

**Building Completion Report**

Pursuant to section 13(2)(a) of the Building (Inspection and Repair) Regulation (B(I&R)R), a registered inspector (RI) appointed under section 30D(1)(b) of the Buildings Ordinance (BO) must, within 14 days after completion of prescribed repair in respect of a building, submit a completion report to the Building Authority (BA). The RI is also required under section 30(2)(b) of the B(I&R)R to deliver a copy of the completion report to the person for whom the prescribed repair is carried out.

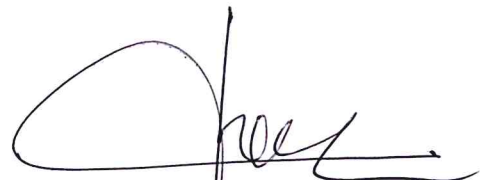
2. Guidelines on preparing a completion report have been given in the Code of Practice for the Mandatory Building Inspection Scheme and the Mandatory Window Inspection Scheme. The following reference documents are provided to facilitate the preparation of completion report:

- (a) Sample completion report on projections (balcony / verandah) (Appendix A); and
- (b) Sample completion report on common parts and external walls (Appendix B).

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.

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

5. To ensure due administration of the BO, the BA carries out random audit checks on completion 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

# Sample Completion Report

## Mandatory Building Inspection Scheme

### Completion Report on Projections (Balcony / Verandah)

Building name: Square Tower  
Building address: Flat 8, 9/F, Block A, Square Tower, Wan Chai  
Lot number: I.L. 530  
MBIS notice number: UMB/5OC199/1401-999/0055

RI signature *My Signature*

Name of RI: Lau YIM  
Registration number: RI (E) 555/132  
Date of expiry of:  
of registration 7.7.2019

Name of RC: Sing Kin-sheung  
Registration number: MWC 9999/2010  
Date of expiry of:  
of registration 8.8.2019

Date of report: 16.8.2017

## 1. Rectification and Repair Works

### 1.1 Summary of all rectification and repair works carried out:

Repair works have been carried out to make good all deficiencies and defects recorded in the \*inspection report/detailed investigation and repair proposal acknowledged by BD on 16.3.2017 in accordance with the repair proposal therein. Please see Annex A for annotated photos and marked up plans.

*\* Delete as appropriate*

### 1.2 Details of different types of rectification and repair works completed in accordance with the simplified requirements under the MWCS, exempted building works or works having obtained the prior approval of plans and consent to the commencement of works from the BA:

#### 1.2.1 Minor Works

Minor Works No.	Minor Works Items	Description	Date of Commencement	Date of Completion
MW141101001	1.17	Repair of cantilevered beam in accordance with the approved plans	9.4.2017	9.8.2017
MW141101002	2.5	Repair of protective barrier	9.4.2017	9.8.2017
MW141101003	2.17	Patch repair of concrete	9.4.2017	9.8.2017

1.2.2 Exempted Building Works

Description	Type of works	Date of Commencement	Date of Completion
N/A	N/A	N/A	N/A

1.2.3 Building works with prior approval and consent obtained

BD's Reference	Description	Date of Commencement	Date of Completion	Date of BD's Acknowledgement of Form BA14
N/A	N/A	N/A	N/A	N/A

1.2.4 Marked-up plans showing the demarcation of works requiring approval and consent

N/A

1.3 Photos for each elevation of the projection after repair:

See Annex B

1.4 Method statement adopted for and records of results of all proof test

- (a) Proof test carried out: Pull-off tests for patch repair of concrete
- (b) Method statement for proof test: In accordance with Appendices IV & V of the Code of Practice for the Mandatory Building Inspection Scheme and the Mandatory Window Inspection Scheme 2012 (CoP)
- (c) Records of proof test results: See Annex C

- 1.5 Certificates and reports of materials used, e.g. glass panes, reinforcement, concrete test cubes, repair mortar, etc.:

See Annex D

- 1.6 Summary of all rectification and repair works supervised by RI's representative:

1.6.1 Particulars, qualifications and experience of RI's representatives in the supervision team

Refer to Annex A of the inspection report

1.6.2 Works supervised by RI's Level 1 representative (relevant items of works extracted from Appendix VI of CoP below):

- Supervising hammer-tapping
- Verifying hacking of damaged, loose, hollow sounding concrete, spalling and honeycomb
- Supervising opening up of concrete for cracks
- Checking spacing between sound concrete and exposed reinforcement
- Checking removal of rust and mill scale
- Checking new replacing reinforcement
- Supervising application of bond coat and repair mortar
- Supervising resin injection for cracks
- Conducting rebound hammer tests, repair mortar compressive strength and bond strength tests, and concrete cube tests
- Conducting strength tests on new reinforcement

1.6.3 Works supervised by RI's Level 2 representative (relevant items of works extracted from Appendix VI of CoP below):

- Examining first trial bedding mortar
- Conducting pull-off tests
- Examining reinforcement and sound concrete prior to application of bond coat and repair mortar
- Examining reinforcement prior to concreting

1.7 An account of all revisions to the repair proposal submitted with the inspection report:

N/A

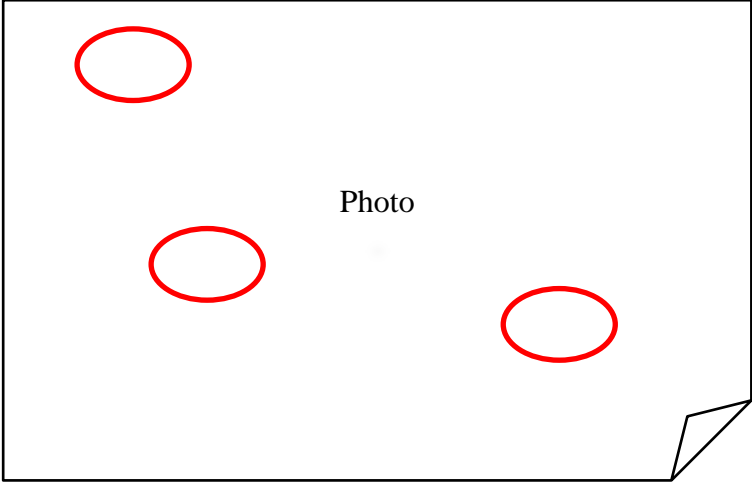
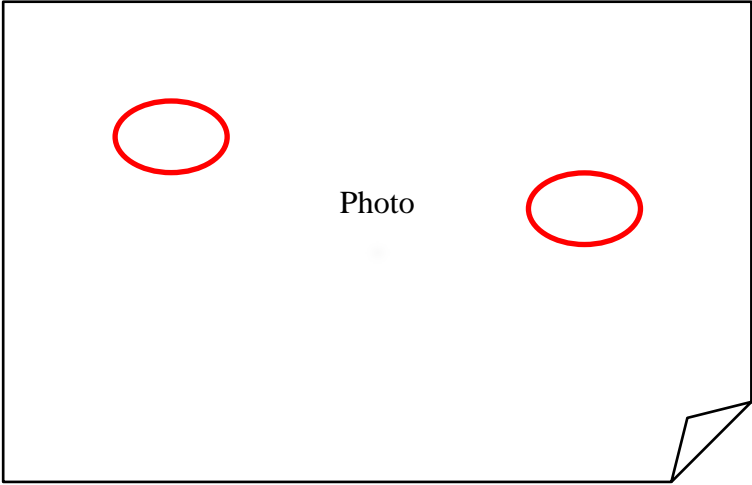
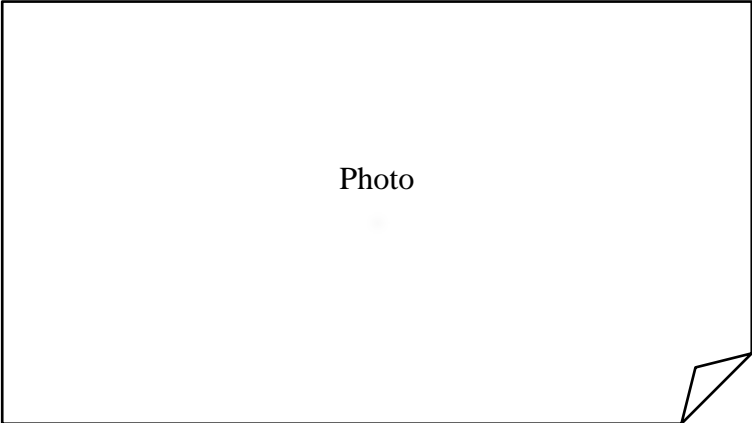
**2. Details of Voluntary Removal of Unauthorised Building Works (UBWs)**

All UBWs recorded in Form 6 of Annex D of the inspection report have been voluntarily removed. Please refer to the annotated photos and marked up plans in Annex A.

Details of minor works related to the removal of UBWs are appended below:

<b>Minor Works No.</b>	<b>Minor Works Items</b>	<b>Description</b>	<b>Date of Commencement</b>	<b>Date of Completion</b>
MW141106001	2.5	Reinstatement of protective barrier in accordance with the approved plans	9.4.2017	9.8.2017

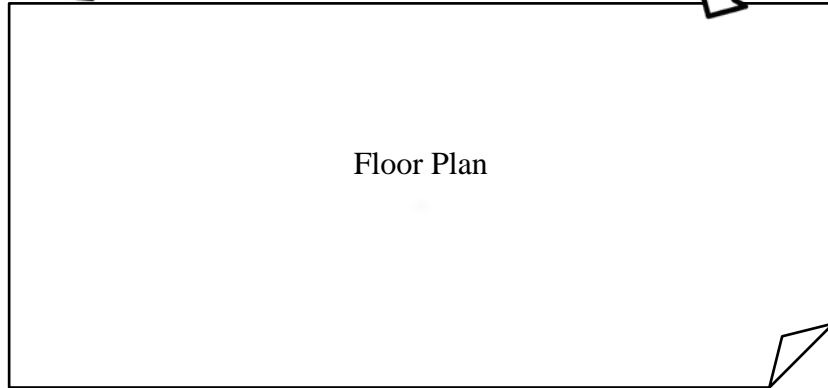
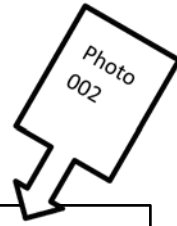
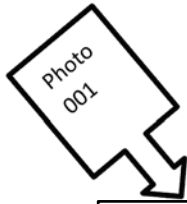
**Annex A –  
Annotated photos and marked up plans for  
all rectification and repair works carried  
out**

Photo No.	Descriptions
<p>Photo 001</p>  <p>Photo</p>	<p>Cracks and spalling at ceiling of balcony had been rectified</p>
<p>Photo 002</p>  <p>Photo</p>	<p>Corroded metal railings had been rectified</p>
<p>Photo 003</p>  <p>Photo</p>	<p>Protective barrier had been reinstated in accordance with the approved plans</p>

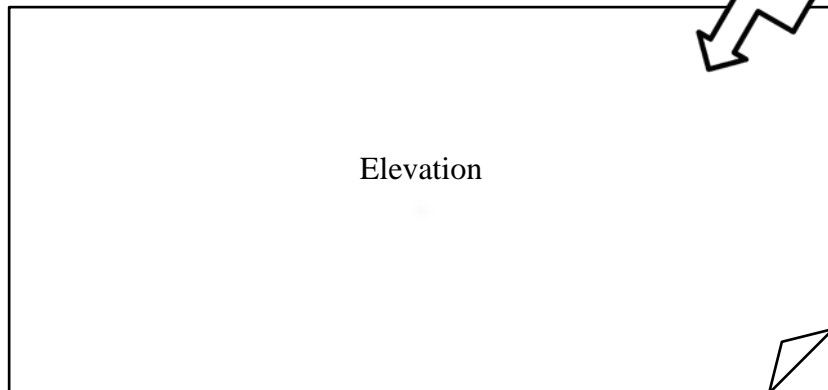
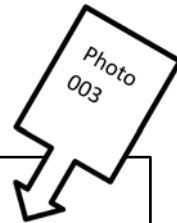


**Marked up plans**

Floor Plan



Elevation



## **Annex B –**

### **Photos of each elevation**

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

## **Annex C –**

### **Records of proof test results**

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

## **Annex D –**

# **Certificates and reports of materials used**

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

# Sample Completion Report

## Mandatory Building Inspection Scheme

### Completion 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

Name of RC: Sing Kin-sheung  
Registration number: MWC 9999/2010  
Date of expiry of:  
of registration 8.8.2019

Date of report: 16.8.2017

## 1. Rectification and Repair Works

### 1.1 Summary of all rectification and repair works carried out:

Repair works have been carried out to make good all deficiencies and defects recorded in the \*inspection report/detailed investigation and repair proposal acknowledged by BD on 16.3.2017 in accordance with the repair proposal therein. Please see Annex A for annotated photos and marked up plans.

*\* Delete as appropriate*

### 1.2 Details of different types of rectification and repair works completed in accordance with the simplified requirements under the MWCS, exempted building works or works having obtained the prior approval of plans and consent to the commencement of works from the BA:

#### 1.2.1 Minor Works

Minor Works No.	Minor Works items	Description	Date of Commencement	Date of Completion
MW131101001	2.34	Repair for tiles and rendering	4.4.2017	9.8.2017
MW131101002	2.17	Patch repair of concrete	4.4.2017	9.8.2017
MW131101003	2.30	Repair of above-ground drainage	4.4.2017	9.8.2017
MW131101004	1.25	Repair of underground drainage	4.4.2017	9.8.2017
MW131101005	3.30	Removal of corroded drying racks	4.4.2017	9.8.2017

1.2.2 Exempted Building Works

Description	Type of works	Date of Commencement	Date of Completion
Replacement of defective fire doors	Exempted building works	4.4.2017	9.8.2017
Repair of metal gate at G/F entrance	Designated Exempted Works (item 8 of Part 2, Schedule 2 of Building (Minor Works) Regulation)	4.4.2017	9.8.2017

1.2.3 Building works with prior approval and consent obtained

BD's reference	Description	Date of Commencement	Date of Completion	Date of BD's acknowledgement of Form BA14
N/A	N/A	N/A	N/A	N/A

1.2.4 Marked-up plans showing the demarcation of works requiring approval and consent

N/A

1.3 Photos for each elevation of the building after repair:

See Annex B

1.4 Method statement adopted for and records of results of all proof test

- Proof test carried out: Pull-off tests for repair of rendering/tiling and patch repair of concrete

- Method statement for proof test: In accordance with Appendix IV & V of the Code of Practice for the Mandatory Building Inspection Scheme and the Mandatory Window Inspection Scheme 2012 (CoP)
  
- Records of proof test results: See Annex C

1.5 Certificates and reports of materials used, e.g. glass panes, structural sealant, reinforcement, concrete test cubes, repair mortar, structural steel, drainage pipes, fire doors, etc.:

See Annex D

1.6 Summary of all rectification and repair works supervised by RI's representative:

1.6.1 Particulars, qualifications and experience of RI's representatives in the supervision team

Refer to Annex A of the inspection report

1.6.2 Works supervised by RI's Level 1 representative (relevant items of works extracted from Appendix VI of CoP below):

- Supervising hammer-tapping
- Verifying hacking of damaged, loose, hollow sounding concrete, spalling and honeycomb
- Supervising opening up of concrete for cracks
- Checking spacing between sound concrete and exposed reinforcement
- Checking removal of rust and mill scale
- Checking new replacing reinforcement
- Supervising application of bond coat and repair mortar
- Supervising resin injection for cracks
- Conducting rebound hammer tests, repair mortar compressive



strength and bond strength tests, and concrete cube tests

- Conducting strength tests on new reinforcement
- Supervising repair or rectification of fire safety elements such as elements of construction, walls, fixed light, doors, fire shutters
- Checking alignment, fall and sub-grade material prior to laying underground drain pipes
- Checking fixings for brackets and connections
- Checking connection of pipes and connections to last manhole prior to backfilling
- Supervising ball tests, air tests, water tests and smoke tests

1.6.3 Works supervised by RI's Level 2 representative (relevant items of works extracted from Appendix VI of CoP below):

- Examining substrate prior to laying tile finishes
- Examining first trial bedding mortar
- Conducting pull-off tests
- Examining reinforcement and sound concrete prior to application of bond coat and repair mortar
- Examining reinforcement prior to concreting

1.6.4 For the repair of underground drainage (Class 1 minor works), supervision has also been made in accordance with the requirements of the Technical Memorandum for Supervision Plans and Code of Practice for Site Supervision.

1.7 An account of all revisions to the repair proposal submitted with the Inspection Report:

N/A

## **2. Details of Voluntary Removal of Unauthorised Building Works (UBWs)**

All UBWs recorded in Form 6 of Annex D of the inspection report have been voluntarily removed. Please refer to the annotated photos and marked up plans in Annex E.

Details of minor works related to the removal of UBWs are appended below:

<b>Minor Works No.</b>	<b>Minor Works items</b>	<b>Description</b>	<b>Date of Commencement</b>	<b>Date of Completion</b>
MW131106001	2.32	Removal of bulkhead on external wall	4.4.2017	9.8.2017
MW131106002	2.39	Removal of flat roof structure not more than 5m high	4.4.2017	9.8.2017
MW131106003	3.29	Removal of drying rack on external wall	4.4.2017	9.8.2017
MW131106004	3.26	Removal of flower rack on external wall	4.4.2017	9.8.2017
MW131106005	3.32	Removal of roof-top structure not more than 2.5m high	4.4.2017	9.8.2017

**Annex A –  
Annotated photos and marked up plans for  
all rectification and repair works carried  
out**

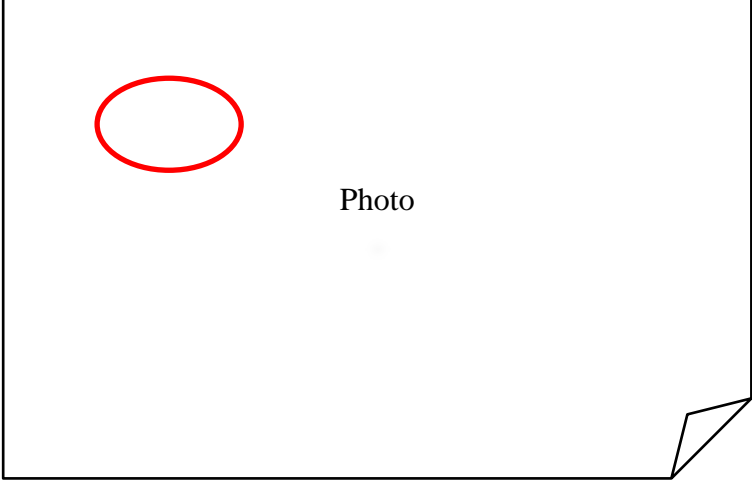
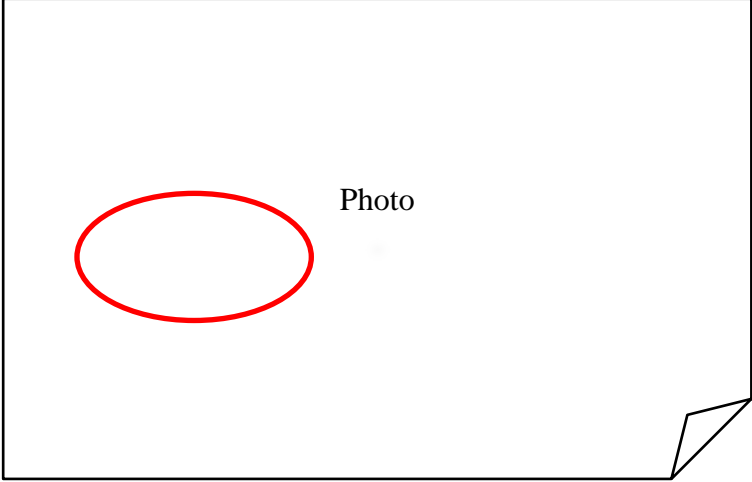
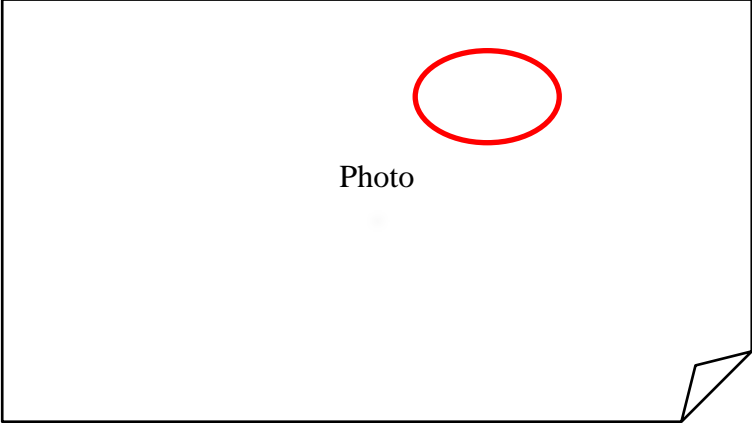
Photo No.	Descriptions
<p>Photo E001</p>  <p>Photo</p>	<p>Defective hinge of metal gate at G/F has been replaced</p>
<p>Photo E002</p>  <p>Photo</p>	<p>Bulging of tiles at 2/F has been rectified</p>
<p>Photo E003</p>  <p>Photo</p>	<p>Loose rendering at 3/F – 4/F has been rectified</p>

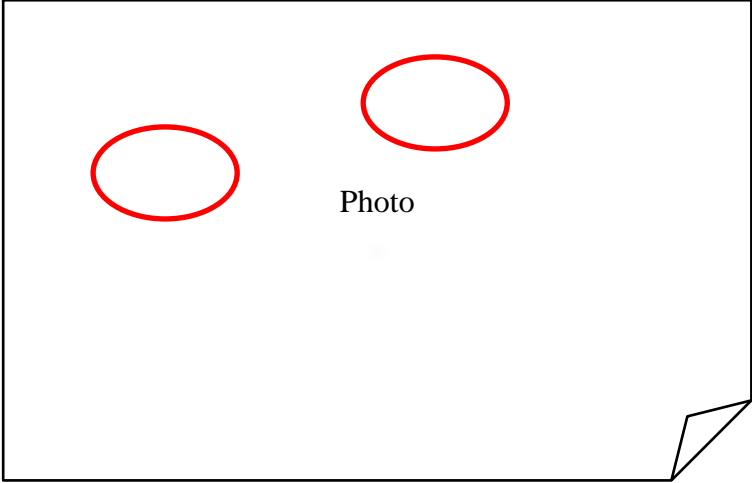
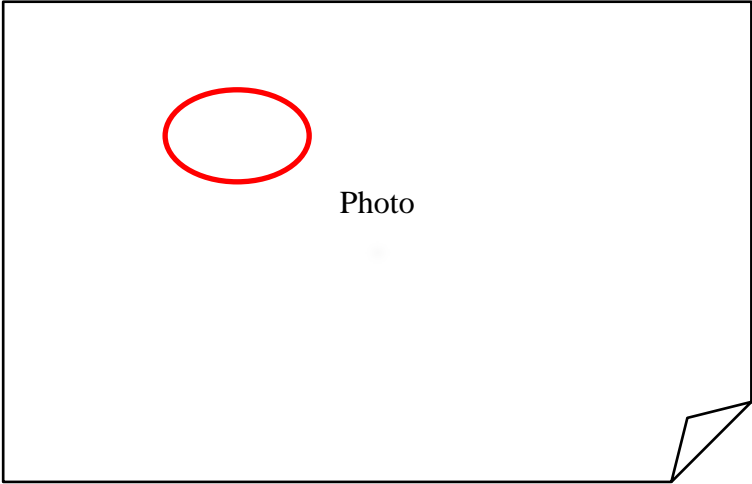
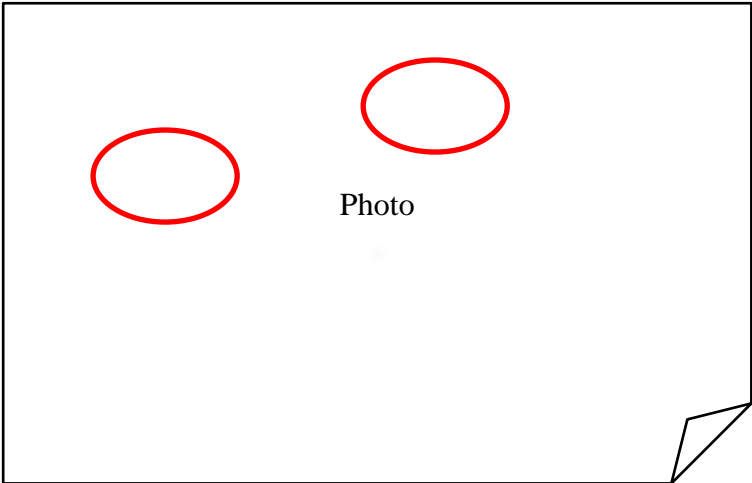
Photo No.	Descriptions
<p>Photo S001</p> 	<p>Corroded drying racks at Flat A, 3/F has been removed</p> <p>Cracks and spalling at planter box and window canopy at Flat A, 3/F have been rectified</p>
<p>Photo S002</p> 	<p>Crack at 4/F staircase has been rectified</p>
<p>Photo S003</p> 	<p>Spalling and reinforcement corrosion at R/F staircase have been rectified</p>

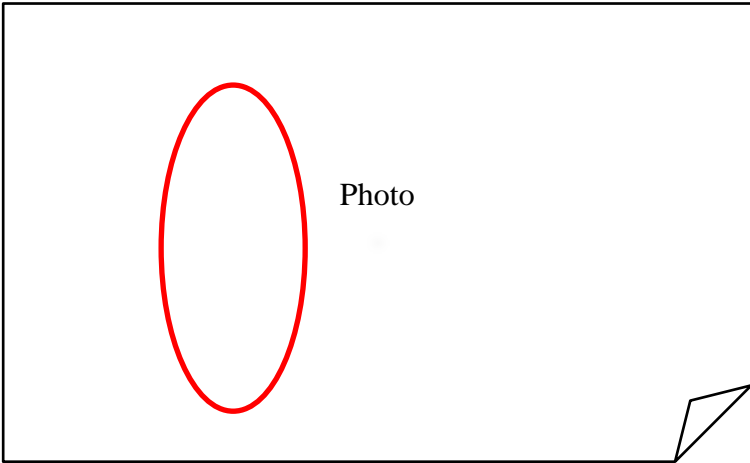
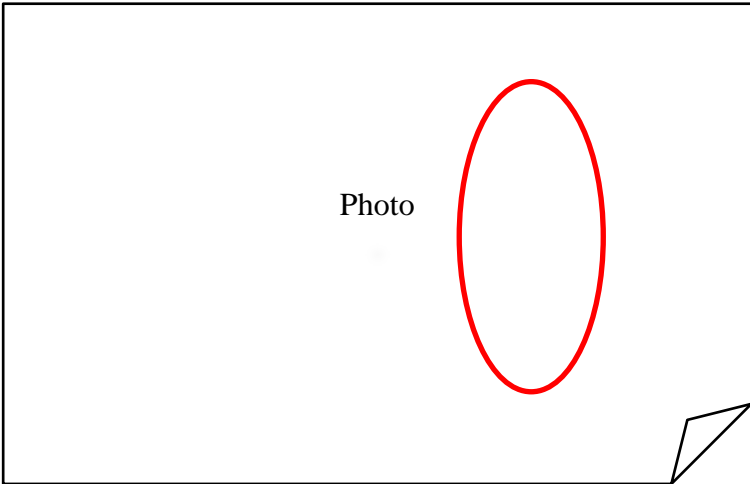
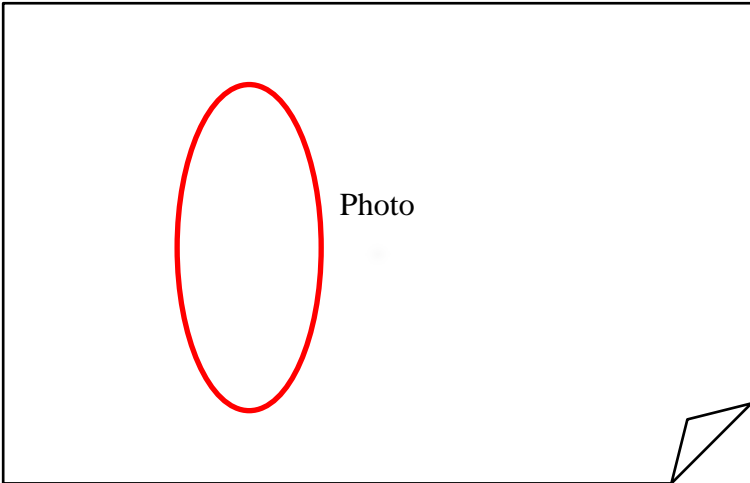
Photo No.	Descriptions
<p>Photo F001</p> 	<p>Door with inadequate FRC at Flat A, 1/F has been rectified</p>
<p>Photo F002</p> 	<p>Opening formed on the wall of 3/F staircase has been reinstated</p>
<p>Photo F003</p> 	<p>Wrong swing direction of door at 5/F staircase has been rectified</p>

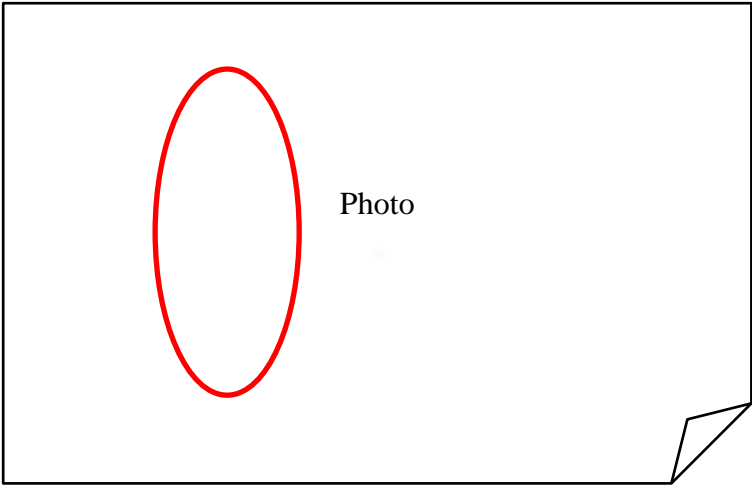
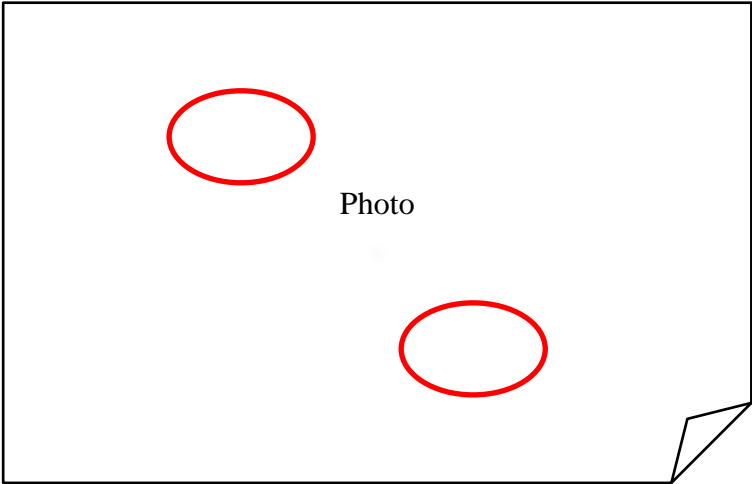
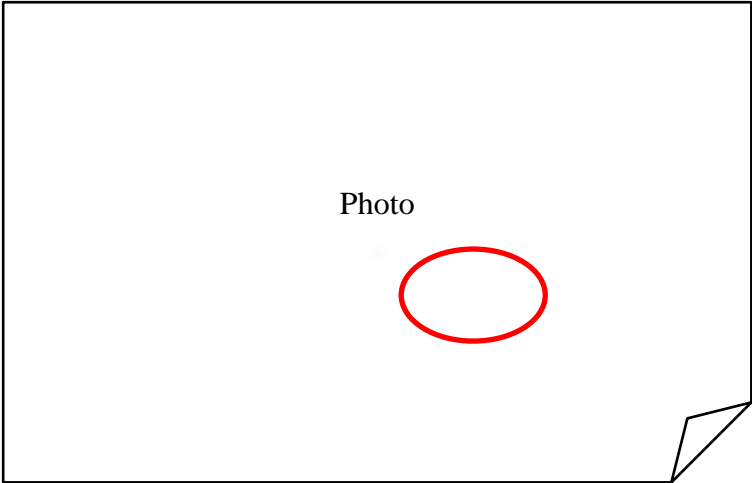
Photo No.	Descriptions
<p>Photo F004</p>  <p>Photo</p>	<p>Inadequate fire resistance of fire door at R/F has been rectified</p>
<p>Photo D001</p>  <p>Photo</p>	<p>Cracked and broken surface channel at G/F and defective surface water pipes have been rectified</p>
<p>Photo D002</p>  <p>Photo</p>	<p>Defective surface water pipes have been rectified</p>

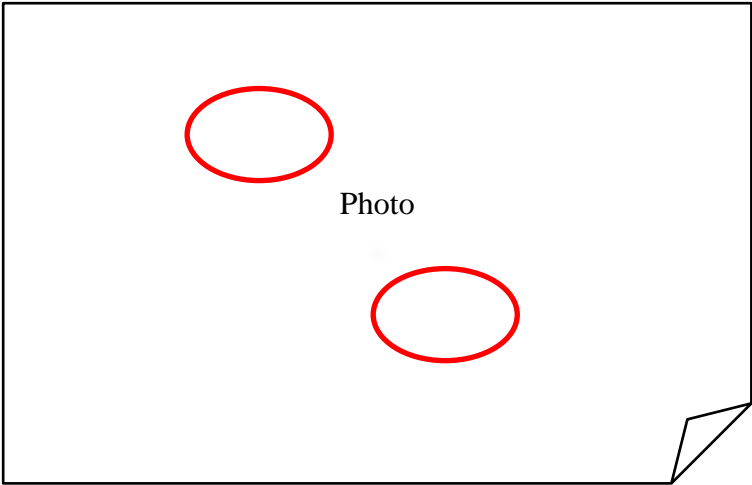
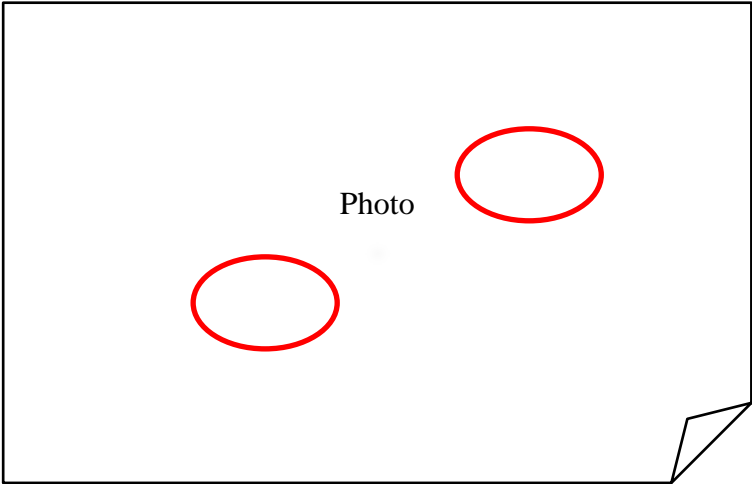
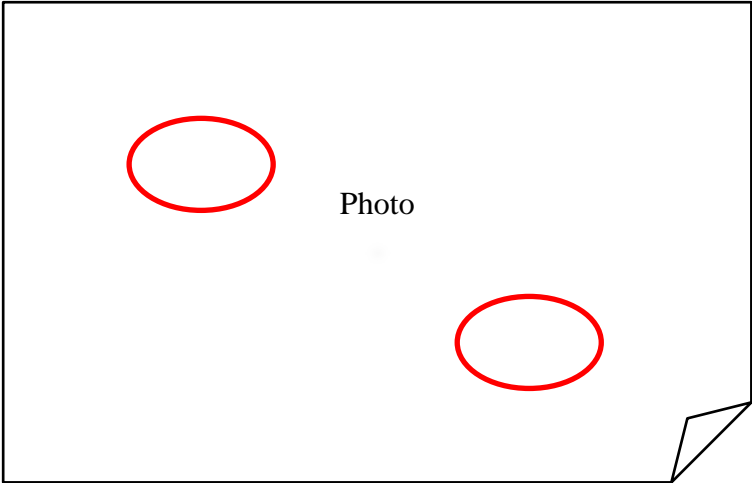
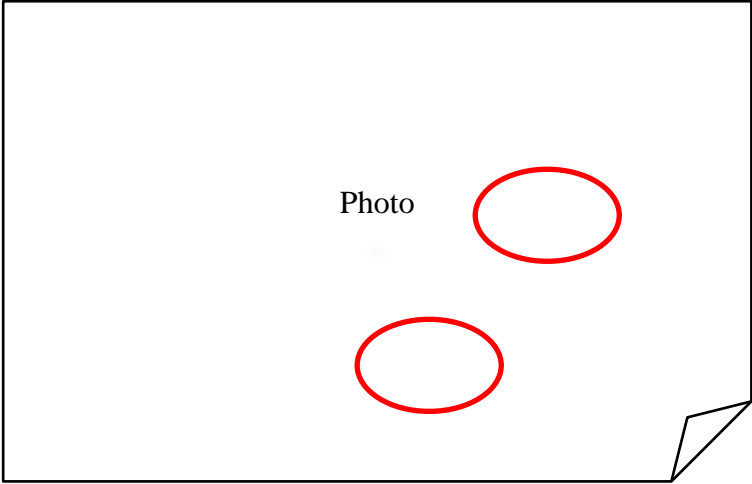
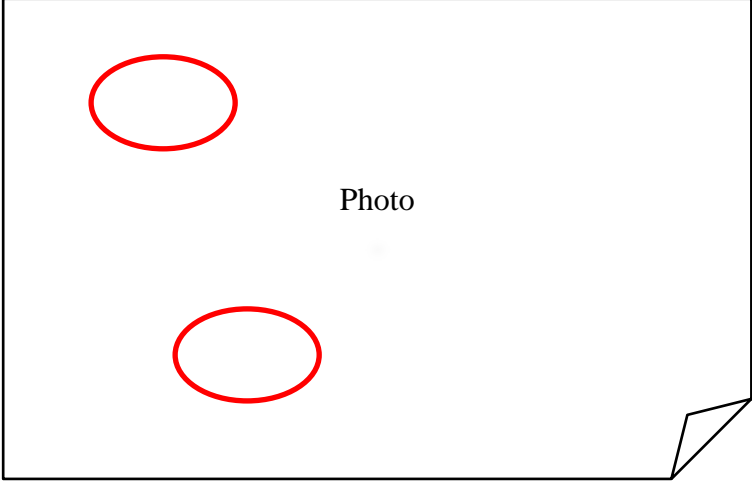
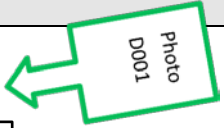
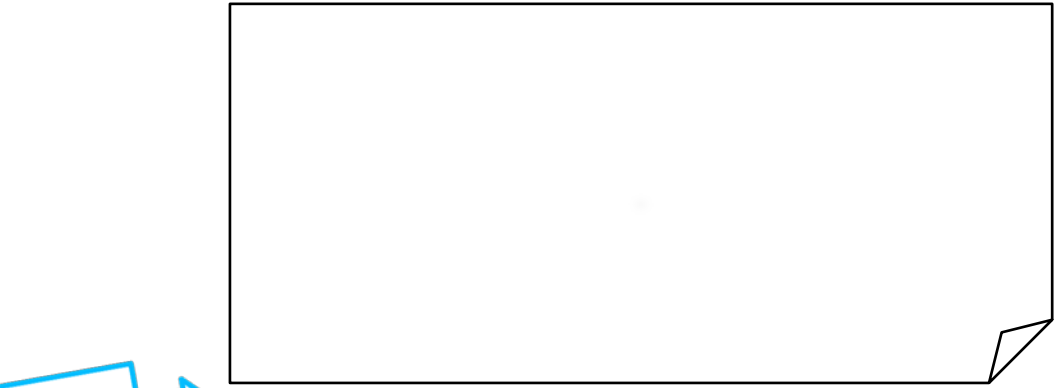
Photo No.	Descriptions
<p>Photo D003</p> 	<p>Defective surface water pipes and unauthorised waste pipe connected to surface water system at 2/F have been rectified</p>
<p>Photo D004</p> 	<p>Defective surface water pipes have been rectified</p>
<p>Photo D005</p> 	<p>Defective surface water pipes have been rectified</p>



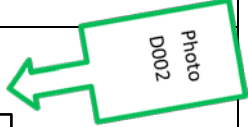
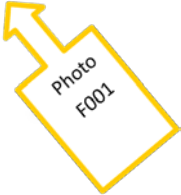
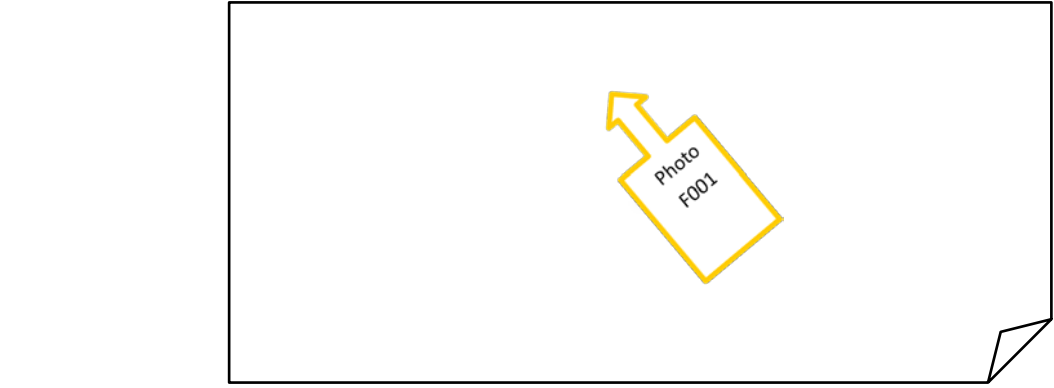
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<p data-bbox="236 896 395 927">Photo D007</p>  <p data-bbox="646 1128 726 1160">Photo</p>	<p data-bbox="1163 945 1457 1072">Defective surface water pipes have been rectified</p>

Mark-up Plans

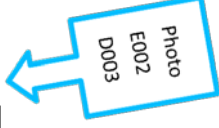
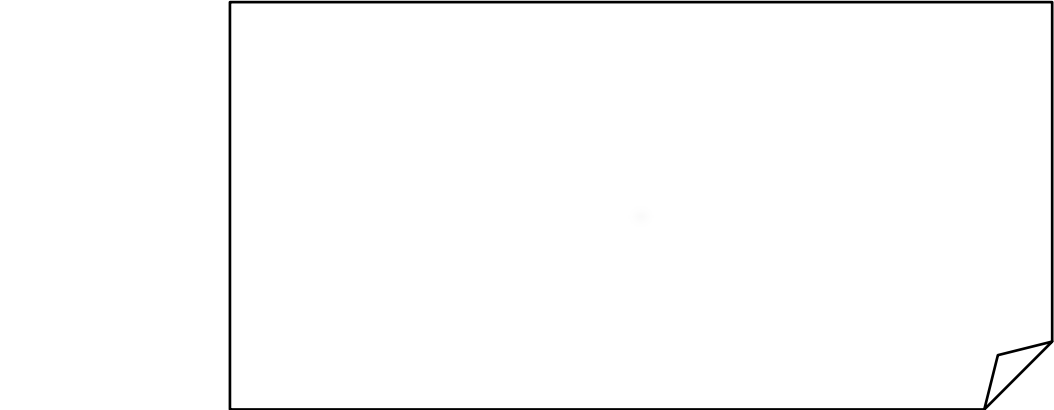
G/F Plan



1/F Plan

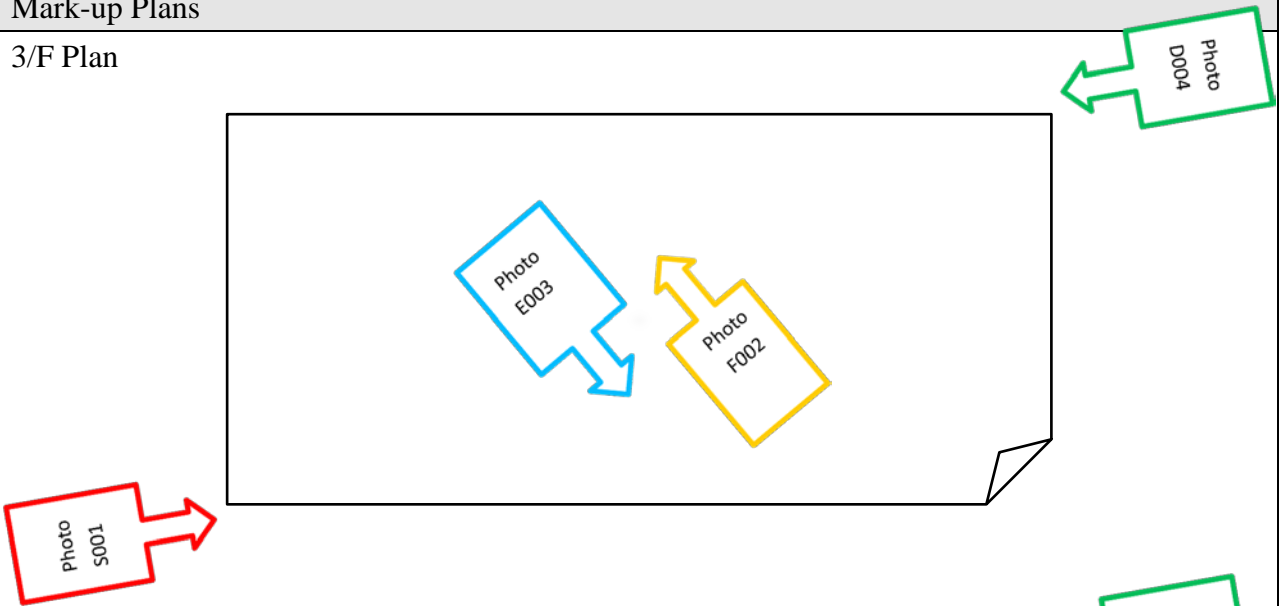


2/F Plan

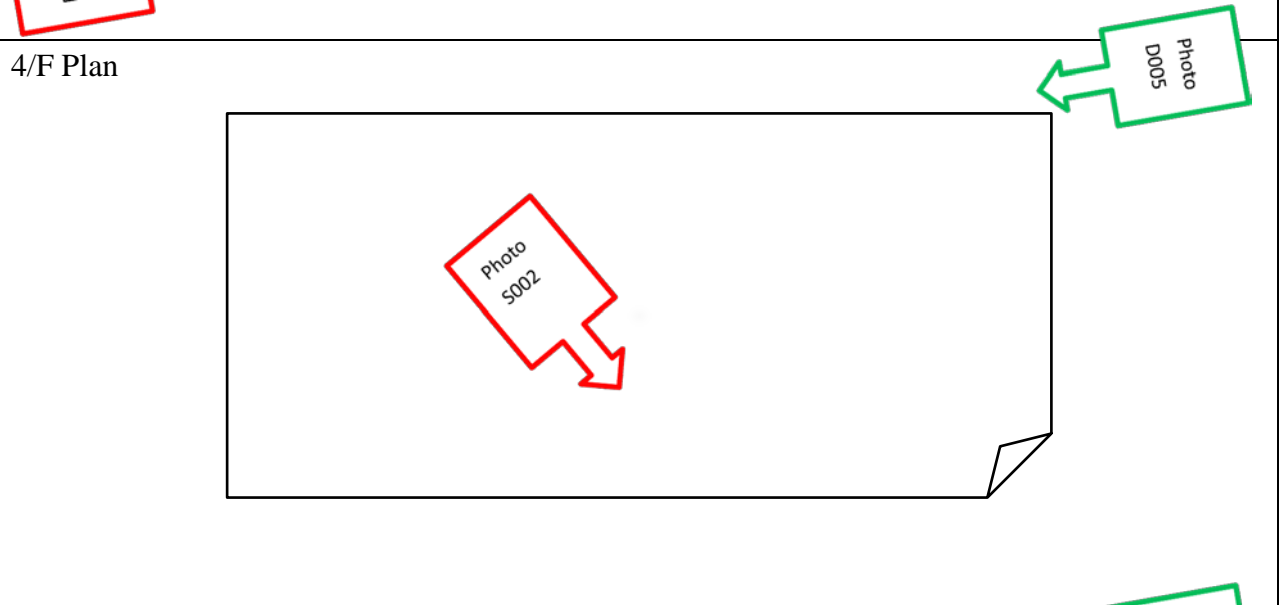


Mark-up Plans

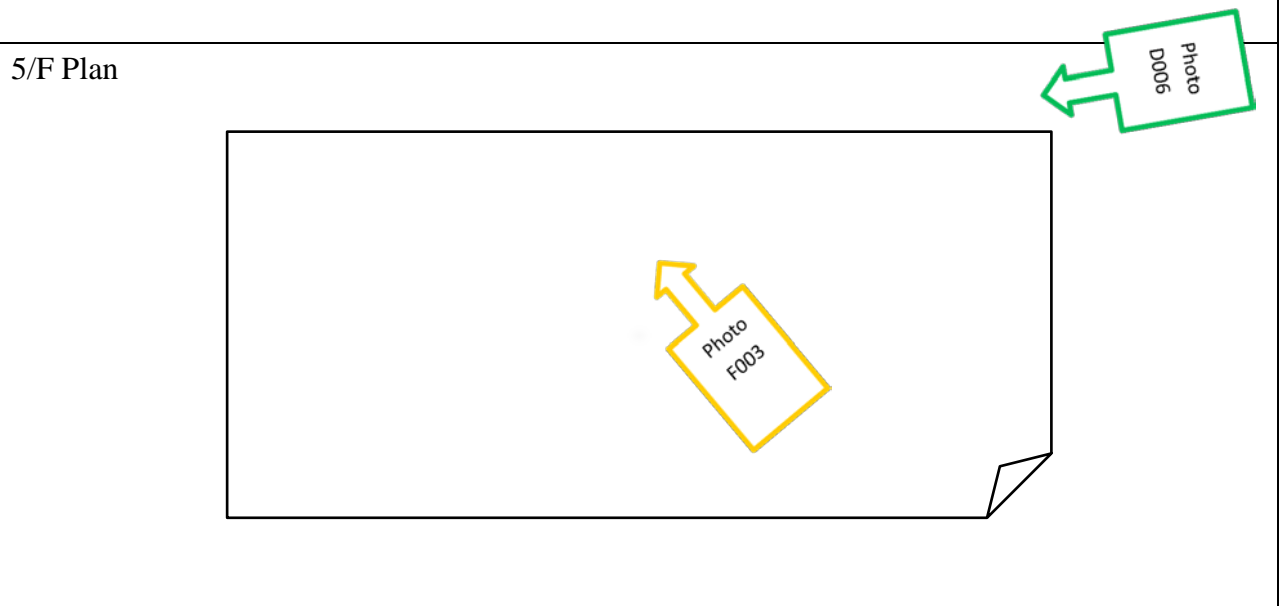
3/F Plan



4/F Plan

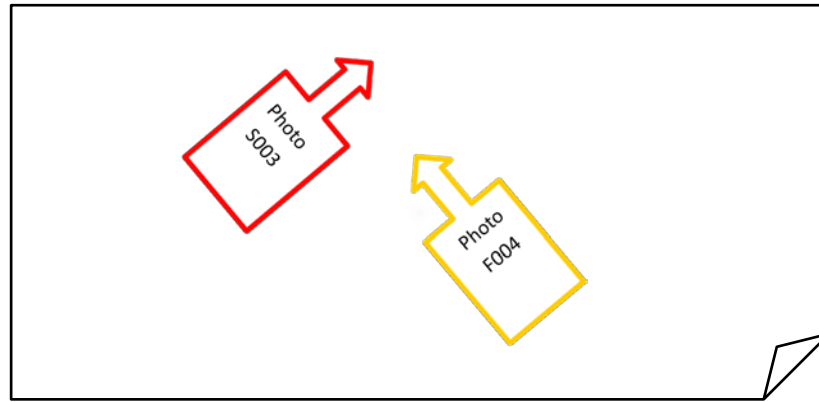


5/F Plan



Mark-up Plans

Roof Plan



## **Annex B –**

### **Photos of each elevation**

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

## **Annex C –**

### **Records of proof test results**

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

## **Annex D –**

# **Certificates and reports of materials used**

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

**Annex E –  
Annotated photos and marked up plans for  
removal of UBWs**



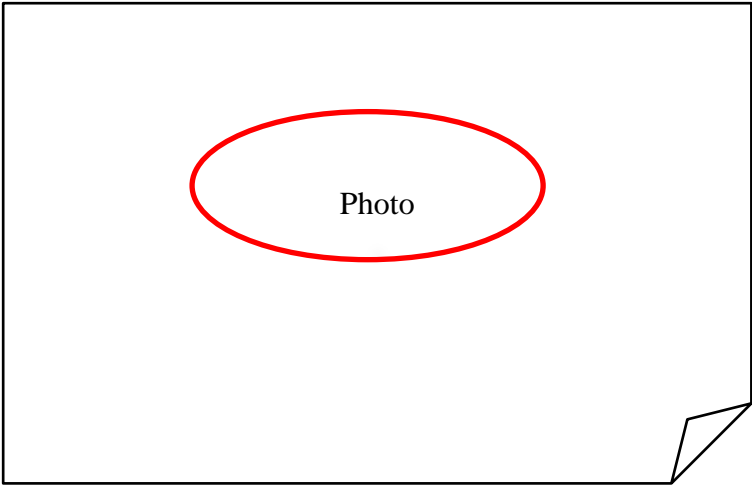
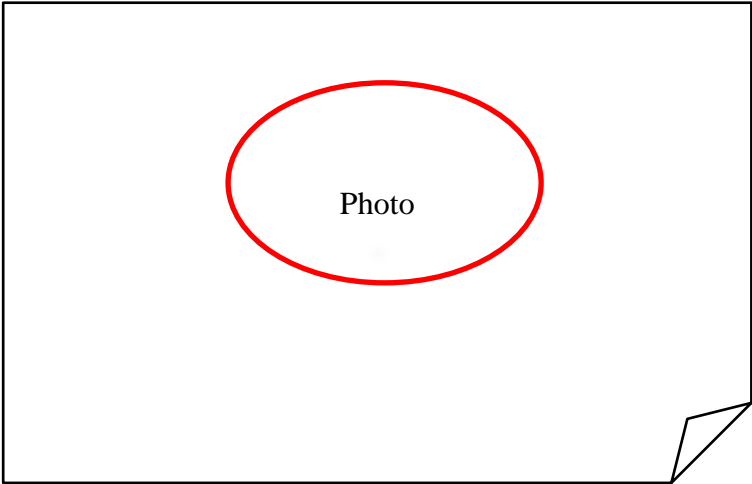
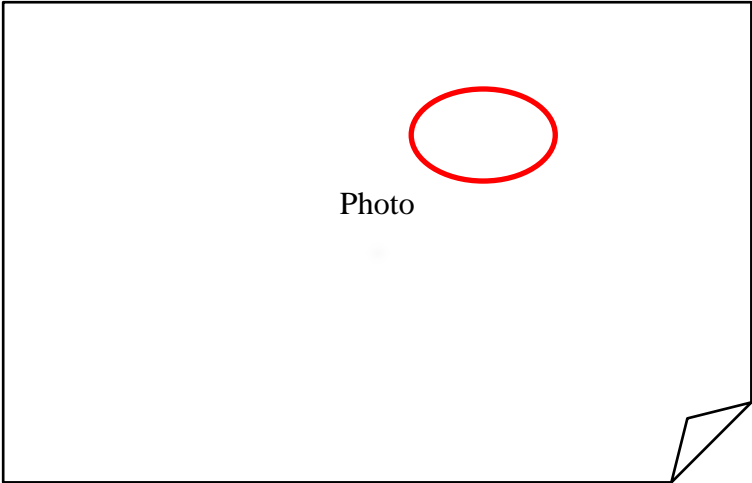
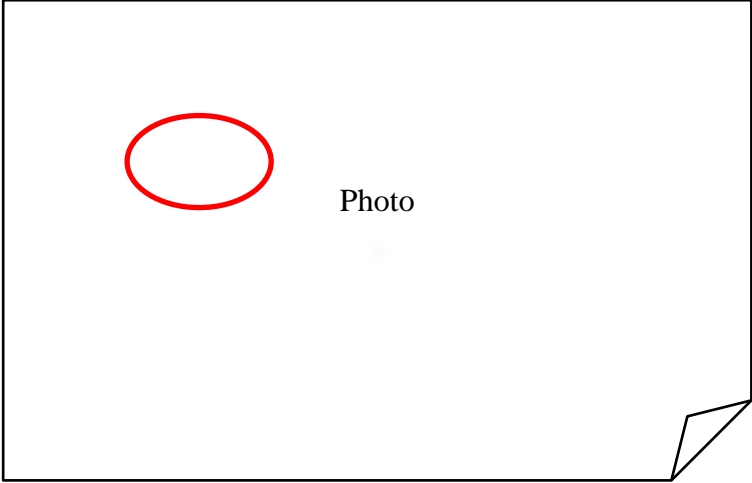
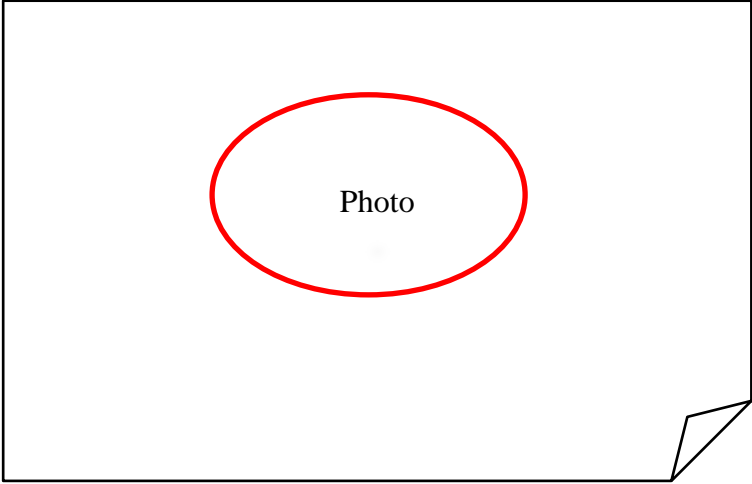
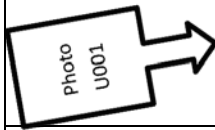
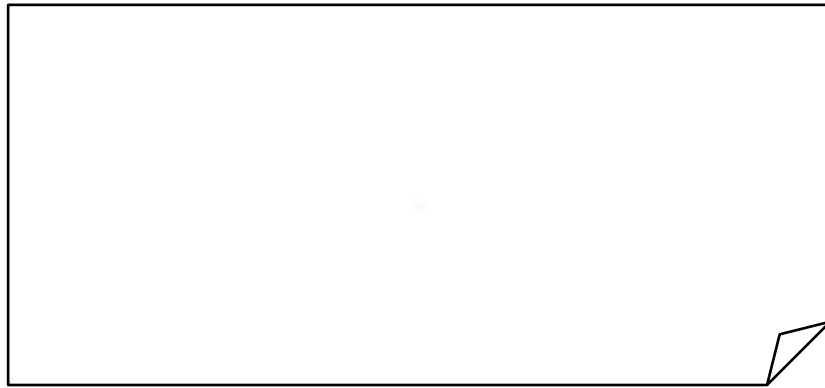
Photo No.	Descriptions
<p>Photo U001</p> 	<p>Bulkhead of lightweight shop front decoration projecting more than 600mm from external wall of Flat A, G/F has been removed</p>
<p>Photo U002</p> 	<p>Flat roof structure at Flat B, 1/F has been removed</p>
<p>Photo U003</p> 	<p>Dilapidated drying rack at Flat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

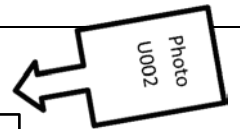
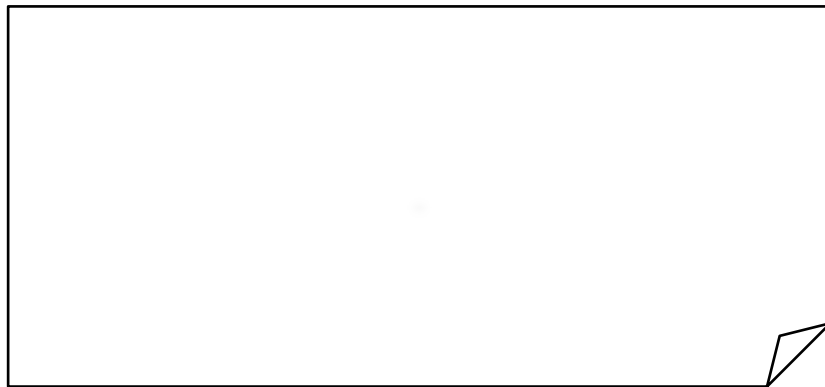
Photo No.	Descriptions
<p data-bbox="236 271 395 302">Photo U004</p> 	<p data-bbox="1163 320 1453 398">Flower rack at Flat B, 5/F has been removed</p>
<p data-bbox="236 846 395 878">Photo U005</p> 	<p data-bbox="1163 898 1453 1021">Prefabricated structure at R/F has been removed</p>

Mark-up Plans

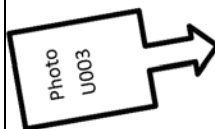
G/F Plan



1/F Plan

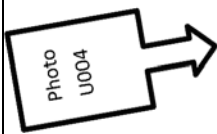
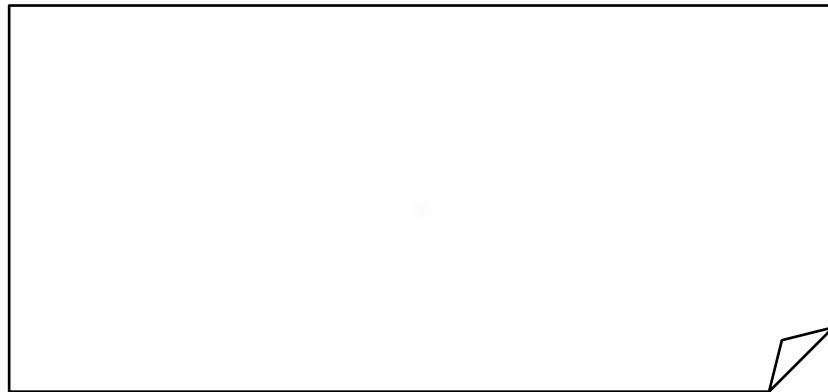


4/F Plan



Mark-up Plans

5/F Plan



Roof Plan

