



無煙校園 多謝合作
Smoking Free Campus. Thank you for your co-operation.

Our Ref. : 900/023/GD/20061124/1200

24th November 2006

To : All Consultants/ Contractors
All Suppliers
PCCW Ltd
China Light Power Co Ltd
Hutchison Global Communication Co Ltd

Dear Sirs,

Smoking Free Campus

The Smoking (Public Health) (Amendment) Ordinance 2006 was gazetted on 27th October 2006. Your attention is drawn to Schedule 2 Part 1 of the amended Ordinance, at which the Chinese University of Hong Kong will become a "Designated No Smoking Area" with effect from 1st January 2007. To comply with the statutory requirement, it is hereby announced that all Campus users should not smoke or carry a lighted cigarette, cigar or pipe within the Campus, indoor or outdoor starting from 1st January 2007.

The revised "Regulations for Contractors working within the University Campus (November 2006)" is attached for your compliance. Please take necessary measures to ensure your employees/workmen and those of your contractors / sub-consultants / sub-contractors / suppliers in strict compliance with the above policy and Regulations. The No-Smoking Policy in the Campus is a mandatory requirement without any exception and no areas both indoor and outdoor would be designated for smoking.

Your immediate action and co-operation will be highly appreciated.

Thank you.

Yours faithfully,

Karen Cheung
Administrative Assistant
Campus Development Office

cc: Project Managers/ Project Engineers / Clerk of Works

致: 所有顧問工程公司及承辦商
所有供應商
電訊盈科有限公司
中華電力有限公司
和記環球電訊有限公司

謹啟者:

無煙校園

《2006年吸煙(公眾衛生)(修訂)條例》已於2006年10月27日刊登憲報,根據新修訂條例附表2第1部,由2007年1月1日起,香港中文大學將列為「指定禁止吸煙區」。在此條文規定下,香港中文大學校園包括室內及室外範圍,亦於2007年1月1日起全面實施禁止吸煙或攜帶燃著香煙、雪茄或煙斗的措施。

現謹附上修訂的「承辦商於校園範圍內進行工程守則」,敬請留意並定出有效措施,以確保貴公司及有關承辦商/分判顧問公司/分判商/供應商的僱員及工友,均嚴格遵守無煙校園措施及上述守則,本處重申無煙校園措施為根據法例要求而制訂,不設任何豁免,校園內亦不設有指定吸煙區域。

敬請 貴公司就以上通告採取有效及合作性措施。謝謝。

校園發展處

張淑賢 謹啟

2006年11月24日

THE CHINESE UNIVERSITY OF HONG KONG
Estates Management Office/Campus Development Office
Regulations for Contractors Working
Within the University Campus (Nov 2006)

1) GENERAL

- 1.1 These regulations shall apply to all works being carried out within the University Campus, and to any access to work sites through the Campus. They are meant to supplement the Agreement & Schedule of Conditions of Building Contract for Use in Hong Kong – Standard Form of Building Contract or other forms of General Conditions of Contract being adopted or applied to contractual works conducted by contractors within the Campus, irrespective whether formal contract documents have been executed. Copies of the said Conditions are available for scrutiny and perusal at the Campus Development Office / Estate and Management Office of the University during regular office hours.

2) WORKING AREAS

- 2.1 The proposed location of any site office, workshop, storage shed and temporary storage area for material, garbage etc. in connection with the works must be agreed or approved in advance by the Estates Management Office.
- 2.2 The storage of any material and debris must be kept within the allocated work site specified by the Campus Development Office/Estates Management Office. There is no temporary storage/waiting-to-remove area allowed outside the allocated work site. All material must be stored and labelled according to the latest local legislations. The stockpiles on dump trucks or within site area should be covered or sprayed with water.
- 2.3 Waste Management
- 2.3.1 Any debris or spoil from the works must be collected and carted off the site outside the University Campus to a public dump on a daily basis or, in exceptional cases, to a location in Campus directed by the Estates Management Office.
- 2.3.2 The Contractor must clear, discharge or remove any kind and any form of waste and debris diligently according to the latest local legislations. Burning of rubbish and waste material is not permitted. Debris or rubbish left in public access or communal areas including the Refuse Collection Depots in the University Campus will be considered as illegal dumping.
- 2.3.3 The University may arrange removal of illegal dumping and impose a minimum charge of HK\$1,000 or at cost, whichever is higher, plus an administrative fee of HK\$500 for each occurrence to the contractor.

2.3.4 The University may also request the Contractor to provide any evidence to demonstrate the work is completed according to the latest local legislation. Should the contractor fail to do so, the University may reserve the right to suspend its work at the Contractor's cost until satisfactory recovery & precaution work is completed. Such work suspension instruction will not have any time and cost implication to the Contract.

2.4 Protection of existing habitat & historical heritage

2.4.1 The contractor shall be required to execute extensive care and adopt suitable alternatives in order to protect and minimize disturbance to the existing flora, fauna, wild lives and historical heritage.

2.4.2 When any wild lives or historic heritage is found, report to EMO. Any works that may not be prevented from affecting or disturbing landscaping or wild lives must be submitted with a plan for correction or compensation for EMO's approval.

3) VEHICLES & ACCESS ROADS

3.1 The contractor shall be permitted to use only those roads in the Campus to the extent prescribed by the Estates Management Office and under no circumstances shall his vehicles use any other roads.

Without formal permission given by the University, the Contractor shall not close any access road, grounds or facility within the University Campus for any reason. Written consent must be obtained from relevant departments/ offices and endorsement from the Estate Management Office before any such closure.

3.2 Vehicles for the contractor's works must be parked inside the allocated works area. Parking in University parking lots, along University roads or on side walks is not permitted.

3.3 The operation of motor cycles in the University Campus by the contractor is prohibited.

3.4 The contractor shall provide all lorries hauling material to and from the University work sites with stout covers which shall be used at all times to prevent material falling onto the roads. He shall take all necessary steps such as brooming, wheel washing, spraying thoroughly with water or a dust suppression chemical, etc. to minimize dust generated and ensure that mud and debris are not carried onto the University roads by laden vehicles entering or leaving the work sites. The contractor should provide the corresponding facilities with routine maintenance records at his own cost, such as wheel washing facilities include high pressure water jets, wheel washing bays, tyre wheel machine together with paved road in between the facilities and the exit, if necessary.

- 3.5 The contractor shall ensure that any mud and debris carried onto University roads by his vehicles are removed there from as soon as possible, employing his own labour and equipment, failing which the University may arrange for their clearance at a charge to the contractor.

4) PERMITS

- 4.1 All motor vehicles for the contractor's works entering the university campus shall bear a valid registration certificate issued by the Hong Kong Government, and shall have valid third party insurance cover. In addition, all trucks operating in the University Campus shall exhibit a prominent sign bearing the name (in Chinese and English) of the construction firm engaging them.
- 4.2 The driver of any motor vehicle for the contractor's works shall be a licensed driver carrying a valid driving license issued by the Hong Kong Government. He shall observe strictly all traffic regulations, such as posted speed limits and designated stop signs, etc. currently enforced in the University Campus as well as the direction and guidance given by security guards and other authorized personnel of the University.
- 4.3 Trucks loaded with building material and machinery may not be permitted to leave the Campus unless issued with an exit permit by the Campus Development Office / Estates Management Office.
- 4.4 The University may issue entry permits to or impose such restrictions as deemed necessary from time to time on the contractor for the operation of any motor vehicle for his works in Campus.
- 4.5 Permit for Hot Works / Other Works affecting AFA systems
- 4.5.1 Contractor should apply for hot work permits and take all the necessary precautions for safety in case their works involving welding, flame cutting and grinding disc cutting which may create fire, sparks, or smokes. They should coordinate with the University fire services contractors to isolate the part of fire detection system that may initiate false alarm due to their work and reinstate the system after their hot work daily.
- 4.5.2 For small project taking less than or equal to 30 working days for completion, the University Fire Services Contractor shall cover free of charge to the contractor for daily isolate / reinstate the system due to the carrying out of hot works / works affecting AFA systems for 5 working days. For larger project taking more than 30 days for completion, the University F.S. Contractor shall cover free of charge to the contractor for daily isolate / reinstate the system due to the carrying out of hot works / works affecting AFA systems for 10 working days. In any case, the granted free of charges for such permit will be subject to the jurisdiction of EMO/CDO. Contractors requesting such permit period more than the above conditions will be required to pay for HK\$500/day for hiring of using University Fire Service Term Contractors to carry out related inspection and isolation of related systems.

- 4.5.3 A contractor will be subject to an administrative charge to the University, deductible from the contract amount, of a minimum charge of HK\$1,000 or at cost, whichever is higher, when false alarm occurred. There will also be other measures for warning and charge to stop the unsafe site operation as when necessary.

5) RESPONSIBILITIES AND INDEMNITIES

- 5.1 The contractor shall ensure that vehicular entries onto or through the University are made only for duties necessary for the execution of his contractual works, and he shall be fully responsible for the behaviour of the drivers engaged in his works and the proper operation of their vehicles in Campus.
- 5.2 The contractor shall be solely liable for and shall indemnify the University in respect of any liabilities, loss, claim or proceedings whatsoever arising under any statute or at common law in respect of any injury or damage whatsoever to any person whomsoever or any property real or personal in so far as such injury or damage arises out of or in the course of or by reason of the operation of any motor vehicle for his works in the University Campus, whether such is due to any negligence, omission or default of the driver, his agents or vehicle, or to any circumstances beyond his control.
- 5.3 Any injury or damage so caused shall be made good at the cost of the contractor. The University may make good such injury or damage herself or employ others to do so at her absolute discretion; and the contractor shall, on demand, pay to the University such sums as she may certify to be the cost of such making good.
- 5.4 The operation of any motor vehicle by its driver for the contractor's works within the University Campus shall be entirely at his own risk and the University shall not be responsible for any loss or damage.

6) WORK SITE MANAGEMENT

- 6.1 Gambling in the University Campus is prohibited. The contractor shall be responsible for ensuring that his workmen or employees do not engage in gambling in any work site within the Campus.
- 6.2 The contractor shall not bring or keep any dogs in any work site for whatever purpose.
- 6.3 The contractor should guard against theft and pilfering of material, equipment and tools, etc. within his work sites. The University will not be responsible for any loss sustained by the contractor in this respect.
- 6.4 No person of the contractor shall be permitted to live in the work site.
- 6.5 The contractor shall keep his work site at all times in an orderly and hygienic condition and provide adequate fire fighting and protective measures.

- 6.6 According to the Smoking (Public Health) Ordinance (Cap 371) and its amendments, the University campus has been stipulated as a "DESIGNATED NO SMOKING AREA" with effect from 1st January 2007. **All campus users are required to observe the statutory requirements and should not smoke or carry a lighted cigarette, cigar or pipe within the campus area, indoor or outdoor.** The contractor should take all necessary measures to ensure the strict compliance of his and his subcontractors' workmen or employees to the above policy. The contractor will also be liable for any loss arising from or caused by such offence of his workmen or employees in this regard.
- 6.7 The contractor shall be responsible for the behaviour of his workmen in and out the work site. He should ensure that no workmen loiter or rest outside the work site in University premises and grounds. If it is necessary for them to use University facilities such as canteens, they should abstain themselves from abusive languages and insolent behaviour and be decently dressed.
- 6.8 The contractor shall provide appropriate warning signs and adequate lights at night around openings of roads or grounds.
- 6.9 The Contractor and his workmen must ensure that all work sites have strictly observed statutory safety and fire regulations requirements and procedures. All safety measures should be carried out in line with the Safety Policy and the Safety Manual of the Estates Management Office. Copies of the Policy and Manual are available for perusal at the Estates Management Office during regular office hours.
- 6.10 The contractors and his workmen must observe and complete the works following the relevant local legislation regulating the environmental protection of the campus. **A Guide to Pollution Control Legislation Affecting Manufacturing Industries** can be obtained from Trade & Industry Department website.
- 6.11 Where foul water cannot be directed to foul sewer, septic tanks or chemical toilets should be employed at the contractor's cost.

7) MISCELLANEOUS

- 7.1 The University has the rights to deduct charges (including penalty charges) from any monies due or to become due to the Contractors in CUHK.
- 7.2 Blasting will not be permitted.
- 7.3 The contractor shall make his own arrangement with the Authorities or Utility Companies concerned prior to commencing work for adequate supplies of water and electricity.
- 7.4 The contractor shall identify all existing University underground services in his work site prior to commencing work and take good measures to protect them or divert them as necessary.

- 7.5 The contractor shall not engage illegal immigrants to work at any University site.
- 7.6 No opening of roads, pavement, or grounds for services installation, connection, repair, and works of any kind; nor closure of a thoroughfare, pedestrian walk, an engineering or building services installation or system; nor hot works of any kind, shall be commenced by the contractor without having obtained beforehand a requisite permit or written consent from the Estates Management Office, stipulating the scope and programme of any such work sanctioned.
- 7.7 The contractor shall not utilize any passenger lift for the transport of material to facilitate his work. If it is at all necessary to do so, he shall secure beforehand a permit or a written consent from the Estates Management Office, stipulating any specific and restricted utilization permitted.
- 7.8 In case of a commotion, brawl, accident, mishap or fire involving the contractor, he should immediately inform the Security Officer (2609 7999 or 2603 5222) and the Estates Management Office (2609 6666). The contractors should report any incident with investigation and appropriate corrective and preventive actions taken to the USEO for review.

Appendix ¹

¹ Environmental Guideline for Construction Sites
Relevant Local Legislation (not to be limited):
(1) Air Pollution Control Ordinance (Cap 311)
(2) Noise Control Ordinance (Cap 400)
(3) Ozone Layer Protection Ordinance (Cap403)
(4) Waste Disposal Ordinance (Cap 354)
(5) Water Pollution Control Ordinance (Cap 358)
(6) Environmental Impact Assessment Ordinance (Cap 499)
(7) Dumping at Sea Ordinance (Cap 466)
(8) Dangerous Goods Ordinance
(9) Sewage Services Ordinance
(10) Factories and Industrial Undertakings Ordinance

香港中文大學，校園發展處 建築工程地盆 - 控煙監督指引

校園發展處建築工程地盆監督職員，在監督工程承建商，執行落實位於大學範圍內的建築工程地盆與[吸煙(公眾衛生)條例]有關禁止吸煙的程序建議如下：

1. 熟習有關法例、大學指引、合約條文及承建商有關控煙措施的建議書的內容，
2. 監督承建商落實有關控煙措施建議書的要求，包括宣傳及教育工作，
3. 日常建築工程地盆巡查視察，
4. 安排聯合巡查行動，
5. 在有需要時，及時向工程承建商有關負責人作出書面及口頭警告，並同時將警告文書副本送交有關工程的建築師或工程師作書面報告。
6. 定期檢討承建商有關控煙措施建議書的工作成效。

在建築工程地盆內的監督工作：

1. 日常的建築工程地盆監督：

在日常建築工程地盆巡查視察時，應留意承建商有關控煙措施的執行，留意工人有否遵守有關措施。如一旦發現有違規行為，應立刻要求工程承建商負責人採取相關行動、記錄違規事件、向工程承建商負責人發出口頭警告、違規警告書及向相關建築師或工程師作出報告。

2. 定期安排聯合巡查行動：

安排定期聯合巡查，建議約每隔兩星期巡查一次，可與指定的安全巡查同時執行。落實有關合約文件及法例要求及監督修正行動，並作出相關報告。

3. 非定期聯合巡查行動：

有需要時可在個別建築工程地盆執行非定期聯合巡查行動，以收更有效的控煙成果。

校園發展處建築工程地盆承建商工人工作証：

監督工程承建商依照合約要求為其所僱用的工人發出工作証，承建商負責人需要求其屬下建築工程地盆工人帶上工作証，方便校園發展處職員辨別。所有校園發展處職員如發現有持証承建商工人有違規行為，請即時向所屬建築工程地盆監督員工反映，以便採取適當行動。

投訴的處理

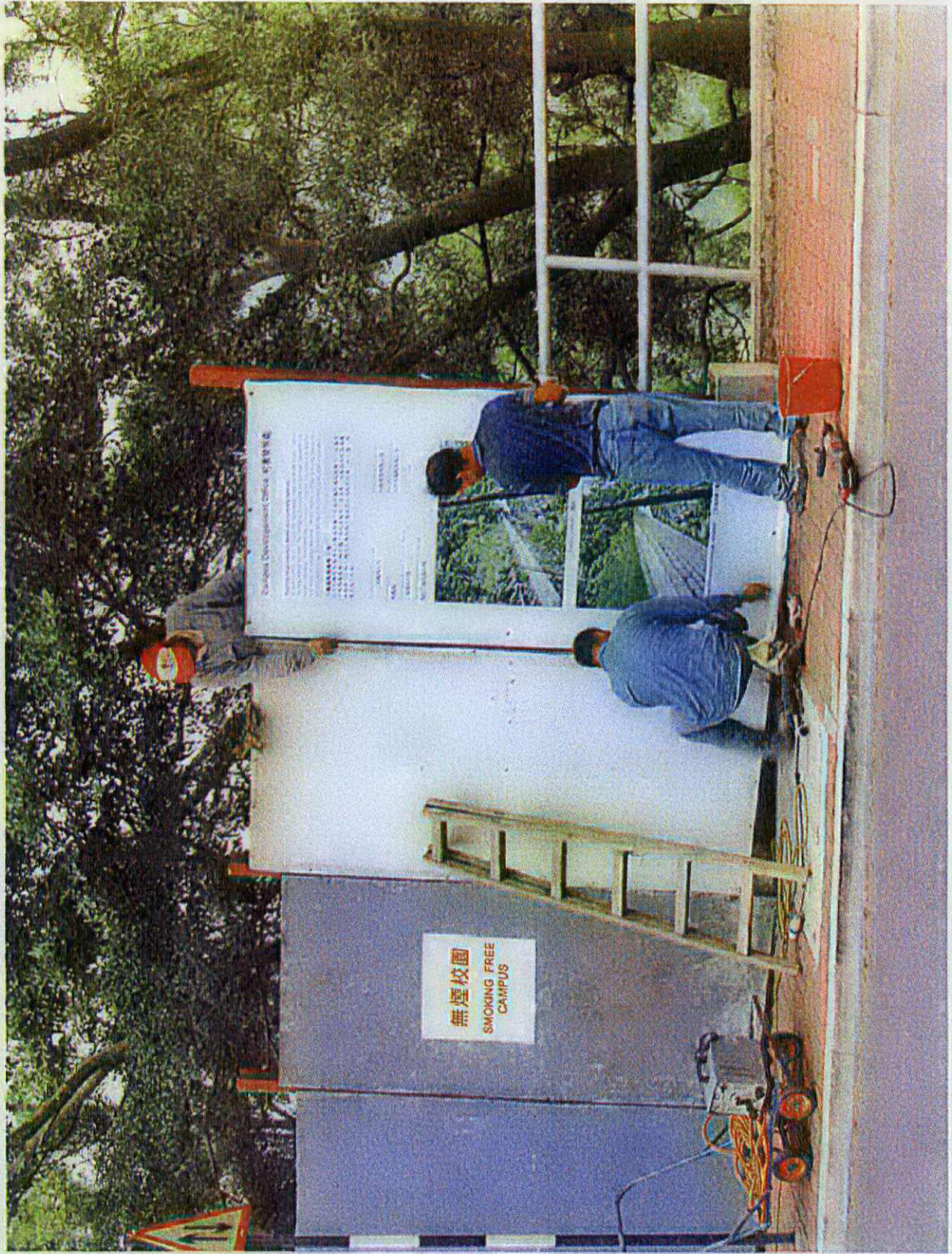
建築工程地盆監督員工如接獲投訴應立刻安排調查及按上述程序處理。

校園發展處建築工程地盤承建商工人工作証樣本：

(本處建議各承辦商採取以下工作證 :-

白色底咭黑色字及鮮紅無煙校園字樣 90 mm X 54 mm)

校園發展處 CDO	工人相片 及承建商蓋印 
承建商名號：	
工人名字/編號：	
無 煙 校 園	



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 email : ptaehk@p-t-group.com

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 Wanchai, Hong Kong
 Telephone: 2836 0002
 Fax: 2836 0132
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Tsuen Wan,
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Telephone: 2866 3688
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- Rankine Engineering Co. Ltd.(S)
2th Floor, Shiu Fung Buioding,
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Telephone: 2529 6882
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email: contactus@rankine.biz.com.hk
- Rankine & Hill (Hong Kong) Ltd
Rm 2001, 20/F, Sing Pao Bldg
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HK
Telephone: 2838 8013
Fax: 2834 9500
email : rhill@netvigator.com
- RMJM Hong Kong Ltd.
33/F Cosco Tower,
Grand Millennium Plaza,
183 Queen's Road Central
Hong Kong.
Telephone: 2548 1698
Fax: 2547 6386
email : hongkong@rmjm.com
- Ronald Lu & Partners (HK) Ltd.
22nd Floor, Wu Chung House,
213 Queen's Road East,
Wanchai, Hong Kong.
Telephone: 2891 2212
Fax: 2834 5442
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- Rocco Design Limited
20/F., Tower B, Southmark,
11 Yip Hing Street,
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Telephone: 2528 0128
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- Scott Wilson Ltd. (S)
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- T. Y. Lin, Hong Kong, Consulting Engineers Ltd.
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- Boring Engineering Ltd
G/F, 10 La Salle Rd
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- Buildmax Ltd
Flat B, 3/F Henry Centre
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- Canton Curtain Wall Engineering Ltd
Unit 6-7, 5/F Block B, Hoplite Industrial Centre
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- Cheung Hing Construction Co. Ltd.
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Telephone: 2572 2384
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- China Civil Engineering Construction Corporation
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Tsimshatsui,
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- China Overseas Mech. & Elec. Enggrg. Ltd.
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Fax: 2527 1595, 2177 1761
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- Chung Luen Relocations (1961) Ltd
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Geotechnics & Concrete Engineering (H.K.) Ltd.
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Global Group (A&S) Ltd
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Good Idea Furniture and Design
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Shatin
NT

Hanison Construction Company Limited
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HCC Co Ltd.
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Hoi Dao Engineering Co., Ltd.
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2391 7783 / 2393 0135
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OMB (Office for Model Buiding)
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Orix International Ltd.
Room 1001, Eastern Harbour Centre
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email : goec@orix-intl.com

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Po Mei Project Co., Limited Flat 17, 2/F, Newport Centre 116 Ma Tau Kok Road To Kwa Wan Kowloon	Telephone: 2778 7540 Fax: 2776 1496
Posh Office Systems (HK) Ltd. 19/F Siu On Centre 188 Lockhart Road Wanchai Hong Kong	Telephone: 2816 2282 Fax: 2816 6621 E-mail: posh@posh.com.hk
Poweroad Limited Flat A, 4/F, University Commercial Centre, 283 Queen's Road Central, Sheung Wan, Hong Kong	Telephone: 2518 4113 Fax: 2518 4113
Public Blind Co Flat C, 14/F Fully Ind Bldg 6 Tsun Yip Lane Kwloon Tong Kowloon	Tel : 2612 2652 Fax : 2191 3011 email :
Ray On Construction Co. Ltd. 2009-10, Fortress Tower, 250 King's Road, North Point, Hong Kong	Telephone: 2512 8322 Fax: 2566 9976 email : rayon@netvigator.com
Realty Cheng & Partners Construction Ltd. Unit A, 11 th Floor, Yun Tat Commercial Building, 70-74 Wuhu Street, Hung Hom, Kowloon.	Telephone: 2363 2691 Fax: 2764 4996 email : realtycp@biznetvigator.com
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