floor number(s) is/are omitted, it is important that the factual information on the numbering and description of floors be displayed in Chinese and English in a conspicuous position at the main entrance lobby in a building. The Director of Fire Services also suggests that any information relating to the floors served by fireman's lifts be shown next to the switches to these lifts.

5. If any floor number is to be omitted, the proposed floor numbering system should be clearly shown on the floor plans submitted for approval. This will ensure that the public can identify the floor numbering system immediately when viewing the approved plans.

### **Building Records**

6. The description of the floors in a building on an occupation permit issued by the Building Authority will conform to that of the relevant approved building plans. The Commissioner for Rating & Valuation will also adopt the floor numbers designated in the approved building plans. The Buildings Department will rely on the approved building plans and occupation permits for responding to enquiries from other government departments and the general public about the nomenclature of all floors and parts of a building. Requests for departure from descriptions on the approved building plans will not normally be entertained. Authorized Persons should note this advice and bring it to the attention of their clients and conveyancing solicitors.

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