

### **Building Inspection Report**

Pursuant to section 12(2) of the Building (Inspection and Repair) Regulation (B(I&R)R), a registered inspector (RI) must, within 7 days after completion of a prescribed inspection in respect of a building, submit an inspection report to the Building Authority (BA). The RI is also required under section 30(1)(a) of the B(I&R)R to deliver a copy of the inspection report to the person for whom the prescribed inspection is carried out.

2. Guidelines on preparing an inspection report have been given in the Code of Practice for the Mandatory Building Inspection Scheme and the Mandatory Window Inspection Scheme. The following reference documents are provided to facilitate the preparation of inspection report:

- (a) Checklists for preparing an inspection report for different building elements (Appendix A);
- (b) Sample inspection report on projections (balcony / verandah) (Appendix B); and
- (c) Sample inspection report on common parts and external walls (Appendix C).

3. The reference documents listed above are for general guidance and are not meant to be exhaustive. The RI may include other items as necessary. The checklists should be used for assuring that essential information is included in the inspection report. The checklists are however NOT required to be submitted to the BA.

4. To facilitate record management, the RI should submit to the BA a separate non-rewritable DVD-ROM containing a copy of the inspection report in PDF file format of 200dpi resolution together with a hard copy of the inspection report.

5. To ensure due administration of the Buildings Ordinance (BO), the BA carries out random audit checks on inspection reports submitted. The BA will consider taking prosecution and/or disciplinary actions against RI who blatantly or repeatedly contravenes the requirements of the BO and its subsidiary regulations.

( CHEUNG Tin-cheung )  
Building Authority

Ref. : BD GR/1-125/101/0 (II)

First issue : April 2016

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**Checklists for preparing an inspection report  
for different building elements**

The requirements for inspection report are generally stipulated in the Buildings Ordinance (BO), the Building (Inspection and Repair) Regulation and related regulations, the Code of Practice for the Mandatory Building Inspection Scheme and the Mandatory Window Inspection Scheme (the Code) and PNBI's. To ensure that all the essential information is contained in the inspection report, the following checklists are provided for RI's reference:

<b>Checklist No.</b>	<b>Title</b>
SC1	Master Checklist for Inspection Report
SC2	Checklist for External Wall
SC3	Checklist for Structural Elements
SC4	Checklist for Fire Safety Provisions
SC5	Checklist for Drainage System
SC6	Checklist for Unauthorised Building Works(UBW) / Change in Use
SC7	Checklist for Curtain Wall
SC8	Checklist for Cantilevered Projecting Structures
SC9	Checklist for Balcony/Verandah

## Master Checklist for Inspection Report

The inspection report is prepared for the following MBIS notice served under section 30B of the Buildings Ordinance (BO):

- 30B(3) : Prescribed Inspection in respect of the common parts of a building
- 30B(4) : Prescribed Inspection in respect of the external wall of a building/premises
- 30B(5) : Prescribed Inspection in respect of the projections of a premises
- 30B(6) : Prescribed Inspection in respect of the signboards of a building

	<input type="radio"/> Yes and Reported	<input type="checkbox"/> No or Not Applicable	Details refer to the report at Page No.  _____
<b>1. Have following building information been obtained?</b>	<input type="radio"/>	<input type="checkbox"/>	_____
- OP date;			
- Original and current usage;			
- Number of storeys and units;			
- Approved floor plans where available;			
- Principal construction materials;			
- Salient information of previous inspection and repair;			
- Name of Owners' Corporation and management company.			
<b>2. Reference documents</b>			
- Have the approved building, structural, drainage, alteration and addition plans been obtained and listed out in the report?	<input type="radio"/>	<input type="checkbox"/>	_____
- Have the plans and details of minor works been obtained and listed out in the report?	<input type="radio"/>	<input type="checkbox"/>	_____
- Have the plans and documents submitted to the BA under section 39C of the BO for validation of prescribed building or building works (i.e. signboard, supporting frame for A/C unit, drying racks and window canopies) been obtained and listed out in the report?	<input type="radio"/>	<input type="checkbox"/>	_____
- Have Fire Safety Directions been received?	<input type="radio"/>	<input type="checkbox"/>	_____
- Are there any information and records of previous large scale repair works?	<input type="radio"/>	<input type="checkbox"/>	_____

Yes  
and  
Reported

No or Not  
Applicable

Details  
refer to the  
report at  
Page No.

### 3. Method Statement for Building Inspection

- Apart from visual inspection, have any other tests conducted?

\_\_\_\_\_

Brief Description : \_\_\_\_\_

- If RI's representative is appointed to assist RI to ascertain the extent of the defects, have the particulars, qualifications and experience of the RI's representative been provided in the report?

\_\_\_\_\_

### 4. Inspection Result

- Have the checklists for the following building elements been completed (if applicable)?

■ Checklist for External Wall (No. SC2)

\_\_\_\_\_

■ Checklist for Structural Elements (No. SC3)

\_\_\_\_\_

■ Checklist for Fire Safety Provisions (No. SC4)

\_\_\_\_\_

■ Checklist for Drainage System (No. SC5)

\_\_\_\_\_

■ Checklist for Unauthorised Building Works /Change in Use (No. SC6)

\_\_\_\_\_

■ Checklist for Curtain Wall (No. SC7)

\_\_\_\_\_

■ Checklist for Cantilevered Projecting Structures (No. SC8)

\_\_\_\_\_

■ Checklist for Balcony/Verandah (No. SC9)

\_\_\_\_\_

- Have "Inspection Forms for MBIS" been provided in the report?

\_\_\_\_\_

- Have the photos for each elevation of the building been provided?

\_\_\_\_\_

- Have the summary of all building defects and deficiencies in table form been provided?

\_\_\_\_\_

The table shall be accompanied by annotated photos and marked up plans, where necessary, or inspection results accompanied by annotated

	○ Yes and Reported	□ No or Not Applicable	Details refer to the report at Page No.
photos showing conditions of the building inspected where rectification and repair works are not required.			
- In case that a defect extending from common parts or external walls to individual flats is identified and the RI intends to draw BD's attention to it, is the record included in the report?	○	□	_____

## 5. Summary and Assessment

- |   |   |   |       |
|---|---|---|-------|
| - Have a concise summary and assessment of the conditions of the whole building and its major elements been provided? | ○ | □ | _____ |
| - Is detailed investigation proposed?   | ○ | □ | _____ |

Detailed investigation may be required when there are any serious defects, not arising from normal deterioration, constituting structural instability or serious health hazard, or where the extent or cause of the defects cannot be ascertained in the inspection.

- |  |   |   |       |
|--|---|---|-------|
| - If there are any building components and areas which required regular maintenance, replacement or management for maintaining safety until the next cycle of inspection, has advice on the need for regular maintenance and replacement of building components been provided? | ○ | □ | _____ |
|--|---|---|-------|

## 6. Repair Proposal

- |  |   |   |       |
|--|---|---|-------|
|  |   | □ <b>Repair is<br/>not<br/>required</b> |       |
| - Have marked-up plans for repair works been provided? | ○ | □                                       | _____ |

The mark up plan, where appropriate, should show the demarcation of the different types of rectification and repair works to be carried out under the MWCS (specifying the class, type, and item) or works requiring prior approval of plans and consent to the commencement of works from the Building Authority (BA).

- |  | ○ Yes<br>and<br>Reported | □ No or Not<br>Applicable | Details<br>refer to the<br>report at<br>Page No. |
|--|--------------------------|---------------------------|--|
| - Has the method statement for rectification and repair works including details of the proposed methods, materials, specifications and precautionary measures been provided?                     | ○                        | □                         | _____  |
| - Has the proposal of proof tests been provided?   | ○                        | □                         | _____  |
| - If RI's representative will be appointed in repair stage in accordance with section 6.4 of the Code, have particulars, qualifications and experience of the RI's representative been provided? | ○                        | □                         | _____  |

**7. Recommendation for Improvement/Upgrading Works**

- |  |   |   |       |
|--|---|---|-------|
| - Has recommendation for improvement/upgrading works such as those under the purview of the FS(CP)O or FS(B)O been provided? | ○ | □ | _____ |
|--|---|---|-------|

**Checklist for External Wall**

	○ Yes and Reported	□ No or Not Applicable	Details refer to the report at Page No.
<b>1. Sufficient Visual Inspection</b>			
- Has sufficient visual inspection been carried out from a <b>close distance</b> to all external walls (including protective barriers, parapets and balustrades) and has hammer tapping been carried out at representative area? (PNBI-6 refers)	○	□ Not sufficient. However, more information will be/ have been obtained in item (2) to support the observation	_____
<b>2. If item 1 above could not be met:</b>			
- Would re-inspection be carried out at repair stage?	○	□	_____
- Have any tests been carried out? (e.g. infrared thermography)	○	□	_____
- Any recent records of building conditions?	○	□	_____
<b>3. Defects on the External Wall Finishes &amp; Rendering</b>			
- Are there any cracks or spalling observed?	○	□	_____
- Are there any loose or missing tiles/rendering observed?	○	□	_____
- Apart from the above defects, are there any other defects observed?	○	□	_____
Brief Description : _____			
<b>4. Defects on the Fin/Grilles/Cladding/Appendages</b>			
- Are there any defects observed?	○	□	_____
Examples:			
a. Dilapidation;			
b. Rust or corrosion of metallic parts or fixing;			
c. Cracks or signs of distress;			
d. Loose or defective fixing; and			
e. Deformation or displacement.			

(4/2018)

**Checklist for Structural Elements**

	○ Yes and Reported	□ No or Not Applicable	Details refer to the report at Page No.
<b>1. Sufficient Visual Inspection</b>			
<ul style="list-style-type: none"> <li>- Has sufficient visual inspection been carried out from a <b>close distance</b> to structural elements and has hammer tapping been carried out at representative area?</li> </ul> <p>(Cantilevered slab type structure shall be fully exposed for inspection while other structure shall be at least 30% exposed for inspection.)</p>	○	□ Not sufficient. However, more information will be/ have been obtained in item (2) to support the observation	_____
<b>2. If item 1 above could not be met:</b>			
<ul style="list-style-type: none"> <li>- Would re-inspection be carried out at repair stage?</li> </ul>	○	□	_____
<ul style="list-style-type: none"> <li>- Have any other tests been carried out? (e.g. infrared thermography)</li> </ul>	○	□	_____
<ul style="list-style-type: none"> <li>- Any recent records of structural conditions?</li> </ul>	○	□	_____
<b>3. Defects on Structural Elements</b>			
<ul style="list-style-type: none"> <li>- Are there any defects observed?</li> </ul> <p>Examples:</p> <ul style="list-style-type: none"> <li>a. Dampness;</li> <li>b. Rust stains or corrosion of reinforcement;</li> <li>c. Cracks or signs of distress;</li> <li>d. Spalling;</li> <li>e. Delamination;</li> <li>f. Exposed reinforcement;</li> <li>g. Voids and honeycombing;</li> <li>h. Deformation or displacement; and</li> <li>i. Abnormal separation of the building from adjoining buildings.</li> </ul>	○	□	_____
<b>4. Cantilevered Projecting Structures</b>			
<ul style="list-style-type: none"> <li>- Are there any cantilevered projecting structures?</li> </ul> <ul style="list-style-type: none"> <li>○ Canopy</li> <li>○ Balcony / Verandah</li> <li>○ Fins</li> </ul>	○	□	_____



- Features
- A/C Platform
- Drying Racks
- Planter boxes

- Has/Have checklist(s) for cantilevered projecting structures been completed?

○

□

\_\_\_\_\_

(please refer to No. SC8 for cantilevered projecting structures and No. SC9 for Balcony and Verandah)

### Checklist for Fire Safety Provisions

	○ Yes and Reported	□ No or Not Applicable	Details refer to the report at Page No.
<b>1. Sufficient Visual Inspection</b>			
- Has sufficient visual inspection from a <b>close distance</b> at representative areas been carried out?	○	□ Not sufficient	_____
<b>2. Fire Safety Direction</b>			
- Have Fire safety directions under the FS(CP)O or FS(B)O been received?	○	□ Not received	_____
↳ If “Yes”, have upgrading works been completed?	○	□ In progress	_____
<b>3. Mean of Escape</b>			
- Are there any defective or missing exit signs?	○	□	_____
- Are there any inadequate lighting?	○	□	_____
- Are there any defective balustrades and handrails in staircases and escape routes?	○	□	_____
- Are there any door swing obstructing means of escape?	○	□	_____
- Are there any blocked or obstructed means of escape?	○	□	_____
- Are there any defective treads?	○	□	_____
- Apart from the above defects, are there any other defects observed?	○	□	_____
Brief Description : _____			
<b>4. Means of Access for Fire Fighting and Rescue</b>			
- Is there any blocked means of access to building, particularly along rear lane?	○	□	_____
- Is there any blocked or obstructed means of access within building such as access to the fireman’s lift lobby on G/F?	○	□	_____
- Is there any dilapidated emergency vehicular access?	○	□	_____

- |  | ○ Yes and Reported | □ No or Not Applicable | Details refer to the report at Page No. |
|--|--------------------|------------------------|---|
| - Are there any defects in the integrity of the fireman's lift lobby, such as any unauthorised opening in the enclosure wall, insufficient ventilation or obstruction to the fireman's lift? | ○                  | □                      | _____                                   |
| - Apart from the above defects, are there any other defects observed?  | ○                  | □                      | _____                                   |
| Brief Description : _____  |                    |                        |   |

## 5. Fire Resisting Construction

- |   |   |   |       |
|---|---|---|-------|
| - Are there any defective or dilapidated materials resulting in inadequate fire resisting construction?   | ○ | □ | _____ |
| - Are there any ventilation ducts or other building services passing through compartment walls or floors breaching the requirements of fire resisting construction? | ○ | □ | _____ |
| - Are there any broken hinges or glass panels in fire doors?  | ○ | □ | _____ |
| - Are there any defective or non-provision of self-closing mechanism in fire doors?   | ○ | □ | _____ |
| - Are there any broken or dilapidated fire doors or fire resisting glazing?   | ○ | □ | _____ |
| - Is there any inadequate fire resistance of fire door or glazing?  | ○ | □ | _____ |
| - Are there any non-emergency services such as electric wires, cables and meters in the escape staircases and lobbies, without adequate fire protection?            | ○ | □ | _____ |
| - Are there any damaged staircase enclosure such as walls, windows and doors including those for the protected lobby?   | ○ | □ | _____ |
| - Is there any obstruction to fire dampers or fire shutters for compartmentation?   | ○ | □ | _____ |
| - Is there any defective or blocked staircase top vents?  | ○ | □ | _____ |
| - Apart from the above defects, are there any other defects observed?   | ○ | □ | _____ |
| Brief Description : _____   |   |   |       |

### Checklist for Drainage System

	○ Yes and Reported	□ No or Not Applicable	Details refer to the report at Page No.
<b>1. Sufficient Visual Inspection on Building Drainage System</b>			
- Has sufficient visual inspection from <b>a close distance</b> at representative areas of the drainage pipe been carried out?	○	□ Not sufficient. However, more information will be/ have been obtained in item (2) to support the observation	_____
- For any common drainage pipes inside private premises, has sufficient inspection from <b>a close distance</b> of the drainage pipes with minimum every 3 floor been carried out?	○	□ No common drainage pipes inside private premises	_____
<b>2. If item 1 above could not be met:</b>			
- Would re-inspection be carried out at repair stage?	○	□	_____
- Have any other tests been carried out? (e.g. CCTV)	○	□	_____
- Any recent records of drainage pipes conditions?	○	□	_____
<b>3. Inspection on Underground Drainage System</b>			
- Has CCTV been carried out?	○	□	_____
- Any recent records of underground drainage conditions?	○	□	_____
- Have any other methods been carried out to inspect the underground drainage?	○	□	_____
<b>4. Defects observed</b>			
- Is there any visible leakage or potential leakage such as rusty support, dislocation of pipe joints?	○	□	_____
- Are there any blockages or overflow from the drainage system?	○	□	_____

	○ Yes and Reported	□ No or Not Applicable	Details refer to the report at Page No.
- Are there any discharge or untreated trade effluent, including hot water, into the drainage system or to external parts of the building or open area?	○	□	_____
- Is there any misconnection to the public drainage systems?  (e.g. Discharge of foul or waste water to the surface water drainage system or external parts of the building or open areas, or discharge of surface water to the foul water system)	○	□	_____
- Are there any misconnected drain pipes affecting sanitary or hygienic condition of the building?	○	□	_____
- Apart from the above defects, are there any other defects observed?	○	□	_____

Examples:

- a. Corrosion, leakage, deformation, displacement, damage and blockage of drain pipes and traps;
- b. Corrosion, loosening or breaking of metal brackets;
- c. Damage or blockage of manhole/septic tank;
- d. Broken of surface channel, gullies and catch pits;
- e. Missing drain pipes or grating at the top of ventilation pipes; and
- f. Deterioration or missing of mica flap in the fresh air inlet.

**Checklist for  
Unauthorised Building Works(UBW)/Change in Use**

	○ Yes and Reported	□ No or Not Applicable	Details refer to the report at Page No.
<b>1. UBW identified:</b>			
- Are there any unauthorised structures in the common parts and on roof top, flat roof, yard, lane or street?	○	□	_____
- Are there any unauthorised projections and signboards erected on the exterior of the building?	○	□	_____
- Are there any unauthorised alterations or additions affecting fire safety?	○	□	_____
Examples:			
<ul style="list-style-type: none"> <li>■ Doors, gates or roller shutters obstructing escape routes;</li> <li>■ Unprotected openings at enclosure walls of exit routes or compartment walls, floors and ceilings;</li> <li>■ Structures on refuge floors;</li> <li>■ Door openings from cocklofts to exit staircases in single-staircase buildings;</li> <li>■ Alteration to escape routes, protected lobbies or fire resisting construction resulting in deficiencies in fire safety;</li> <li>■ Structures on main or flat roofs resulting in inadequate means of escape;</li> <li>■ Structures on main or flat roofs resulting in deficiency in fire resisting construction such as inadequate fire separation between the structures concerned and the main or flat roof designated as a refuge floor;</li> <li>■ Change in provision of fireman’s lift or lobby of the fire fighting and rescue stairway; and</li> <li>■ Removal of fire doors, fire shutters or other fire resisting construction.</li> </ul>			
- Are there any unauthorised alterations or additions of structural system?	○	□	_____
- Are there any unauthorised alterations or additions of drainage system?	○	□	_____
- Is there any unauthorised alteration of external walls or parapets?	○	□	_____

	○ Yes and Reported	□ No or Not Applicable	Details refer to the report at Page No.
- Is there any unauthorised removal or alteration of provisions for barrier free access for people with disability?	○	□	_____
- Are there any alterations or additions to balconies, canopies or other approved projections of the building?	○	□	_____
- Are there any signs of suspected subdivision of flats ?	○	□	_____
Examples:			
■ Presence of many flat door openings, door bells, electricity meters or drain pipe connections.			
- Is there any unauthorised change in use affecting structural or fire safety?	○	□	_____
Examples:			
■ Storage of hazardous materials;			
■ Exceeding the approved capacity in terms of means of escape and/or imposed load of a room or storey.			

## 2. Assessment to the UBW/Change in Use

- Does the UBW/Change in Use constitute obvious hazard or danger to life or property?	○	□ No	_____
- Is the parent structure overloaded and shows serious signs of distress?	○	□ No	_____
- Do the UBWs constitute serious environmental nuisance or health hazard?	○	□ No	_____
- Are there any UBW under construction during inspection?	○	□ No	_____

Checklist for Curtain Wall

	○ Yes and Reported	□ No or Not Applicable	Details refer to the report at Page No.
<b>1. Sufficient Visual Inspection</b>			
- Has sufficient visual inspection from a <b>close distance</b> at representative areas been carried out?	○	□ Not sufficient. However, more information will be/ have been obtained in item (2) to support the observation	_____
- If obvious defects were found on the corresponding external surfaces, has sufficient visual inspection of the curtain wall from internal areas been carried out?	○	□ Not sufficient. However, more information will be/ have been obtained in item (2) to support the observation	_____
<b>2. If item 1 above could not be met:</b>			
- Would re-inspection be carried out at repair stage?	○	□	_____
- Have any other tests been carried out?	○	□	_____
- Any recent records of conditions?	○	□	_____
<b>3. Defects observed</b>			
- Are there any defects observed?	○	□	_____

Examples:

- Cracked, loose, broken or missing glass panes;
- Corroded or loose fixings;
- Defective sealants;
- Defective fire stop;
- Defective locking devices bar hinges;
- Signs of water leakage behind curtain wall.



**Checklist for Cantilevered Projecting Structures**

○ Yes and Reported      □ No or Not Applicable      Details refer to the report at Page No. \_\_\_\_\_

**1. Type of Cantilevered Projecting Structures**

Canopy / Fins / Features / A/C Platform / Drying Rack / Planter Box\*

(Please refer to Checklist No. SC9 for inspection of Balcony/Verandah)

**2. Sufficient Visual Inspection**

- Has sufficient visual inspection from a **close distance** at representative areas been carried out?      ○      □ **Not sufficient**      \_\_\_\_\_

(Cantilevered slab type structure shall be fully exposed for inspection while other structure shall be at least 30% exposed for inspection.)

**3. Cantilevered slab canopy projecting over street (Not applicable for other type of projections)**

- Has the concrete cover at suitable locations at the root of the canopy immediately adjoining the parent structure been opened up with site measurement taken for below?      ○      □      \_\_\_\_\_

- i. Screeding thickness
- ii. Cover of the reinforcement
- iii. Size of the reinforcement

- Have information from building records as below been verified on site?      ○      □

- i. Span
- ii. Thickness of slab

**4. RC Elements**

- Are there any cracks or sign of distress along the support of cantilevered slab? (**item no.② in the Diagram 1**)      ○      □      \_\_\_\_\_

- |  | ○ Yes<br>and<br>Reported | □ No or<br>Not<br>Applicable | Details<br>refer to the<br>report at<br>Page No.<br>_____ |
|--|--------------------------|------------------------------|---|
| - Apart from the above defects, are there any other defects observed? <b>(item no. ① and ③ in the Diagram 1)</b> | ○                        | □                            | _____   |

Examples:

- a. Defective tiles/rendering;
- b. Cracks or spalling;
- c. Delamination;
- d. Exposed reinforcement;
- e. Voids and honeycombing; and
- f. Deformation or displacement.

### 5. Metal Elements

- |   |   |   |       |
|---|---|---|-------|
| - Is there any rust or corrosion observed?                            | ○ | □ | _____ |
| - Apart from the above defects, are there any other defects observed? | ○ | □ | _____ |

Examples:

- a. Dilapidation;
- b. Loose or defective fixing; and
- c. Deformation or displacement.

### 6. Surface Drainage (item no. ④ in the Diagram 1)

- |   |   |   |       |
|---|---|---|-------|
| - Are there any leaking or broken drainage pipe?                      | ○ | □ | _____ |
| - Are there any defects observed in the supporting frame?             | ○ | □ | _____ |
| - Are there any blockages observed?                                   | ○ | □ | _____ |
| - Apart from the above defects, are there any other defects observed? | ○ | □ | _____ |

Brief Description : \_\_\_\_\_

### 7. Unauthorised Building Works

- |  |   |   |       |
|--|---|---|-------|
| - Are there any unauthorised building works? | ○ | □ | _____ |
|--|---|---|-------|

Details: thickened finishes/  
Change in use/ or  
\_\_\_\_\_\*

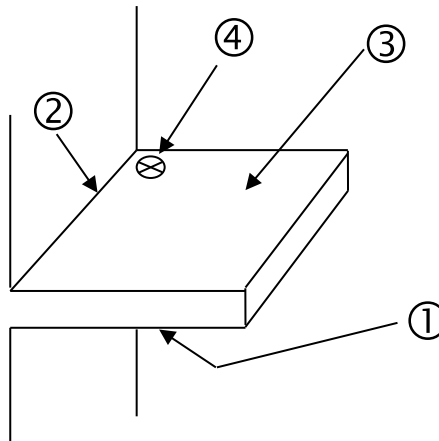
- |  |   |   |       |
|--|---|---|-------|
| - Have the building works found deviated from the building records constituted obvious hazard or danger? | ○ | □ | _____ |
|--|---|---|-------|

	○ Yes and Reported	□ No or Not Applicable	Details refer to the report at Page No.
- Have the deviations caused the structure overloaded or seriously impaired the safety of the structure?	○	□	_____

**8. Assessment**

- Is there any overloading to the cantilevered projecting structure observed?	○	□ No	_____
- Is the cantilevered projecting structure safe?	○	□ No	_____
- Is further testing or detailed investigation recommended? ( <i>Reference shall be made to Section 4.3.1 of the Code</i> )	○	□ No	_____

\* Delete where appropriate



**Canopy / Fins / Features / A/C Platform**

**Diagram 1 : Inspection Items for Cantilevered Projecting Structures**

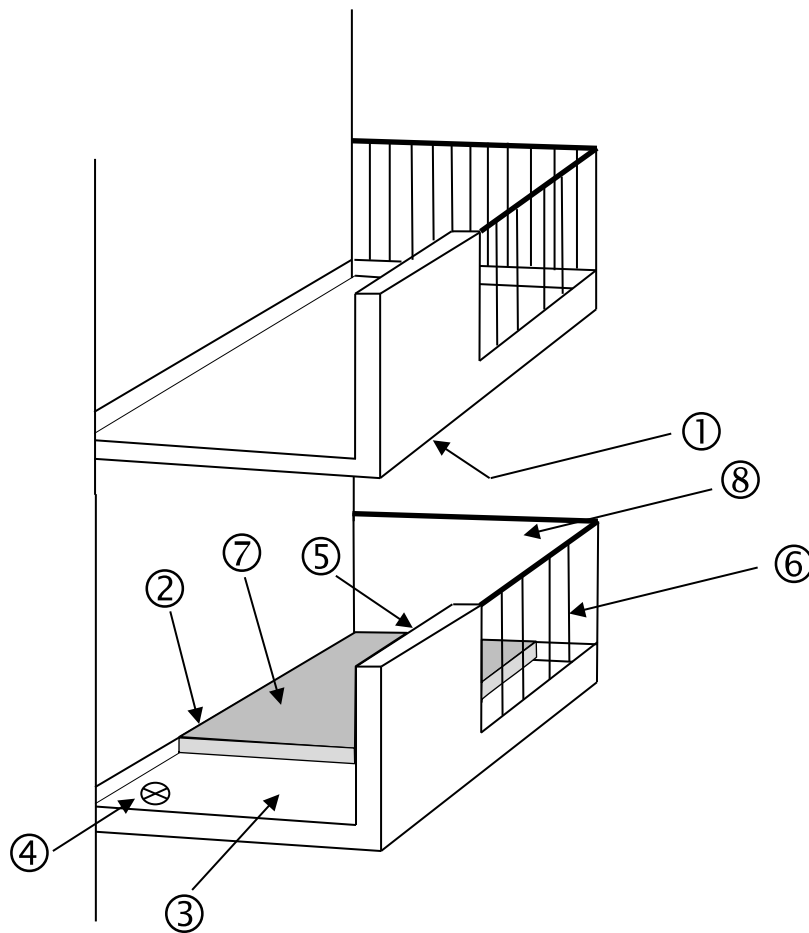
- |                            |                            |
|----------------------------|----------------------------|
| ① Soffit of the Structure  | ③ Surface of the Structure |
| ② Support of the Structure | ④ Drainage System          |

**Checklist for Balcony/Verandah**

	○ Yes and Reported	□ No or Not Applicable	Details refer to the report at Page No.
<b>1. Sufficient Visual Inspection</b>			
- Has sufficient visual inspection from a <b>close distance</b> at representative areas been carried out?	○	□ Not sufficient	_____
(Cantilevered slab type structure shall be fully exposed for inspection while other structure shall be at least 30% exposed for inspection.)			
<b>2. RC Elements</b>			
- Are there any cracks or sign of distress along the support of cantilevered slab? ( <b>item ② in Diagram 1</b> )	○	□	_____
- Apart from the above defects, are there any other defects observed? ( <b>items ①, ③ and ⑤ in Diagram 1</b> )	○	□	_____
Examples:			
a. Defective tiles/rendering;			
b. Cracks and spalling;			
c. Delamination;			
d. Exposed reinforcement;			
e. Voids and honeycombing; and			
f. Deformation or displacement.			
<b>3. Metal Railing / Glass balustrade (items ⑥ &amp; ⑧ in Diagram 1)</b>			
- Is there any rust or corrosion observed?	○	□	_____
- Apart from the above defects, are there any other defects observed?	○	□	_____
Examples:			
a. Dilapidation;			
b. Loose or defective fixing;			
c. Deformation or displacement;			
d. Cracked, loose, broken or missing glass panels; and			
e. Defective sealants.			

	○ Yes and Reported	□ No or Not Applicable	Details refer to the report at Page No.
<b>4. Surface Drainage (item ④ in Diagram 1)</b>			
- Are there any leaking or broken drainage pipe?	○	□	_____
- Are there any defects observed in the supporting frame?	○	□	_____
- Are there any blockages observed?	○	□	_____
- Apart from the above defects, are there any other defects observed?	○	□	_____
Brief Description : _____			
<b>5. Unauthorised Building Works</b>			
- Are there any unauthorised building works?	○	□ <b>No discrepancies were observed</b>	_____
Details: change of parapet/ enclosure with wall/ thickened finishes (item ⑦ in Diagram 1) Change in use/ or _____*			
- Have the building works found deviated from the building records constituted obvious hazard or danger?	○	□ <b>Not applicable</b>	_____
- Have the deviations caused the structure overloaded or seriously impaired the safety of the structure?	○	□ <b>Not applicable</b>	_____
<b>6. Assessment</b>			
- Is there any overloading to the balcony/verandah observed?	○	□ <b>No</b>	_____
- Is the balcony/verandah safe?	○	□ <b>No</b>	_____
- Is further testing or detailed investigation recommended? ( <i>Reference shall be made Section 4.3.1 of the Code</i> )	○	□ <b>No</b>	_____

\* Delete where appropriate



**Diagram 1: Inspection Items for Balcony (also applies to Verandah)**

- |                                   |                                 |                      |
|-----------------------------------|---------------------------------|----------------------|
| ① Ceiling of the Balcony/Verandah | ④ Drainage System               | ⑦ Thickened finishes |
| ② Support of the Balcony/Verandah | ⑤ RC Parapet (internal surface) | ⑧ Glass balustrade   |
| ③ Surface of the Balcony/Verandah | ⑥ Metal Railing                 |                      |

(4/2018)

**Sample Inspection Report**

**Mandatory Building Inspection Scheme**  
**Inspection Report on Projections (Balcony / Verandah)**  
**Flat 8, 9/F, Block A, Square Tower, Wan Chai**

**Statutory Notice No. :** **UMB/50C199/1401-999/0055**

Name of RI: **Lau YIM**

Certificate of registration number: **RI (E) 555/1232**

Date of expiry of registration: **7.7.2017**

Signature of RI: *My Signature*

Date of Report: **16.2.2015**

## 1. Summary

- 1.1 I carried out the prescribed inspection personally as required by the above statutory notice for the projections including a balcony<sup>Note1</sup> on 10 February 2015.

Note 1: List of possible items: balcony / verandah
--

- 1.2 \* In my opinion the above premises has been rendered dangerous or is liable to become dangerous, and a prescribed repair is required to be carried out to render the building safe / in my opinion the above premises is safe and no prescribed repair is required.
- 1.3 \* There are unauthorised building works (UBWs) in the above premises, however, in my opinion, the UBWs do not constitute any obvious hazard or danger. I have informed the owner and recommend him/her to consider rectifying and removing the UBWs.

## 2. Building Information

Building Information	<i>(Details)</i>
Date of Occupation Permit:	3 April 1960
Approved usage:	*domestic/commercial/industrial use
Current usage:	<i>The balcony has been enclosed with windows and become part of the kitchen</i>
Structural arrangement of the projection:	* It is reinforced concrete cantilevered slab structure/

\* : Denotes possible items



	reinforced concrete cantilevered beam and slab structure/ reinforced concrete column and beam structure
Salient information of previous inspection and repair:	* The owner has no record of any repair since he has owned the premises 10 years ago / Spalling occurred about 3 years ago and repaired accordingly.

### 3. Reference Documents

I have reviewed the following documents:

- (a) Approved building, structural, drainage, alteration and addition plans:

Drawing Title	Drawing No.	Date of Approval
GBP for 9 <sup>th</sup> Floor	GBP 9/1000	3 Sept 1959
RC Detail for 9 <sup>th</sup> Floor	RC 6/101	29 Dec 1959

- (b) Plans and details of minor works carried out under the simplified requirements:

Minor Works No.	Minor Works Items	Description	Date of Completion
MW131103415	1.6	Alteration of protective barrier	7 Jul 2013

\* : Denotes possible items

#### 4. Method Statement for Building Inspection

I have used the following methods and carry out the following tests to inspect the projections of the premises:

Inspection Method	Scope of Inspection
* Visual Inspection	* Whole place including ceiling, floor slab, inside and outside of metal railing, inside of RC parapet.
* Hammer Tapping	* Whole place including ceiling, floor slab, inside of RC parapet.

#### 5. Inspection Results

I have personally carried out inspection for the projections of the above-mentioned premises, including checking the structure and related drainage pipe and outlet of the projections. Inspection Form is provided in Section 9.1.

The cantilevered span of the balcony is about 1100 mm and the structural depth of the concrete slab is about 150 mm, which conform to the approved drawings. The thickness of finishes on top of the slab is 30mm. The weight of finishes should not cause any overloading.

\* No ponding, seepage, cracks or other defects were noted.

\* No cracks were found along the support of the balcony.

\* I have found the following defects: (Please refer to Section 9.2 for the photos and details)

(a) Corroded metal railings were noted.

(b) Spalling at the ceiling of balcony was noted.

Other Examples:

- \* The floor drain at the balcony was blocked.
- \* Spalling on the internal surface of parapet.

## **6. Record of UBWs identified**

\* I have not found any UBWs in the projection(s).

\* I have identified the following UBWs:

- (a) Protective barrier has been altered/floor screed is thickened/ additional partition walls are installed/external walls have been added/external walls have been altered, that is/are different from the approved plans.

In my opinion, the UBWs do not constitute any obvious hazard or danger. I have informed the owner and recommend the owner to consider rectifying and removing the UBWs.

## **7. Assessment of Conditions**

My assessment of the conditions of the projections is given below:

\* Based on the inspection results and in my opinion, the projections of this premises are liable to become dangerous and prescribed repair is required to be carried out to render the building safe. The repair proposal is provided in Section 8.

\* In my opinion the projections of this premises are safe. No prescribed repair is required.

I have copied this report to the owner and explained the content of it to the owner.

## 8. Proposal of the Prescribed Repair

The owner should appoint a registered contractor to carry out the following prescribed repair works and the works should be supervised by a Registered Inspector.

<b>Item of Prescribed Repair Works</b>	<b>Minor Works Items (If Applicable)</b>	<b>Proposed Methods, Materials, Specifications and Proposal of Proof Tests</b>
Repair of protective barrier	2.5	To be carried out in accordance with Section 5.3.6 of the Code of Practice for the Mandatory Building Inspection Scheme and the Mandatory Window Inspection Scheme (the Code).
Patch repair for concrete	2.17	To be carried out in accordance with Appendix VI- A(I) and B of the Code.

## 9. Records of Defects and Deficiencies

### 9.1 Inspection form

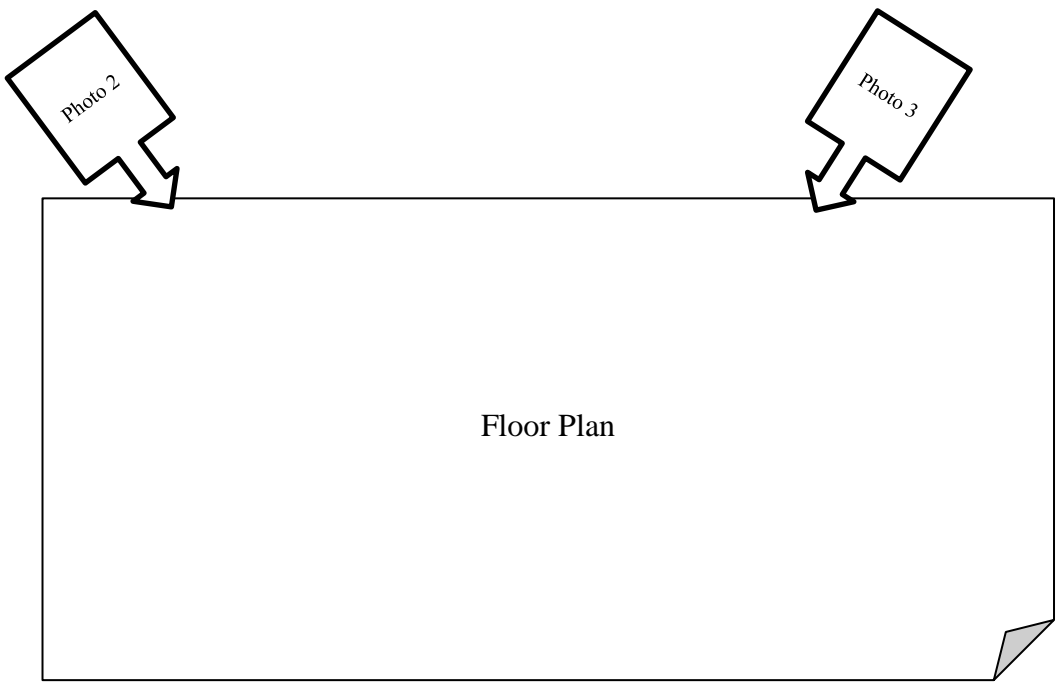
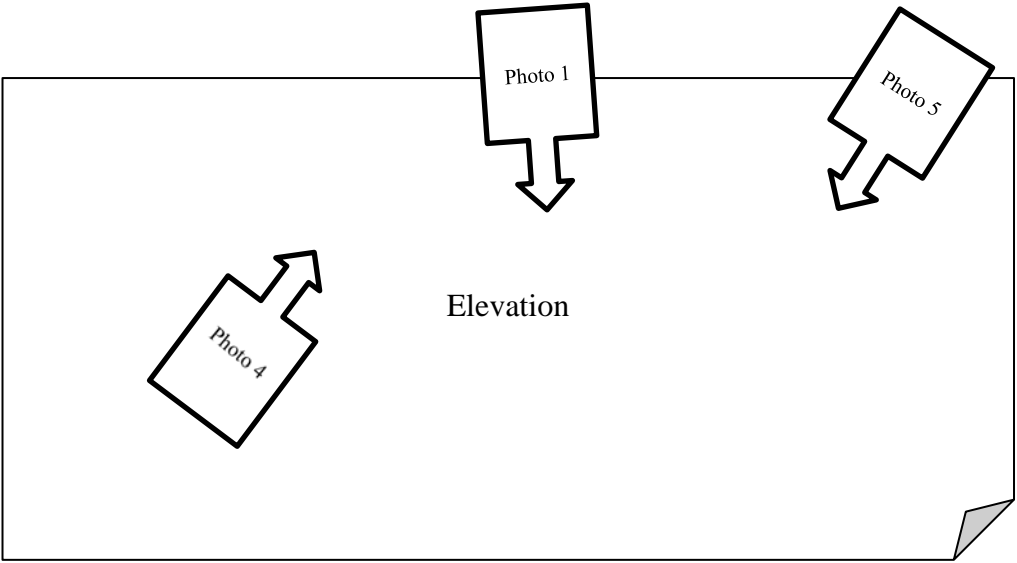
Building Address: Flat 8, 9/F, Block A, Square Tower, Wan Chai		Report Page No.: 7
MBIS Notice No: UMB/50C199/1401-999/0055	Name of RI: Lau YIM	Date of Inspection: 10 February 2015
Time : Afternoon	Weather Condition: : Fine	
<b>Inspection of Projections</b>		

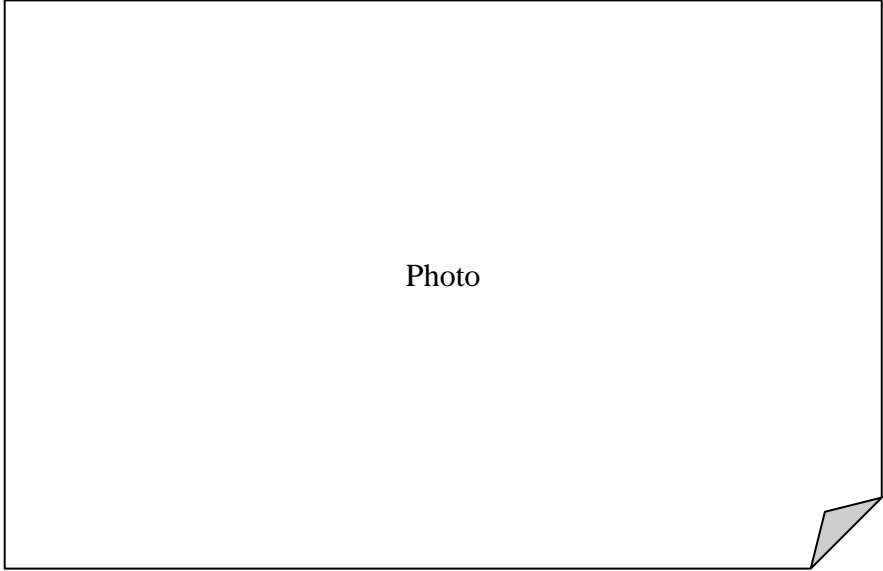
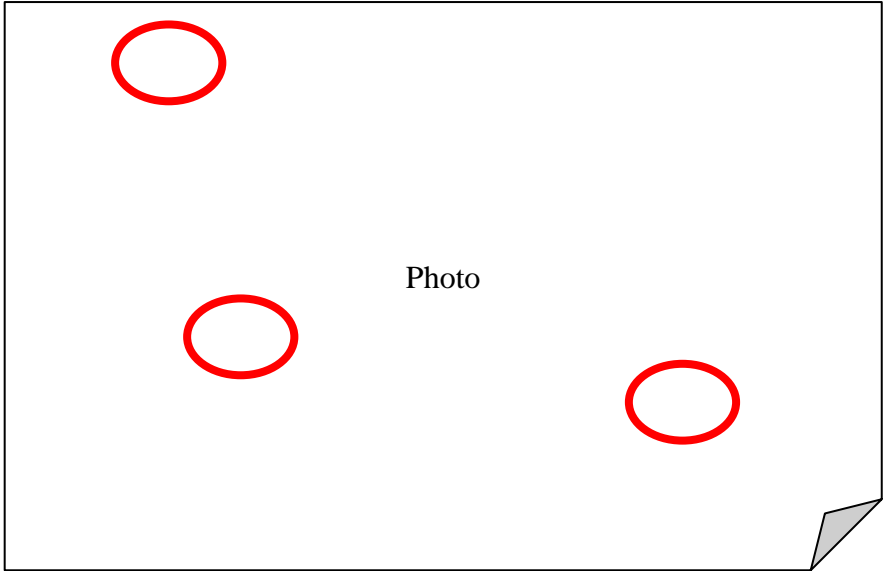
Element Type	Location	Assessment, Description and Condition of Defects	Follow-up Actions		Photo No.	Remarks
			Prescribed Repair Required?	Other		
Slab	Floor slab of balcony	No defects or deficiencies	No		001	
Slab	Ceiling of balcony	Cracks (width about 0.5mm) and spalling were observed	Yes		002	
Protective barrier	At the balcony	Corroded metal railings were observed	Yes		003	
Drainage System	At the balcony	No defects or deficiencies	No		004	

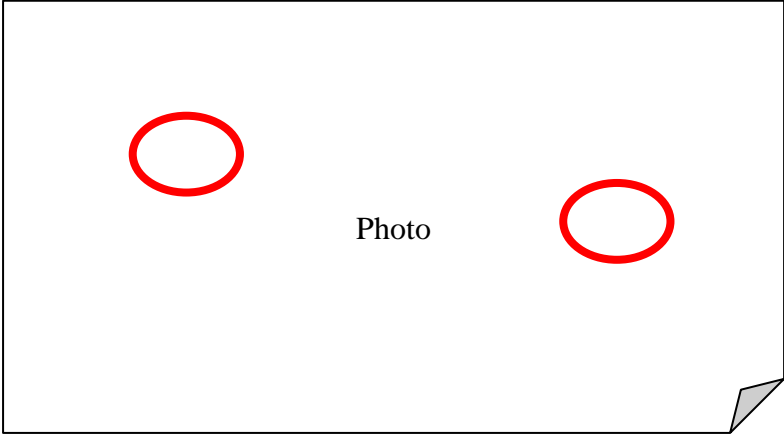
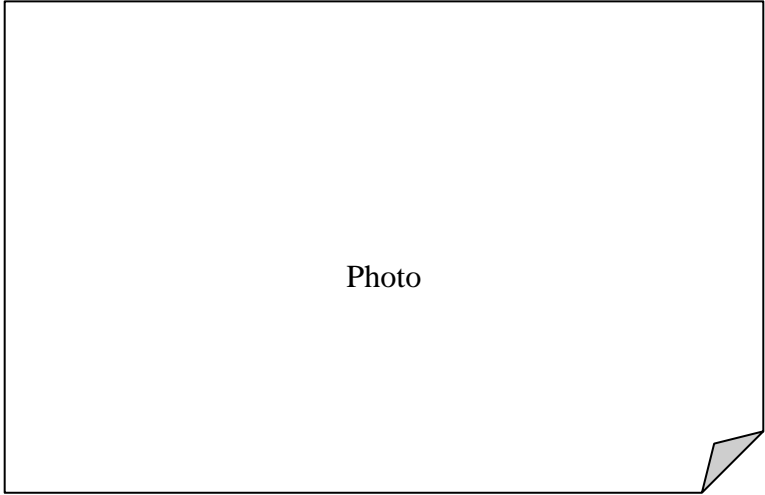
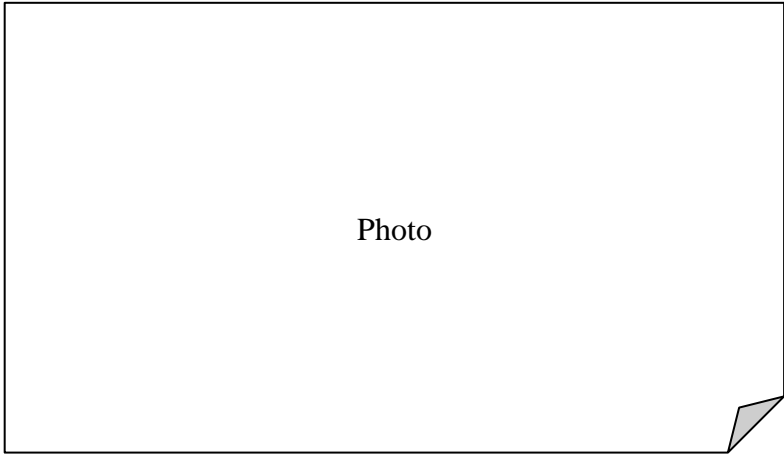
#### UBWs:

Type	Location	Description	Any obvious hazard or danger ?	Photo No.	Remarks
Protective Barrier	At the balcony	The protective barrier was altered from metal balustrade to glass balustrade	No	005	Owner was informed and recommended to consider rectifying and removing the UBWs

## 9.2 Annotated photos and marked up plans for building defects and deficiencies

Location Plan
<p data-bbox="226 414 386 452">Floor Plan</p>  <p data-bbox="798 862 933 900">Floor Plan</p> <p>The diagram shows a large rectangular area representing a floor plan. Two callout boxes, labeled 'Photo 2' and 'Photo 3', are positioned above the rectangle. 'Photo 2' is on the left side, and 'Photo 3' is on the right side. Both callouts have arrows pointing downwards towards the top edge of the floor plan rectangle. The text 'Floor Plan' is centered within the rectangle. The bottom-right corner of the rectangle is folded over, indicating it is a page from a document.</p>
<p data-bbox="226 1276 370 1314">Elevation</p>  <p data-bbox="805 1624 933 1662">Elevation</p> <p>The diagram shows a large rectangular area representing an elevation. Three callout boxes, labeled 'Photo 1', 'Photo 4', and 'Photo 5', are positioned around the rectangle. 'Photo 1' is at the top center, 'Photo 4' is at the bottom left, and 'Photo 5' is at the top right. Each callout has an arrow pointing towards the elevation rectangle. The text 'Elevation' is centered within the rectangle. The bottom-right corner of the rectangle is folded over, indicating it is a page from a document.</p>

Photos	Descriptions
<p data-bbox="225 288 325 320">Photo 1</p>  <p data-bbox="667 629 746 660">Photo</p>	<p data-bbox="1209 387 1369 465">No defects or deficiencies.</p>
<p data-bbox="225 1146 325 1178">Photo 2</p>  <p data-bbox="667 1491 746 1523">Photo</p>	<p data-bbox="1209 1245 1520 1391">Cracks (width about 0.5mm) and spalling as shown in the red circles were observed.</p>

<p>Photo 3</p>  <p>Photo</p>	<p>Corroded metal railings were noted.</p>
<p>Photo 4</p>  <p>Photo</p>	<p>No defects or deficiencies.</p>
<p>Photo 5</p>  <p>Photo</p>	<p>The protective barrier is different from the approved plans.</p>

(4/2018)



# Sample Inspection Report

## Mandatory Building Inspection Scheme

### Inspection Report on Common Parts and External Walls

Building name: Square Tower

Building address: Block A, Square Tower, Wan Chai

Lot number: I.L. 530

MBIS notice number: UMB/5OC199/1401-999/0001

RI signature *My Signature*

Name of RI: Lau YIM

Registration number: RI (E) 555/132

Date of expiry of:  
of registration 7.7.2019

Date of report: 16.2.2017

## 1. Summary

- 1.1 I carried out the prescribed inspection personally as required by the above statutory notice for the common parts / external walls of the subject building on 10 February 2017. \*I also engaged representatives (particulars, qualifications and experience at Annex A) to assist me in ascertaining the extent of the defects.
- 1.2 In my opinion, \*the above building has been rendered dangerous or is liable to become dangerous, and a prescribed repair is required to be carried out to render the building safe/the above building is safe and no prescribed repair is required.
- 1.3 \*There are unauthorised building works (UBWs) in the above building. However, in my opinion, the UBWs do not constitute any obvious hazard or danger. I have informed the IO/owner(s) and advised him/her/them to consider removing the UBWs.

## 2. Building Information

Building Information	No. of storeys: No. of units: Latest set of approved floor plans at Annex B
Date of Occupation Permit:	3 April 1960
Approved usage:	*domestic/commercial/industrial use
Current usage:	Same as above
Principal construction materials:	<i>External walls: reinforced concrete with mosaic tile/rendering finish</i> <i>Structural frame: reinforced concrete floors, beams and columns</i>
Salient information of previous inspection and repair:	No record of repair is available
Name of Incorporated Owners:	The Incorporated Owners of Square Tower
Name of management company:	Square Tower Property Management Limited

### 3. Reference Documents

I have reviewed the following documents:

- (a) Latest sets of approved building, structural, drainage, alteration and addition plans:

Drawing No.	Drawing Title	Date of Approval
A01 to A20	Building plans	3.9.1959
S01 to S30	Structural plans	29.12.1959
D01 to D20	Drainage plans	30.3.1960

- (b) Plans and details of minor works carried out under the simplified requirements:

Minor Works No.	Minor Works items	Description	Date of Completion
MW131103416	1.13	Erection of supporting structure for transceiver on roof of the building	7.7.2014

- (c) Plans and documents submitted to the BA under section 39C of the BO:

Validation Scheme Submission No.	Description	Date of Submission to the BA
XXXXXXXXXX	Unauthorised metal supporting frame for an air-conditioning unit on external wall at Flat A, 5/F	2.6.2011

- (d) Fire Safety Directions (FSDn) served by the BD on the building owners:

FSDn No.	Date of FSDn
BD/FS/TCB1/00001/14	16.9.2016

(e) Other relevant documents:

Documents	Description
N/A	N/A

#### 4. Method Statement for Building Inspection

I have inspected the various types of building elements by the following methods and tests:

Building elements	Method/test
External elements and other physical elements	*Visual inspection and/or hammer-tapping, infrared thermography or other feasible means  <i>(For clarity, the method adopted for different elements may be separately listed.)</i>
Structural elements  *Cantilevered Slab Canopy (CSC) facing Tai Yuen Street	*Visual inspection and or hammer-tapping, cover meter survey, crack width measurement or other feasible means  Investigation has been conducted in accordance with the inspection and assessment requirements as stated in the amendment in March 2017 to Part B of Section 3.4.2 of the Code of Practice for Mandatory Building Inspection Scheme and Mandatory Window Inspection Scheme 2012 (CoP)
Fire safety elements	Visual inspection
Drainage system	Above-ground: visual inspection  *Underground: visual inspection and/or CCTV survey
UBWs	Visual inspection

## 5. Inspection Results

(a) RI's representative engaged in inspection (if any):	See Annex A for the particulars, qualifications and experience of the representative
(b) Photos of each elevation:	See Annex C
(c) Daily inspection records and summary of all building defects and deficiencies or inspection results:	See Annex D – summary table See Annex E – annotated photo record See Annex F – mark-up plans
(d) Record of defects:	Extending from common parts or external walls to individual flats (Sections 3.3.3 and 3.4.3 of CoP refer): Nil Flat entrance door of private premises (Section 3.5.3 of CoP refers): Flat A, 1/F Results of all tests carried out during the inspection stage: Testing carried out during Detailed Investigation for CSC refer to Annex H
(e) FSDn	The upgrading works required by the FSDn have not yet been completed
(f) Record of all UBWs identified (Section 3.7.3 of CoP refers)	See Annex D – summary table See Annex E – annotated photo record See Annex F – mark-up plans
(g) Report on signs of suspected subdivision of flats (Section 3.7.1 of CoP refers)	*Signs of suspected subdivision of flats were noted at Flat A, 3/F, with 2 individual entrance doors to the flat (see photo F004 in Annex E)

## 6. Assessment

My assessment of the conditions of the building is given below:

\* Based on the findings of the building inspection and detailed investigation, in my opinion, the building is liable to become dangerous and prescribed repair is required to be carried out to render the building safe. The repair proposal is provided in Section 7.

- \* In my opinion, the building is safe. No prescribed repair is required.
- \* CCTV survey has been conducted for the underground drainage. Damaged underground drain pipes identified in the survey should be replaced. Please refer to the CCTV survey report in Annex G.
- \* Investigation has been carried out for the CSC facing Tai Yuen street and assessment has been conducted in accordance with sections 4.3.3 and 4.3.4 of the CoP to ascertain the safety of the canopy. No remedial work is considered necessary before the next cycle of inspection. Please refer to the investigation report and structural assessment in accordance with the requirement of the CoP in Annex H.
- \* The conditions of the CSC facing Tai Yuen Street require regular maintenance for maintaining safety until the next cycle of inspection. The owners have been advised on the need for regular maintenance of such CSC.
- \* The UBWs identified in Section 5 item (f) above do not constitute any obvious hazard or danger. Nevertheless, the owners have been advised to remove such UBWs.

I have copied this report to the IO/owners and explained the content of it to them.

## 7. Repair Proposal

IO/owners should appoint a registered contractor to carry out the following prescribed repair works and the works should be supervised by a Registered Inspector.

Item of Prescribed Repair Works	Minor Works Items (if applicable)	Proposed Methods, Materials, Specifications and Proposal of Proof Tests
Repair for tiles and rendering	2.34	To be carried out in accordance with Appendix IV of the CoP.
Patch repair of concrete	2.17	To be carried out in accordance with Appendix V-A(I) and B of the CoP.

Repair of above-ground drainage	2.30	Defective/misconnected drain pipes to be rectified in accordance with the approved drainage plans.
Repair of underground drainage	1.25	Damaged underground drain pipes as shown on the CCTV survey report to be replaced, materials used to be in accordance with the approved drainage plans.
Removal of corroded drying racks	3.30	To be carried out in accordance with Section 5.3.5 of the CoP.

I am appointed for both building inspection and supervision of building repair works and I have formed a supervision team to provide supervision on my behalf in accordance with section 6.4 of the CoP. Particulars, qualifications and experience of my representatives in the supervision team are given in Annex I.

The owners may also wish to take this opportunity to carry out other improvement or upgrading works (which are outside the scope of the MBIS notice) concurrently as detailed below:

- (a) \*Enclosure of E/M services inside protected corridors/fire staircases as required under the FSDn by fire resisting enclosures; and
- (b) \*Replacement of waterproofing system at roof.

**Annex A –  
Particulars of RI’s Representative engaged  
in Prescribed Inspection**

*(Relevant documents to be enclosed under this Annex as appropriate)*



## **Annex B –**

### **Latest Set of Approved Floor Plans**

*(Relevant documents to be enclosed under this Annex as appropriate)*

## **Annex C –**

### **Photos of Each Elevation**

*(Relevant photos to be enclosed under this Annex as appropriate)*

## **Annex D – Summary Tables**

**Form 1 – External Elements and Other Physical Elements**

Building Address: Block A, Square Tower, Wan Chai		Report Page No.:
MBIS Notice No. UMB/5OC199/1401-999/0001	Name of Registered Inspector: Lau YIM	Date of Inspection: 10.2.2017
Time: 10:00 to 17:00	Weather Condition: Sunny	
<b>Inspection of External Elements and Other Physical Elements</b>		

Element type	Location			Defect Type*	Follow-up Actions Required		Photo No.	Remarks
	Floor	Elevation	Internal Common Parts		Repair	Others		
Tiles	2/F	North Elevation		3	√		E010	Extent of tile delamination to be ascertained at the repair stage
Metal gate	G/F	South Elevation		11	√		E001	Defective hinge of metal gate to be replaced
Rendering	3/F – 4/F		Ceiling of stair	1	√		E018	
	Other locations						E002–E009, E011–E017, E019–E021	No defects or deficiencies

## \* Defect Types:

- |   |   |    |  |
|---|---|----|--|
| 1 | Loose or missing tiles and rendering            | 7  | Displacement of cladding panels                                    |
| 2 | Cracks  | 8  | Cracked or loose cladding panels                                   |
| 3 | Bulging, bowing, separation, delamination, etc. | 9  | Defective sealing joints   |
| 4 | Stains  | 10 | Corrosion of fixing anchors or metal frames                        |
| 5 | Deterioration                                   | 11 | Defective components such as hinges, track, guide rail and stopper |
| 6 | Spalling  | 12 | Others (please specify)  |

**Form 3 – Structural Elements**

Building Address: Block A, Square Tower, Wan Chai		Report Page No.:
MBIS Notice No. UMB/5OC199/1401-999/0001	Name of Registered Inspector: Lau YIM	Date of Inspection: 10.2.2017
Time: 10:00 to 17:00	Weather Condition: Sunny	
<b>Inspection of Structural Elements</b>		

Location	Element	Defect Type*	Follow-up Actions Required			Photo No.	Remarks
			DI	Repair	Others		
1/F	Cantilevered slab canopy					S008	No defects or deficiencies  (Open up at 2 locations (Section 3.4.2(A) of CoP refers))
1/F	Cantilevered beam & slab type canopy					S009	No defects or deficiencies  (Concealed by false ceiling. Not less than 30% of the concealed area has been removed (Section 3.4.2(B) of CoP refers))
Flat A, 3/F	Drying racks, planter box and window canopy	2, 3, 4		√		S010	

4/F staircase	Beam	3		√		S005	
R/F staircase	Slab at ceiling of stairhood	2, 4		√		S007	
Other locations						S001-S004, S006	No defects or deficiencies

**Legend: DI – Detailed Investigation**

\* Defect Types:

- |   |                               |
|---|-------------------------------|
| 1 Dampness  | 6 Exposed reinforcement       |
| 2 Rust stains/Corrosion of reinforcement, structural steel or bolts | 7 Voids and honeycombing      |
| 3 Cracks  | 8 Deformation or displacement |
| 4 Spalling  | 9 Others (please specify)     |
| 5 Delamination  |                               |

### Form 4 – Fire Safety Elements

Building Address: Block A, Square Tower, Wan Chai		Report Page No.:
MBIS Notice No. UMB/5OC199/1401-999/0001	Name of Registered Inspector: Lau YIM	Date of Inspection: 10.2.2017
Time: 10:00 to 17:00	Weather Condition: Sunny	
<b>Inspection of Fire Safety Elements</b>		

Location	Element	Defect Type*	UBWs Type**/Un-authorized Change in Use***	Follow-up Actions Required		Photo No.	Remarks
				Repair/Reinstatement	Others		
Flat A, 1/F	door	7	-	√		F002	
3/F staircase	wall	8	-	√		F004	
5/F staircase	door	3		√		F006	
Roof			F		√	F007	
Other locations						F001, F003, F005	No defects or deficiencies

\* Defect Types:

- 1 Staircase enclosure or protected lobby doors removed
- 2 Defective balustrades and handrails in staircases and escape routes
- 3 Wrong swinging direction of doors
- 4 Change in provision of fireman's lift
- 5 Blocked access to and within building, or inadequate emergency vehicular access
- 6 Inadequate fire fighting lift lobby
- 7 Doors/seals/materials with inadequate fire resisting construction
- 8 Openings or building services breaching the integrity of fire resisting construction
- 9 Defective or missing signs
- 10 Inadequate lighting
- 11 Others (please specify)

\*\* UBWs Types:

- A Door openings from cocklofts to exit staircase
- B Unprotected openings in exit staircase or compartment walls, floors and ceilings
- C Structures on refuge floors
- D Alteration to escape routes
- E Doors, gates or roller shutters obstructing escape routes
- F Inadequate fire resistance of fire door
- G Structures on main or flat roofs resulting in inadequate means of escape
- H Change in fire construction materials
- I Insufficient number of exits
- J Structures blocking exits
- K Others (please specify)

\*\*\* Unauthorised Change in Use

- L Change in use for storage of hazardous materials
- M Change in use resulting in exceeding the approved capacity of a room or storey
- N Others (please specify)

**Form 5– Drainage System**

Building Address: Block A, Square Tower, Wan Chai		Report Page No.:
MBIS Notice No. UMB/5OC199/1401-999/0001	Name of Registered Inspector: Lau YIM	Date of Inspection: 10.2.2017
Time: 10:00 to 17:00	Weather Condition: Sunny	
<b>Inspection of Drainage System</b>		

Location	Element	Defect Type*	UBW Type**	Follow-up Actions Required			Photo No.	Remarks
				DI	Repair	Others		
External wall facing Tai Yuen Street	Surface water pipes	1			√		D001 – D007	
G/F rear lane	Surface channel	2			√		D001	Cracked and broken corner
Kitchen at 2/F, Flat A	Additional pipe		A	√			D003	Suspected unauthorised waste pipe connected to surface water system
Roof	Surface channel, ventilating pipes						D008	No defects or deficiencies

**\* Defects**

- 1 Corrosion, leakage, deformation, displacement or surface damage of pipe
- 2 Damage of manhole or broken of surface channel, gullies and catch pits
- 3 Blockage of pipe, manhole, surface channel, gullies or catch pits
- 4 Corrosion, loosening or breaking of metal brackets
- 5 Missing grating of ventilating pipe
- 6 Deterioration of mica flap in fresh air inlet
- 7 Misconnected common drain affecting sanitary condition of building or affecting public health
- 8 Others (please specify)

**\*\* Unauthorised drainage works**

- A Expedient connection of foul or waste water to surface water drainage system
- B Discharge of foul or waste water to external of building or open areas
- C Discharge of untreated trade effluent into drainage system
- D Discharge of untreated trade effluent to external of building or open space
- E Other (please specify)



**Form 6 – UBW**

Building Address: Block A, Square Tower, Wan Chai		Report Page No.:
MBIS Notice No. UMB/5OC199/1401-999/0001	Name of Registered Inspector: Lau YIM	Date of Inspection: 10.2.2017
Time: 10:00 to 17:00	Weather Condition: Sunny	
<b>UBW</b>		

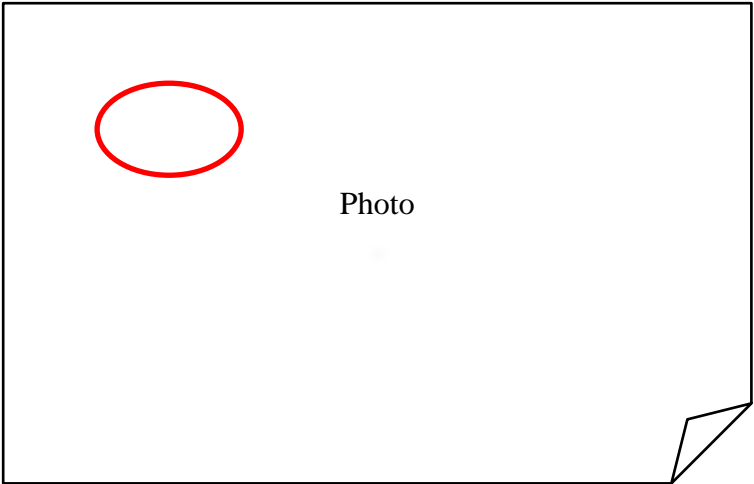
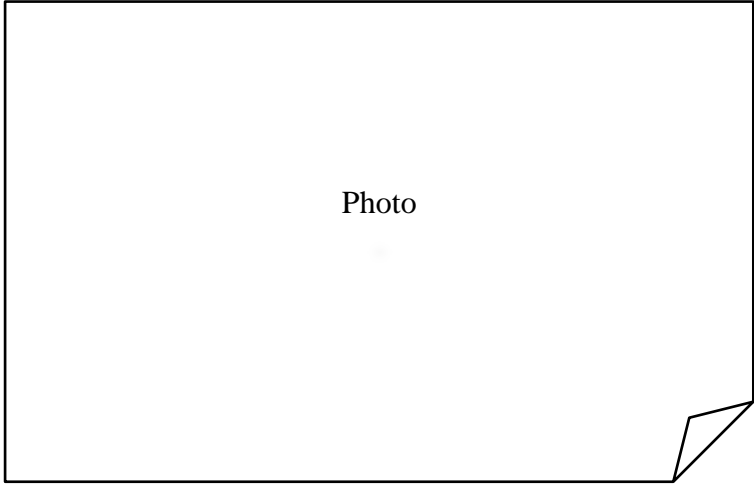
Location	Floor	Flat	Details of UBWs		Condition of UBWs*	Remarks
			Types	Photo No		
Block A	G/F	A	SF(B/H)	U001	F	Owner was advised to remove the UBWs
Ditto	1/F	B	FRS	U002	F	Owner was advised to remove the UBWs
Ditto	4/F	A	DR	U003	F	Owner was advised to remove the UBWs
Ditto	5/F	B	FR	U004	P	Owner was advised to remove the UBWs
Ditto	R/F	-	O	U005	G	Prefabricated Structure, owner was advised to remove the UBWs

\* Good (G), Fair (F) or Poor (P)

**Types of UBWs:**

- |  |  |
|--|--|
| <p>A/C - A/C(e): Air conditioner rack projecting more than 600mm from external wall</p> <p>- A/C(a): Abandoned or dilapidated air conditioner metal frame</p> <p>SP - Projecting structures of solid construction</p> <p>SF - SF(S/E): Shop front extension projecting more than 300mm from external wall</p> <p>- SF(B/H): Bulkhead of lightweight shop front decoration projecting more than 600mm from external wall</p> <p>PC - PC(e): Corrugated metal sheet canopy projecting more than 500mm from external wall</p> <p>- PC(a): Abandoned or dilapidated corrugated metal sheet canopy</p> <p>- PC(r): Retractable canopy projecting more than 2000mm from external wall</p> <p>- PC(s): Canopies of solid construction</p> | <p>DR - Dilapidated drying rack</p> <p>FR - Flower rack</p> <p>MF - Abandoned or dilapidated metal frame</p> <p>MC - Metal cage</p> <p>FRS - Flat roof structure</p> <p>YS - Yard structure</p> <p>RTS - Roof top structure</p> <p>UU - UBW fixed on another UBW, or 2-storey UBW</p> <p>UA - Unauthorised alteration of structural elements</p> <p>CSB - Structures on or attached to approved cantilevered slab balconies</p> <p>AW - Unauthorised alteration of external walls or parapets</p> <p>DF - Removal or alteration of provisions for barrier free access</p> <p>O - Others (please specified)</p> |
|--|--|

## **Annex E – Annotated Photo Record**

Photo No.	Descriptions
<p>Photo E001</p>  <p style="text-align: center;">Photo</p>	<p>Defective hinge of metal gate at G/F to be replaced</p>
<p>Photo E002</p>  <p style="text-align: center;">Photo</p>	<p>No defects or deficiencies</p>

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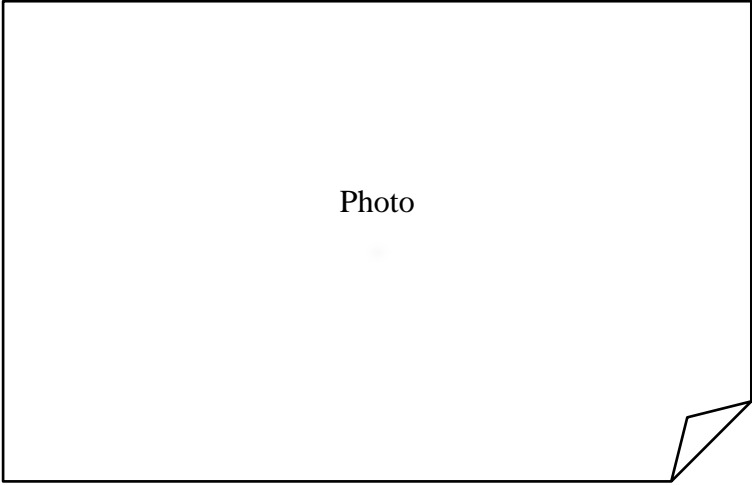
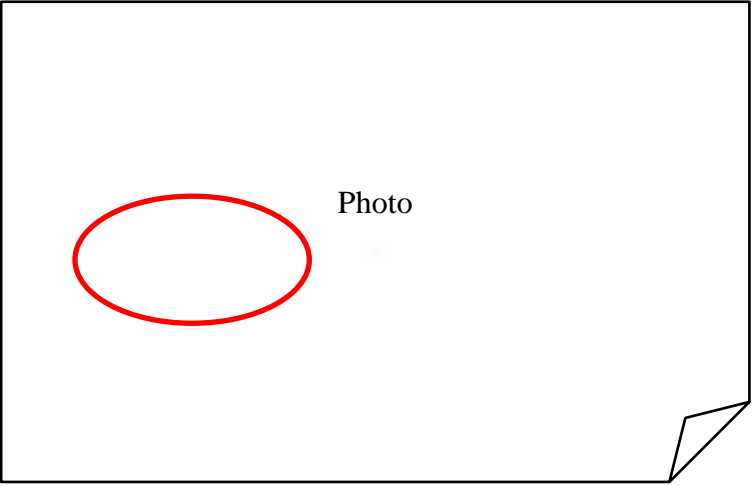
Photo No.	Descriptions
<p>Photo E009</p> <div data-bbox="311 728 1066 1211">A rectangular placeholder for a photo, labeled "Photo" in the center. The bottom-right corner of the placeholder is folded over, suggesting a physical photo print.</div>	<p>No defects or deficiencies</p>
<p>Photo E010</p> <div data-bbox="311 1310 1066 1794">A rectangular placeholder for a photo, labeled "Photo" in the center. A red oval is drawn on the left side of the placeholder. The bottom-right corner of the placeholder is folded over, suggesting a physical photo print.</div>	<p>Bulging of tiles at 2/F</p>

Photo No.	Descriptions
<p>Photo E011</p> <div style="border: 1px solid black; width: 450px; height: 200px; margin: 10px auto; text-align: center; padding: 20px;"> <p>Photo</p> </div>	<p>No defects or deficiencies</p>

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<p>Photo E017</p> <div style="border: 1px solid black; width: 450px; height: 200px; margin: 10px auto; text-align: center; padding: 20px;"> <p>Photo</p> </div>	<p>No defects or deficiencies</p>
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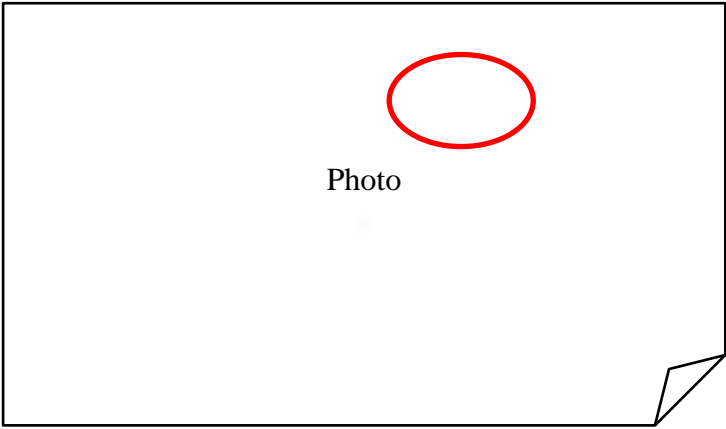
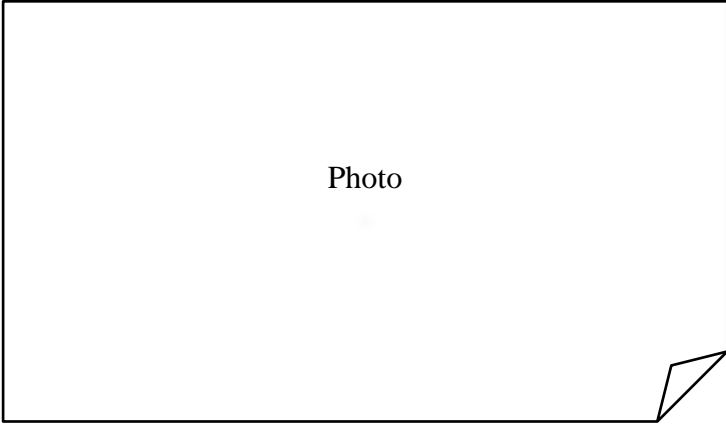
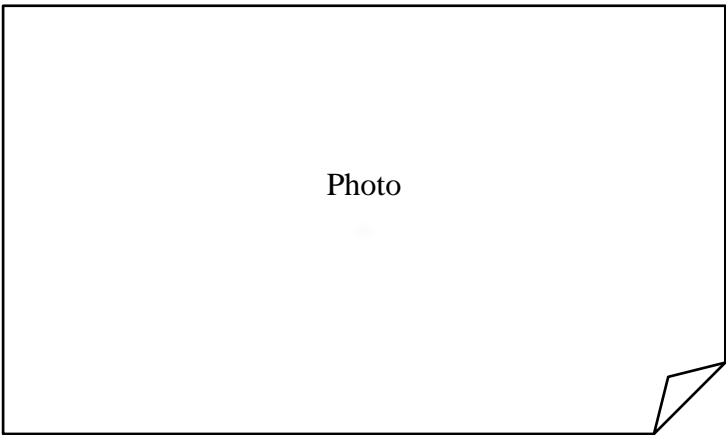
Photo No.	Descriptions
<p>Photo E018</p> 	<p>Loose rendering at 3/F – 4/F</p>
<p>Photo E019</p> 	<p>No defects or deficiencies</p>
<p>* * *</p> <p>* * *</p>	<p>* * *</p> <p>* * *</p>
<p>Photo E021</p> 	<p>No defects or deficiencies</p>

Photo No.	Descriptions
<p>Photo S001</p> <div style="border: 1px solid black; width: 450px; height: 200px; margin: 10px auto; text-align: center; padding: 20px;"> <p>Photo</p> </div>	<p>No defects or deficiencies</p>

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<p>Photo S004</p> <div style="border: 1px solid black; width: 450px; height: 200px; margin: 10px auto; text-align: center; padding: 20px;"> <p>Photo</p> </div>	<p>No defects or deficiencies</p>
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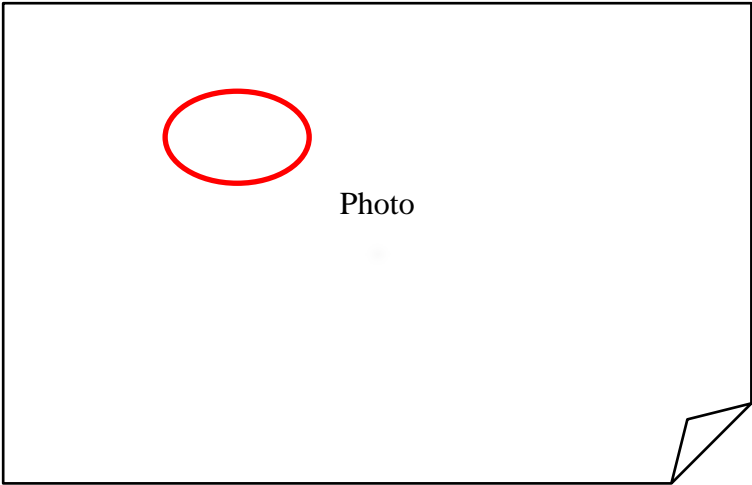
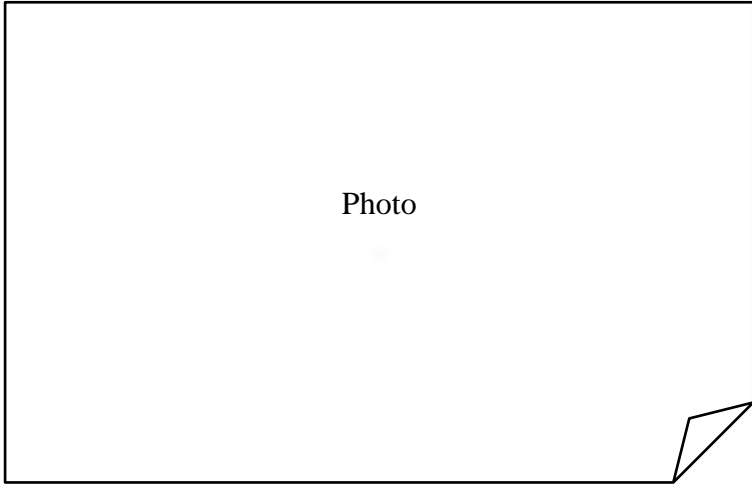
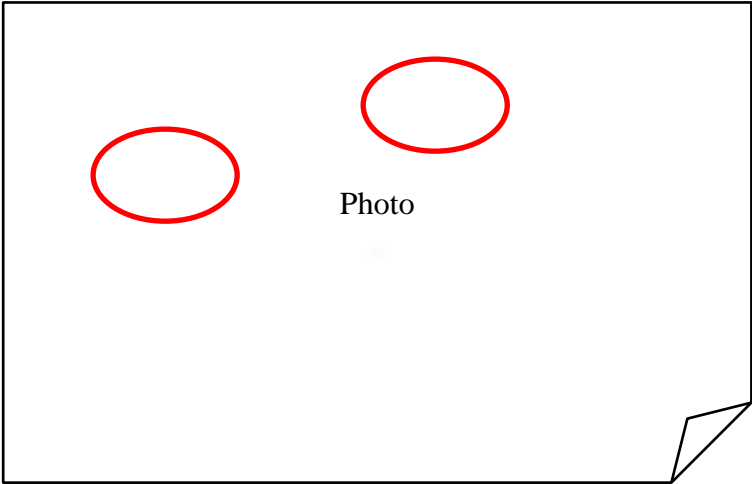
Photo No.	Descriptions
<p>Photo S005</p>  <p>Photo</p>	<p>Crack (width about 1mm) was observed at 4/F staircase</p>
<p>Photo S006</p>  <p>Photo</p>	<p>No defects or deficiencies</p>
<p>Photo S007</p>  <p>Photo</p>	<p>Spalling and reinforcement corrosion (as shown in the red circles) were observed at R/F staircase</p>



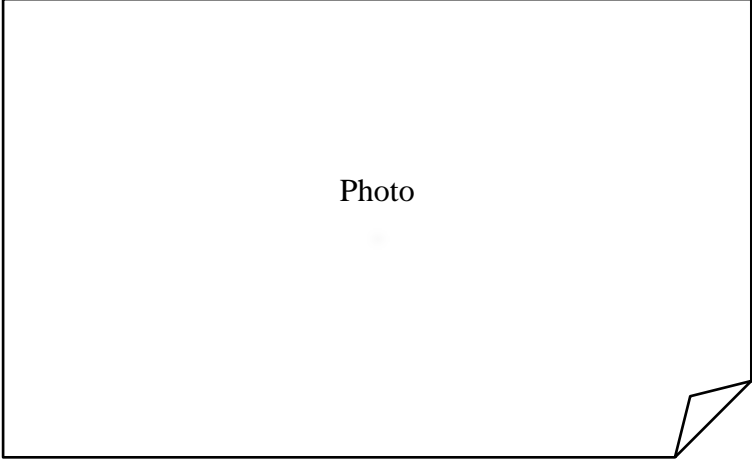
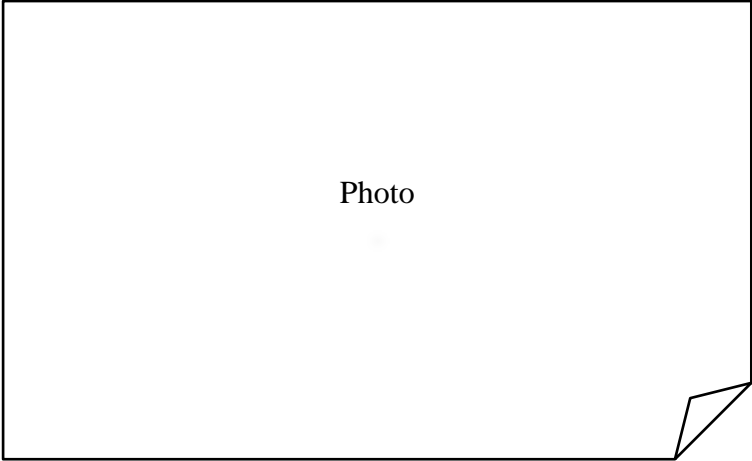
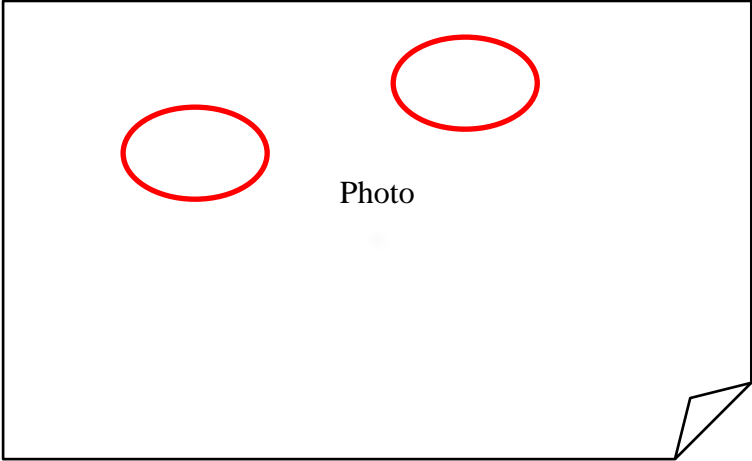
Photo No.	Descriptions
<p>Photo S008</p>  <p style="text-align: center;">Photo</p>	<p>No defects or deficiencies</p>
<p>Photo S009</p>  <p style="text-align: center;">Photo</p>	<p>No defects or deficiencies</p>
<p>Photo S010</p>  <p style="text-align: center;">Photo</p>	<p>Corroded drying racks and cracks and spalling at planter box and window canopy at Flat A, 3/F</p>

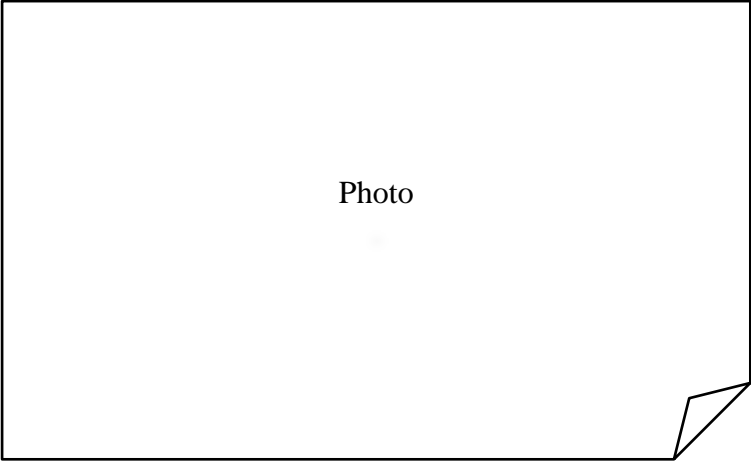
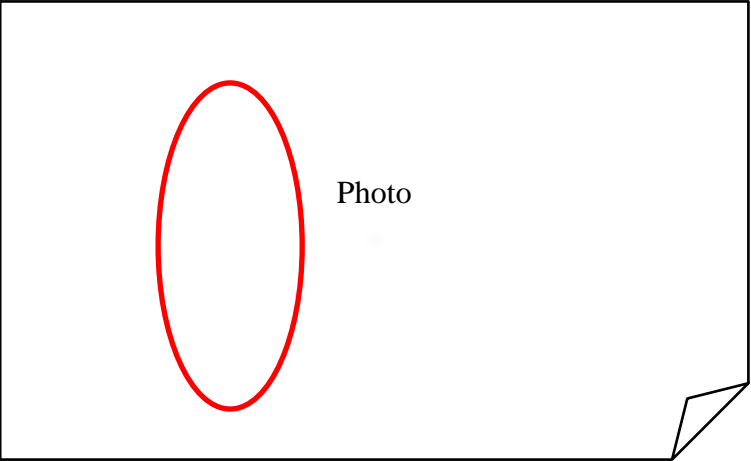
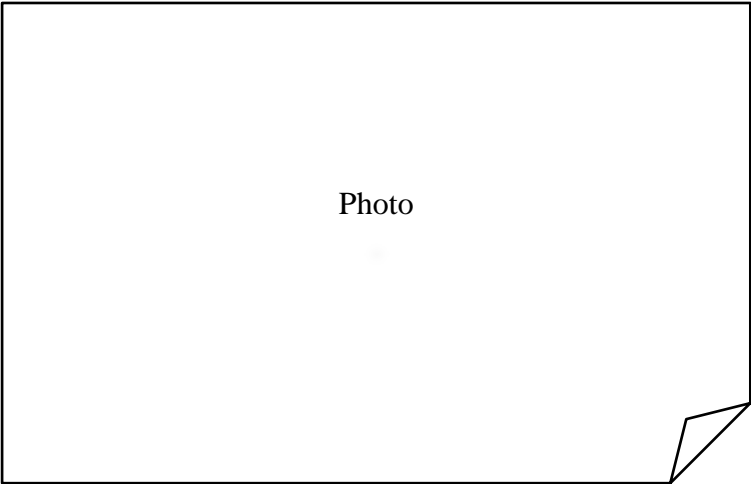
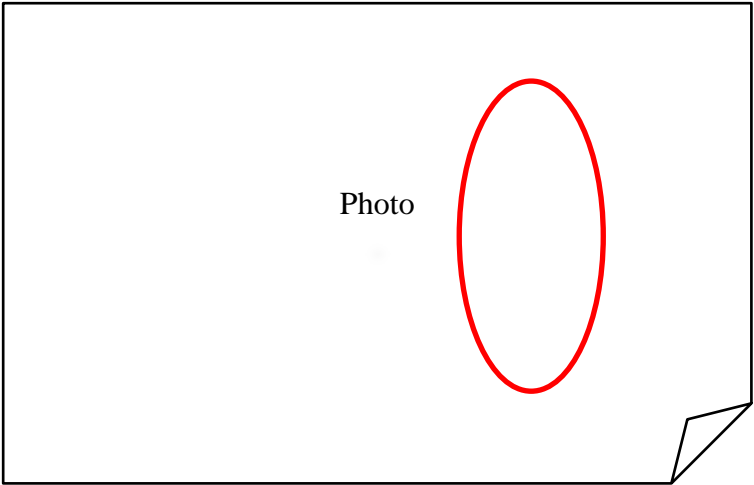
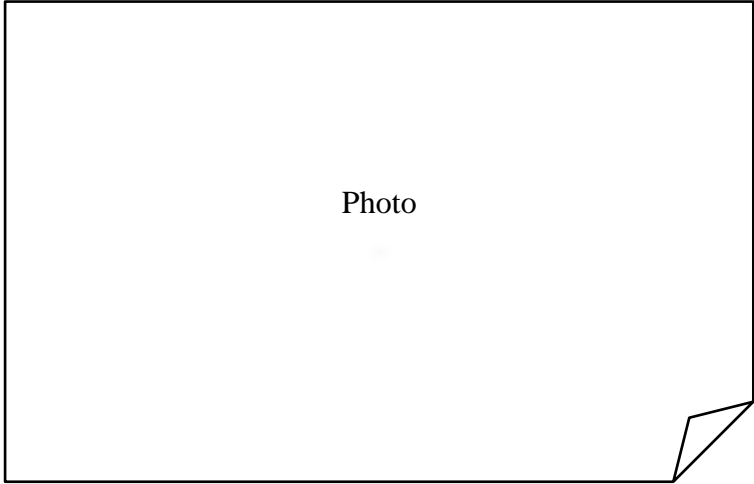
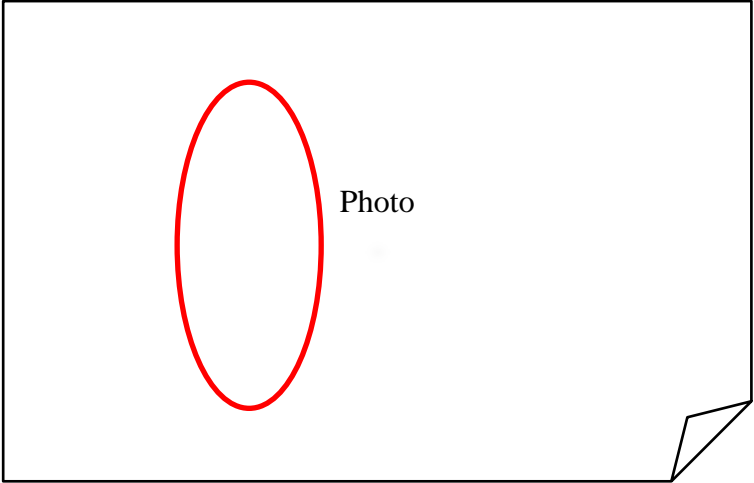
Photo No.	Descriptions
<p>Photo F001</p>  <p style="text-align: center;">Photo</p>	<p>No defects or deficiencies</p>
<p>Photo F002</p>  <p style="text-align: center;">Photo</p>	<p>Door with inadequate FRC at Flat A, 1/F</p>
<p>Photo F003</p>  <p style="text-align: center;">Photo</p>	<p>No defects or deficiencies</p>

Photo No.	Descriptions
<p>Photo F004</p>  <p>The image is a placeholder for a photograph. It features a large red oval on the right side, indicating the location of an opening on the wall of the 3/F staircase. The word 'Photo' is centered in the placeholder area.</p>	<p>Opening formed on the wall of 3/F staircase</p>
<p>Photo F005</p>  <p>The image is a placeholder for a photograph. It features the word 'Photo' centered in the placeholder area. The description indicates that no defects or deficiencies were observed.</p>	<p>No defects or deficiencies</p>
<p>Photo F006</p>  <p>The image is a placeholder for a photograph. It features a large red oval on the left side, indicating the location of a door at the 5/F staircase. The word 'Photo' is centered in the placeholder area. The description notes that the door's swing direction is incorrect.</p>	<p>Wrong swing direction of door at 5/F staircase</p>

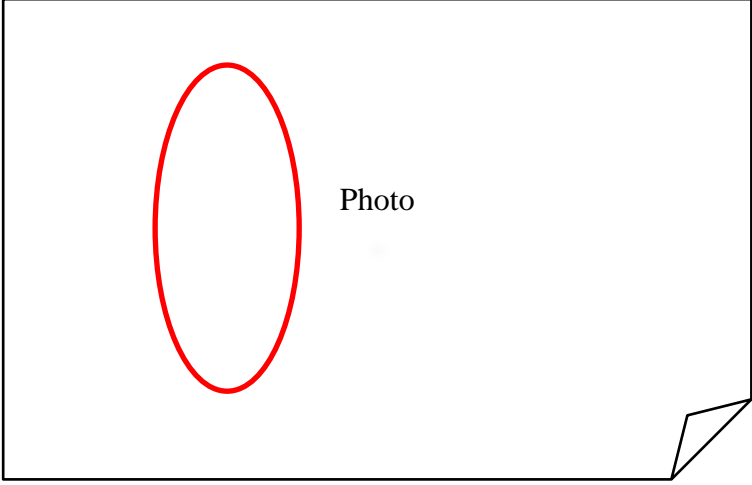
<b>Photo No.</b>	<b>Descriptions</b>
<p data-bbox="236 271 391 304">Photo F007</p> <div data-bbox="309 318 1064 801">A rectangular placeholder for a photograph. It features a red oval on the left side and the word "Photo" in the center. The bottom right corner of the rectangle is folded over, suggesting a physical photo print.</div>	<p data-bbox="1161 320 1453 450">Inadequate fire resistance of fire door at R/F</p>

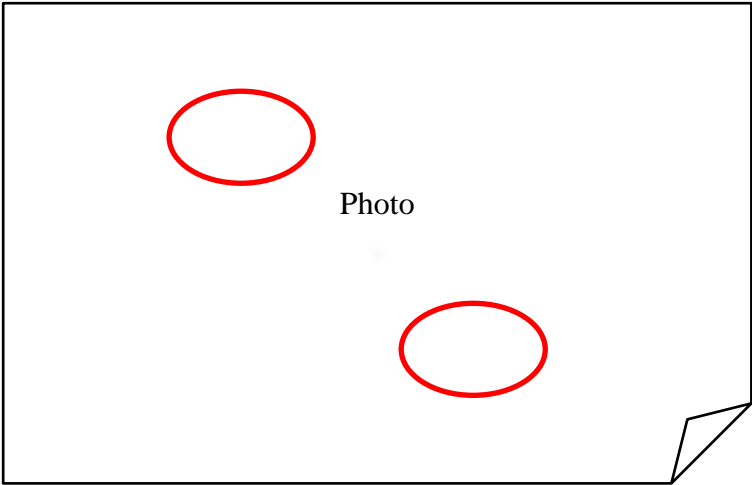
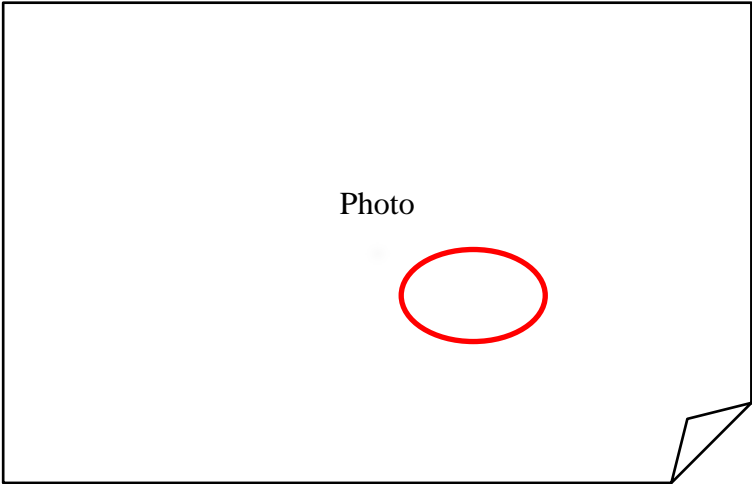
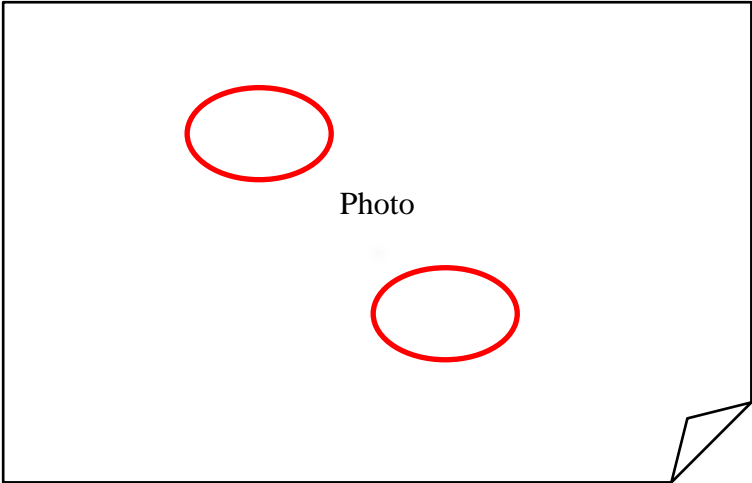
Photo No.	Descriptions
<p>Photo D001</p>  <p>The image is a placeholder for a photograph. It consists of a white rectangular area with a black border and a folded bottom-right corner. In the center, the word "Photo" is written in a light grey font. Two red circles are drawn on the white background: one in the upper-left quadrant and one in the lower-right quadrant.</p>	<p>Cracked and broken surface channel at G/F</p> <p>Defective surface water pipes</p>
<p>Photo D002</p>  <p>The image is a placeholder for a photograph. It consists of a white rectangular area with a black border and a folded bottom-right corner. In the center, the word "Photo" is written in a light grey font. A single red circle is drawn in the lower-right quadrant of the white area.</p>	<p>Defective surface water pipes</p>
<p>Photo D003</p>  <p>The image is a placeholder for a photograph. It consists of a white rectangular area with a black border and a folded bottom-right corner. In the center, the word "Photo" is written in a light grey font. Two red circles are drawn on the white background: one in the upper-left quadrant and one in the lower-right quadrant.</p>	<p>Defective surface water pipes</p> <p>Suspected unauthorised waste pipe connected to surface water system at 2/F</p>

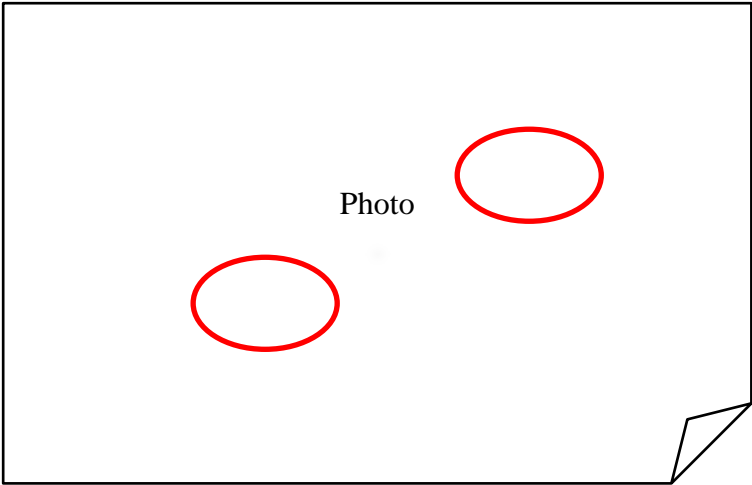
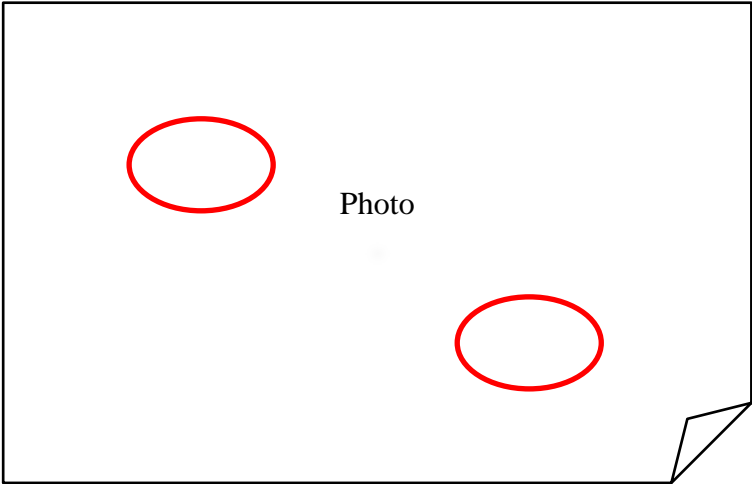
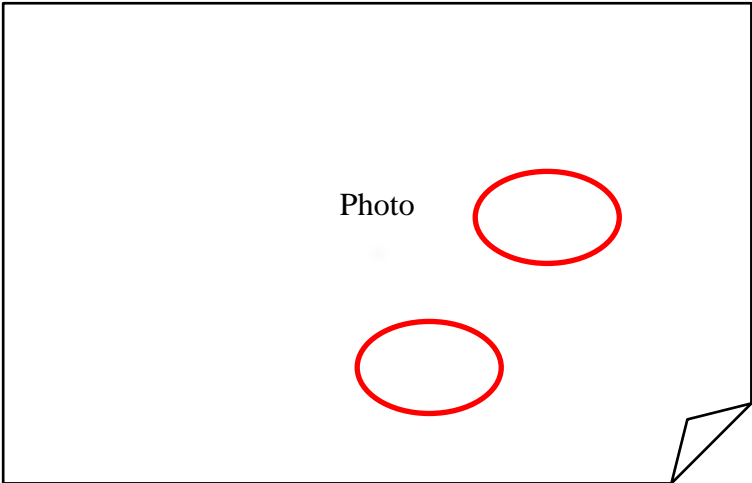
Photo No.	Descriptions
<p data-bbox="236 271 395 300">Photo D004</p>  <p data-bbox="647 506 724 535">Photo</p>	<p data-bbox="1166 320 1394 398">Defective surface water pipes</p>
<p data-bbox="236 846 395 875">Photo D005</p>  <p data-bbox="647 1081 724 1111">Photo</p>	<p data-bbox="1166 896 1394 974">Defective surface water pipes</p>
<p data-bbox="236 1422 395 1451">Photo D006</p>  <p data-bbox="647 1704 724 1733">Photo</p>	<p data-bbox="1166 1471 1394 1550">Defective surface water pipes</p>

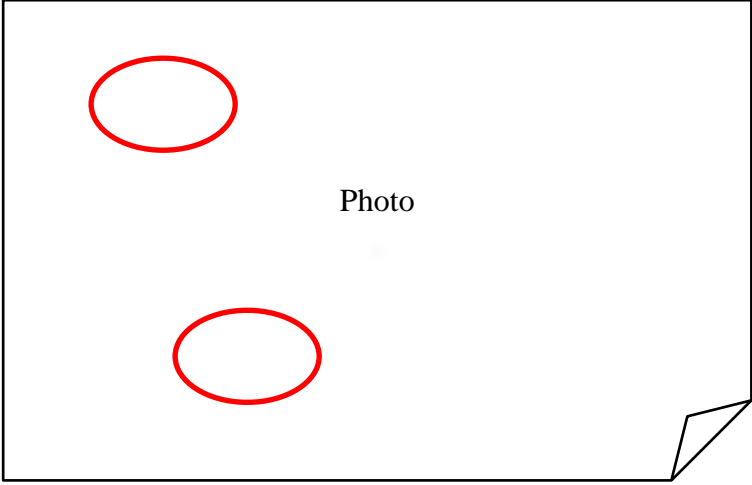
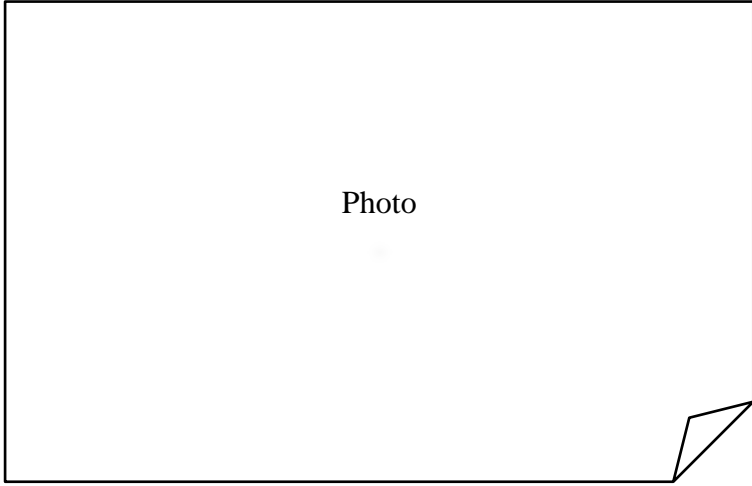
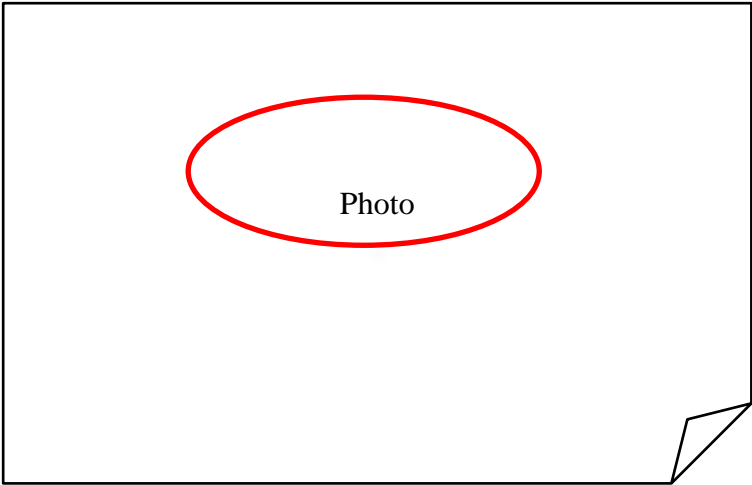
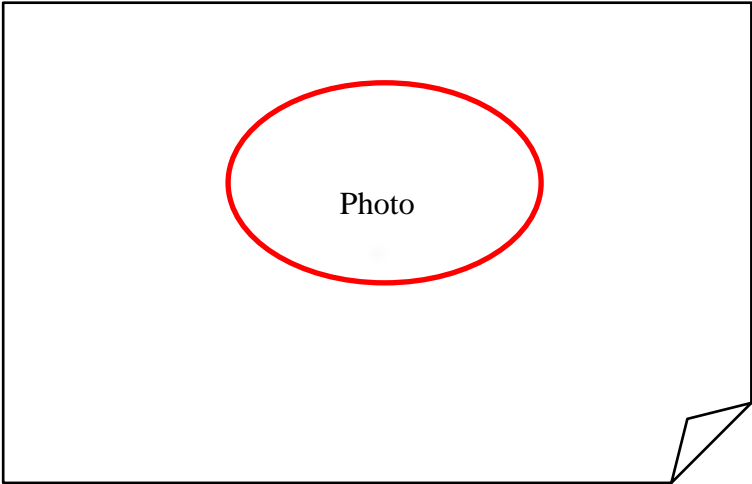
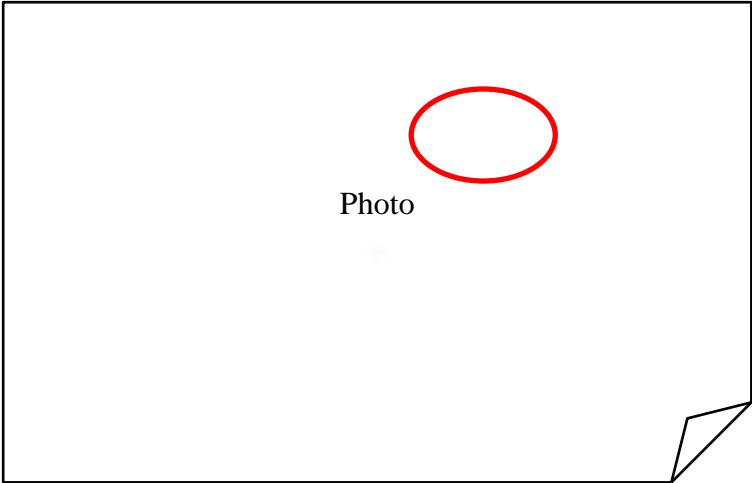
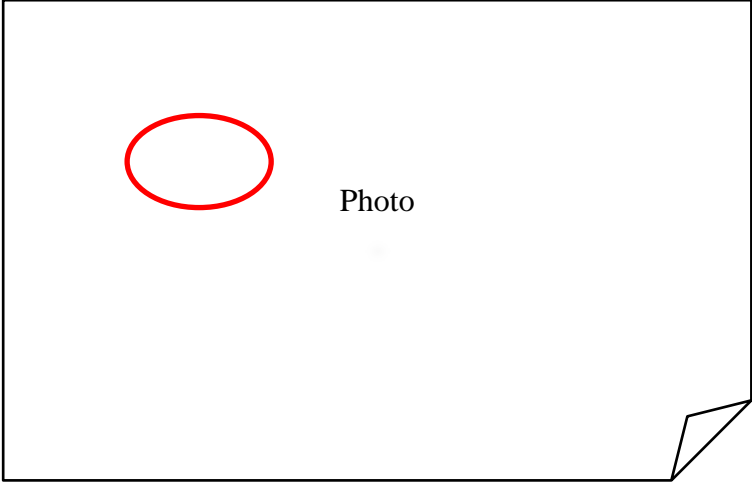
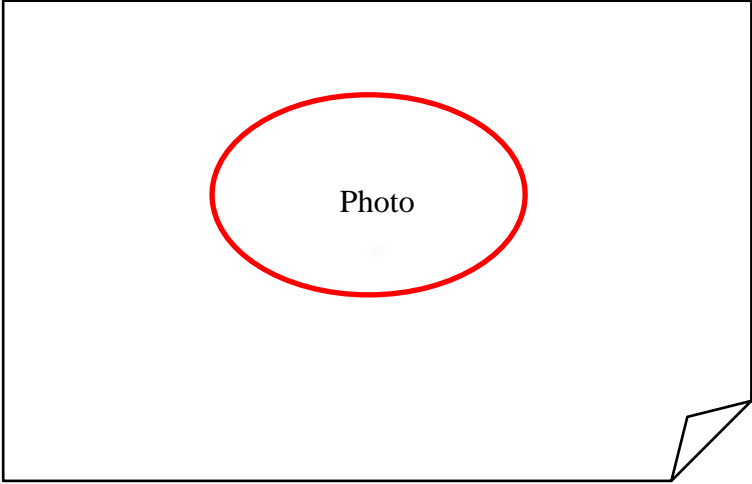
Photo No.	Descriptions
<p data-bbox="236 271 395 304">Photo D007</p>  <p data-bbox="647 501 724 535">Photo</p>	<p data-bbox="1163 318 1394 405">Defective surface water pipes</p>
<p data-bbox="236 846 395 880">Photo D008</p>  <p data-bbox="647 1104 724 1137">Photo</p>	<p data-bbox="1163 896 1465 983">No defects or deficiencies</p>

Photo No.	Descriptions
<p>Photo U001</p> 	<p>Bulkhead of lightweight shop front decoration projecting more than 600mm from external wall of Flat A, G/F</p>
<p>Photo U002</p> 	<p>Flat roof structure at Flat B, 1/F</p>
<p>Photo U003</p> 	<p>Dilapidated drying rack at Flat A, 4/F</p>

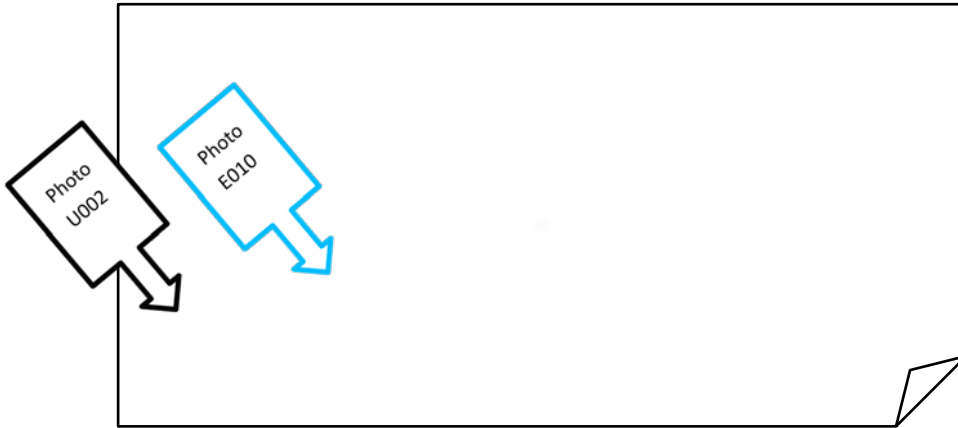


<b>Photo No.</b>	<b>Descriptions</b>
<p data-bbox="236 271 395 300">Photo U004</p> 	<p data-bbox="1163 320 1452 398">Flower rack at Flat B, 5/F</p>
<p data-bbox="236 846 395 875">Photo U005</p> 	<p data-bbox="1163 896 1461 974">Prefabricated structure at R/F</p>

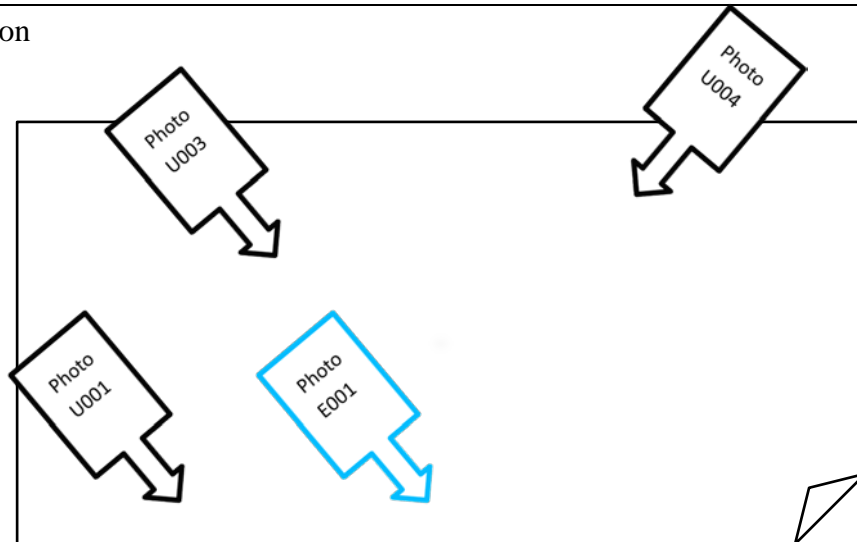
## **Annex F – Mark-up Plans**

Mark-up Plans

North Elevation

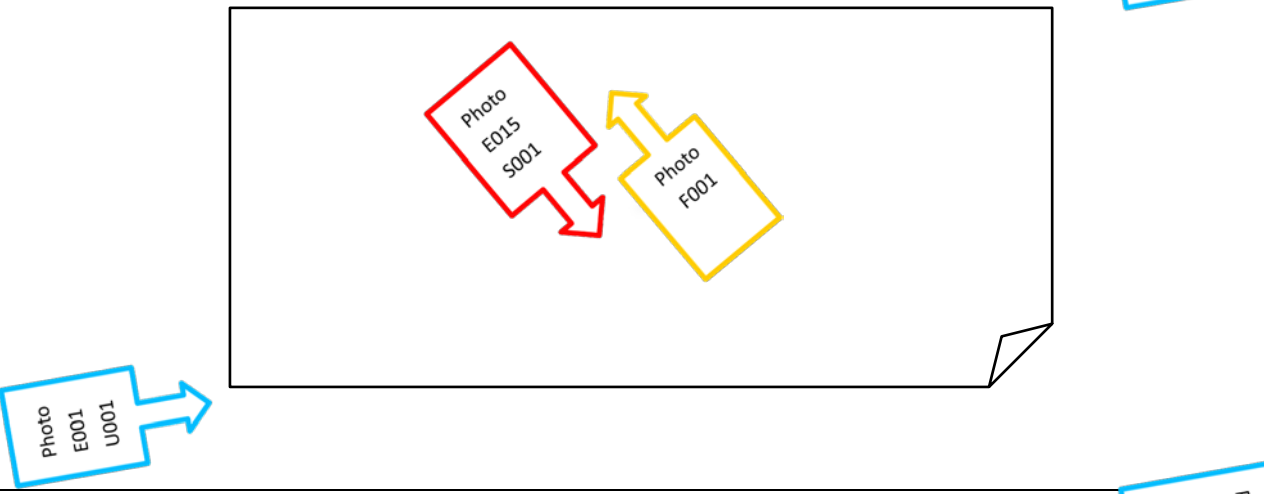


South Elevation

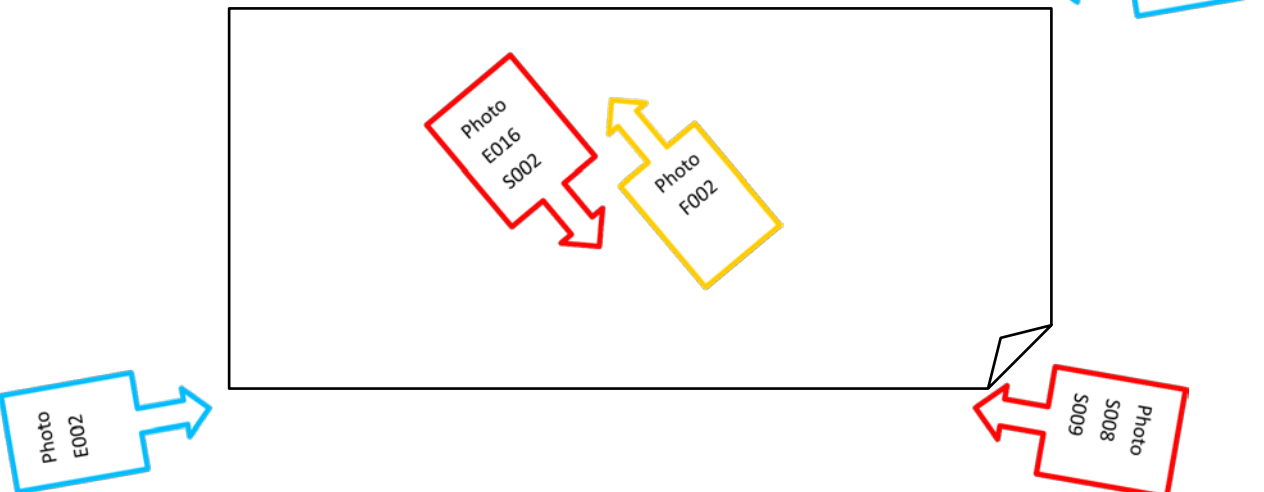


Mark-up Plans

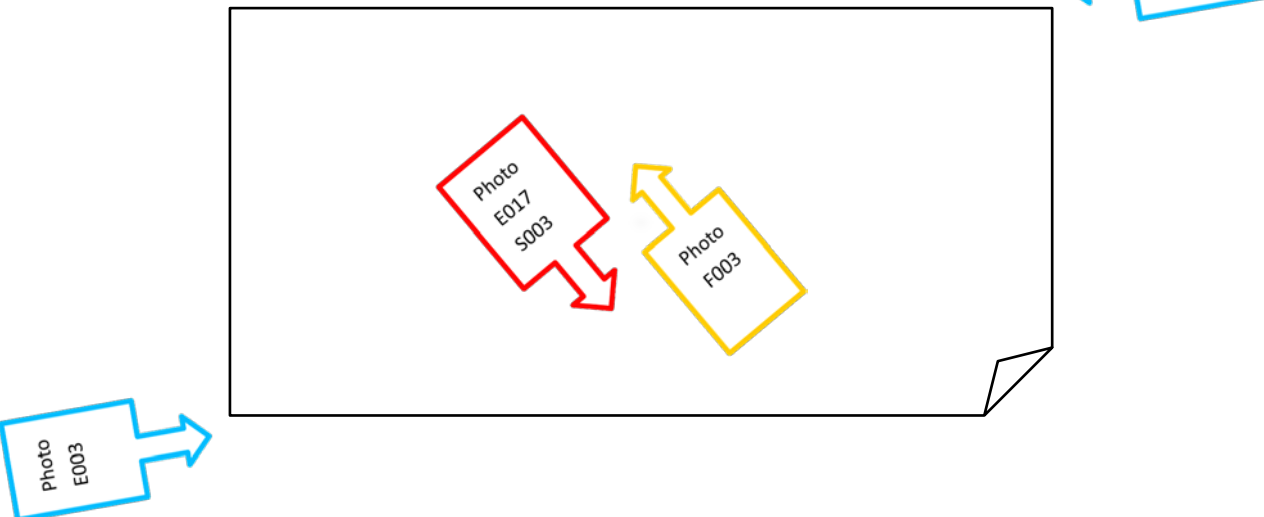
G/F Plan



1/F Plan

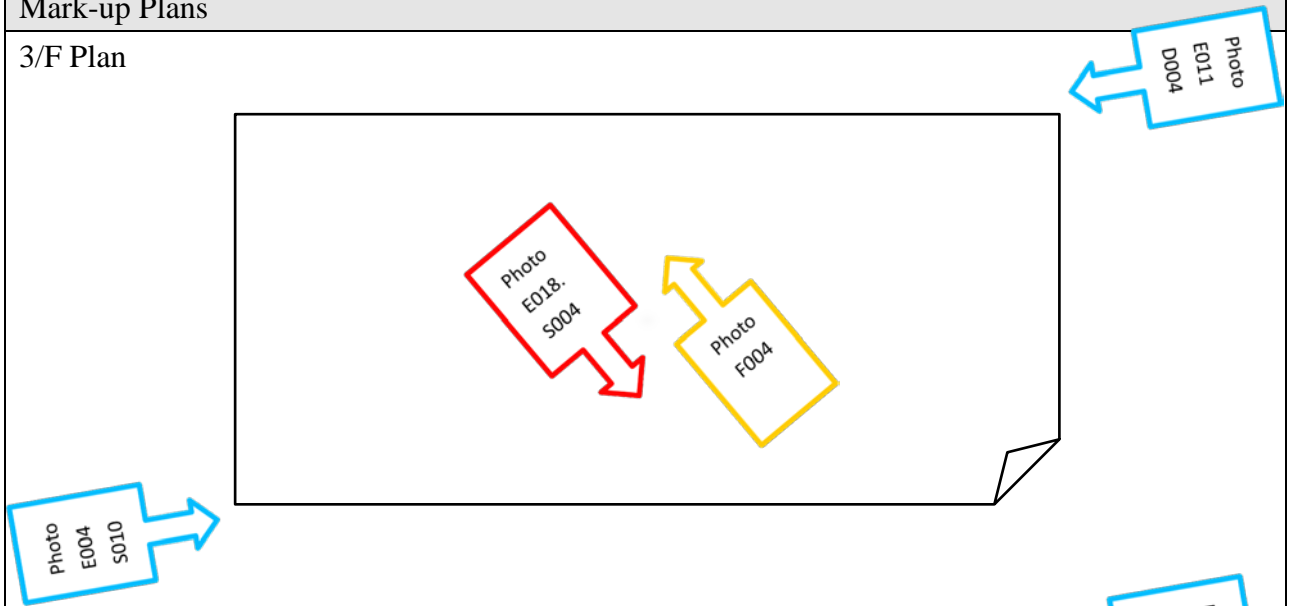


2/F Plan

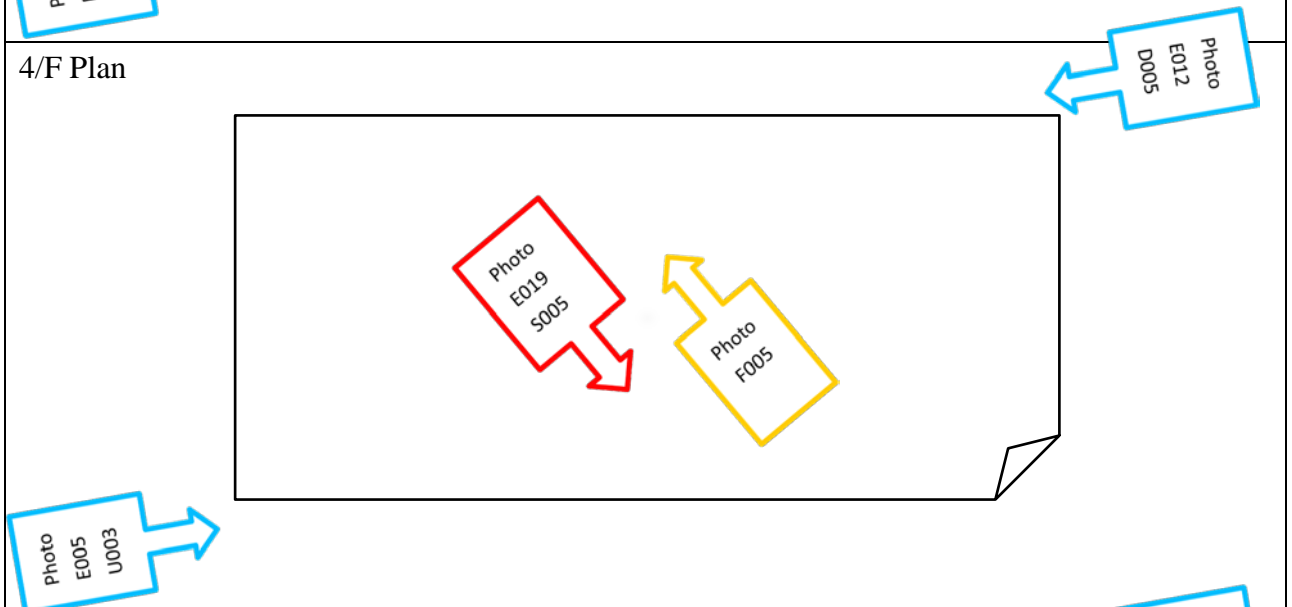


Mark-up Plans

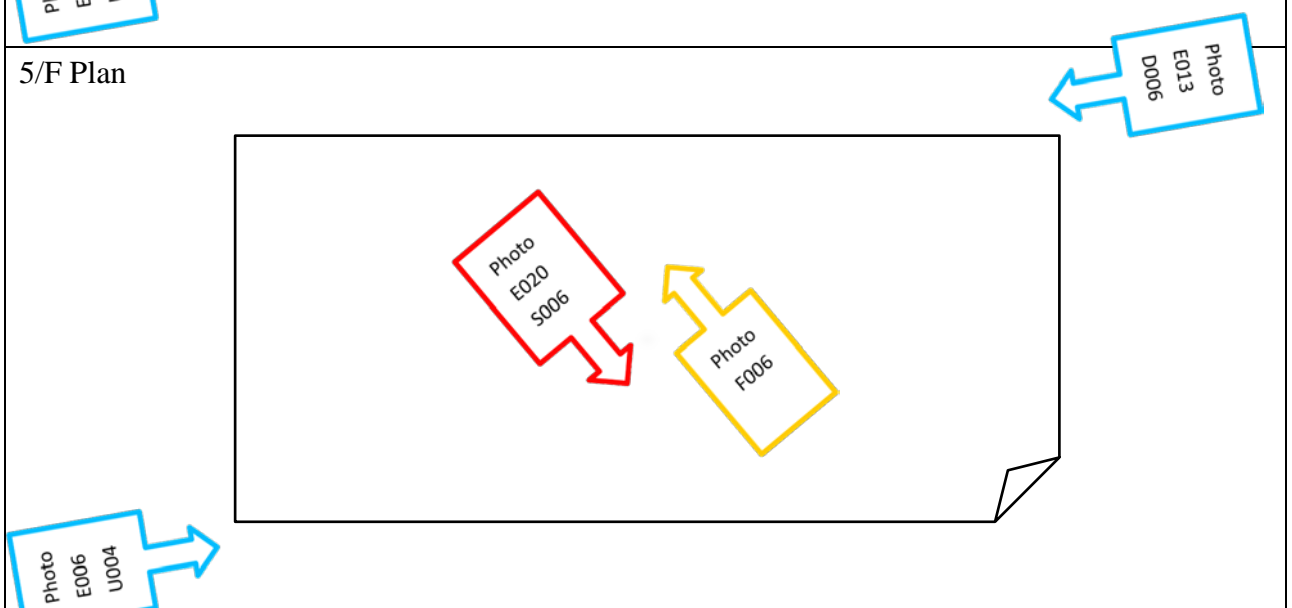
3/F Plan



4/F Plan

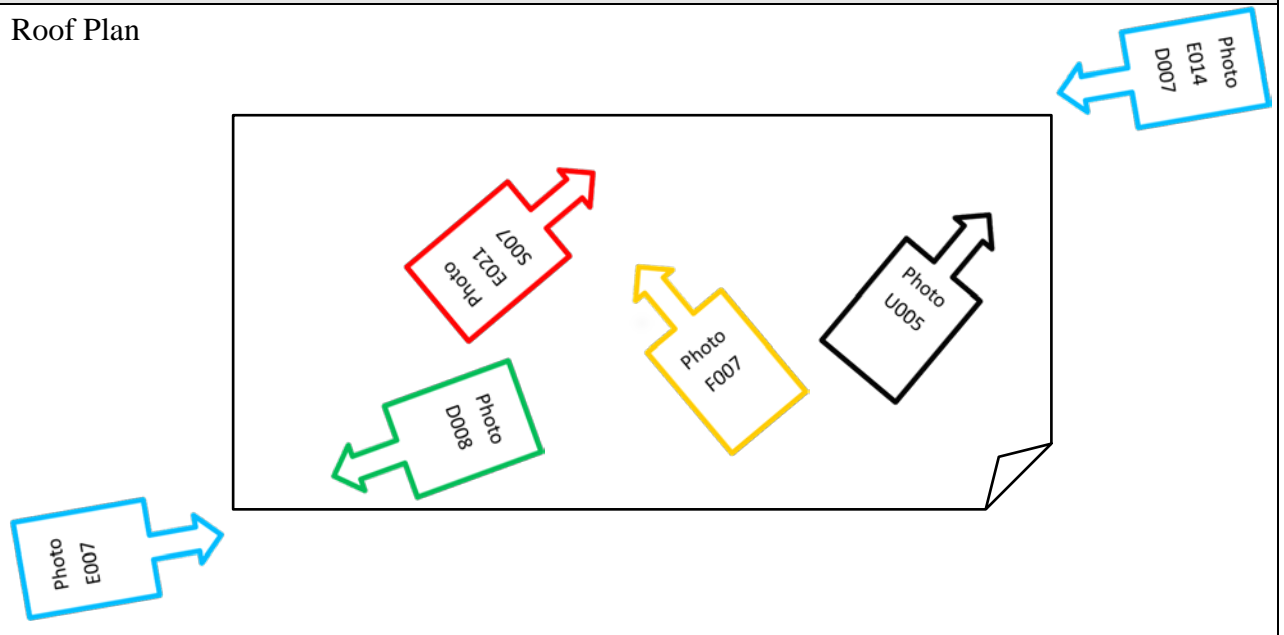


5/F Plan



Mark-up Plans

Roof Plan



**Annex G –  
CCTV Survey Report for Underground  
Drainage**

*(Relevant documents to be enclosed under this Annex as appropriate)*

**Annex H –**  
**Investigation Report and Structural**  
**Assessment for CSC facing Tai Yuen Street**  
*(Relevant documents to be enclosed under this Annex as appropriate)*



**Annex I –**  
**Particulars of RI’s Representatives in**  
**Supervision Team for Prescribed Repair**  
*(Relevant documents to be enclosed under this Annex as appropriate)*