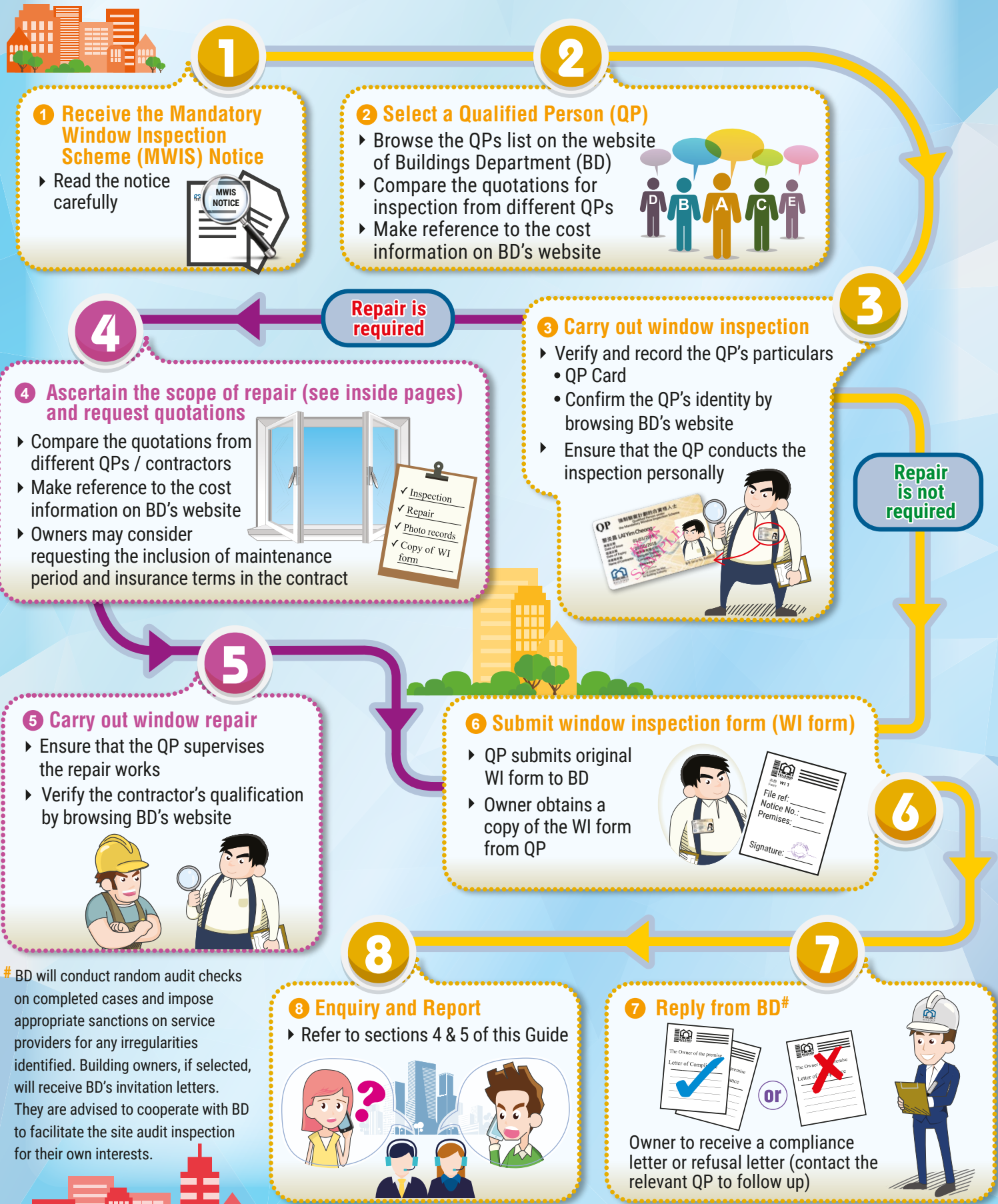



1. Major Steps in Window Inspection and Repair

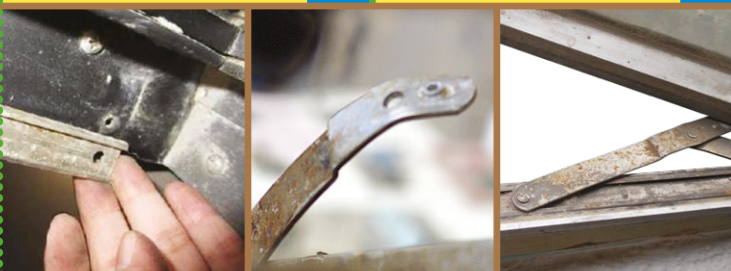


2. Mandatory inspection components and conditions requiring repair / replacement

Hinges



Upper hinges ✓ Lower hinges ✓




Loosen ✗ Deformed ✗ Corroded ✗

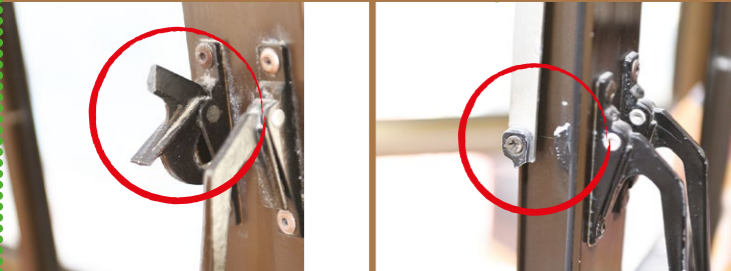
Points to note:

- ★ The inspection shall cover all the elements of openable and fixed windows.
- ★ The renewed elements shall be of such material and standard not inferior to the standard of the original design. When replacing a hinge with a stainless steel hinge, or replacing the rivets or screws of an existing stainless steel hinge, stainless steel rivets or screws must be used.
- ★ If any windows are obstructed by decoration or furniture, the owners also have to arrange inspection of these windows to ensure public safety.

Lock




Upper lock ✓ Lower lock ✓ Connecting rod ✓



Corroded / deformed / broken ✗ Broken connecting rod ✗

Dual Lock



Lock ✓ Broken ✗

Cam Lock

Rivets / screws



Loosen / missing ✗ Corroded ✗ Greyish white powder by oxidation ✗

Window frames and sashes




Deformed / cannot be secured ✗

Glass panes

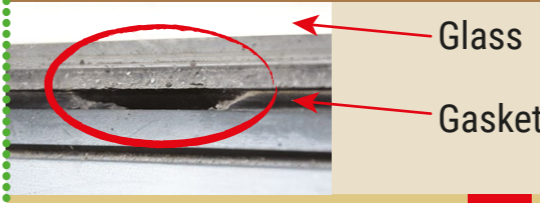


Broken ✗ Cracked ✗

Gasket for securing glass panes



Aluminium glazing bead Glass Gasket ✓



Glass Gasket Missing / Defective ✗

3. Non-mandatory repair / replacement components

Points to note:

- ★ Under the MWIS, owners may decide whether to carry out repair or upgrading works that do not affect window safety.

Typical examples of upgrading works

Repair aging / broken waterproof gaskets



Before After Repair

Upgrade original components to current window design and construction standards



Before After Upgrade

Aluminium / galvanized mild steel hinges Stainless steel hinges



Before After Upgrade

Aluminium rivets Stainless steel rivets Stainless steel screws Additional rivets

4. Enquiries



Please contact BD for enquiries about the Mandatory Window Inspection Scheme (MWIS):
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 **Website**: www.bd.gov.hk

5. Reports



Please report either to BD or directly to relevant departments / organisations for malpractices of QPs or Registered Contractors:

- **Buildings Department** : Failure to carry out personal inspection, misrepresentation
- **Hong Kong Police Force** : Acts of intimidation, using false instruments
- **Independent Commission Against Corruption** : Corruption
- **Hong Kong Customs and Excise Department** : Unfair trade practices
- **Consumer Council** : Unfair trade; failure to deliver what is promised; late completion; dissatisfaction with services
- **Competition Commission** : Price fixing, bid-rigging
- **Relevant trade unions / associations / professional institutes and / or registration boards**: Professional misconduct or violation of industry conduct

6. Technical and financial assistance



Buildings Department	Urban Renewal Authority	Home Affairs Department
<ul style="list-style-type: none">• Briefing video on Mandatory Building and Window Inspection Schemes#• Building Safety Loan Scheme	<ul style="list-style-type: none">• Integrated Building Rehabilitation Assistance Scheme (IBRAS)	<ul style="list-style-type: none">• Briefing of Central Platform on Building Management*
2626 1579 www.bd.gov.hk	3188 1188 www.brplatform.org.hk	2835 2542 www.buildingmgt.gov.hk

*Attended by BD representatives to introduce MBIS & MWIS

#Please visit BD's website or scan the QR code to view the video:



7. Reference materials



Mobile Application “Quick Guide for MBIS/MWIS” :

List of Qualified Persons / Registered Contractors and compliance status of statutory notices.

Scan the QR codes to download



App Store



Google Play



Pamphlet “Mandatory Window Inspection Scheme”



“Important Notes about Window Safety”



Pamphlet “Window inspection and repair, choose with extra care”



Code of Practice for the MBIS and MWIS

The above reference publications can be downloaded from BD's website or by scanning the QR code:



Some cost information on window inspection and repair for general reference:



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



Quotation seeking document and contract for window inspection for individual units (Sample and introductory video)(Chinese version only)



Practice Note for Mandatory Building and Window Inspection Schemes: PNBI-9 “Window Inspection Report”



Searching the issuance or compliance status of statutory notices

