

Buildings Department Environmental Report 2007



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FOREWORD

I am pleased to present our ninth Environmental Report 2007 covering our environmental performance in 2007.

This year, our challenge is overwhelming. Besides our continual efforts in pursuit of our environmental commitments as in the past, we are better placed to contribute towards a sustainable built environment and a cleaner sky. To take forward the initiatives in the 2007-08 Policy Address, we are tasked to facilitate conservation of the built heritage. To take forward the Clean Air Charter endorsed by HKSARG, we strive to fulfill the commitments therein to make sustained improvement to air quality in the context of our services and operations. These two new challenges have enabled us to open new chapters in our environmental performance.

Our hardwork in 2007 has not gone unnoticed. We are honored to receive the *Grand Award of the Ombudsman's Awards 2007 for Departments/Organisations* for our performance in handling complaints. Furthermore, in the *Civil Service Outstanding Award Scheme 2007*, the 'Integrated Call Centre' and the 'Science in the Public Service'



won the first and the second runner-ups of the Partnership Award respectively, both of which BD is one of the partner departments. These accredited supports give us the recognition, and more importantly, the drive to continue enhancing our services to the public.

Quality living environment is a dream for everyone and every effort counts. Environmental conservation is not a concept but a mentality. It will not find its way to our community if it is not ingrained in the hearts of all. **Let's join hand to make the world greener and bluer to live in both for us and the generations to come.**

CHEUNG Hau-wai, JP
Director of Buildings

努力不懈 突破目標
We Go the Extra Mile



CHAPTER I BUILDINGS DEPARTMENT AND THE ENVIRONMENT

Under the ambit of the Buildings Ordinance and its subsidiary legislation, the Buildings Department is devoted to provide services to the public facilitating and promoting the construction and maintenance of quality buildings in the private sector.

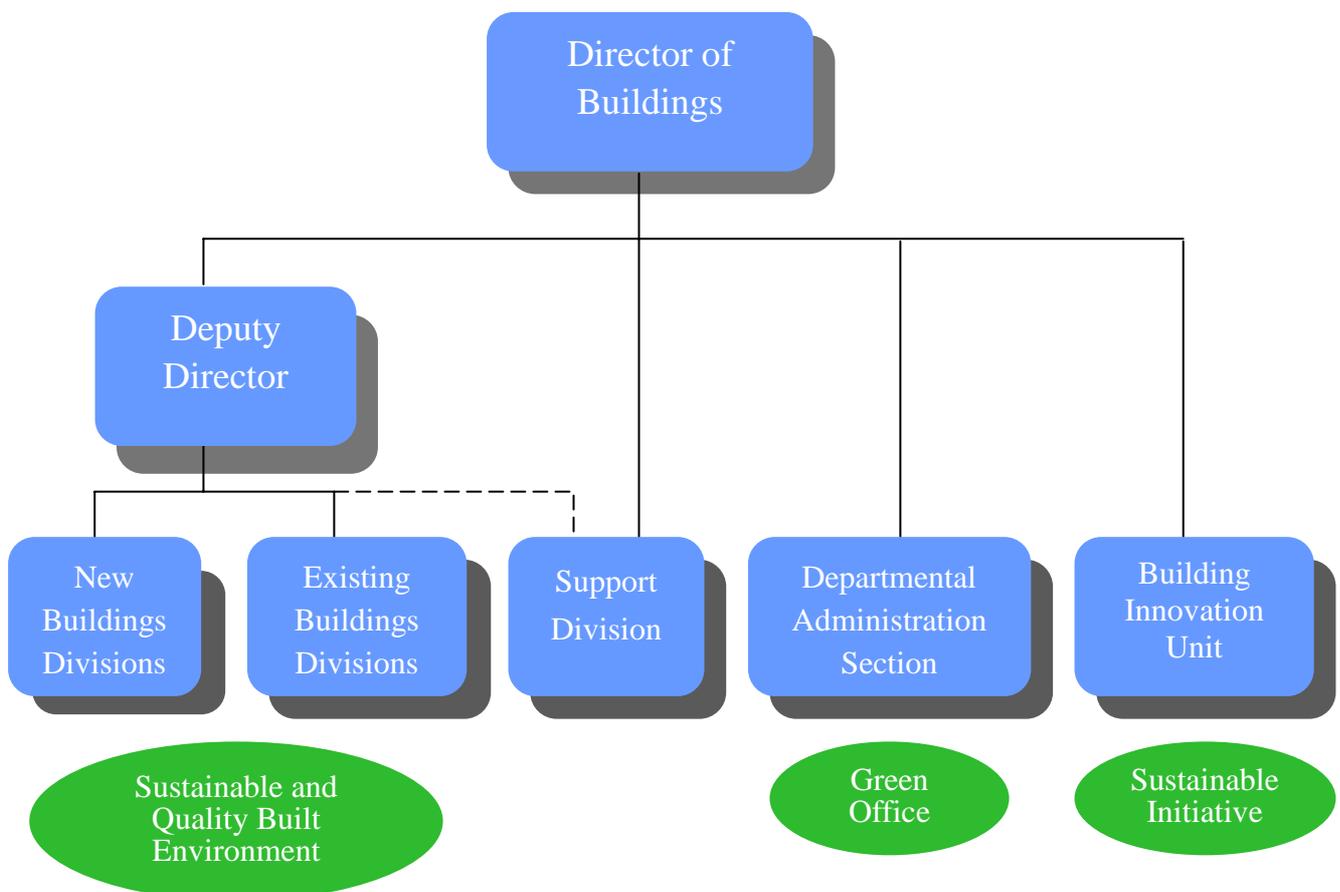
We also take a proactive role in supporting the Government's objective of creating a better and sustainable living environment in Hong Kong.

Our Vision *To make the built environment safe and healthy for our community.*

Our Mission *To set and enforce safety, health and environmental standards for private buildings.*

Our Culture *To go the extra mile in serving our customers and the community in general.*

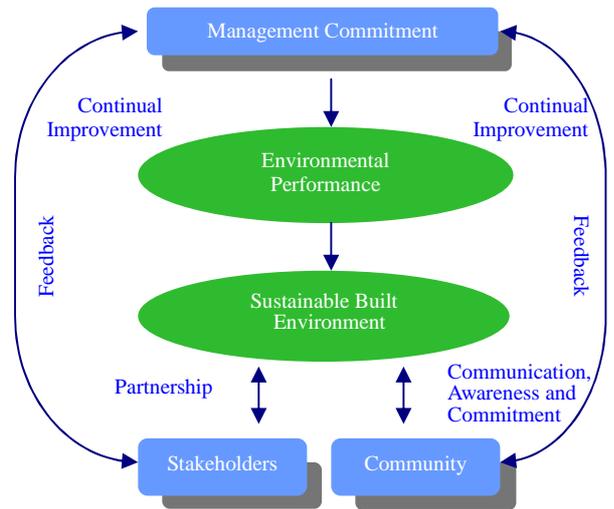
Organization Chart



Management Commitment

Through administering and enforcing the Buildings Ordinance, we have the responsibility to promote building safety, to set and enforce building standards as well as to improve the quality of private building developments. We are committed to:

- (a) taking a leading role in and advocating a joint effort with the building industry and other government departments or agencies to promote a sustainable built environment in Hong Kong;
- (b) implementing good practices of green management in our workplace;
- (c) raising the awareness of both the public and our staff of the importance of a sustainable environment in our community; and
- (d) ensuring that all services and operations are developed and conducted in an environmentally responsible manner meeting the commitments of the Clean Air Charter.



In 2007, we carried out the following major activities which have contributed to a sustainable built environment and to bring the above commitments to fruition.

<i>Enhancing building design through continual review of the legislations and standards</i>	<i>Promoting environmentally friendly buildings</i>	<i>Enhancing sustainable building design</i>
<i>Facilitating conservation of the built heritage in response to the 2007-08 Policy Address</i>	<i>Enhancing environmental hygiene through rectifying drainage defects and water seepage nuisance in buildings</i>	<i>Promoting timely maintenance and repair of buildings</i>
<i>Adopting green measures in office management and fulfilling the commitments under the Clean Air Charter</i>	<i>Educating the public on sustainable living environment and engaging them in formulating the strategy</i>	<i>Providing training to our staff to raise their awareness on sustainable development</i>

The following chapters provide an overview of the above activities, their environmental performance in 2007 and the future targets as well as our way forward.

CHAPTER II ENVIRONMENTAL PERFORMANCE

A. PROMOTING A SUSTAINABLE BUILT ENVIRONMENT

It is our strategy to set out our statutory requirements as well as administrative guidelines to support the development of a sustainable built environment and to facilitate conservation of the built heritage.

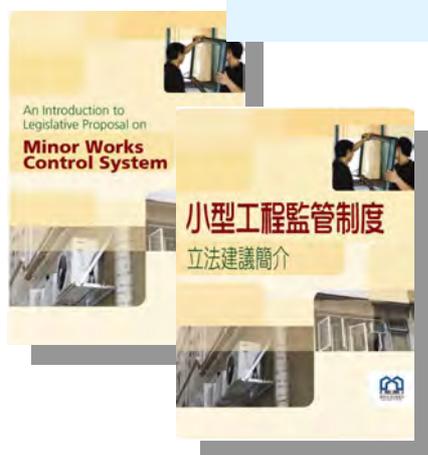
1. Modernizing Building Design and Standards

As an ongoing initiative of enhancing sustainable development, we continue our review of the building regulations with a view to :

- facilitating environmentally friendly and responsive building design; and
- Modernizing building standards to encourage more efficient and economic use of building materials, thus resulting in more rational and economical design.

Review of the Buildings Ordinance

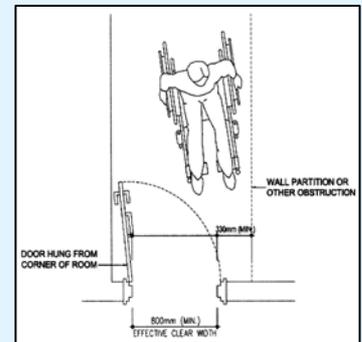
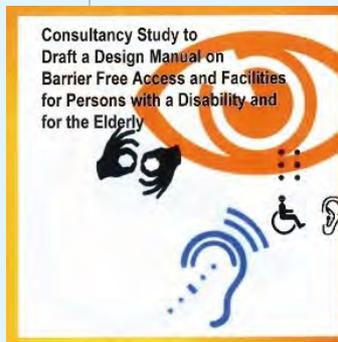
Targets	Performance in 2007
To continue the comprehensive review of the BO including the provision of performance-based requirements in addition to the prescriptive standards, where appropriate, under the Building (Planning) Regulations and the Building (Construction) Regulations.	<ul style="list-style-type: none"> • The review on fire safety standards in buildings and related codes of practice was on-going. A draft Code of Practice for Building Fire Safety had been prepared by the consultant and was being vetted by a Working Group comprising members from the professional institutions and the relevant government departments. • The amendment exercise to the Building (Construction) Regulations related to loads on building, street, building works and street works was underway. A Code of Practice for Dead and Imposed Loads for Buildings aiming to provide a comprehensive guidance on loading requirements, was being drafted.
To introduce a statutory minor works control system to rationalize the carrying out of minor works and to improve building safety.	<ul style="list-style-type: none"> • Consultation with the stakeholders continued in the first three quarters of 2007. We conducted three briefing sessions to directly exchange views with building owners, owners' corporations, management companies and minor works practitioners. A telephone public opinion survey was also conducted in September 2007 to gauge public views on the proposed minor works control system. • In December 2007, the Buildings (Amendment) Bill 2007 was introduced to the Legislative Council. A pamphlet introducing the legislative proposal on minor works control system was also published.



Review of sanitary fitments, plumbing and drainage provisions for buildings

Review of the provisions of barrier free access for buildings

Targets	Performance in 2007
To continue the review of the current plumbing and drainage standards for private buildings aiming to take cognizance of the built environment, environmental and material conservation, as well as environmental science and technologies.	<ul style="list-style-type: none"> The proposed revamping of the drainage regulations together with the new set of requirements for the provision of sanitary fitments were being discussed within the Administration. We planned to put forward the proposed legislative amendments to the drainage regulations together with the Code of Practice in 2008.
To amend the relevant building regulations and the extant design manual aiming to: <ul style="list-style-type: none"> update the design requirements on the provision of facilities for persons with a disability; address the specific needs of the elderly to provide a safe and elderly-friendly living environment. 	<ul style="list-style-type: none"> In response to comments received through consultation with stakeholders and the public, the draft revised design manual was finalized in November 2007. We planned to introduce the proposed legislative amendments to the building regulations in 2008 to implement the revised design requirements in the manual.



2. Promoting Environmentally Friendly Buildings

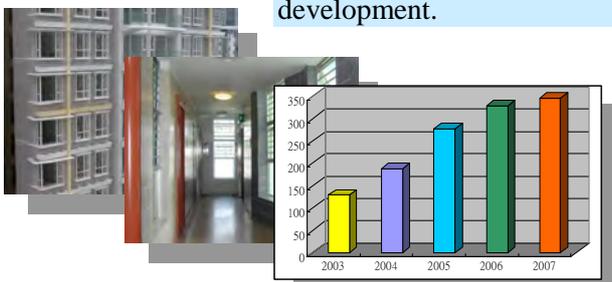
To promote green and innovative buildings and quality living space, we have since 2001 introduced, jointly with Planning Department (PlanD) and Lands Department (LandsD), incentives for developers to provide green features in new building developments aiming to:

- minimize the energy consumption, construction and demolition waste; and
- maximize the use of natural renewable resources and recycled building materials.

In addition, we also provide impetus and find ways to entice the industry and building owners to upgrade the environmental performance of buildings.

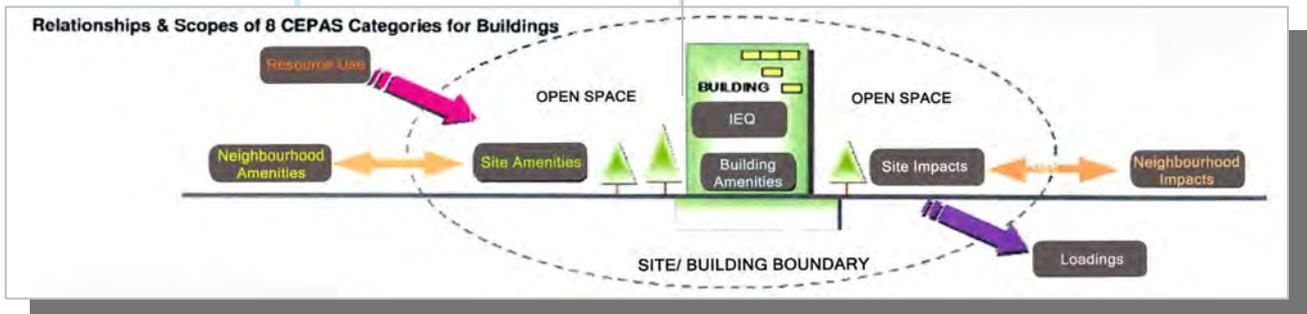
Wider adoption of green features

Targets	Performance in 2007
To promote environmentally friendly construction in private building development.	<ul style="list-style-type: none"> Since the issue of the Joint Practice Notes No. 1 (JPN 1) and No. 2 (JPN 2) in 2001 and 2002 respectively by BD, PlanD and LandsD till end of 2007, a total of 346 building projects with one or more green features such as balconies, wider common corridors and lift lobbies, communal podium/sky gardens, non-structural prefabricated external walls etc., were approved by BD.



Benchmarking green buildings

Targets	Performance in 2007
To monitor the implementation of JPN 1 & 2 aiming to promote green and innovative buildings.	<ul style="list-style-type: none"> The interdepartmental working group continued with the review on the effectiveness of the green features and the incentives for the provision thereof promulgated in JPN 1 and 2.
To devise a “green building” labeling scheme namely, Comprehensive Environmental Performance Assessment Scheme (CEPAS) for both new and existing buildings as a means of engaging market-driven force to promote environmentally friendly buildings.	<ul style="list-style-type: none"> Following completion of the CEPAS manual, a committee under the Construction Industry Council was pursuing the development and promotion of building environmental performance assessment schemes in Hong Kong. The CEPAS manuals have been uploaded to the BD website for voluntary adoption by stakeholders and organizations of the building industry.



3. Enhancing Sustainable Building Developments

BD is tasked to take forward the initiative of further enhancing sustainable building design guidelines in “A First Sustainable Development Strategy for Hong Kong (2005)” issued by the Sustainable Development Unit under the Office of the Chief Secretary for Administration, with a view to upgrading the urban living environment.



Enhancing guidelines on sustainable building design

Targets	Performance in 2007
To commission a consultancy study to review and make recommendations to promote sustainable building design features and to draw up the corresponding sustainable building design guidelines.	<ul style="list-style-type: none"> The consultancy study which commenced in April 2006, continued in 2007. The draft final report with recommendations on building design that supports sustainable urban living space was submitted by the consultant for consultation with the stakeholders.

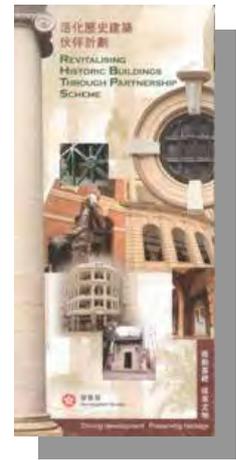
Promulgating sustainable practices

To issue practice notes to promulgate building design guidelines in order to improve the living standards.	<ul style="list-style-type: none"> A new practice note (PNAP 301) on the provision of mechanical ventilation under Building (Planning) Regulation 34 was issued in January 2007 to advise the engagement of a Registered Professional Engineer in the Building Services Discipline for the design and installation of large scale or complex ventilation system. Practice notes (PNs) promulgating guidelines on the wet fixing of wall tiles for building external finishes, were drafted. Consultation with the stakeholders on the draft PNs was conducted in November 2007.
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4. Facilitating Conservation of the Built Heritage

As announced in the 2007-08 Policy Address, the Government will accord priority attention to finalizing an action-oriented package of measures to preserve Hong Kong's heritage. In support of this initiative, the long term targets of the Buildings Department in this area are to :

- facilitate adaptive reuse and alteration of heritage conservation without compromising the safety standards and the reasonable provisions for people with a disability; and
- formulate statutory and/or administrative measures to facilitate adaptive reuse, alteration and maintenance of heritage buildings.



Enhancing heritage conservation

Target	Performance in 2007
To conduct research on the building control regime on conservation of heritage buildings in some overseas countries with a view to formulating guidelines on compliance with building safety requirements for adaptive reuse and alteration to heritage buildings in Hong Kong under the BO.	<ul style="list-style-type: none"> • The research was in progress. In addition, overseas visits to familiarize with the policy and practice of heritage conservation in foreign countries were being planned. • Preparatory work for the setting up of the dedicated team within the Buildings Department in 2008 to support the adaptive re-use of heritage buildings, was underway.

5. Reducing Construction and Demolition Wastes

We have continued to review the current building and construction practices, and to encourage the stakeholders to minimize construction and demolition wastes in a bid to reduce the depletion rate of land resources.

Minimizing solid wastes from construction and demolition activities

Target	Performance in 2007
To monitor the feedback of the industry in adopting precast concrete construction pursuant to the issue of PNAP 299 and PNRC 63 in 2006 promulgating guidelines for the use of this environmentally friendly construction method.	<ul style="list-style-type: none"> • Plan submissions for a total of five private development projects adopting precast concrete construction method were processed by BD in 2007.



6. Improving Environmental Hygiene

In response to the public concerns on the possible dire consequences of building neglect and the perennial environmental hygiene problems, BD, as a core member of Team Clean, has continued to conduct territory-wide survey to all private buildings on defective drains and to participate in improving environmental conditions of some identified blackspots with a view to enhancing the built environment and environmental hygiene.



	Targets	Performance in 2007
Enhancing environmental hygiene	To commission a consultancy study to review and to rationalize the building design requirements for improving the environmental hygiene.	<ul style="list-style-type: none"> Preparatory work for tendering the consultancy study was in progress.
Rectifying drainage defects	To work in collaboration with the Home Affairs Department and other relevant government departments to improve environmental conditions of identified blackspots under the Hygiene Blackspots Clearance programme.	<ul style="list-style-type: none"> The Team Clean Operation continued in 2007. Under this operation, drainage defects in 235 buildings and some 380 unauthorized building works were rectified and removed respectively.
Handling water seepage problems	To continue the operation of the pilot Joint Office (JO) with the Food and Environmental Hygiene Department in handling public complaints about water seepage problems, and to conduct an interim review on the operation of the pilot JO.	<ul style="list-style-type: none"> The Joint Office implemented its operation to the whole territory under a three-year programme which started in mid-2006 and commenced an interim review for the first 18 months of operation.



7. Promoting Timely Maintenance and Building Repair

Over the years, BD has striven to tackle the long-standing building deterioration problems in the territory in a bid to :

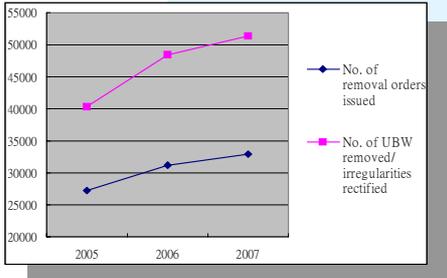
- Improve building safety and in turn the public safety
- reduce the number of prematurely ageing buildings and prolong the life span of private buildings
- improve the quality of the living environment

We have put in place a holistic strategy including among others, conducting large scale operations to tackle unauthorized building works (UBW) and to rectify building dilapidation; as well as rendering financial assistance to the owners for carrying out the necessary maintenance and repair works. A Mandatory Building Inspection Scheme (MBIS) and Mandatory Window Inspection Scheme (MWIS) are proposed as the long-term measure to address the building neglect problems and to foster a building care culture in the community.

Tackling UBW and rectifying building dilapidation

Targets

To take vigorous enforcement action to tackle UBW through among others, the Blitz UBW Clearance Operation for clearance of unauthorized building works at hundreds of buildings in one go. To rectify identified building dilapidations including drainage defects.



To continue the Clearance Operation of UBW at buildings along Pedestrian Streets against unauthorized large glass panels, advertisement signboards and TV displays on the external walls.



Improving fire safety measures in certain premises/buildings

To improve the fire safety measures in prescribed commercial premises, i.e. banks, off course betting centres, jewellery shops, supermarkets and shopping arcades, and pre-1987 commercial buildings and composite buildings.

Performance in 2007

- 1514 buildings were targeted for enforcement action under the Blitz UBW Clearance Operation.
- 32898 removal orders related to UBW were issued and 51312 UBW were removed or irregularities rectified.

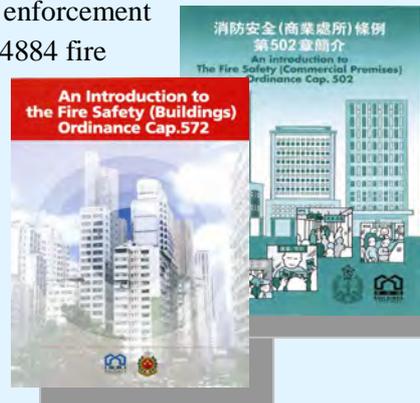


Before

After

- Commencing in April 2006, removal orders were issued against large unauthorized structures namely, glass panels, advertisement signboards and TV displays on the external wall of 350 target buildings. The operation continued in 2007 commencing in April 2007 targeting at 108 buildings along streets with heavy pedestrian traffic.

- 150 prescribed commercial premises, 100 specified commercial buildings and 905 composite buildings were targeted for enforcement action. A total of 4884 fire safety directions were issued for improvement of the existing building construction requirements in such premises/buildings.

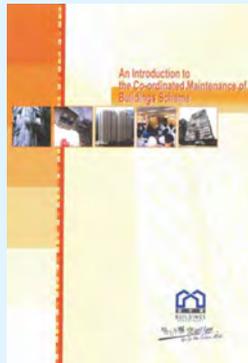


Providing a comprehensive network of assistance to building owners to carry out building maintenance

Targets
To advise owners and owner's corporation of the comprehensive management and maintenance works required, we continue to operate the Coordinated Maintenance of Buildings Scheme (CMBS) in collaboration with six other government departments.

Performance in 2007

- The modified CMBS with management and technical support by the Hong Kong Housing Society (HKHS) was successful in motivating the building owners to take up initiative to maintain their buildings.
- 150 nos. of target buildings were involved in the Scheme in 2007.



Providing financial assistance to building owners

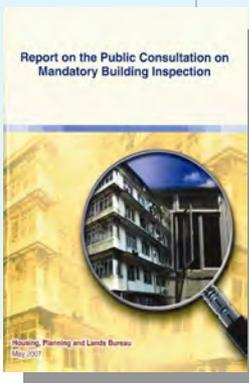
To continue administering the Building Safety Loan Scheme to provide loans to private building owners for the carrying out of repair works or removal of unauthorized building works.

A total amount of HK\$ 45.2M was committed.



Mandating building inspection

To work out the implementation details of the Mandatory Building Inspection Scheme (MBIS) and the Mandatory Window Inspection Scheme (MWIS) through public consultation.



The then Housing, Planning and Lands Bureau published the *Report on the Public Consultation on Mandatory Building Inspection* in May 2007. Taking into account the feedback from the consultation, the following preparatory work for implementation of MBIS and MWIS was in progress:

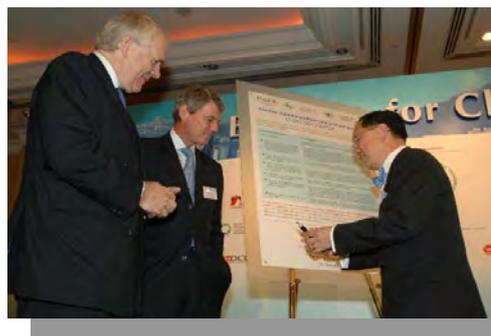
- legislative drafting;
- establishing the requirements and registration criteria of service providers;
- compiling a code of practice for inspection and repair of buildings ; and
- formulating financial and technical assistance to owners.

B. IMPLEMENTATION OF GREEN OFFICE MANAGEMENT

It is our continuous target to ensure effective implementation of in-house green measures in all our offices, and to increase the awareness of our staff on green office management. We also strive to fulfill the commitments set out in the Clean Air Charter to make sustained improvement to air quality.

1. Accomplishing the Clean Air Charter

In November 2006, the Government signed the Clean Air Charter launched by the Hong Kong General Chamber of Commerce and the Hong Kong Business Coalition on the Environment, to join forces with the business sector and the community to foster the improvement of air quality in Hong Kong. We strive to fulfill the six commitments in the Charter and report the progress made in the context of our services and activities as follows:



Commitments	Performance in 2007
<p>1 Operate by a recognized world class standard, or the standards established by the Hong Kong/Guangdong governments on emission of air pollutants, even if it is not a requirement to do so here.</p>	<ul style="list-style-type: none"> We observed and complied with the ordinances and regulations on environmental protection related to our operation, where applicable.
<p>2 Use continuous emissions monitors at significant sources.</p>	<ul style="list-style-type: none"> This commitment is not applicable to our operation which is mainly office-based and would not generate significant air emission.
<p>3 Publish Information on energy and fuel use, as well as total emission of air pollutants annually and timely, if emissions are significant.</p>	<ul style="list-style-type: none"> The source of energy and fuel consumption related to our operation included the Use of Electricity and Vehicle Fleet. Such sources produce air pollutant emission of sulphur dioxide (SO₂), nitrogen oxides (NO_x) and respirable suspended particulates (RSP). Our total electricity consumption in 2007 was 2,971,940 kWh, which was 5,057 kWh less than that consumed in 2006. Estimation of the air pollutant emission: <div style="display: flex; justify-content: space-around; align-items: center;"> <div style="text-align: center;">  <p>SO₂ 5,676 kg</p> </div> <div style="text-align: center;">  <p>NO_x 3,447 kg</p> </div> <div style="text-align: center;">  <p>RSP 178 kg</p> </div> </div> <ul style="list-style-type: none"> With the reduction of 2 government vehicles, we owned a fleet of 31 vehicles consuming 45,041 litres of petroleum and travelling 351,617 km in 2007. Estimation of the air pollutant emission: <div style="display: flex; justify-content: space-around; align-items: center;"> <div style="text-align: center;">  <p>NO_x 316 kg</p> </div> <div style="text-align: center;">  <p>RSP Negligible</p> </div> </div>
<p>4 Undertake to adopt energy-efficient measures in our operations.</p> 	<ul style="list-style-type: none"> We adopted the following energy-efficient measures in our office-based and transportation operation for minimizing energy consumption through: <ul style="list-style-type: none"> Affixing “Energy Saving” stickers on power switches to remind our staff to turn off lights, air-conditioners and office equipment while they are not in use;

Commitments	Performance in 2007
 	<ul style="list-style-type: none"> - Encouraging our staff to dress casual and smart in summers and lightly in winters to minimize the use of air-conditioning; - Installing high output, energy-saving lighting fixtures (T5 fluorescent lamps) in our offices; - Maintaining the air-conditioning temperature at 25.5°C and monitoring the room temperature regularly by installing electric thermometers; - Enabling the hibernation mode or standby mode setting of office equipment and turning them off when they are not in use; - Appointing energy wardens in all divisions to ensure implementation of energy saving measures and arranging last-man-out to check and turn off all air-conditioning, lighting and office equipment; - Adopting other energy saving practices such as encouraging our staff to use staircase for inter-floor traffic, controlling the use of personal electrical appliances in office, and circulating guidelines on energy saving and green tips; - Encouraging our staff to walk or use public transport whenever possible; - Sharing the use of pool car in order to fully utilize each government vehicle; - Reminding motor drivers to switch off idling engines; and - Requesting motor drivers to drive at a steady speed and avoid sudden braking.
<p>5 <i>Identify and encourage business-relevant measures to be taken in days when air pollution is high.</i></p>	<ul style="list-style-type: none"> • We encouraged our staff to adopt the following measures in our general office and transportation operation: <ul style="list-style-type: none"> - Sharing pool car or using public transport where possible; - Combining trips to maximize the use of departmental vehicles and plan routes to minimize the journey distance and time; - Using staircases instead of lifts for inter-floor traffic; and - Avoiding the use of the products with high VOC content.
<p>6 <i>Share air quality expertise in business with others.</i></p>	<ul style="list-style-type: none"> • We shared our experience on energy saving and pollution reduction by publishing our Environmental Report on our website. Interested parties are welcome to contact us if they wish to obtain further information or details.

2. Moving towards a Paperless Office

We are taking advantage of the information technology to move towards a paperless office by introducing computerized management systems and encouraging communication within the workplace as well as with our stakeholders and public via electronic means.

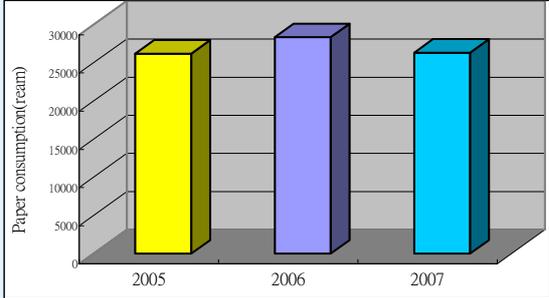
	Targets	Performance in 2007		
<p>On public front</p> 	<p>To disseminate information to the stakeholder and the public via BD's website as a communication platform.</p>	<ul style="list-style-type: none"> BD's website provides information on the functions and services of the Department including among others, the following: <ul style="list-style-type: none"> Publications <ul style="list-style-type: none"> • Monthly Digest • Codes of Practice & Design Manual • Practice Notes for AP/RSE/RGE/RC Notices <ul style="list-style-type: none"> • Consultancy and Contract Tender Notices Propaganda <ul style="list-style-type: none"> • Pamphlets • Press Release • TV Announcements 		
	<p>To enhance our plan viewing and copying services through the implementation of Building Records e-Search (BRoS) for the electronic imaging, storage and retrieval of building records of existing private buildings kept by BD.</p>	<ul style="list-style-type: none"> Since the full implementation of BRoS in Building Information Centre (BIC) in 2006, the number of applications for plan viewing has been on the rising trend. In 2007, the total number of applications handled was 50,313 marking a 12% increase as compared to that in 2006. To promote the viewing and copying services to the public, the BRoS was exhibited in the Government Pavilion in the International ICT Expo in April 2007 and the “Science 		
		<p>Service”. In the latter, it won the second runner-up of the Partnership Award in the Civil Service Outstanding Award Scheme 2007.</p>		
	<p>To accept submission of documents in electronic format.</p>	<ul style="list-style-type: none"> By virtue of the Electronic Transactions Ordinance, we accepted simple electronic submissions under the BO through our e-Counter. 		

Targets	Performance in 2007
<p>To disseminate information and to introduce more greenhouse measures through increasing usage of LAN as a communication platform.</p>	<ul style="list-style-type: none"> Information was disseminated through electronic notice board, BD Local Area Network (LAN) and emails. In-house surveys via electronic questionnaires facilitated the collection and compilation of information in an environmentally friendly manner. Discussion forums were set up for knowledge sharing among our staff in a paperless environment. <div style="display: flex; justify-content: space-around; margin-top: 20px;"> <div data-bbox="762 421 1066 452" style="text-align: center;"> <p>Electronic Notice Board</p> <ul style="list-style-type: none"> • Notices • Circulars • Newsletters </div> <div data-bbox="1193 421 1331 452" style="text-align: center;"> <p>BD's LAN</p> <ul style="list-style-type: none"> • Office Instructions • Office Manuals • Discussion forums • Questionnaires </div> </div>
<p>To implement the Accessibility Program to provide all staff with email address.</p>	<ul style="list-style-type: none"> All our staff were provided with email addresses for communication. More e-services were hosted in the Departmental Portal and the bandwidth of the WAN Link was increased to allow dissemination information via multi-media files.
<p>To enhance the electronic leave system (e-Leave)</p>	<ul style="list-style-type: none"> E-Leave continued to provide speedy and paperless leave application and processing services for all our staff.
<p>To enhance the Training Administration System (TAS)</p>	<ul style="list-style-type: none"> A new video broadcasting function was introduced in TAS. Instead of borrowing CDs and DVDs from library, our staff could make use of this new function to relive the in-house seminars and site visits organized by the department or access other learning materials via intranet.



3. Saving Resources

We adhere to the principles of “Reduce, Reuse and Recycle” in the Department to minimize waste produced from our office operation.

Targets	Performance in 2007									
<p>Reduce</p>	<ul style="list-style-type: none"> Our total paper consumption in 2007 was reduced by 7% to 26,336 reams in comparison to the figure of 2006. We reduced the use of paper by: <ul style="list-style-type: none"> Adopting double-sided printing and photocopying; Using emails instead of paper memos and faxes for internal and external communications; Minimizing the production of hardcopies of documents; and Sending e-cards. Recycled paper has also been increasingly used in lieu of virgin paper in the Department. 	 <table border="1"> <caption>Paper consumption (ream) by year</caption> <thead> <tr> <th>Year</th> <th>Paper consumption (ream)</th> </tr> </thead> <tbody> <tr> <td>2005</td> <td>~28,000</td> </tr> <tr> <td>2006</td> <td>~27,000</td> </tr> <tr> <td>2007</td> <td>26,336</td> </tr> </tbody> </table>	Year	Paper consumption (ream)	2005	~28,000	2006	~27,000	2007	26,336
Year	Paper consumption (ream)									
2005	~28,000									
2006	~27,000									
2007	26,336									
<p>Reuse</p>	<ul style="list-style-type: none"> We promoted the reuse of resources by: <ul style="list-style-type: none"> Encouraging our staff to use blank side of used paper for drafting, filing and printing. Reusing envelopes for internal circulation. Using ball pens with refills; and Placing paper with a blank side near high paper usage equipment e.g. photocopying machines, to facilitate reuse. A total of 586,350 nos. of envelopes were consumed in 2007. We targeted to reduce the consumption by 3% in the coming year. 									
<p>Recycle</p>	<ul style="list-style-type: none"> We collected recyclable waste materials by: <ul style="list-style-type: none"> Placing collection bags in offices for recycling of waste paper; Placing recycling boxes near high paper usage equipment in our workplaces; and Requesting our staff to return used printer cartridges to the Supplies Unit. With support from our staff, we collected a total of 8,127 kg waste paper and 1,374 numbers of used printer cartridges for recycling in 2007. 									



4. Procuring Green Products

We purchased green products to save the Earth and also to support the recycling industry.



Recycled paper



Office equipment with energy saving functions



Rechargeable batteries



Pencils made of recycled materials

C. EDUCATION AND TRAINING

It is our belief that the success of moving towards sustainability depends upon the degree of all levels of commitment across the community.

1. Educating the Public on Sustainability

We instill the concept of timely maintenance of existing buildings and green buildings into the public through our publicity programmes and also engage the community in the process of formulating strategies conducive to sustainable development.

Target	Performance in 2007
<p>To sustain public education and publicity campaign on the need for timely safety inspection and maintenance of buildings.</p>	<ul style="list-style-type: none"> The second and the third Building Safety Carnival, jointly organized by BD, HKHS & URA were held on 7 January 2007 and 14 October 2007 respectively. The latter one was also selected as one of the events to celebrate the 10th anniversary of the HKSAR. 

2. Training our Staff

Our training and development programme puts great emphasis on equipping our staff to play the appropriate role in facilitating sustainability development by offering a variety of training programmes on the subject.

Target	Performance in 2007
<p>To provide more than 500 training man-days on topics related to green building sustainability and building repairs in 2007.</p>	<ul style="list-style-type: none"> 31 local seminars / courses / conferences on environmental issues and building repairs were arranged to provide 640 training man-days. 5 site visits to environmentally friendly and innovative buildings and material laboratory were organized to provide 70 training man-days. 2 overseas duty visits for attending international conferences on sustainable development and innovative building technologies in China were made. The Environmental Protection Department was invited to deliver a talk on “Hong Kong’s Environment : Waste and Air” in September 2007 to equip our staff with useful knowledge on waste reduction and to raise their awareness on environmental protection. 

CHAPTER III WAY FORWARD

Our environmental performance depicted in the preceding chapters does not merely serve as a scorecard to be reported year by year. It reflects our commitments to bring along a safe, healthy and sustainable built environment.

To achieve such commitments, we will

CONTINUE to

- Inculcate **building care culture** across the community promoting timely maintenance and repairs of existing buildings
- Encourage the design and construction of **green and innovative buildings**
- Adopt and review **green office** practices, minimizing wastes and adverse environmental impact arising from our daily operation and fulfilling our commitments under the Clean Air Charter
- Keep our staff abreast of the latest development in sustainability enabling them to assume their environmental responsibility

EXPLORE NEW INITIATIVES to

- Foster **sustainable development** and conservation of **built heritage**

Last but not least, engaging the stakeholders as well as the public in formulating strategies has formed part and parcel of our service delivery to the public. To this end, you are cordially invited to provide us your views and suggestions which would help derive win-win formula to achieve

OUR ENVIRONMENTAL GOALS.

Thank you for reading our report

This report is also available for viewing at our website

**http://www.bd.gov.hk/english/documents/index_env.html(English version)
or**

http://www.bd.gov.hk/chineseT/documents/index_env.html (Chinese version)

For any suggestions, please contact us via one of the following means:

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