

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 :

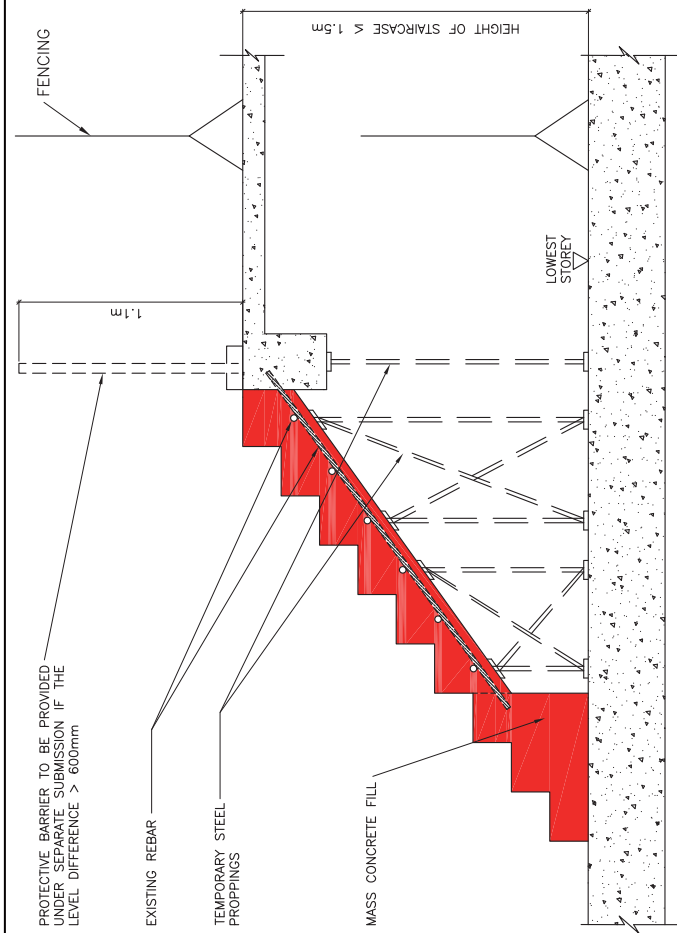
1. Obtain the existing design drawings/ information of the staircase for reference.
2. Carry out condition survey of the parent structure/ existing condition prior to the commencement of works.

SAFETY AND PRECAUTIONARY MEASURES :

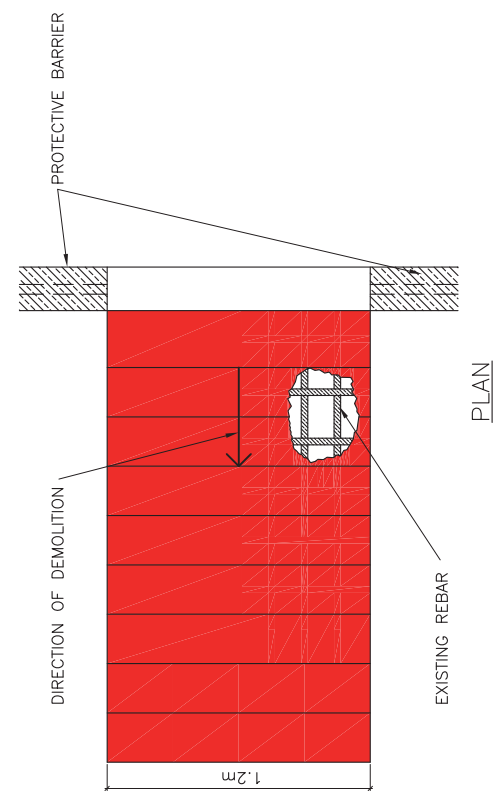
1. Fence-off the working area from the public. Diversion arrangement shall be taken if necessary.
2. Prior to the commencement of works, the contractor is recommended to refer to Section 4 (Method of Demolition) of the Code of Practice for Demolition of Buildings for details of works.
3. Erect steel proppings as temporary support as per the manufacturers' instructions.

WORKING PROCEDURES :

- A. Removal of the reinforced concrete staircase
 1. Break down the concrete top down into small piece using mechanical hand-held tools to expose the reinforcing bars.
 2. Cut the exposed reinforcement.
 3. Repeat the above steps 1 and 2 until complete removal of the reinforced concrete staircase.
 4. Arrange construction waste disposal.
- B. Removal of the mass concrete portion of the staircase
 1. Break down the mass concrete into small pieces.
 2. Arrange construction waste disposal.
 3. Make good and reinstate the affected areas of the parent structure.



SECTION



PLAN

REMOVAL OF THE WHOLE OF INTERNAL STAIRCASE ON THE LOWEST STOREY OF A BUILDING THAT IS NOT USED AS A MEANS OF ESCAPE OR A MEANS OF ACCESS FOR FIREFIGHTING AND RESCUE

MINOR WORKS ITEM 3.1

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

<p style="text-align: center;">ON ROOF OR SLAB (OTHER THAN A CANTILEVERED SLAB)</p>	<p style="text-align: center;">ON-GRADE</p>
<p>GENERAL NOTES :</p> <ol style="list-style-type: none"> 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.) 	
<p>PREPARATION :</p> <ol style="list-style-type: none"> 1. Obtain the original design drawings/ information for reference prior to the commencement of works. 2. Check structural adequacy 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. 	
<p>SAFETY AND PRECAUTIONARY MEASURES :</p> <ol style="list-style-type: none"> 1. Fence-off the working area from the public. Diversion arrangement shall be taken if necessary. 	
<p>WORKING PROCEDURES :</p> <ol style="list-style-type: none"> 1. Remove the existing air-conditioning unit, water cooling tower, solar heating system, photovoltaic system or any associated duct works if necessary. (Ensure all water pipes and electrical cable or wires have been disconnected prior to any removal works.) 2. Cut the supporting structure into manageable size by hand-held tools or machine and retrieve for construction waste disposal. 3. Make good and reinstate the affected areas (including waterproofing) where necessary. 	
<p>REMOVAL OF FOOTINGS (FOR ON-GRADE SITUATION) :</p> <ol style="list-style-type: none"> 1. Carry out excavation and backfilling work in accordance with minor works item 2.11. 2. Break down the concrete footings into small pieces for construction waste disposal. 3. Backfill and reinstate the top surface. 	
<p style="text-align: center;">MINOR WORKS ITEM 3.2</p>	<p style="text-align: center;">REMOVAL OF SUPPORTING STRUCTURE FOR AN AIR-CONDITIONING UNIT, WATER COOLING TOWER, SOLAR WATER HEATING SYSTEM OR PHOTOVOLTAIC SYSTEM</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 :

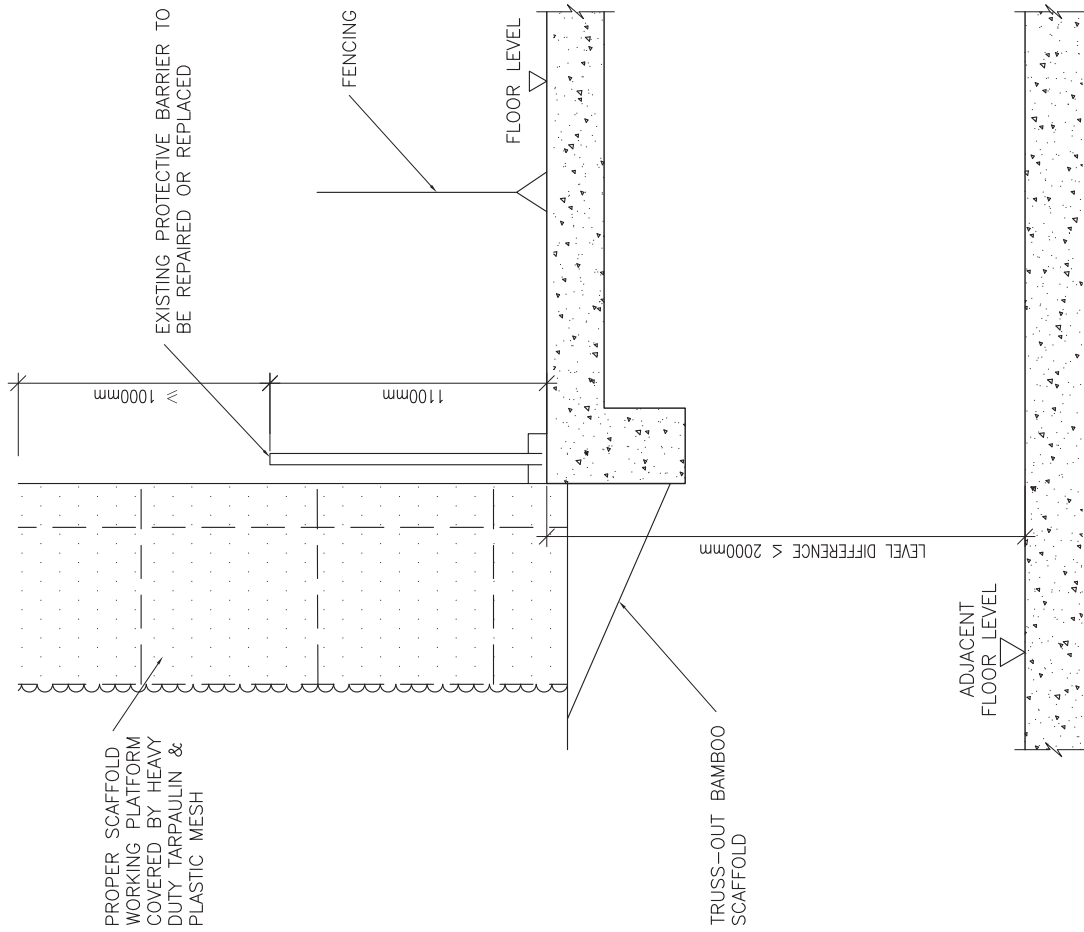
1. Obtain the original design drawings/ information for reference prior to the commencement of works
2. Carry condition survey of the parent structure/ existing condition prior to the commencement of works.

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 2 Truss-out bamboo scaffold

WORKING PROCEDURES :

- A. Repair
 1. Remove the defective member of the protective barrier and replace with a new one in accordance with the original design.
 2. Make good and reinstate the affected areas of the parent structure.
 3. Remove the bamboo scaffold and clean the site.
 4. All rubbish generated shall be disposed as construction waste.
- B. Replacement
 1. Remove the protective barrier.
 2. Reinstall the protective barrier in accordance with the original design.
 3. Make good and reinstate the affected areas of the parent structure.
 4. Remove the bamboo scaffold and clean the site.
 5. All rubbish generated shall be disposed as construction waste.



REPAIR OF REPLACEMENT OF PROTECTIVE BARRIER (OTHER THAN AN EXTERNAL REINFORCED CONCRETE WALL OR BLOCK WALL) IN ACCORDANCE WITH THE ORIGINAL DESIGN

MINOR WORKS ITEM 3.3

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

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 :

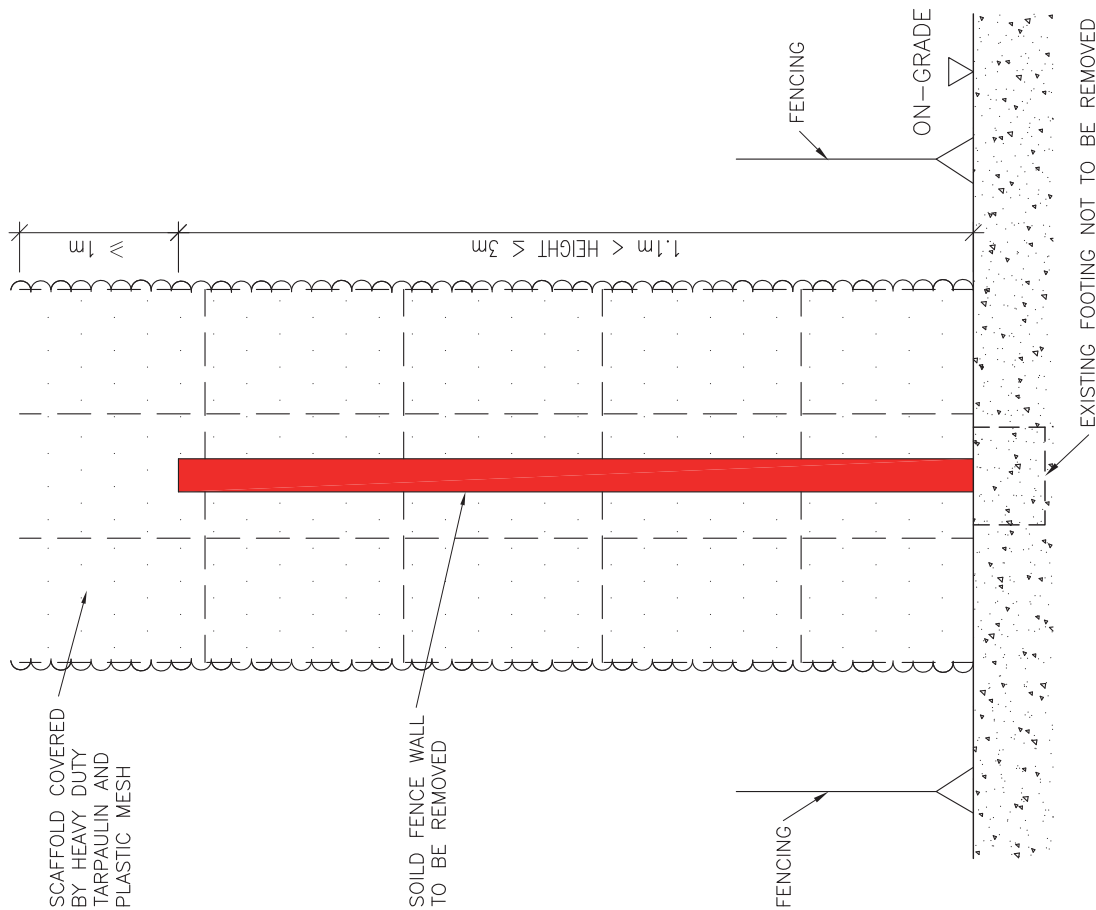
1. Obtain the existing design drawings / information for reference prior to the commencement of works.
2. Carry out condition survey of the parent structure/ existing condition prior to the commencement of works.

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 shall be made to Code of Demolition 2004 published by the Buildings Department.

WORKING PROCEDURES :

1. The wall shall be removed from top to bottom.
2. The contractor may refer to Figure 4.7 from Code of Practice for Demolition Works as appropriate.
3. The wall shall be broken down into small pieces for construction waste disposal.
4. Make good and reinstate the affected area of the parent structure.
5. Dismantle the bamboo scaffold and clean the site.



MINOR WORKS ITEM 3.4

REMOVAL OF SOLID FENCE WALL

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 :

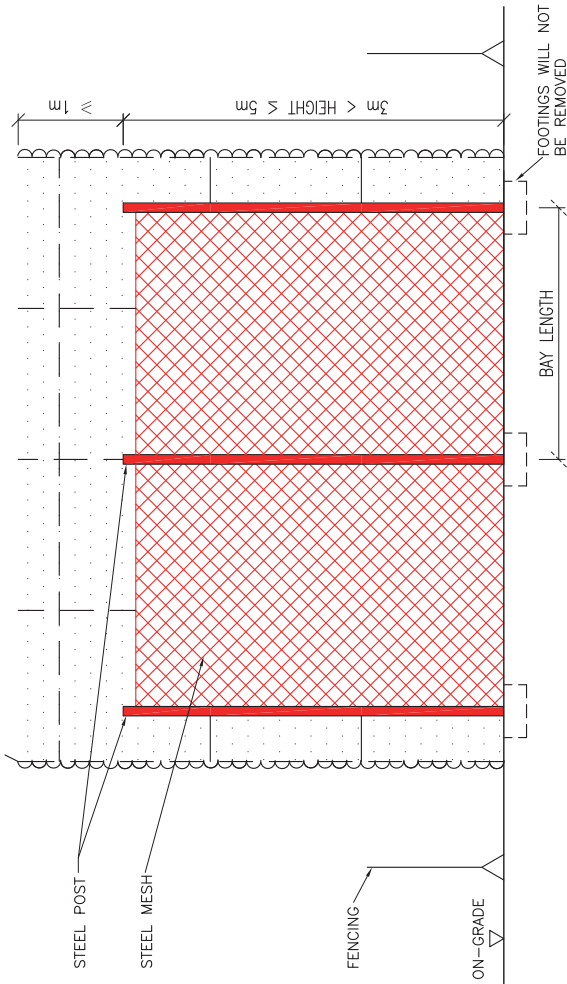
1. Obtain the existing design drawings/ information for reference prior to the commencement of works.
2. Carry out condition survey of the parent structure/ existing condition prior to the commencement of works.

SAFETY AND PRECAUTIONARY MEASURES :

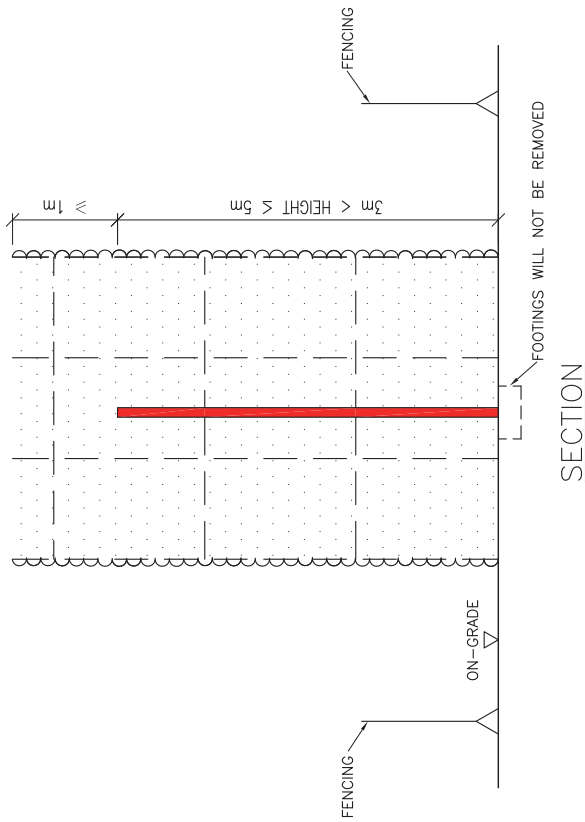
1. Fence-off the working area from the public. Diversion arrangement shall be taken if necessary.
2. Bamboo scaffolds details shall refer to the following figure as shown on drawing no. GN-1.
 - Figure 4 Working platform on a double-row bamboo scaffold

WORKING PROCEDURES :

1. Cut down the steel mesh from top to bottom. (To be removed in bay by bay)
2. Remove the steel posts and their base plates.
3. All materials shall be cut down into small pieces for construction waste disposal.
4. Make good and reinstate the work area affected by the works.
5. Dismantle the bamboo scaffold and clean the site.



ELEVATION



SECTION

MINOR WORKS ITEM 3.5

REMOVAL OF EXTERNAL MESH FENCE

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

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.)
- The requirements of PNAP APP-116 and PNRC 47 should be followed for the standards and details of aluminium windows and fixing of hinges.
- All works shall comply with the following CoP/ standards:
 - Building (Construction) Regulations
 - Code of Practice on Wind Effects in Hong Kong 2004
 - Code of Practice for the Structural Use of Steel 2005
 - Code of Practice for the Structural Use of Concrete 2004
 - British Standard BS 6262 – Structural Use of Glass in Building
- All structural steel plates and angles to be Grade S275 to BS EN 10029 and BS EN 10056 respectively. All structural steel plates and angles shall be hot dip galvanized to BS EN ISO 1461.
- All anchor bolts to be HILTI HSC-AR M8x40 @ 250 mm c/c and shall be installed according to the manufacturer's specifications.
- All glass panels to be monolithic tempered glass with the allowable stress of 50 N/mm² to BS 6262.
- Non-structural silicone sealant to be Dow Corning 791 or equivalent.
- Structural silicone sealant to be Dow Corning 795 or equivalent. Maximum allowable design strength 30 N/mm².
- Existing concrete grade is assumed to be Grade 20 with the min. cube strength of 20N/mm².
- The works do not result in any additional load to any cantilevered slab.
- Size of glass should be 2mm smaller than the opening size to allow thermal expansion.
- Proposed works do not involve the alteration of any other structural elements, except a simply supported beam that:
 - is not of pre-stressed construction; and
 - is not used to support any column, flat slab or ribbed beam

PREPARATION WORKS :

- Obtain the original design drawings/ information for reference prior to the commencement of works.
- Inform the utilities company or sector if the works to be involved.
- Carry out condition survey of the parent structure/ existing condition prior to the commencement of works.

DESIGN LOADS :

- Dead Load = 27 kN/m²
- Wind Load = 4.00 kN/m² with total pressure coeff. of 1.4 (100m above site ground level)
- 12mm THK. tempered glass and its fixing is designed for glass span of 1.2m, spanning one-way.

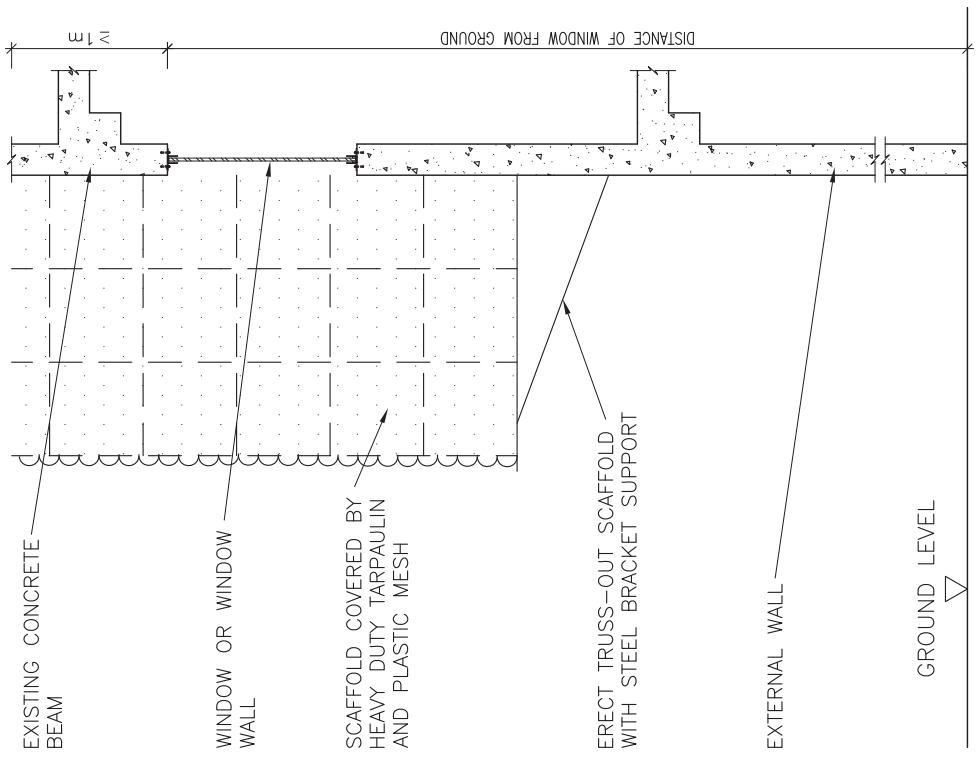
SAFETY AND PRECAUTIONARY MEASURES

- Fence-off the working area from the public. Diversion arrangement shall be taken if necessary.
- 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 :

- Installation
 - Setting out the level and alignment of the window frame onto the wall.
 - Place the window frame into correct setting out.
 - Fix the angle and neoprene pad in accordance with the original design.
 - Seal up the gap between the edge of opening and window frames by using non-shrink cementitious grout.
 - Make good and reinstate the affected areas of the parent building.
 - Dismantle the bamboo scaffold and clean the site.
- Alteration
 - Temporary fix the window frame to a rigid point by using proper stainless steel wire/ nylon.
 - Break off the concrete surrounding of the original window frame by hand-held hydraulic breaker. Allow 25mm to 75mm between the edge of opening and window frames.
 - Cut off the original steel angle.
 - Remove the original window glass and install the new window frames and glass according to the new design.
 - Make good and reinstate the affected areas of the parent building.
 - Dismantle the bamboo scaffold and clean the site.
- Repair
 - Temporary fix the window frame to a rigid point by using proper stainless steel wire/ nylon rope.
 - Remove the defective window glass and using the same size of glass for replacement.
 - Make good and reinstate the affected areas of the parent building.
 - Dismantle the bamboo scaffold and clean the site.

Remarks: 1. For making opening on non-loadbearing external wall, please refer to minor works item 1.15, 2.13, 2.14 or 3.11 where appropriate.
 2. For removal of existing window or window wall, please refer to minor works item 2.9 or 3.7.

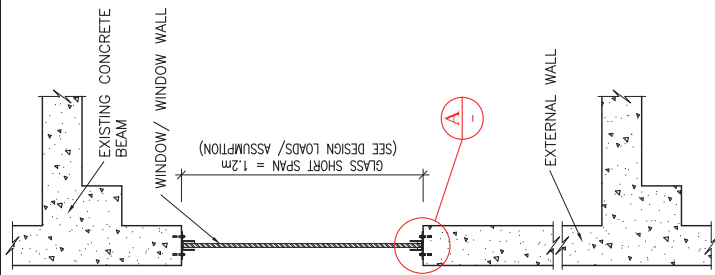


WINDOW OR WINDOW WALL

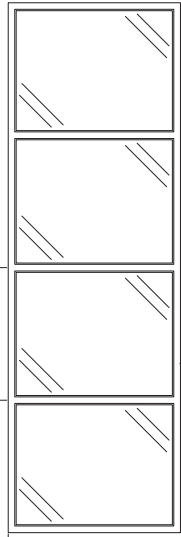
MINOR WORKS ITEM 3.6

CONSTRUCTION, ALTERATION OR REPAIR OF WINDOW OR WINDOW WALL

SHEET 1 OF 2

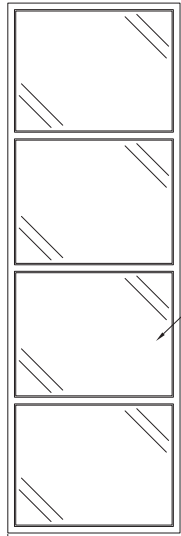


LENGTH OF SUB-FRAME $\leq 1.2m$



$3.5m >$ DISTANCE FROM GROUND $\leq 100m$

GROUND LEVEL



DISTANCE FROM GROUND $\leq 3.5m$

GROUND LEVEL

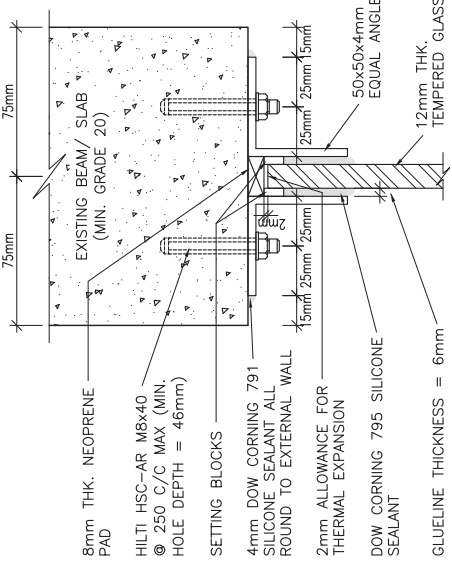
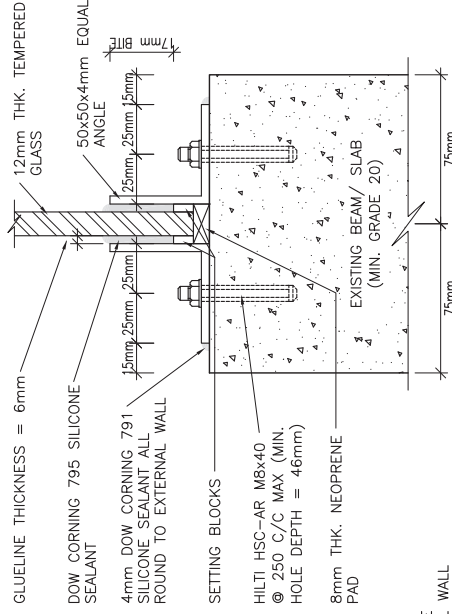
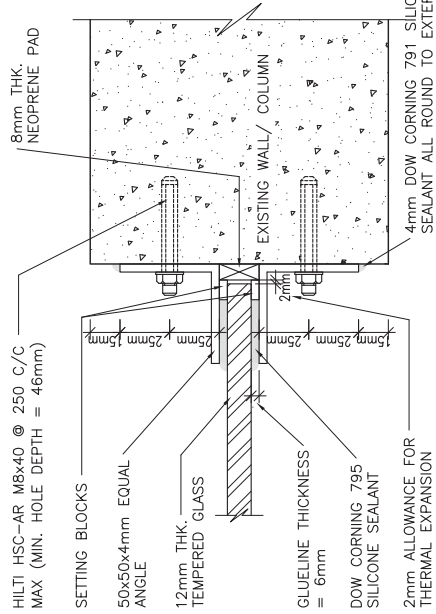
CONDITIONAL DIAGRAM 1

(DISTANCE FROM GROUND $\leq 3.5m$)

CONDITIONAL DIAGRAM 2

($3.5m \leq$ DISTANCE FROM GROUND $\leq 100m$)

SECTION OF WINDOW / WINDOW WALL



SIDE EDGE FIXING DETAILS

DETAIL A : BOTTOM EDGE FIXING DETAILS

TOP EDGE FIXING DETAILS

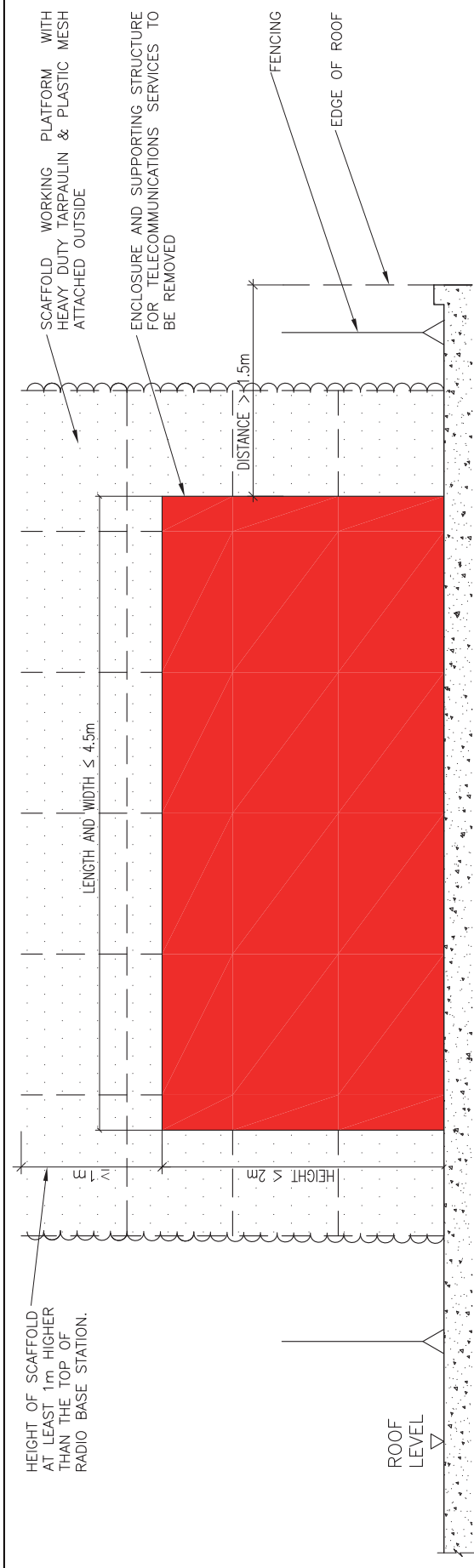
MINOR WORKS ITEM 3.6

CONSTRUCTION, ALTERATION OR REPAIR OF WINDOW OR WINDOW WALL

SHEET 2 OF 2

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

<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"> 1. Obtain the existing design drawings/ information for reference prior to the commencement of works 2. Carry condition survey of the parent structure/ existing condition prior to the commencement of works. <p>SAFETY AND PRECAUTIONARY MEASURES :</p> <ol style="list-style-type: none"> 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. <ul style="list-style-type: none"> • Figure 4 Working platform on a double-row bamboo scaffold <p>WORKING PROCEDURES :</p> <ol style="list-style-type: none"> 1. Remove all glazing manually. 2. Remove all openable window frames manually by mechanical tool where appropriate. 3. Remove the main frame/ mullion/ transome using mechanical hand held tool. 4. All members shall be cut into small pieces for construction waste disposal. 5. Provide temporary protection to the wall opening for subsequent works where necessary. 6. Dismantle bamboo scaffold and clean the site. <p>Remarks :</p> <ol style="list-style-type: none"> 1. For window erection to the opening, please refer to minor works item 3.6. 2. For block wall erection to the opening, please refer to minor works item 2.14. 	
<p>MINOR WORKS ITEM 3.7</p>	<p>REMOVAL OF WINDOW OR WINDOW WALL</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.

SAFETY AND PRECAUTIONARY MEASURES :

1. Fence-off the working area from the public. Diversion arrangement shall be taken if necessary.
2. No accumulation of demolished parts should be stored on roof.
3. 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

WORKING PROCEDURES :

1. Disconnect all utilities prior to the removal of enclosure or cabinet of the telecommunication services.
2. Remove the enclosure or cabinet of the telecommunication services by releasing all fixing bolts if necessary.
3. Remove the telecommunication equipment.
4. Remove the concrete supporting structure by hand-held hydraulic breaker. Debris from removal works should be put into bags and retrieved into the main building access for construction waste disposal.
5. Remove the steel supporting structure by oxy-acetylene torch to small pieces for construction waste disposal.
6. Make good and reinstate the affected areas (including waterproofing layer) of the parent building.
7. Remove the bamboo scaffold and clean the site.

MINOR WORKS ITEM 3.8	REMOVAL OF RADIO BASE STATION FOR TELECOMMUNICATIONS SERVICES IN THE FORM OF AN ENCLOSURE OR EQUIPMENT CABINET TOGETHER WITH ITS SUPPORTING STRUCTURE LOCATED ON A ROOF OF A BUILDING
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Appendix VII – Recommended Design and Details for Classes II & III Minor Works

ERECTION OF SUPPORTING STRUCTURE

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.)
- All works shall comply with the following CoP/ standards:
 - Building (Construction) Regulations
 - Code of Practice on Wind Effects in Hong Kong 2004
 - Code of Practice for the Structural Use of Steel 2005
- All structural steel to be grade S275 class 1 to BS EN 10210 and shall be hot dip galvanized to BS EN ISO 1461.
- All connections to be 4 mm fillet weld all round with weld strength, $p_w = 220 \text{ N/mm}^2$ to BS EN 10111 and all electrodes to BS EN ISO 2560.
- All anchors bolt to be Hilti HSA-R M16 and shall be installed according to the manufacturer's specification.
- Existing concrete is assumed to be Grade 20 with a minimum thickness 150 mm.
- The structural adequacy of the supporting parent structure (roof slab) due to the effect of minor works are to be checked to the satisfaction of the structural requirements prior to the installation.
- The structural strength of the proprietary antenna/ transceiver adopted must satisfy the structural requirement including the wind load.

DESIGN LOADS :

- Dead Load = 1.50kN
- Wind Load = 2.86kN/m² with force coeff. 2.0

DESIGN DIMENSIONS :

- A = 0.8m, B = 2m, C = 1m, D = 1m
- Roof Slab Thickness = 150mm
- Maximum design forces per leg : $F_x = 0.72\text{kN}$, $F_y = 0.72\text{kN}$, $F_z = 4.20\text{kN}$ (UP), 4.76kN (DOWN)

LEG SETTING

PREPARATION WORKS :

- Obtain the existing design drawings/ information for reference prior to the commencement of works.
- Inform the utilities company or sector if the works to be involved.
- Carry out condition survey of the parent structure/ existing condition prior to the commencement of works.

SAFETY AND PRECAUTIONARY MEASURES :

- Fence-off the working area from pedestrian. Diversion arrangement shall be taken if necessary.
- No accumulation of demolished parts should be stored on roof.

WORKING PROCEDURES :

A. Erection

- Setting out for the proposed leg and remove roof finishes to concrete surface of the roof slab.
- Erect the base as per antenna/ transceiver supplier's instructions.
- Reinstate the affected waterproofing layer and carry out flood test to ensure the waterproofing layer has been laid properly.
- Make good and reinstate the other affected areas of the parent structure and clean the site.

B. Alteration

- Temporary removes the antenna/ transceiver and all the associated wiring connected.
- Alter the supporting structure according to antenna/ transceiver supplier's instructions.
- Reinstate the affected waterproofing layer and carry out flood test to ensure the waterproofing layer has been laid properly.
- Make good and reinstate the other affected areas of the parent structure and clean the site.

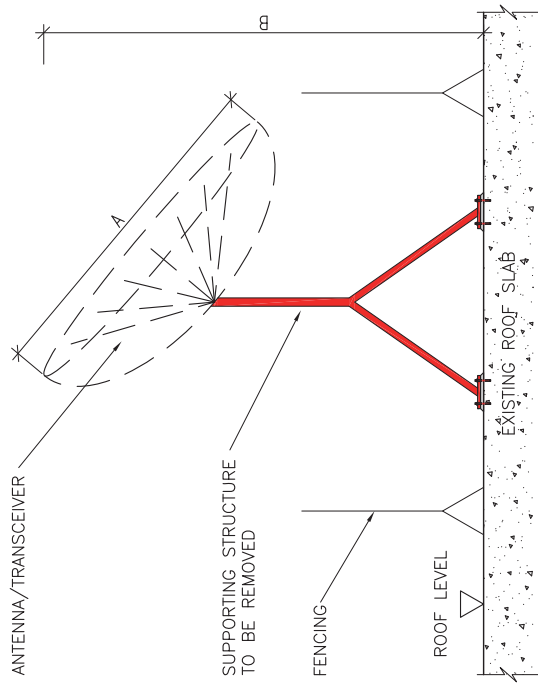
C. Removal

- Removes the antenna/ transceiver and all the associated wiring connected.
- Remove the steel supporting structure (the whole or partial member(s)) by hand-held cutting machine and torch to small pieces for construction waste disposal.
- Reinstate the affected waterproofing layer and carry out flood test to ensure the waterproofing layer has been laid properly.
- Make good and reinstate the other affected areas of the parent structure and clean the site.

SECTION A-A

ERECTION, ALTERATION OR REMOVAL OF SUPPORTING STRUCTURE FOR AN ANTENNA OR TRANSCEIVER ON THE ROOF OF A BUILDING

MINOR WORKS ITEM 3.9



REMOVAL OF SUPPORTING STRUCTURE

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.)

DESIGN DATA :

A = 0.8m, B = 2m, C = 1m, D = 1m

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.

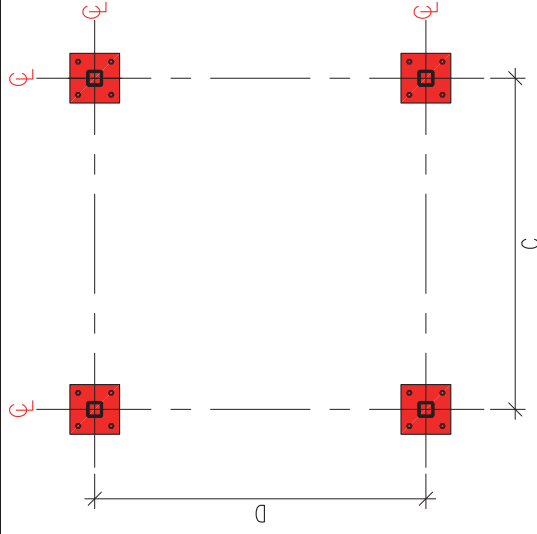
SAFETY AND PRECAUTIONARY MEASURES :

1. Fence-off the working area from pedestrian. Diversion arrangement shall be taken if necessary.
2. No accumulation of demolished parts should be stored on roof.

WORKING PROCEDURES :

1. Remove the antenna/ transceiver and all the associated wiring connected.
2. Remove the steel supporting structure (the whole or partial member(s) by hand-held cutting machine and torch to small pieces for construction waste disposal.
3. Make good and reinstate the affected areas (including waterproofing layer) of the parent building and clean the site.

LEG SETTING



MINOR WORKS ITEM 3.10

REMOVAL OF SUPPORTING STRUCTURE FOR AN ANTENNA OR TRANSCIVER LOCATED ON THE ROOF OF A BUILDING