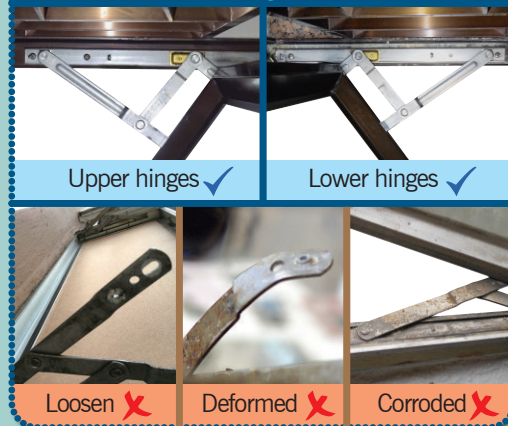


Mandatory inspection components and conditions requiring repair / replacement

Hinges



- ★ The inspection shall cover all elements of openable and fixed windows.
- ★ The renewed elements shall be of such materials and standards not inferior to those of the original design.
- ★ When replacing a hinge, at least 3 screws or rivets shall be used. If replacing with a stainless steel hinge, or if replacing the rivets or screws of an existing stainless steel hinge, stainless steel rivets or screws must be used.
- ★ If windows are obstructed by decoration or furniture, the owners still have to arrange inspection of these windows.
- ★ Where the original rivet or screw holes have been enlarged due to corrosion, adding stainless steel rivets or screws to the frame at proper positions shall be considered.

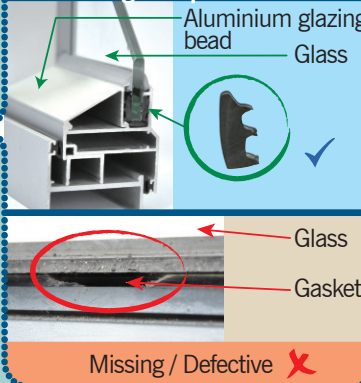
Window frames and sashes



Glass panes



Gaskets for securing glass panes



Rivets / Screws



Non-mandatory repair / replacement components

- ★ Owners may decide whether to carry out upgrading works that do not affect window safety.

Typical examples of upgrading works

Repair aging / broken waterproof gaskets



Upgrade original components to current window design and construction standards

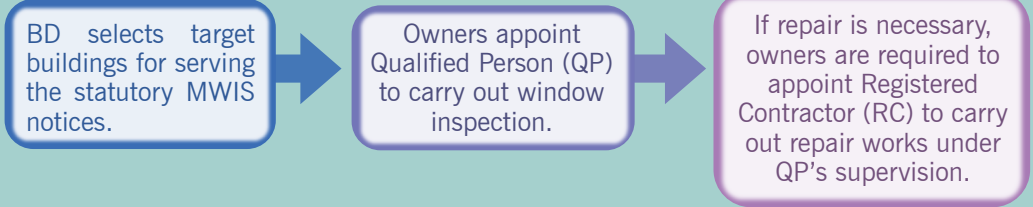


LAYMAN'S GUIDE ON MANDATORY WINDOW INSPECTION SCHEME



Requirements under Mandatory Window Inspection Scheme (MWIS)

Buildings Department (BD) may serve statutory notices to owners of buildings aged 10 years or above (except domestic buildings not exceeding 3 storeys).



Selection of Target Buildings

The selection of target buildings each year is based on a risk-based approach, considering factors such as conditions, repair records, and reports on the dilapidated condition of the windows, etc. A selection panel is established to advise BD on the selection of target buildings, which comprises representatives from:

- Professional institutions
 - Relevant non-governmental organisations
- Property management professionals
 - District Councils

Scope of Window Inspections

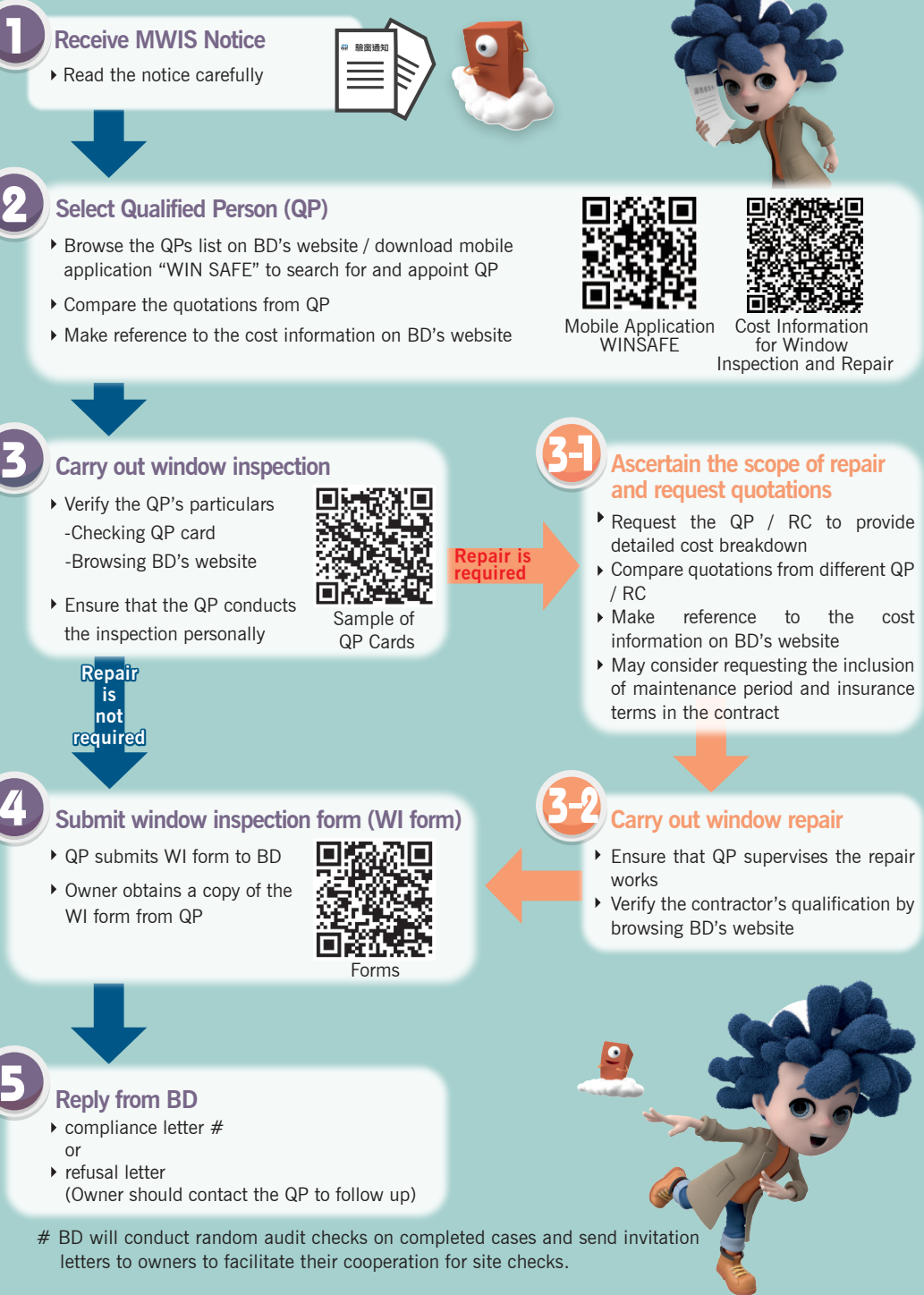
- All windows in common parts of a building
 - All windows within individual premises of a building
- Glass curtain walls
 - Shopfront show windows on ground floor
 - Windows of unauthorised building works

Qualified Persons (QP) for MWIS

- Authorized Person (AP)
 - Registered Inspector (RI)
- Registered Sturctural Engineer (RSE)
 - Registered General Building Contractor (RGBC)
- Registered Minor Works Contractor (RMWC) registered for the class, type and item of minor works in respect of windows

Note: It is up to the owners to appoint different QPs or the same QP for carrying out the inspection and supervising the repair. If the QP appointed is an RGBC or an RMWC, the QP may act as the contractor to carry out the repair.

Major Steps in Window Inspection and Repair



Assistance for Owners

In-house social services teams of BD will, where necessary, provide financial, psychological and social support and counselling services to owners / occupants affected by enforcement actions, and facilitate mutual understanding and communication between occupants and BD.

Legal Liabilities

- Owners who fail to comply with a statutory notice for window inspection may be served with a penalty notice for a fixed fine of \$1,500, and may be prosecuted. Offenders are liable on conviction to a fine of \$25,000 and to imprisonment for 3 months; and to a fine of \$2,000 for each day during which it is proved to the satisfaction of the court that the offence has continued.
- BD may also arrange for the required inspection and repair works to be carried out by its consultant and contractor, and then recover the costs of such inspection and repair works, plus supervision charge and a surcharge of not exceeding 20% of the cost, from the owners.

Voluntary Window Inspection

Apart from acting in accordance with a MWIS notice, owners are encouraged to arrange inspections and repairs of windows of buildings/premises voluntarily and such inspections should be carried out in accordance with the standards and procedures of the MWIS.

Enquiries and Technical Assistance

Mailing address : Buildings Department Headquarters, North Tower, West Kowloon Government Offices, 11 Hoi Ting Road, Yau Ma Tei, Kowloon

Email address : enquiry@bd.gov.hk

Hotline : 2626 1616

Website : www.bd.gov.hk

Reports

Please report to BD or relevant departments / organisations for malpractices of QP or RC :

Buildings Department	: Failure to carry out personal inspection, misrepresentation
Hong Kong Police Force	: Acts of intimidation, using false instruments
Independent Commission Against Corruption	: Corruption
Hong Kong Customs and Excise Department	: Unfair trade practices
Consumer Council	: Unfair trade, failure to deliver what has been promised, late completion, dissatisfaction with services
Competition Commission	: Price fixing, bid-rigging
Relevant trade union / association/ professional institute / registration board	: Professional misconduct or violation of industry conduct

Reference Materials

Useful information for complying with MWIS

Know more about MWIS

“WIN SAFE” video

Compliance status