



BUILDING SAFETY

PREVENTION

MAINTENANCE & MANAGEMENT

BUDGET & RESERVE

NOISE CONTROL

RIGHTS & RESPONSIBILITIES

BUILDING DEFECTS

UNAUTHORIZED BUILDING WORKS

GOVERNMENT ORDERS

RELEVANT SERVICES

SUPERVISION

INSPECTION

LOAN SCHEME

SOLUTIONS

OWNERS' CORPORATION

PROCUREMENT

LIFT LOBBY



# Building Maintenance Guidebook

**Buildings**  
Department

# Building Maintenance Guidebook



努力不懈 突破目標。  
*We Go the Extra Mile.*



# Preface

Thank you for reading this Guidebook.

It has always been the vision of the Buildings Department to create and maintain a safe, healthy and pleasant built environment for our city. For new buildings we have introduced measures to promote innovative and environmentally friendly designs and methods of construction. For existing buildings we have been working hard to help owners repair their buildings and remove unauthorized structures. As we move into the new millennium, we have made record-breaking achievements in this respect.

**Prevention is always better than cure.** Building owners are well advised to carry out timely maintenance works to their buildings. It is indeed their **responsibility** to do so. A good knowledge in building maintenance and management is, however, essential if they are to fulfill their responsibilities. Unless and until owners recognize and know how to go about fulfilling their responsibilities, it will not be possible for us to inculcate a culture of building care in Hong Kong.

The purpose of this Guidebook is therefore clear. It is to provide building owners with essential information on building maintenance matters covering such diversified areas as statutory requirements, construction technology, project supervision and estate management. It includes most, if not all, of



the fundamentals of building maintenance and management. Tributes must be paid to all the building professionals, management experts, and colleagues of government departments concerned with the built environment for their valuable contributions to the compilation of this document. I sincerely hope that this Guidebook will help owners resolve the many maintenance problems they encounter, dispel misunderstanding amongst themselves, and avoid all the unnecessary disputes over maintenance related issues.

In the **Frequently Asked Questions** of this Guidebook, you will find concise answers to many of the problems often faced by building owners.

We would like to update and expand the contents of this Guidebook as we gain more experience in the years ahead. I would therefore suggest that you look up our web site at [www.info.gov.hk/bd](http://www.info.gov.hk/bd) for the most up-to-date version. I hope you will find it informative and interesting.

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