

4.5 Miscellaneous Issues in Management

4.5.1 Environmental Issues

Environmental issues include:

- Every household should have a covered rubbish bin of appropriate size, which should be cleared by cleaners at fixed time(s) every day. The rubbish bins must not be placed in common corridors and passageways, as this will cause obstruction and attract rats and other pests.
- Common refuse chutes and refuse collection chambers in buildings should be regularly cleaned and maintained. Sharp bends of the common refuse chutes should be lined with damping materials in order to minimize noise nuisance arising from the disposal of rubbish from upper floors.
- Refuse accumulated in the surface channels of corridors, rooftops, podiums and courtyards should be immediately cleared to avoid blockage. Blockage should be cleared at once.
- Furniture and other bulky items should not be left to cause obstruction to fire escapes. Wherever necessary, the Management Office may devise a clearance schedule for occupiers to dispose of them on a regular basis. The cost incurred may be shared among occupiers in proportion to the number of items removed.
- Objects with pointed or sharp edges or of a hazardous nature (such as inflammable or corrosive materials) should be separately packed and disposed of. Refuse like newspapers, plastics, metal cans and glass bottles should be separated from other kind of rubbish for recycling as far as practical.
- Accumulated refuse on the canopies of flats should be cleared by the relevant occupiers. Alternatively, the Management Office may regularly arrange a special clearance service.
- Open areas of a building, such as rooftops, light wells, gardens and podiums should be frequently checked to prevent accumulation of stagnant water and the breeding of mosquitoes.



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4.5.2 Fire Evacuation Plan and Fire Drill

(a) Fire Evacuation Plan

No matter how faultless a fire prevention system may be, fire does happen – accidentally. It is therefore essential to put in place a plan which may be specific to the location of individual units, for the safe evacuation in the event of a fire. An OC, or the property manager should formulate a fire evacuation plan with escape routes and meeting places highlighted for the occupiers to follow in emergency. If necessary, advice from building professionals should be sought or reference be made to building records from relevant Government Departments.

(b) Fire Drill

Regular fire drills should be conducted for the occupiers to familiarize with the fire escape routes to avoid panicking in the event of a real fire and to facilitate a safe and smooth escape.

(c) Fire Safety Checklist

(i) Purpose of the checklist

The purpose of the Checklist is to facilitate building owners, occupiers, property managers, their agents or employees to carry out routine inspections on fire safety provisions of their own buildings, and to rectify minor irregularities identified. This would enhance their awareness on fire safety, and is the most effective and immediate means to protect their lives and properties. A sample of the Checklist is enclosed at Appendix 5 for reference.

(ii) Using the checklist

- The Checklist is devised for general use. The items for inspection are common but essential on fire safety.
- If any entry of the items in the Checklist is 'Yes', it implies that the fire safety of the building is being jeopardized. The locations of the irregularities should be duly recorded by the inspection personnel.
- Most of the items could be dealt with easily e.g. removal of obstructions in the staircases, closing the fire/smoke doors properly, etc. The inspection personnel should rectify such irregularities on the spot.
- If there is doubt in rectifying the irregularities, the inspection personnel may consult relevant building professionals or to seek advice/information from relevant Government Departments.
- The Checklist only provides a general guideline. It is always good practice to appoint a building professional to check the building conditions regularly.
- All routine inspections and the completed Checklists should be kept by the building owners or the property manager for necessary follow-up actions and future reference.

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4.5.3 Security Measures and Appointment of Security Personnel

To improve the security and strengthen crime prevention measures in buildings, the followings should be adopted:

- Improve the lighting of staircases and corridors, install alarms, closed-circuit televisions and intercom systems, etc.
- In cases where the entrance gate of a building is operated by electricity, the gate should be made such that it can be opened manually from the inside of the building in the event of power failure.
- Refuse chambers/storerooms should be properly locked to prevent burglars from hiding inside.
- The caretaker's office should be located at the main lobby to allow the caretaker to keep watch on all people going in and out of the building.
- If conditions permit, a fence should be erected along the periphery of the building with adequate lightings.
- Cultivating awareness among residents for crime prevention and security, e.g., reminding owners or tenants to close the entrance gate when entering or exiting the building.
- Apart from reporting to the Police, owners may also instigate civil proceedings against owners of any premises for undertaking immoral activities to prevent undesirable elements from entering the building.
- Should there be any enquiries on anti-burglary or security measures, please contact the Crime Prevention Bureau of the Hong Kong Police Force. Their contact numbers are stated in Appendix 2 .



Apart from upgrading anti-burglary and security equipment for the buildings, quality of the caretakers is also a crucial element to the improvement of building security in general. The Security and Guarding Services Ordinance stipulates that all security personnel and caretakers performing security duties for reward should be required to hold valid Security Personnel Permits or Watchman's Permits (commonly known as white cards) issued by the Hong Kong Police Force. OC shall only employ those holding valid permits for security duties.