



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

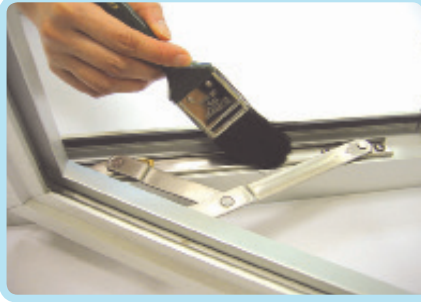


Do not force open or close a window



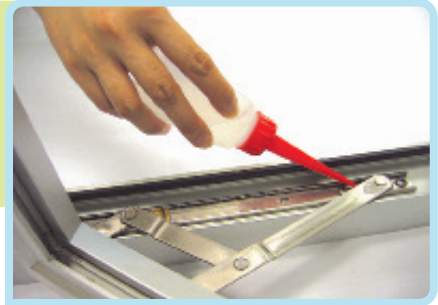
Do not impose additional load on window sashes when cleaning the window

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 or the Mobile Application "Quick Guide for MBIS/MWIS".

** 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 or the Mobile Application "Quick Guide for MBIS/MWIS".



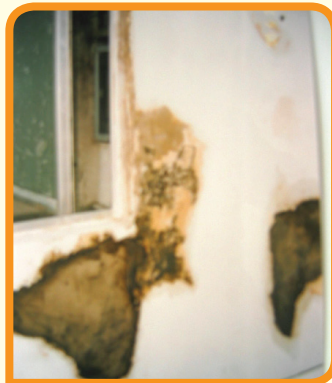
- Broken or cracked glass panes
- Cracking or abnormal sound during window closing or opening
- Windows cannot be opened or closed smoothly or cannot be locked
- Windows too loose to stay in position when opened



- 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 or removal of aluminium windows under the Minor Works Control System

For window works associated with construction, alteration, repair 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 I 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 or repair of windows or window walls

Class	Item
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:

- MWIS website:
- Videos on Mandatory Building/Window Inspection Scheme(Chinese version only) :
Reminders for owners when carrying out building/window inspections and the available financial or technical assistance



Frequently Asked Questions

Q.1 What is the life span of an aluminium window?

A : Aluminium windows do not have a specific life span. However, owners are urged to pay special attention to the conditions of individual parts of the window (e.g. bar hinges, screws and rivets, etc) and arrange for repair or replacement if needed. Through proper use, regular inspection and timely maintenance, the safety of aluminium windows can be assured.

Q.2 Why do windows fall?

A : According to the findings from the previous incidents of falling window, one of the major reasons is the failure of rivets/screws of the hinge due to corrosion or the wear and tear over time. Besides, lack of proper maintenance and improper use of aluminium windows are also the contributing factors for windows falling.

Q.3 What is the legal implication if my window falls down?

A : It is owner's responsibility to check and maintain their windows regularly to ensure safety. The owners may be held liable for personal injuries or property losses resulting from falling windows from their premises.

Under Section 4B of the Summary Offences Ordinance, if anything is dropped or allowed to fall from any building to cause danger or injury of any person in or near a public place, the person who drops that thing or allows it to fall commits an offence and is liable to a fine of \$10,000 and imprisonment for 6 months.

If the falling window causes injuries or loss of life, the victim or their family members may also claim compensation against the owner of the flat involved through civil proceedings.

Q.4 How to choose Qualified Persons for inspection and Registered Contractors for repair of aluminium windows?

A : The reference list of Qualified Persons and the registers of Registered Contractors are available at the BD's website (www.bd.gov.hk). Please also refer to the pamphlet "Window inspection and repair Choose with extra care". The pamphlet can be downloaded from the BD's website or by scanning the QR code:



Q.5 Is there any cost reference from the completed cases on window inspection and repair available for reference?

A : The cost of repair for windows varies with such factors as the number and size of windows in the building, their conditions of maintenance and repair, and the prevailing market conditions of the trade. At present, there are already a sufficient number of registered contractors to provide a level playing field in the market. Owners / Owners' Corporations may obtain quotations from different contractors for reference and comparison.

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 "Quick Guide for MBIS/MWIS":

