

19 September 2019

To : All Authorized Persons
Registered Structural Engineers
Registered Inspectors
Registered General Building Contractors
Registered Specialist Contractors
Registered Minor Works Contractors

Dear Sir/Madam,

**Code of Practice on Design for Safety
– External Maintenance**

I would like to announce the promulgation of the Code of Practice on Design for Safety – External Maintenance (the Code). The Code provides guidance on the provision of means of access for maintenance to outer faces of external walls, curtain walls, external claddings, roofs and projections of buildings. In addition, Appendix C of the Code supersedes the design guidelines promulgated on 23 December 2016 and shall be adopted for all new building plans and major revision of building plans for development proposals or alterations and additions proposals submitted for approval on or after 1 December 2019.

2. The Buildings Department will propose inclusion of performance-based requirements for the provision of such means of access in the subsidiary regulation of the Buildings Ordinance (Cap. 123). Upon enactment of the proposed legislative amendments by the Legislative Council, compliance with the Code will be deemed to satisfy the statutory requirements. It is strongly recommended that such means of access should be provided in your building projects as much as practicable in the interim. The procedures of submission of plans for the means of access are in the **Appendix**.
3. The Code is available for viewing on in Buildings Department website (<https://www.bd.gov.hk>) under the “Codes and design manuals” page of the “Resources” section. It may be downloaded subject to terms and conditions stipulated in the website.

Yours faithfully,



(CHEUNG Yuk-ching, Karen)
Assistant Director / New Buildings 1
for Building Authority

Procedures for Submission of Plans for Compliance with Code of Practice on Design for Safety – External Maintenance

Maintenance and Repair Access Plans (M&R Submission)

To demonstrate compliance with the requirements set out in the Code of Practice on Design for Safety – External Maintenance (the Code), the following information on the maintenance and repair access (M&R Access) should be provided for consideration:

- (a) Plans, elevations and sections at a legible ratio (preferably not less than 1:300) showing the location and the design of the proposed M&R access to the external building elements at each floor/zone on a building basis.
- (b) Technical specification demonstrating the adequacy of the proposed M&R access to the intended areas (e.g. technical specification showing the length of the cradle and tie-back restraints for suspended working platforms, etc.).
- (c) A summary of the proposed M&R access with reference to Appendix E of the Code.

2. It is possible that the design for M&R access to the facades of a building may not have been finalised when the general building plans (GBP) for new development or alteration and addition (A&A) proposal are first submitted. Hence, for developments adopting the requirements of the Code, information of M&R access (i.e. M&R submission) needs not be provided in first GBP submission. However, a note stating that “Before applying for the consent to commence the superstructure works, the provisions for M&R access required under the Code of Practice on Design for Safety – External Maintenance will be submitted to and approved by BD.” should be indicated in the GBP.

3. Structural details in respect of M&R access (e.g. cast-in anchors, restraint sockets, mechanical booms or anchorages for the temporary suspended working platform, etc.) should be submitted separately for approval. For cast-in anchors, they should be installed at pre-determined locations at the external reinforced concrete walls with a minimum thickness of 125mm or the external structural elements of a building. For the use of drill-in anchors for anchoring the fall arrest devices of an existing building, an assessment¹ on the structural viability of the works should be submitted together with the structural plans.

4. The following details, information and supporting documents should be included in the structural plans submitted for approval under the Buildings Ordinance:

- (a) structural framing, details, sections and/or elevations of structural elements;
- (b) design loads;
- (c) anchors and support details;

¹ For A&A works in existing buildings, reference should be made to PNAP APP-117.

- (d) design standards and codes of practice;
- (e) material specifications for structural steel, aluminum alloy, cast-in anchors, drill-in anchors, fixing screws/ bolts, proprietary products, etc. if applicable;
- (f) workmanship specifications for welding, galvanisation, measures to overcome bi-metallic effects and durability requirement with corrosion prevention; and
- (g) structural calculations comprising design check of on the parent structure² sustaining the loads of the M&R access, analysis on the structural adequacy and stability of the proposed structures for M&R access, element design for structural steel, aluminum or metal grating and deflection check on major load carrying members, if applicable.

Letter of Undertaking

5. A letter should be submitted by the developer or owner undertaking to designate the M&R access as 'common areas' in the Deed of Mutual Covenant (DMC) with details of the use and location clearly indicated together with the submission of GBP with the provisions for M&R access. In case the M&R access is accessible from individual premises, a provision shall be provided in the DMC to the effect that a reasonable right of access to the premises must be allowed by the maintenance personnel to the M&R access. Where no DMC is to be in force for a development, designation of the M&R access and the access route to and egress from such for communal use and the right of M&R access should be incorporated into the Sales and Purchase Agreement, Assignment or the Tenancy Agreement.

Submission of Record Plans

7. In addition to the requirements stipulated under PNAP APP-13, an additional set of record plans related to the M&R access is required to be submitted upon application for an occupation permit or submission of certificate of completion for the A&A works (Form BA14) for referral to Labour Department for their use.

² Parent structures include newly constructed reinforced concrete or steel structural elements and existing structures. For structural requirements for A&A works in existing buildings, reference should be made to PNAP APP-117.