



Minor Works Control System

**Construction, alteration,
repair or removal of
windows or window walls**

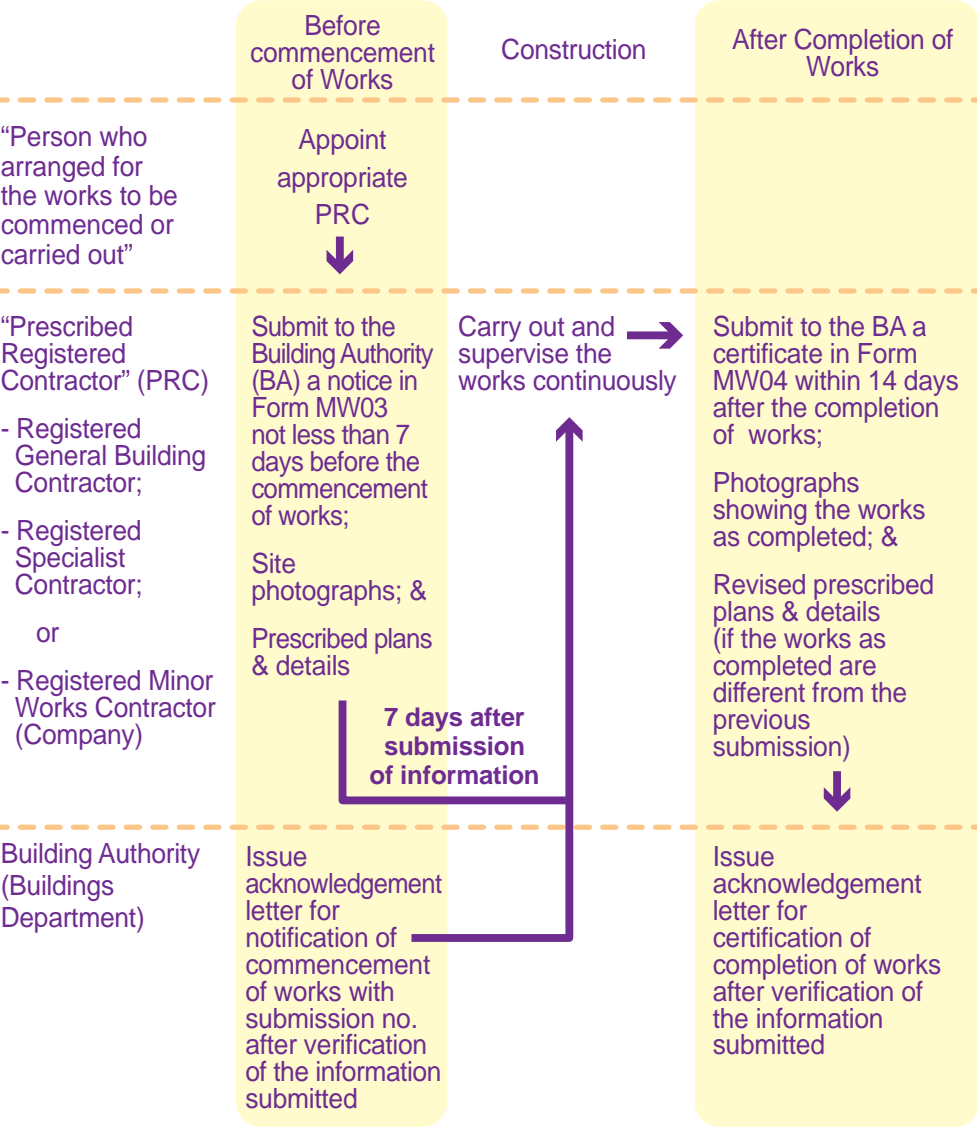
The Minor Works Control System was fully implemented on 31 December 2010. The system aims to facilitate building owners and occupants in carrying out small-scale building works in private buildings safely and lawfully through simplified requirements, and thereby improve the quality of such building works and building safety in Hong Kong.

Under the Minor Works Control System, construction, alteration, repair or removal of most windows or window walls are designated minor works items.

Class II Minor Works Item	Description of Works
2.8	<p>Construction, alteration or repair of window or window wall satisfying the following criteria:</p> <ul style="list-style-type: none"> - no additional load to cantilevered slab and not involving alteration of any other structural elements (except a simply supported beam that is not of pre-stressed construction and not used to support any column, flat slab or ribbed beam); - the highest point of the window or window wall is more than 3.5m above ground and the span of its structural element is not more than 6m; - If the highest point of the window or window wall is not more than 100m above ground, the works involve the main frame or sub-frame with length more than 1.2m of the window or window wall; and - If the highest point of the window or window wall is more than 100m above ground, the area of the external wall opening for the window or window wall is not more than 6m²; and the length or width (whichever is shorter) of the opening is not more than 1.8m.
2.9	<p>Removal of any window or window wall with a height of not more than 6m and the works do not involve alteration of any other structural elements; and is not Minor Works item 3.7.</p>



Procedures for the carrying out of Class II Minor Works under the “Simplified Requirements”



Audit checks may be carried out by the BA upon receipt of the above notification or certification to ascertain compliance with the statutory requirements and ensure the quality and standard of such minor works. The appointed person will be notified of any irregularity found. The BA may also consider taking appropriate enforcement action against the non-compliant minor works, and disciplinary and/or prosecution action against the persons contravening the statutory requirements.

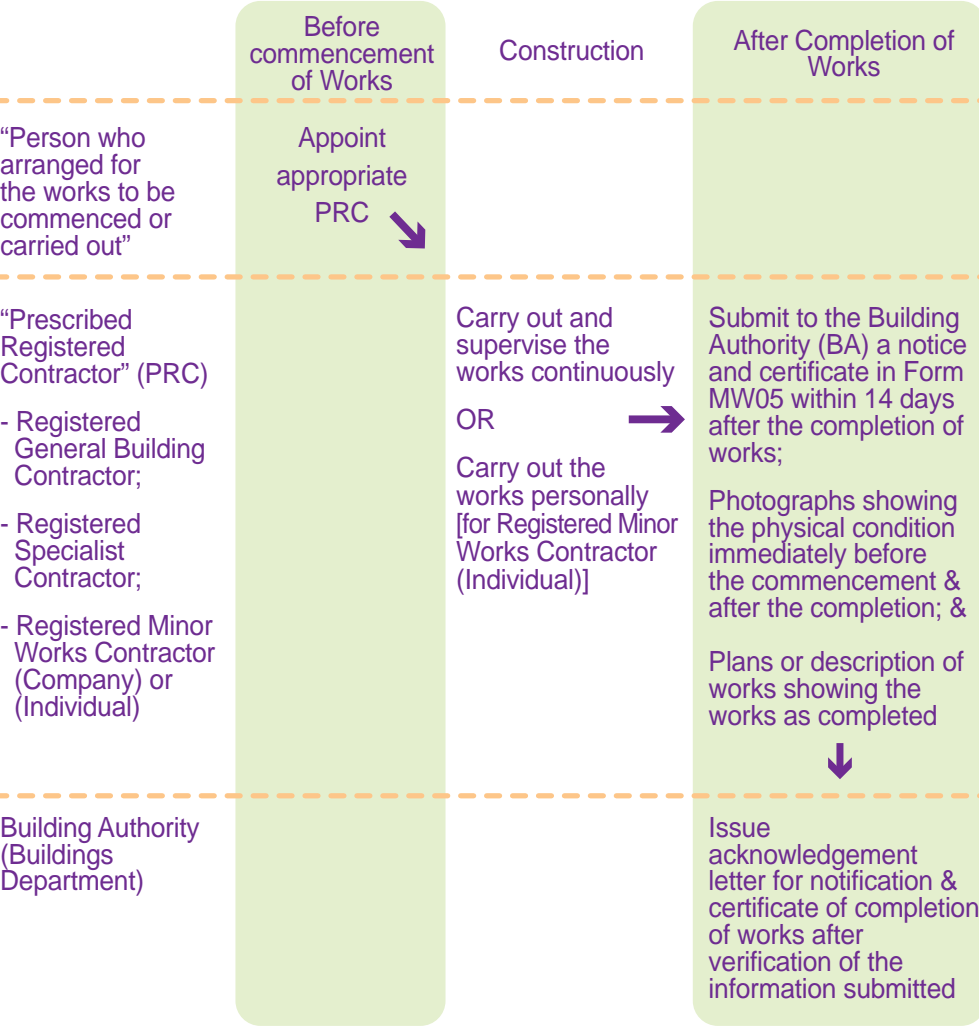
Class III Minor Works Item	Description of Works
3.6	<p>Construction, alteration or repair of window or window wall satisfying the following criteria:</p> <ul style="list-style-type: none"> - no additional load to cantilevered slab and not involving alteration of any other structural elements (except a simply supported beam that is not of pre-stressed construction and not used to support any column, flat slab or ribbed beam); - the highest point of the window or window wall is not more than 3.5m above ground and the span of its structural element is not more than 6m; - If the highest point of the window or window wall is more than 3.5m and is not more than 100m above ground, the works involve the sub-frame with length not more than 1.2m of the window or window wall.
3.7	<p>Removal of any window or window wall with highest point not more than 3.5m above ground and the works do not involve alteration of any other structural elements.</p>



Span of structural element $\leq 6\text{m}$



Procedures for the carrying out of Class III Minor Works under the “Simplified Requirements”



Audit checks may be carried out by the BA upon receipt of the above notification and certification to ascertain compliance with the statutory requirements and ensure the quality and standard of such minor works. The appointed person will be notified of any irregularity found. The BA may also consider taking appropriate enforcement action against the non-compliant minor works, and disciplinary and/or prosecution action against the persons contravening the statutory requirements.

Minor works related to protective barrier or external wall for construction or alteration of windows or window walls

If the window or window wall works involve the removal or alteration of the original protective railing / parapet walls of balconies and verandahs or that part of the external wall with function as protective barrier, the Minor Works Items related to removal or alteration of the protective barrier are:

Class I Minor Works Item	Description of Works
1.6	Alteration or removal of any protective barrier (other than an external reinforced concrete wall or block wall) and the works do not result in any additional load to any cantilevered slab.
1.15	Erection, alteration or removal of any external reinforced concrete wall (other than a load bearing wall) of a building satisfying the following criteria: <ul style="list-style-type: none">- no additional load to any cantilevered slab;- not involve the alteration of any other structural elements; and- the height of the wall is more than 1.1 m but not more than 3.5 m.

Class II Minor Works Item	Description of Works
2.13	Erection, alteration or removal of any external reinforced concrete wall (other than a load bearing wall) of a building satisfying the following criteria: <ul style="list-style-type: none">- no additional load to any cantilevered slab;- not involve the alteration of any other structural elements; and- the height of the wall is not more than 1.1 m.
2.14	Erection, alteration or removal of any external block wall (other than a load bearing wall) of a building satisfying the following criteria: <ul style="list-style-type: none">- no additional load to any cantilevered slab;- not involve the alteration of any other structural elements; and- the height of the wall is more than 1.1 m but not more than 3.5 m.

Class III Minor Works Item	Description of Works
3.11	<p>Erection, alteration or removal of any external block wall (other than a load bearing wall) of a building satisfying the following criteria:</p> <ul style="list-style-type: none"> - no additional load to any cantilevered slab; - not involve the alteration of any other structural elements; and - the height of the wall is not more than 1.1 m.

Where Class I MW items are involved, "Person who arranged for the works to be commenced or carried out" should appoint an Authorized Person as Prescribed Building Professional as required. If the item of works involves any complicated structural elements, it is required to appoint a Registered Structural Engineer for assistance on the design and supervision of works.

Class I Minor Works Item



Class III Minor Works Item



Some considerations for construction or alteration of windows or window walls

- ◆ Do not construct windows or window walls to enclose green balconies and utility platforms which were granted with exemption from gross floor area calculation
- ◆ Construction / alteration of windows or window walls shall comply with the statutory requirements of natural lighting, ventilation and fire resisting construction
- ◆ Other considerations are given in section 3.23 of the “Technical Guidelines on Minor Works Control System”.

Enquiry

For any queries in connection with the Minor Works Control System, detailed information can be found on the Buildings Department website www.bd.gov.hk or “Technical Guidelines on Minor Works Control System” published by the Buildings Department. You may also contact the Buildings Department by the following means:

Postal address:	G/F, Buildings Department Headquarters, North Tower, West Kowloon Government Offices, 11 Hoi Ting Road, Yau Ma Tei, Kowloon
Email address:	enquiry@bd.gov.hk
Telephone Hotline:	2626 1616 (Handled by “1823 Call Centre”)