



Important notes
about

window safety



Windows, if not properly used, or lack of maintenance and repair, may dislodge, or even fall from buildings and result in serious consequences.

Proper ways of using aluminium windows



Do not hang any object on window sashes or bar hinges



Regularly check the condition of window



Do not force open or close a window



Do not impose additional load on window sashes when cleaning the window

Regular cleaning and maintenance of aluminium windows



Check regularly and clean the bar hinges and tracks of deposit and sand

Lubricate the hinges regularly but must not use inappropriate lubricant/cleaning agents that could cause corrosion to the window components



Use fresh water to clean the windows
Keep the track and the upper part of the sash dry

Pay attention to safety of aluminium windows

The window is defective if any of the signs described below is found. You should arrange for immediate inspection by a Qualified Person* and necessary repair by a Registered Contractor**.



→ Broken, loose, rusted or missing rivets / screws on the top and underside of the window sash



→ Greyish white powder appearing at the hinges, tracks, rivets/screws and locks



→ Bent or loose bar hinges



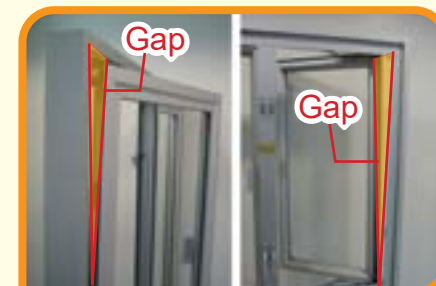
→ Brownish rust stain deposits on surface of the bar hinges

* Qualified Person refers to Authorized Person, Registered Structural Engineer, Registered Inspector, Registered General Building Contractor (RGBC) or Registered Minor Works Contractor (RMWC) registered for minor works in respect of windows, registered under the Buildings Ordinance (BO). The lists are available on the BD's website. Owners can download the Mobile Application "WIN SAFE" to search for and appoint Qualified Persons registered in the application.

** Registered Contractor refers to RGBC or RMWC registered for minor works in respect of windows, registered under the BO. The registers are available on the BD's website.



- Broken or cracked glass panes
- Cracking or abnormal sound during window closing or opening
- Windows cannot be opened or closed smoothly or cannot be locked
- Windows too loose to stay in position when opened



- Deformed, unsecured or significantly sagged window frames or sashes
- Gaps appearing between different adjacent window frame members



- Loose handle of window sash/locking devices
- Missing aluminium glazing bead for securing the glass panes



- Water leakage from the gap between window frame and sash
- Seepage from window surrounds

Building works associated with construction, alteration, repair, replacement or removal of aluminium windows under the Minor Works Control System

For window works associated with construction, alteration, repair, replacement or removal of windows or window walls that fall within the Minor Works Control System (MWCS), the building owner or his agent is required to appoint appropriately a building professional (for Class II minor works only) and a registered contractor to carry out the minor works in accordance with the simplified requirements of the MWCS. Window works fall outside the scope of MWCS require prior approval of plans and consent to commencement of works from the BD before they are carried out.



Minor works items involving construction, alteration, repair or replacement of windows or window walls

Class	Item
I	1.6
II	2.8
III	3.6

Minor works items involving removal of windows or window walls

Class	Item
II	2.9
III	3.7

Please note that every opening formed on an external wall above the ground floor of any building shall be protected by a barrier which shall be not less than 1.1m high (hereafter referred to as "protective barrier") from the finished level of that floor. If the window or window wall works involve the removal or alteration of the original windows/window walls/protective railings/parapet walls of balconies and verandahs or that part of the external wall which function as a protective barrier, the minor works items 1.6, 1.15, 2.13, 2.14 and 3.11 may be involved. If the window or window wall works involve repair or replacement of a protective barrier (other than an external reinforced concrete wall or block wall) in accordance with the original design, then Class II minor works item 2.5 may be involved.

Mandatory Window Inspection Scheme

The Mandatory Window Inspection Scheme (MWIS) aims at tackling the long-standing building neglect problem in Hong Kong from the root while the MWCS was introduced to facilitate members of the public to carry out minor works in private buildings lawfully through simplified procedures and thereby improve the building safety in Hong Kong.

Under the MWIS, owners served with statutory notices are required to appoint a Qualified Person (QP) to carry out the prescribed inspection and supervise the prescribed repair works found necessary of all windows of the building / premises. Where a prescribed repair is required, the owners concerned must appoint a registered contractor to carry out the prescribed repair under the supervision of a QP.

Owners not having been served with statutory notices under the MWIS are encouraged to arrange for inspection and timely repair of their windows voluntarily. In addition to the stipulations under the MWCS, the repair works should also be carried out in accordance with the requirements of the MWIS. Otherwise the BD will still serve statutory notices to the owners for mandatory window inspection when the building is selected for implementation of the MWIS.

For details, please refer to:

- Pamphlet "Mandatory Window Inspection Scheme":



Enquiry

For any enquiries concerning safety of windows, the Minor Works Control System or the Mandatory Window Inspection Scheme, please visit the Buildings Department's website (www.bd.gov.hk) or contact the Buildings Department by the following means:

- Postal address : Buildings Department Headquarters
North Tower West Kowloon Government Offices
11 Hoi Ting Road
Yau Ma Tei, Kowloon
- E-mail address : enquiry@bd.gov.hk
- Hotline : 2626 1616 (handled by "1823")
- Website : www.bd.gov.hk

Mobile Application "WIN SAFE"

