

PARTICULAR SPECIFICATION PS.G09

Accommodation and Provisions for Clerk of Works, Building Services Inspectorate Staff, Labour Relations Officer, Resident Engineer and Employer's Representative (Clerk of Works) / Employer's Representative (Building Services Inspector)

**Particular Specification for Accommodation and Provisions for Clerk of Works,
Building Services Inspectorate Staff, Labour Relations Officer, Resident Engineer and
Employer's Representative (Clerk of Works) / Employer's Representative (Building Services
Inspector)**

1. Categories of Accommodation and Provisions

The standard site schedule of accommodation and provisions on site for Clerk of Works, Building Services Inspectorate staff, Labour Relations Officer, Resident Engineer, Employer's Representative (Clerk of Works) and Employer's Representative (Building Services Inspector) will be in Type C category.

2. Service Provisions

The construction outline of the site office accommodation will be determined by the Project Manager. The provision of basic services will be included as follows –

- (a) Reverse cycle A/C units (Number / capacity as specified under office accommodation requirements)
- (b) Adequate lighting and power facilities.
- (c) Wash-hand basin.
- (d) Chilled drinking water dispenser.
- (e) Adequate cleansing facilities.
- (f) Adequate telephone facilities.
- (g) Adequate fire fighting facilities.
- (h) Adequate security facilities.

3. Standard Finishes

The minimum standard of finishes of the office area and conference room will be as follows -

- | | |
|----------|---|
| Walls | - Painted or plastic veneered plywood or similar. |
| Ceilings | - Acoustic tiles. |
| Floors | - PVC floor tiles. |

4. Office Accommodation

Type	Office / Room Area (m ²)								Ancillary Facilities	Total Area (m ²) excluding optional items
	COW Office (including office for LRO)	BSI Office	RE / RQS Office -- CCOW/ Zone / CTO(BS)/ Zone Office Optional	ER (COW) Office (for outsourced project) Optional	ER (BSI) Office (for outsourced project) Optional	Conf. Room	Sample Room	Store		
C	50 (4x5.3 Kw)	30 (3x5.3 Kw)	Refer to Note(v) Below: 15 (1x5.3 Kw) for RE/RQS 10 (1x5.3 Kw) for CCOW/ Zone / CTO (BS)/ (Zone)	15 (1x5.3 Kw)	15 (1x5.3 Kw)	30 (3x5.3 Kw)	5	5	3 covered carparks 1 pantry 1 toilet with shower facility	120

- Notes -
- (i) The Project Manager with the site staff if necessary, shall consider site constraints etc. related to the above provisions, and advise the Project Quantity Surveyor to incorporate the appropriate requirements in the contract documents accordingly.
 - (ii) (X x XX Kw) indicates the preferable room cooler size.
 - (iii) The number and size of A/C units required for office areas will be adjusted to suit the actual partitioning but the total cooling capacity will not be less than the stated requirement.
 - (iv) All A/C units must be reverse cycle.
 - (v) An additional office area of 15m² for RE and RQS, 10 m² each for CCOW/Zone and for CTO(BS)/Zone shall be allowed for administration convenience and operational need if required.
 - (vi) Confirm with CCOW/(Admin) on the need for office(s) for ER(COW) and ER(BSI) and seek Project Director's approval as required.
 - (vii) The Conference Room and Offices shall be appropriately located and constructed with suitable noise abatement measures to protect users from noise generated by the construction activities. The Noise Rating inside the Conference Room and Offices shall not exceed 54NR and 64NR respectively.
 - (viii) Energy efficient lighting such as fluorescent lighting using electronic ballasts shall be provided in all office accommodation.

5. Furniture and Equipment – Conference Room

- (a) Furniture will be provided in conference rooms to accommodate 30 persons for meeting purposes.
- (b) Equipment to be provided will be as follows -
- | | | |
|-------|---------------------------|-------------|
| (i) | Pinboard 2400 x 1200 mm | As required |
| (ii) | Wyte board 1800 x 1200 mm | As required |
| (iii) | Wall clock | As required |
| (iv) | Waste paper basket | As required |
| (v) | Stationery | As required |
| (vi) | Venetian blind | As required |
| (vii) | Telephone facilities | As required |

6. Furniture and Equipment – Clerk of Works Office

	<u>Type C</u>
(a) Desk, 1500 x 750 mm with lockable drawers	2
(b) Desk, 1200 x 750 mm with lockable drawers	3
(c) Chair, straight back	10
(d) Plan chest with 8 drawers	2
(e) Telephone, direct line with call-waiting and answering function	2
(f) LCD calculator	As required
(g) Metric scale (set)	As required
(h) 4-drawer lockable steel filing cabinet	2
(i) Filing rack 930 x 470 x 1900 mm	1
(j) Wyte board 1200 x 900 mm (+felt pen supply)	As required
(k) Pin board 1200 x 900 mm	As required
(l) Photocopying machine similar to 'PANASONIC FP2080' with stand, auto-feeder, sort function, including supply of paper	1 Shared with BSI
(m) Hot and Cold drinking water machine, including supply of distilled water and paper cups	1
(n) File tray	As required
(o) Waste paper basket	As required
(p) Camera with date marker, auto focus and 28-210 zoom lens, similar to RICOH RZ-900	1 Shared with BSI
(q) Digital camera with not less than 5 Mega pixels resolution, 10x optical zoom 28mm wide angle with built-in flash, with 1 GB memory card, battery charger + adapter and rechargeable battery (with spare battery set)	1
(r) Wall clock	As required
(s) Safety helmet, white, premium grade plastics resins (e.g. HDPE, ABS, PC), general purpose, industrial type with ventilation holes at the top for enhancing perspiration, complete with chin strap and chin cup and adjustable internal head gear to fit the size of the user's head, complying with EN397.1995 standard	As required
(t) Safety rain boots complying with EN 345	As required
(u) Safety shoes completed with full soft bellows tongue complying with EN 345-1:1993 with protective properties to Category S3, or equivalent to EN ISO 20345:2004 and provided with ankle protection to Design B of EN 345-1:1993 or EN ISO 20344:2004; the upper of the safety shoes shall be made of soft leather in dark colour and the collars of the footwear shall be complete with soft padding for the comfort of the wearer (to be kept and used on site only).	As required

6. Furniture and Equipment – Clerk of Works Office (Cont'd)

	<u>Type C</u>
(v) Reflective vest with features complying with EN 471	As required
(w) Rain suit in a jacket with reflective strips and a pair of trousers	As required
(x) Umbrella	As required
(y) Comprehensive first aid kit	1 Shared with BSI
(z) Facsimile machine complete with fax line, A4 size similar to Panasonic Panafax F260	1 Shared with BSI
(aa) 'Walkie Talkie' radio transmitters / receivers	2 pairs
(ab) Book shelf 1200 x 1000 x 400 mm	As required
(ac) Conference table for 8 - 10 persons	-
(ad) Photocopying machine similar to "RICOH FT2260" with stand including supply of paper	-
(ae) Computer table and chair (to suit computer)	As required
(af) Venetian blind	As required
(ag) Stationery	As required
(ah) Hat and coat hooks	As required
(ai) Torch with batteries	As required

7. Furniture and Equipment – Building Services Inspectorate Office

	<u>Type C</u>
(a) Desk 1500 x 750 mm with lockable drawers	1
(b) Desk 1200 x 750 mm with lockable drawers	2
(c) Plan chest with 8 drawers and high stool	2
(d) Chair, straight back	5
(e) Book shelf 1200 x 1000 x 400 mm	As required
(f) 4-drawer lockable steel filing cabinet	2
(g) Lockable steel cupboard	-
(h) Waste paper basket	As required
(i) File tray	As required
(j) Pin board 1200 x 900 mm	As required
(k) Wyte board 1200 x 900 mm (+ felt pen supply)	As required
(l) Photocopying machine similar to "PANASONIC FP2080" with stand, auto-feeder, sort function, including supply of paper	Shared with COW
(m) Digital camera with not less than 5 Mega pixels resolution, 10x optical zoom 28mm wide angle with built-in flash, with 1 GB memory card, battery charger + adapter and rechargeable battery (with spare battery set)	1
(n) 'Walkie Talkie' radio transmitters / receivers	1 pair
(o) Direct line telephone, with call-waiting and answering function	2
(p) Safety helmet, white, premium grade plastics resins (e.g. HDPE, ABS, PC), general purpose, industrial type with ventilation holes at the top for enhancing perspiration, complete with chin strap and chin cup and adjustable internal head gear to fit the size of the user's head, complying with EN397.1995 standard	As required
(q) Safety rain boots conforming with EN 345	As required
(r) Safety shoes completed with full soft bellows tongue complying with EN 345-1:1993 with protective properties to Category S3, or equivalent to EN ISO 20345:2004 and provided with ankle protection to Design B of EN 345-1:1993 or EN ISO 20344:2004; the upper of the safety shoes shall be made of soft leather in dark colour and the collars of the footwear shall be complete with soft padding for the comfort of the wearer (to be kept and used on site only).	As required

7. Furniture and Equipment – Building Services Inspectorate Office (Cont'd)

	<u>Type C</u>
(s) Reflective vest with features complying with EN 471	As required
(t) Rain suit in a jacket with reflective strips and a pair of trousers	As required
(u) Umbrella	As required
(v) Hat and coat hooks	As required
(w) Wall clock	As required
(x) Stationery	As required
(y) Venetian blinds	As required
(z) Desktop calculator with display and print	1
(aa) LCD calculator	As required
(ab) Camera with date marker, 28-210mm zoom lenses, similar to RICOH RZ-900	Shared with COW
(ac) Metric scale (set)	As required
(ad) Hot and Cold drinking water machine, including supply of distilled water and paper cups	1
(ab) Facsimile machine complete with fax line, A4 size - similar to Panasonic Panafax F260	Shared with COW
(af) Comprehensive first aid kit	Shared with COW
(ag) Computer table and chair (to suit computer)	As required
(ah) Torch with batteries	As required
(ai) Filing rack 930 x 470 x 1900 mm	1

8. Furniture and Equipment - Labour Relations Officer Office

	<u>Type C</u>
(a) Desk, 1200 x 750 mm with lockable drawers	2
(b) Chair, straight back	3
(c) Computer table and chair	1
(d) Telephone, direct line with call-waiting and answering function	1
(e) LCD calculator	As required
(f) 4-drawer lockable steel filing cabinet	1
(g) Wyte board 1200 x 900 mm (+ felt pen supply)	As required
(h) Pin board 1200 x 900 mm	As required
(i) Photocopying machine including supply of paper	Shared with COW or BSI
(j) Hot & Cold drinking water machine, including supply of distilled water and paper cups	Shared with COW or BSI
(k) File tray	As required
(l) Waste paper basket	As required
(m) Camera	Shared with COW or BSI
(n) Digital camera	Shared with COW or BSI
(o) Safety helmet, white, premium grade plastics resins (e.g. HDPE, ABS, PC), general purpose, industrial type with ventilation holes at the top for enhancing perspiration, complete with chin strap and chin cup and adjustable internal head gear to fit the size of the user's head, complying with EN397.1995 standard	As required
(p) Safety rain boots complying with EN 345	As required
(q) Safety shoes completed with full soft bellows tongue complying with EN 345-1:1993 with protective properties to Category S3, or equivalent to EN ISO 20345:2004 and provided with ankle protection to Design B of EN 345-1:1993 or EN ISO 20344:2004; the upper of the safety shoes shall be made of soft leather in dark colour and the collars of the footwear shall be complete with soft padding for the comfort of the wearer (to be kept and used on site only).	As required
(r) Reflective vest with features complying with EN 471	As required
(s) Rain suit in a jacket with reflective strips and a pair of trousers	As required
(t) Umbrella	As required
(u) Comprehensive first aid kit	Shared with COW or BSI
(v) Facsimile machine complete with fax line	Shared with COW or BSI
(w) Stationery	As required
(x) Torch with batteries	As required

9. Furniture and Equipment - Resident Engineer / Employer's Representative (Clerk Of Works) / Employer's Representative (Building Services Inspector)

	RE	ER/COW	ER/BSI
(a) 1500 x 750 mm desk with lockable drawers,	2 Nos.	2 Nos.	2 Nos.
(b) Chair, straight back	4 Nos.	2 Nos.	2 Nos.
(c) Telephone, direct line with call-waiting and answering function	1 No.	1 No.	1 No.
(d) Drafting stand with parallel motion square with size 750 x 1050 mm drawing board complete with drafting tool, lamp and stool	1 No.	-	-
(e) Plan chest with 8 drawers	1 No.	-	-
(f) Fireproof 4-drawer lockable steel filing cabinet	1 No.	1 No.	1 No.
(g) Pin board 1200 x 900 mm	1 No.	As required	
(h) Wyte Board 1200 x 1200 mm	1 No.	As required	
(i) Book shelf 1200 x 1000 x 400 mm	1 No.	As required	
(j) File tray	2 Nos.	As required	
(k) Desktop LCD calculator with display and print	-	-	-
(l) LCD calculator with normal scientific function	1 No.	-	-
(m) Safety helmet, white, premium grade plastics resins (e.g. HDPE, ABS, PC), general purpose, industrial type with ventilation holes at the top for enhancing perspiration, complete with chin strap and chin cup and adjustable internal head gear to fit the size of the user's head, complying with EN397.1995 standard	2 Nos.	As required	
(n) Safety rain boots complying with EN 345	2 Pairs	As required	
(o) Safety shoes completed with full soft bellows tongue complying with EN 345-1:1993 with protective properties to Category S3, or equivalent to EN ISO 20345:2004 and provided with ankle protection to Design B of EN 345-1:1993 or EN ISO 20344:2004; the upper of the safety shoes shall be made of soft leather in dark colour and the collars of the footwear shall be complete with soft padding for the comfort of the wearer (to be kept and used on site only).	2 Nos.	As required	
(p) Reflective vest with features complying with EN 471		As required	
(q) Rain suit in a jacket with reflective strips and a pair of trousers	2 Nos.	As required	
(r) Umbrella		As required	
(s) Hat and coat hook	2 Nos.	As required	
(t) Stationery		As required	
(u) Venetian blind		As required	
(v) Wall clock	1 No.	-	-
(w) Waste paper basket	1 No.	As required	
(x) Computer table and chair (to suit computer)		As required	
(y) Metric scale (set)	1 No.	-	-
(z) Drinking water machine, camera, photocopying machine, fax machine, etc.		Shared with COW	
(aa) Digital camera	-	1 No.	1 No.

10. Accessories and Fixture for Toilet and Shower Facilities

	<u>Type C</u>
(a) European type WC with toilet paper supply	2
(b) Basin and accessories	2
(c) Urinal	1
(d) Mirror	2
(e) Exhaust fan and lighting	1
(f) Shower	1
(g) Glazed wall tile and mosaic floor	As required
(h) Chemical toilet (where drainage not available)	As required

11. Accessories and Fixture for Pantry Facilities (Not required)

(a) Electrical kettle	1 No.
(b) Water jar	1 No.
(c) Stainless steel sink	1 No.
(d) Water tap	1 No.
(e) Exhaust fan	1 No.
(f) Wall cabinet	1 No.
(g) Vacuum flask	As required
(h) Cups and dishes	As required