**Part 2 – Information of the Unauthorized Structure**

**(A) Inspection Checklist**

Explanatory Note:

This part can be used for more than one Prescribed Building or Building Works (PBW) under the same item with the same descriptions, construction details and materials. Separate sets of this part should be submitted for different PBW items.

| **Checklist** | **Detailed Information** |
| --- | --- |
| 1. Item no. | \* Household Minor Works Validation Scheme/  Minor Amenity Feature Validation Scheme |
| Item no.:  No. of PBW: |
| 2. Construction material and details of the structure | *(A) Material(s):*  □ Steel/metal  □ Reinforced concrete  □ Brick/block wall  □ Others (Please specify: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ )  *(B) Assemblage details:*  □ Anchor bolts  □ Bolts and nuts  □ Welds  □ Others (Please specify: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ )  *(C) Fixings to parent structure:*  □ Anchor bolts  □ Welds  □ Others (Please specify: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ )  *(D) If the structure or casing is fixed to a parapet wall:*  *(Applicable to Item 1 of the Household Minor Works Validation Scheme or Items 1, 2 and 3 of the Minor Amenity Feature Validation Scheme only)*  □ Thickness of wall ≥ 125 mm  □ Such wall is made of reinforced concrete  □ Others (Please specify: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ ) |
| 3. General condition of the structure | *(A) Steel/metal elements*  □ No rust or corrosion  □ No signs of defects, e.g.:   |  |  | | --- | --- | | (i) | dilapidation; | | (ii) | loose/defective fixing; or | | (iii) | deformation or displacement |   □ N/A  *(B) Reinforced concrete*  □ No signs of defects, e.g.:   |  |  | | --- | --- | | (i) | rust stains or corrosion of reinforcement; | | (ii) | cracks or signs of distress; | | (iii) | spalling; | | (iv) | delamination; | | (v) | exposed reinforcement; | | (vi) | voids/honeycombing; or | | (vii) | deformation or displacement |   □ N/A  *(C) Brick/block wall*  □ No signs of defects, e.g.:   |  |  | | --- | --- | | (i) | cracks or signs of distress; | | (ii) | tilting; or | | (iii) | deformation or displacement |   □ N/A  *(D) Other elements*  *Please specify:*  □ No signs of defects  □ N/A |
| 4. Structural stability | □ No signs of structural instability  □ No signs of structural defect or structural deformation in the structural members of the parent building supporting the PBW |
| 5. Effects to the parent building | |  |  | | --- | --- | | Effects | N/A | | □ Not supported by unauthorized building works  □ No additional load to cantilevered slab  □ No obstruction to windows providing natural lighting and ventilation  □ No damage to the waterproofing of the roof  □ The design of refuge floor/roof is not affected (if the floor/roof is serving as refuge floor/roof)  □ No blockage or obstruction to exit routes  □ No obstruction to drainage on roof | □  □  □  □  □  □ | |

**(B) Photos of PBW**

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| --- |
| Photos showing overall view and front view: |
| Photos showing side view: |

**(B) Photos of PBW (cont’d)**

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| --- |
| Photos showing assemblage details: |

**(B) Photos of PBW (cont’d)**

|  |
| --- |
| Photos showing fixing details to parent building/structure: |
| Photos showing the physical condition of the PBW before commencement of the works: (only applicable to alteration or strengthening works that are Class III minor works) |

Notes:

1. Assign photo number for each photo.
2. Attach drawing(s) showing location(s) of PBW and location(s) of the photo(s) taken.
3. Mark dimensions of PBW on the photos or the drawing(s) mentioned in Note 2.
4. Other relevant photos to be added in additional sheets if necessary.

Signature of \*Prescribed Building Professional/ Prescribed Registered Contractor : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Identity (AP/RSE/RI/RGBC/RMWC) : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Certificate of Registration No. : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date of expiry of registration : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Abbreviation: AP – Authorized Person

RSE – Registered Structural Engineer

RI – Registered Inspector

RGBC – Registered General Building Contractor

RMWC – Registered Minor Works Contractor

(9/2021)