# Mandatory inspection components and conditions requiring repair / replacement



Locks

Lower locks 🗸

Upper locks 🗸

Corroded / Deformed V

Cam Locks <

Connecting

Broken X

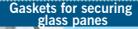
Broken X

- 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.



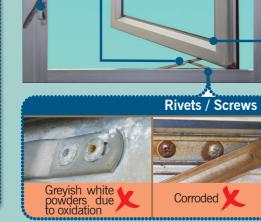
#### Glass panes













# 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** 





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).

BD selects target buildings for serving the statutory MWIS notices.





If repair is necessary, owners are required to appoint Registered Contractor (RC) to carry out repair works under QP's supervision.

# **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 Sturctural Engineer (RSE)
- Registered Inspector (RI)
- 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

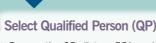


▶ Read the notice carefully









- Browse the QPs list on BD's website / download mobile application "WIN SAFE" to search for and appoint QP
- ▶ Compare the quotations from QP
- Make reference to the cost information on BD's website





for Window Inspection and Repair



Repai

# **Carry out window inspection**

Verify the QP's particulars -Checking QP card -Browsing BD's website

QP submits WI form to BD

Owner obtains a copy of the

• Ensure that the QP conducts the inspection personally



QP Cards



#### and request quotations ▶ Request the QP / RC to provide detailed cost breakdown

▶ Compare quotations from different QP / RC

Ascertain the scope of repair

- reference to the cost Make information on BD's website
- May consider requesting the inclusion of maintenance period and insurance terms in the contract





# Carry out window repair

- Ensure that QP supervises the repair
- Verify the contractor's qualification by browsing BD's website



WI form from QP



# Reply from BD

- ▶ compliance letter #
- ▶ refusal letter (Owner should contact the QP to follow up)

# BD will conduct random audit checks on completed cases and send invitation letters to owners to facilitate their cooperation for site checks.



#### **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

: enquiry@bd.gov.hk Email address

: 2626 1616 Hotline 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

Independent Commission: Corruption

Against Corruption

Hong Kong Customs and : Unfair trade practices **Excise Department** 

Consumer Council

: Unfair trade, failure to deliver what has been promised, late completion, dissatisfaction

with services

instruments

Competition Commission: Price fixing, bid-rigging

Relevant trade union / association/ professional institute /

registration board

: Professional misconduct or violation of industry conduct

August 2025

# **Reference Materials**

Useful information for complying with MWIS



Know more about MWIS



"WIN SAFE" video



Compliance status

