BUILDINGS DEPARTMENT
屋宇署

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22 April 2022

To: Property Management Companies

Dear Sir/Madam

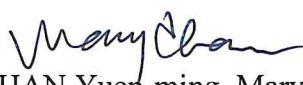**Precautionary Measures for Public and Building Safety during Typhoon Season**

At the approach of typhoon season, I am writing to solicit your co-operation in paying special attention to the threat that may be posed by typhoons to the buildings/estates under your management.

From past experience, many public and building safety incidents caused by typhoons could have been avoided if proper precautionary measures have been taken. Some examples are:

(a) Inspect roof, podium, flat roof and basement (including car park) to ensure surface water drains and rainwater manholes are in good working order without blockage;

(b) Inspect all installations at the building exteriors (e.g. scaffolding, signboard, advertisement, decoration) and arrange with the owner/occupant to ensure such are in secure and safe conditions;

(c) Provide suitable pumping equipment at areas of flooding risk such as electrical and mechanical plant rooms and basement car park;

(d) Inspect slopes and retaining walls within the development to ascertain any anomalies (e.g. cracks, drains blocked, mud oozing, fallen rocks);

(e) Advise the owner/occupant to provide proper protection materials or devices for windows, glass doors and glass panels in exposed positions, and to ensure all openable windows (including curtain walls) are securely closed and locked;

(f) Ensure gondola (if any) parked at safe location and is properly secured; and

(g) Remove/relocate the potential target/object that may be hit by a fallen tree/branch, or restrict access/cordon off the area within the possible tree fall zone.

Please impress upon your management staff to ensure that the suitable precautionary measures are taken. After inclement weather, you are advised to appoint competent persons to carry out inspections and the necessary repair works as soon as possible.

Yours faithfully

(CHAN Yuen-ming, Mary)
Chief Officer/Technical Services
for Director of Buildings