



Maintenance and Repair  
of Aluminium Windows



Maintenance of  
Drainage Pipes



Seepage at Roof



Fire Safety



Alteration and Addition  
Works



Problems on Walls



Environmental  
Hygiene



# Maintenance and Repair of Buildings and their Common Parts





# Maintenance and Repair of Buildings and their Common Parts



## Topics to be Studied

- 3.1: Structural Safety of Buildings: Impacts of Unauthorised Alterations on Structural Components
- 3.2: Fire Safety in Buildings
- 3.3: Maintenance of Common Parts of Buildings



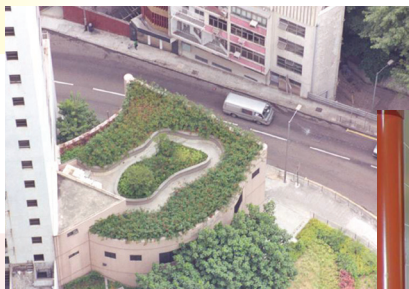
## Maintenance and Repair of Buildings and their Common Parts

### Modules :

Personal Development and Interpersonal Relationships

Hong Kong Today

### Introduction



Building safety is closely related to our quality of life and the safety of life and property. Timely maintenance and repair of buildings can maintain a healthy living environment and enhance the quality of life. This theme mainly examines the issues on structural and fire safety of buildings. We will also discuss the issues of building maintenance and repair. Through in-depth analysis on the effects of altering interior layouts and fire resisting components of buildings, students can understand the responsibility of owners regarding building safety. Through discussions on the maintenance and repair of common parts of buildings, the concept of deed of mutual covenant is brought out.



### Information on Building Safety 1

#### Roles of the Buildings Department (BD) of the HKSAR Government



- ◆ The BD enforces the Buildings Ordinance, and provides professional services to the owners and occupants of private buildings in Hong Kong
- ◆ Except for the pre-war buildings and exempted houses in the New Territories, the Building Information Centre of the BD keeps copies of building plans/records and occupation permits for all private buildings. Members of the public may apply to the BD for inspection of these copies and records
- ◆ The BD provides loans to individual owners of private buildings to carry out maintenance and repair works voluntarily or in compliance with statutory orders.
- ◆ The BD handles complaints from members of the public



## Questions for Enquiry

- What are the consequences of unauthorised alterations works to the building structure?
- What are the consequences of unauthorised alteration works to the fire resisting components, e.g. fire resisting walls or fire doors, in a building?
- Who should be responsible for accidents caused by poor maintenance of the interior of a building?
- Who should be responsible for the maintenance and repair of the common parts of a building?
- What are the roles of owners in the maintenance and repair of a building?



## Information on Building Safety 2

### Ageing Building Stock in Hong Kong

- ◆ In 2010, there are about 4 000 buildings aged 50 years or above, and this figure will increase by 500 every year. The number of buildings aged 30 years or above is 17 000 and will increase to 28 000 in ten years.
- ◆ Buildings in Hong Kong are mainly constructed of reinforced concrete with a design life of 50 years in general.
- ◆ In other words, if the owners do not act promptly, the conditions of these buildings will rapidly deteriorate and endanger public safety.



Buildings built in 1960's

## Topic 3.1 : Structural Safety of Buildings: Impacts of Unauthorised Alterations on Structural Components

Miss Tang has been a teacher for many years.

Recently, she wanted to change her working environment. Therefore, she rented a shop in a shopping centre to run a tuition centre. In order to get registered with the Education Bureau, she went through relevant procedures in accordance with the instructions of the departments concerned. The Buildings Department sent staff to conduct a site visit to see whether the shop was suitable for use as a school. The officers of the Department told Miss Tang that according to the approved building plans kept in the Department, the interior layout of both the shopping centre and the shop was different from the plans. There should be a ramp for persons with a disability leading to the shop that Miss Tang rented. However, the ramp had been removed.

Miss Tang believed that the shop had been altered unlawfully. Therefore she told the management office of the shopping centre what her worry was. The management office said if the departments concerned requested the owner of the shopping centre to reinstate the ramp and rectify the interior layout in accordance with the original building plans, the owner would do so. However, Miss Tang has to alter the interior layout of the tuition centre to match the facilities provided by the shopping centre.

Apart from causing inconvenience to others, what are the consequences of carrying out unauthorised alteration works to the interior layout of a building?



### Key Concepts

#### 1. Building Safety

Building safety includes four aspects, namely structural safety, fire safety, environmental hygiene and public safety.

#### 2. Building Safety: Structural Safety

The structure of a building refers to its framework which includes structural members such as beams, floor slabs, columns and load-bearing walls. They are used to support the weight of the whole building and to resist external forces such as wind and earthquake. Structural safety of a building is the integrity of the framework formed by these members.



## Key Concepts

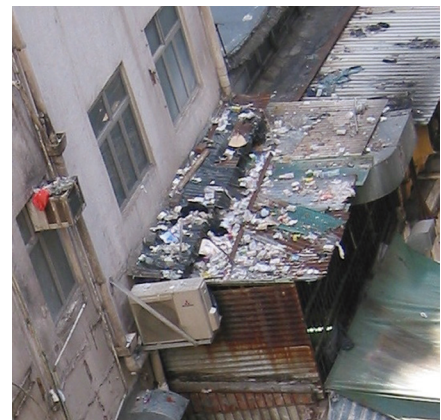
### 3. Building Safety: Fire Safety

A building is formed by different components. Some of them can resist fire so that when a fire breaks out, the structure of the building will not be damaged easily and can prevent the fire from spreading. The concern of fire safety in a building is whether the fire resisting components can protect the lives and property of the residents, for example, the design of escape routes in the building should enable the residents to escape from the building safely when a fire breaks out.



### 4. Building Safety: Environmental Hygiene

This refers to environmental hygiene problems inside and outside the building, such as defective sewers and mis-connection of drains.



### 5. Building Safety: Public Safety

This concerns whether the conditions of the building will pose threats to public safety. For example, aluminium windows that fall from height, or spalling of concrete or loosening of rendering on the external wall can cause casualties.





## 1 Structural Components of Buildings:



Foundation



Column



Floor Slab



Load bearing wall



Beam

## 2 Procedures for Carrying Out Authorised Alteration and Addition Building Works

All alteration and addition works relating to existing buildings must comply with the Buildings Ordinance. Except for exempted building works as stipulated in the Buildings Ordinance, owners should appoint an authorized person and, where necessary, a registered structural engineer to prepare and submit plans for approval by the Building Authority. The approved alteration and addition works are required to be carried out by a registered contractor.

### 2.1 The Buildings Ordinance, Cap. 123, Laws of Hong Kong

The Buildings Ordinance (BO) provides for the planning, design and construction of buildings and associated works; to make provision for the rendering safe of dangerous buildings and land; and to make provision for matters connected therewith.

(Long title of “Buildings Ordinance”, Cap. 123)

All private buildings and building works are regulated under the BO to ensure that their design, construction, use and maintenance meet the basic safety and health standards.

#### Additional Information:

Details of the related laws can be found in or downloaded from the Bilingual Law Information System of the Department of Justice (Website: <http://www.legislation.gov.hk>)

### 3 Consequences due to Unauthorised Alteration and Addition Works

Unauthorised alteration to the structural components of a building may seriously affect its stability and even cause it to collapse. Alteration to building layouts or components may impair building stability, shorten its life span and endanger public safety.

#### Building Structure

Improper alteration to building layouts or components may jeopardize building safety. Generally speaking, structural components such as load-bearing walls and columns play an essential role in maintaining building stability. Unauthorised alteration to these components may weaken the load-carrying capacity of the building. It may also cause spalling of concrete, loosening of parts and worse of all, render the building dangerous and result in collapsing.

Alteration and addition works should be designed by building professionals. Improper alteration and addition works may impair the structural integrity of the building, hence endangering public safety.



#### Case Study

29 January 2010

##### Building Collapse Case – Ma Tau Wai Road

A 55-year-old tenement house at 45J Ma Tau Wai Road, Kowloon, collapsed suddenly and killed 4 people. The report by the Buildings Department indicated that the collapse of the building was likely to be triggered by a column disturbed by some external forces.

Daily  
News

The scene of building collapse  
incident at Ma Tau Wai Road

## Escape Routes during Fire

Fire safety is one of the primary considerations in building design. Installations like fire resisting components, smoke lobbies and fire doors inhibit the spread of fire and smoke. Adequate means of escape are necessary in the event of fire and other emergencies. Unauthorised alteration to building layout may disrupt fire escape routes as well as weakening the capacity of the installations to inhibit the spread of fire and smoke. Residents might be blocked when escaping from fire and their lives would be threatened.



Fire doors should be kept closed

## Inconvenience to Persons with a Disability

Facilities for persons with a disability, according to the law, aim to provide a user-friendly and convenient living environment in the building. However, access ramps and other facilities for persons with a disability are usually removed as a result of unauthorised alteration works. Removal of these facilities brings a lot of inconvenience to people in need, hence affecting their quality of life.



A ramp for persons with a disability was removed

## Legal Liability

Owners are responsible for carrying out regular inspections of the conditions of their building and timely maintenance and repair when necessary. If defects are found in the common parts of the building, the co-owners should pay for the repair works. They also bear the legal responsibility for accidents arising from the disrepair of their building. Owners are held legally liable for any unauthorised alteration and addition works in their building which unduly affect the stability of the building, hence increasing the chance of accidents. The consequence can be tragic if major structural components are altered or even removed.



## Topic 3.2 : Fire Safety in Buildings

The owners of Green Shoots Building were not aware of the importance of fire safety issues. Mr Chow, being a new resident who moved in the building recently, found that one of the fire doors in the smoke lobby of the rear staircase on the floor of his premises had been removed.

The fire hydrant and hose reel system were not maintained properly either. Therefore, he discussed the problem with his neighbour Mr Chan . However, Mr Chan said that he had no responsibility for the fire safety issues. He told Mr Chow to contact the staff of the management office and not to bother him...

The fire services equipment installed in a building help to safeguard the whole building against fire risks. Is it right to remove the fire door in the smoke lobby? What are the problems involved? Who is responsible for fire safety of the building? What is the responsibility of individual owners?



### 1 Fire Safety Systems in Buildings

Fire safety systems are essential to ensure fire safety in a building. They include fire services installations and equipment as well as fire safety construction such as:



Automatic sprinkler system



Fire hydrant and hose reel system



Manual fire alarm system



Emergency lighting system



Fire escape staircase



Fire door



Access route for firefighting and rescue

According to the Fire Safety (Buildings) Ordinance, the commercial part of composite buildings (i.e. buildings with mixed residential and commercial uses) must have the following installed or improved:

- automatic sprinkler system to control the spread of fire and sound an alarm;
- fire hydrant and hose reel system as a source of water supply for fire fighting;
- manual fire alarm system to alert occupants of the building in the event of fire;
- emergency lighting within the common parts so as to facilitate the evacuation of occupants of the building in the event of power failure;
- automatic cut-off device for the mechanical ventilating system to limit the spread of smoke through the ventilating system;
- other fire services installations and equipment requirements.

The following provisions also apply to old composite buildings in order to improve their safety standards and to match up with the current standards:

A) Means of escape

- the improvement of staircases in terms of their width and number;
- the protection of exit routes and staircases with separating walls of fire resisting construction;
- the improvement of exit arrangements;
- the provision of fire doors.

B) Means of access for firefighting and rescue

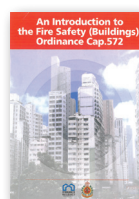
- the improvement of at least one of the existing lifts, up to the standard of fireman's lifts; or
- the installation of a new lift, up to the standard of fireman's lifts.

C) Fire resisting construction

- the improvement of fire resistance of external walls and the protection of openings therein to inhibit the spread of fire to adjoining buildings;
- the provision of fire resisting separation between different parts in a building;
- the provision of smoke vents in basements.

### Additional Information:

Details of the Fire Safety (Buildings) Ordinance are available in the leaflet titled "An Introduction to the Fire Safety (Buildings) Ordinance Cap.572", which can be downloaded from the website of the Buildings Department (Website: [http://www.bd.gov.hk/english/documents/pamphlet/fso572\\_e.pdf](http://www.bd.gov.hk/english/documents/pamphlet/fso572_e.pdf))



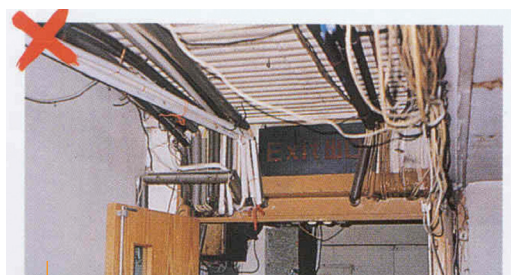
## 2 Fire Safety Problems Commonly Found in Buildings



Removal of fireman's lift lobby



Glass door of inadequate fire resistance open onto the common corridor



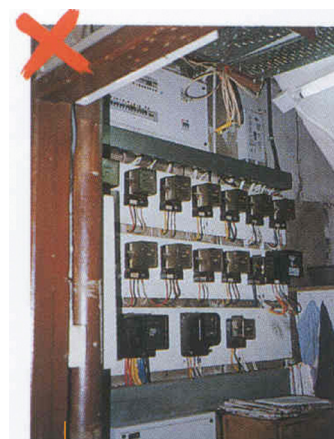
Electrical installations within the staircase enclosure without proper protection



Damaged/Missing fire doors



Unauthorised formation of fire resisting wall with installation of exhaust fan



Unprotected electric meter rooms

## 3 Proper Maintenance of Fire Resisting Components

Fire resisting components are essential for resisting and inhibiting the spread of fire, hence protecting human lives. They should not be altered without prior approval and consent of the Building Authority. Unauthorised alteration to fire resisting components may reduce their fire resisting capacity, thus jeopardising the fire safety of the building. Owners should keep them under proper maintenance. If defects or unauthorised alterations of the fire resisting components are found, the owners should appoint an authorized person to assess the situation and propose remedial works as necessary. Except for exempted works under the Buildings Ordinance, no works should be commenced without prior approval of the Building Authority.



## Topic 3.3 : The Maintenance Responsibility of Common Parts in Buildings

Mr Cheung lives in a building with no owners' corporation. Mr Ma lives next to Mr Cheung. One day, Mr Cheung found that there were cracks and concrete spalling on a beam in the corridor outside his flat. This might cause danger to the residents. Therefore, Mr Cheung discussed with Mr Ma the repair of common parts of the building. He also suggested he contacting other owners to convene a meeting to discuss the repair works and how the costs should be shared among the owners. However, Mr Ma immediately opposed Mr Cheung's suggestion and refused to pay for the repair works. He would not support Mr Cheung's proposal to share the costs among co-owners of the building either. Mr Ma opined that the cracks and concrete spalling only appeared outside Mr Cheung's flat, he should be the one responsible for the costs.

How should the responsibilities be shared among the owners when repair works are required for the common parts of the building? Should the owner being affected be held solely responsible or should other owners share the costs?



### Key Concepts

#### 1. Deed of Mutual Covenant

The deed of mutual covenant (DMC) is a document with legal effect which is binding on all owners registered at the Land Registry. It clearly sets out the rights, interests and obligations of the owners, occupiers, tenants and property management components in respect of the control, administration, maintenance and management of the private properties, common parts and facilities of buildings.

#### 2. Owners' Corporation

An owners' corporation (OC) is an independent statutory body formed in accordance with the Building Management Ordinance (BMO) and empowered to manage buildings' affairs. At the end of August 2010, there are approximately 9200 owners' corporations in Hong Kong.

## Key Concepts

### 3. Prescribed Building Professionals

Prescribed building professionals include authorized persons (AP) and registered structural engineer (RSE). An AP may be a qualified architect, structural engineer or surveyor who is registered and recognised by the Building Authority. APs are authorised to execute the work and procedures stipulated in the Buildings Ordinance for which they will be held responsible, supervise building works and certify their completion.

### 4. Contractors

Contractors are responsible for carrying out building maintenance and repair works. Under normal circumstances, for structural and large scale construction works approved by the Building Authority, owners have to appoint a registered general building contractor (RGBC) to carry out the works, which should be supervised by an AP and a RSE. The register of the RGBC and their contact could be found on the Buildings Department website.

## 1 Common Parts of Buildings

Owners' right of use with regard to buildings or housing estates can be divided into two parts, one is the use of the owners' private area in the premises, the other is the use of the common parts shared by the co-owners, such as lift lobbies, corridors, stairs. The common parts, according to the Building Management Ordinance, refer to "the whole of a building, except such parts as have been specified or designated in an instrument registered in the Land Registry as being for the exclusive use, occupation or enjoyment of an owner". Owners are responsible for the management of the common parts of a building. The owners' corporation acts legally on behalf of all owners in managing the common parts of the building, and is empowered to sue but also liable to be sued.



#### Additional Information:

Details of the related laws can be found in or Downloaded from the Bilingual Laws Information System of the Department of Justice (Website: <http://www.legislation.gov.hk>)

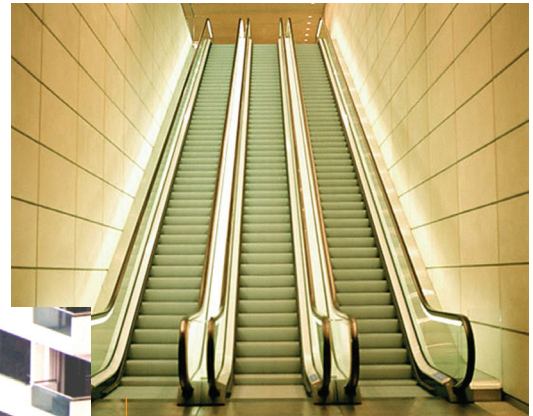
## Examples of Common Parts

According to the Building Management Ordinance (Chapter 344) Schedule 1, the definition of the buildings' "common parts" should include the following:

- Buildings' structural components;
- Walls enclosing passageways, corridors and staircases;
- Passageways, corridors, staircases, landings, light wells, staircase window frames and glazing, hatchways, roofways and outlets to the roofs and doors and gates giving access thereto;
- Lifts, escalators and lift shafts;
- Lighting apparatus, air conditioning apparatus, central heating apparatus and fire fighting equipment, etc.



Light well



Escalator



Sky garden



Corridor



Lift lobby



## 2 Who is Responsible for the Maintenance of Common Parts of buildings?

According to common law, every owner has responsibilities to repair and manage his/her own flat to make the place safe and suitable for inhabitation. Generally speaking, such responsibility include the maintenance and repair of the structure of buildings, walls and installations.

### 2.1 Rights of Owners

Though the owner has to assume certain responsibilities for his/her property, he/she can also exercise the inherent rights. Generally speaking, a person acquires the title of a property together with undivided share of the land on which the property stands. As stipulated in the deed of mutual covenant(DMC) or Building Management Ordinance (BMO), an owner may exercise the following rights:

- Exclusive possession, use, occupation and free enjoyment of the property under his/her title and all benefits derived from it;
- Freedom to sell, assign, let his/her undivided shares or his/her interests in the building, or permit the use by others of the same;
- Enjoyment with other owners of the common parts of the building such as staircases, corridors, passageways, lifts or common facilities such as fire services installations, water supply and drainage system, electricity supply, security system, sanitation and recreational provisions; and
- Rights to vote on building management matters.

Clarification  
of concept:

### Rights

refers to what people are allowed to do or are expected to refrain from doing.

### 2.2 Responsibilities of Owners

Possession of rights also implies the assumption of certain responsibilities. Since the owner is entitled to exercise his/her rights on his/her property, he/she is to assume the responsibilities. For the owner, his/her prime responsibility is to maintain and repair his/her own property.

The owner has to assume responsibilities in repairing and managing not only his/her property but also the common parts of the building. These mainly include:

- Pay his/her share of management fees and make contribution to the repair and management fund in accordance with the conditions set out in the DMC;
- Repair the structural elements, common parts and common facilities in the building and those in his/her own property;
- Pay the taxes and rates of his/her property; and
- Abide by the “Rules for Occupants” stipulated in the DMC or formulated by the owners’ corporation, owners’ committee or property manager in accordance with the DMC.

Clarification  
of concept:

### Responsibility

refers to legal or moral liability for one’s acts or negligence.

### 3 The Role of Owners

Owners should properly maintain the common parts of buildings, including the building structure, external walls, drainage pipes and fire services installations. If defects in the lift lobbies, corridors and external walls are found, owners should contact the management company or the owners' corporation (OC), or have meetings with other owners in case an OC is not yet formed for consulting and appointing qualified building professionals to conduct inspections, and arranging the repair works to be done by a registered contractor as soon as possible.

Owners should arrange meetings with other owners to discuss and agree on the following building maintenance issues:

- Schedule of works;
- Appointment of building professionals;
- Appointment of registered contractors;
- Method of apportioning the cost among co-owners;
- Schedule and means of collecting apportioned cost;
- Means of managing and supervising the works' progress.

### 4 The Role of the Government : Buildings Department

The owners have the responsibilities to maintain the building while the Government has the responsibilities to monitor and promote building maintenance, and educate the public about the importance of building maintenance. The Buildings Department has been playing a major role in the regulation and control of private buildings.



#### Enforcement Action: Issuing Orders

The Buildings Department will issue statutory orders to owners of private buildings and request them to conduct investigation, repair or rectification works as required. Owners should take immediate action to comply with the orders. Otherwise they are liable to prosecution, fine and/or imprisonment. Moreover, the orders would be registered against the title of the properties concerned at the Land Registry as reference for future buyers.

#### Additional Information:

Below are some examples of common orders:

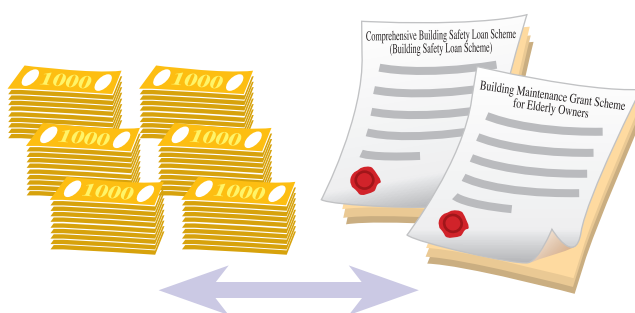
- Removal Order against unauthorised building works - Section 24, the Buildings Ordinance
- Investigation Order - Section 26A, the Buildings Ordinance
- Repair Order - Section 26, the Buildings Ordinance
- Drainage Repair Order - Section 28, the Buildings Ordinance
- Fire Safety Improvement Direction - Fire Safety (Commercial Premises) Ordinance (Chapter 502) and Fire Safety (Buildings) Ordinance (Chapter 572)

## Support

Individual owners should be responsible for the repair works if their own properties have symptoms of defects. However, some owners really cannot afford the high cost of repair. To assist owners to repair their flats, government departments such as the Buildings Department (BD), and non-government organisations such as the Hong Kong Housing Society (HKHS) and Urban Renewal Authority (URA), would provide support and assistance to owners in need. These include financial and technical support.

The HKSAR Government has been providing support and assistance to people in need on the maintenance of buildings, they include the “Comprehensive Building Safety Improvement Loan Scheme” (Building Safety Loan Scheme) administered by the BD and “Building Maintenance Grant Scheme for Elderly Owners” which the Government has entrusted the HKHS to administer. However, in order to enhance the cooperation between the BD and other organisations and to achieve better synergy, the Government is planning to improve the division of labour among the departments and organisations, so that the BD will assume the monitoring and law enforcement role, and the URA and HKHS will assist the owners on a district basis.

The Government also intends to consolidate the various technical support and financing schemes currently available into one so as to provide comprehensive one-stop technical and financial assistance to owners in need.



## Review of the Theme

- Owners are neither allowed to carry out unauthorised alterations and additions to building layouts and structural components, nor change the use of buildings. No alteration and addition works should contravene the requirements of the deed of mutual covenant, and they should be carried out with prior approval from the relevant government departments.
- Unauthorised alteration to structural components and fire resisting components, and unauthorised change in use of Buildings may not only bring inconvenience to the residents and visitors, but also possibly cause tragic incidents and injuries. Owners may be liable should any of these occur.
- Co-owners of a building/housing estate are responsible for the maintenance and repair of the common parts of the building/housing estate.
- Establishing an owners' corporation facilitates the building management and maintenance. If an owners' corporation is not formed, owners have to organise meetings to discuss and agree on the issues whenever they arise.
- Owners should take the leading role in building maintenance and repair works while government departments should assist them to solve the problem.



Lesson	Teaching Focus, Content and Purpose	Questions for Enquiry	Modules and Topics Related to the “Curriculum and Assessment Guide”	Detailed Teaching Flow: Methods/ Activities	Teaching Materials	Related Values and Attitudes
Lesson (1)	1. Understanding the correlation between building safety and quality life, pointing out that neglecting building safety may lead to serious consequences	1. What are the consequences of unauthorised alteration works to the building structure?	Module 2: Hong Kong Today  Theme 1: Quality of Life  This teaching theme aims to study the quality of life – the housing aspect – among Hong Kong residents	<b>Arousing interest (5 minutes)</b> 1. Play the news video clip: (May choose the following news or search for other suitable cases) <ul style="list-style-type: none"> <li>• The building collapse incident at Ma Tau Wai Road</li> <li>• The fire at Cornwall Court</li> </ul>	Companion with the Teachers’ Book “Theme III: Issue 3.1 and Issue 3.2”	- Respect for quality and excellence
	2. Understanding the 4 key concepts of building safety	2. What are the consequences of alteration works to the fire-resisting components, e.g. fire-resisting walls or fire doors, in a building?		2. The teacher raises the question: What are the impacts on the public due to the neglect of building maintenance? (The teacher may guide students to think about the safety problems of the buildings in which they are living)  3. Short conclusion: pointing out that the building safety issue should not be neglected as it may cause serious consequences to the residents and the public  <b>Interface</b> 1. <b>Explanation on the key concepts of building safety (8 minutes)</b> <ul style="list-style-type: none"> <li>• Explain the 4 key concepts of building safety by using the teaching PPT               <ul style="list-style-type: none"> <li>a) Building Safety: Structural Safety, fire safety, environmental hygiene and public safety</li> </ul> </li> </ul>	1. Related news video clip  2. Equipment needed: Computer, Projector, etc.  3. Teaching PPT	

<p><b>Lesson (1)</b></p>	<p>3. Understanding the consequences of neglecting building safety</p> <p>4. Introducing the impacts caused by unauthorised alteration works to buildings</p> <p>5. Understanding the seriousness of unauthorised alteration works</p>			<p><b>2. Class Discussion (12 minutes)</b></p> <p>Sample Case: from the Teacher's Book – Issue 3.1</p> <ul style="list-style-type: none"> <li>• The teacher explains the background information of the case and brings out the discussion issues</li> <li>• Group discussion: 4-5 students form a group. Students are required to have discussion for 12 minutes based on their own knowledge. They should come up with an agreement and finish the distributed worksheet (1)</li> <li>• The teacher asks for the discussion answers and gives a short conclusion</li> </ul> <p><b>3. Explanation on Building Structural Safety and Fire Safety (10 minutes)</b></p> <ul style="list-style-type: none"> <li>• Explain structural safety and fire safety by using the teaching PPT</li> </ul> <p>Building Safety: Structural Safety</p> <ol style="list-style-type: none"> <li>a) Structural components of buildings</li> <li>b) Consequences of unauthorised alteration to the partition/layout or components of buildings</li> </ol> <p>Building Safety: Fire Safety</p> <ol style="list-style-type: none"> <li>a) The fire safety system of buildings</li> <li>b) Common fire safety problems</li> <li>c) Proper maintenance of the fire safety system</li> </ol> <p>Legal alteration and addition works to the buildings</p> <ol style="list-style-type: none"> <li>a) Legal procedure for alteration and addition to buildings</li> </ol> <p><b>Distribution of Assignments (5 minutes)</b></p> <ol style="list-style-type: none"> <li>1. Distribute worksheet (2). Students are required to search for related information as an expert team, and prepare for the community forum discussion in the coming lesson.</li> </ol>	<p>4. Case from the Teachers' Book – Issue 3.1</p> <p>5. Worksheet (1)</p> <p>6. Teaching PPT</p> <p>7. Worksheet (2)</p>	
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Lesson	Teaching Focus, Content and Purpose	Questions for Enquiry	Modules and Topics Related to the “Curriculum and Assessment Guide”	Detailed Teaching Flow: Methods/ Activities	Teaching Materials	Related Values and Attitudes
Lesson (2)	<p>1. Introducing related basic concepts</p> <p>2. Studying the responsibilities and the stance of different stakeholders regarding the maintenance and repair of common parts of buildings</p>	<p>1. Who should be responsible for accidents caused by poor maintenance of the interior of a building?</p> <p>2. Who should be responsible for the maintenance and repair of the common parts of a building?</p> <p>3. What are the roles of owners in the maintenance and repair of a building?</p>	<p>Module 2: Hong Kong Today</p> <p>Theme 1: Quality of Life</p> <p>This teaching theme aims to study the quality of life – the housing aspect – among Hong Kong residents</p> <p>Module 1: Personal Development &amp; Interpersonal Relationships</p> <p>Theme 1: Understanding Oneself</p> <p>This teaching theme aims to build up a sense of responsibility among students</p>	<p><b>Arousing interest (5 minutes)</b></p> <p>1. Introducing the key concepts of the maintenance and repair of common parts of buildings/estates</p> <ul style="list-style-type: none"> <li>• Explain the related concepts by using the teaching PPT</li> </ul> <p>a) Deed of Mutual Covenant b) Owners’ Corporation c) Common parts of the buildings</p> <p><b>Interface</b></p> <p><b>1. Expert Team Discussion (10 minutes)</b></p> <ul style="list-style-type: none"> <li>• Students are required to have 10-minute discussion based on their own knowledge according to the assigned role. Each team should come up with a stance on the issue: alteration works to the structural components of buildings. Teams should also have preparation for the coming group presentation session.</li> <li>• Students can play the role of the following experts: officer of the Buildings Department, chairperson of the owners’ corporation, lawyers, qualified contractor, engineers or residents.</li> </ul> <p>Discussion Issue: Who should be responsible for the maintenance and repair of common parts of buildings?</p>	<p>Companion with the Teachers’ Book “Theme III: Issue 3.3”</p> <p>1. Teaching PPT</p> <p>2. Name stands for role play</p>	<ul style="list-style-type: none"> <li>- Rights</li> <li>- Responsibilities</li> </ul>



<p><b>Lesson (2)</b></p>	<p>3. In depth discussion on the stakeholders' responsibilities</p> <p>4. Understanding what responsibilities should be borne by the owners on the maintenance and repair of common parts of buildings</p> <p>5. Understanding the Government's role on maintenance and repair works</p> <p>6. Understanding owners' responsibilities for the maintenance and repair of buildings and their common parts</p>			<p><b>2. Group Presentation (10 minutes)</b></p> <ul style="list-style-type: none"> <li>Groups are required to assign a representative to do the presentation as an expert</li> <li>After the presentation is done, the teacher should make conclusion to the session, give credits to those who raise good points, and clarify any misunderstandings</li> </ul> <p><b>3. Explanation on who should be responsible for the maintenance and repair of buildings and their common parts (10 minutes)</b></p> <ul style="list-style-type: none"> <li>Explain the owners' rights and responsibilities and the Government's role on the maintenance issue by using the teaching PPT               <ol style="list-style-type: none"> <li>Owners' rights</li> <li>Owners' responsibilities</li> <li>Owners' role</li> <li>The Government's role: Supervising and supporting</li> </ol> </li> </ul> <p><b>Concluding the Lesson (5 minutes)</b></p> <ol style="list-style-type: none"> <li>Review the teaching theme, strengthen students' knowledge and remind them that owners are most responsible for the maintenance and repair of buildings and their common parts</li> <li>Distribute after-school assignment worksheet</li> </ol>	<p>3. Teaching PPT</p> <p>4. After-school assignment worksheet</p>	
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