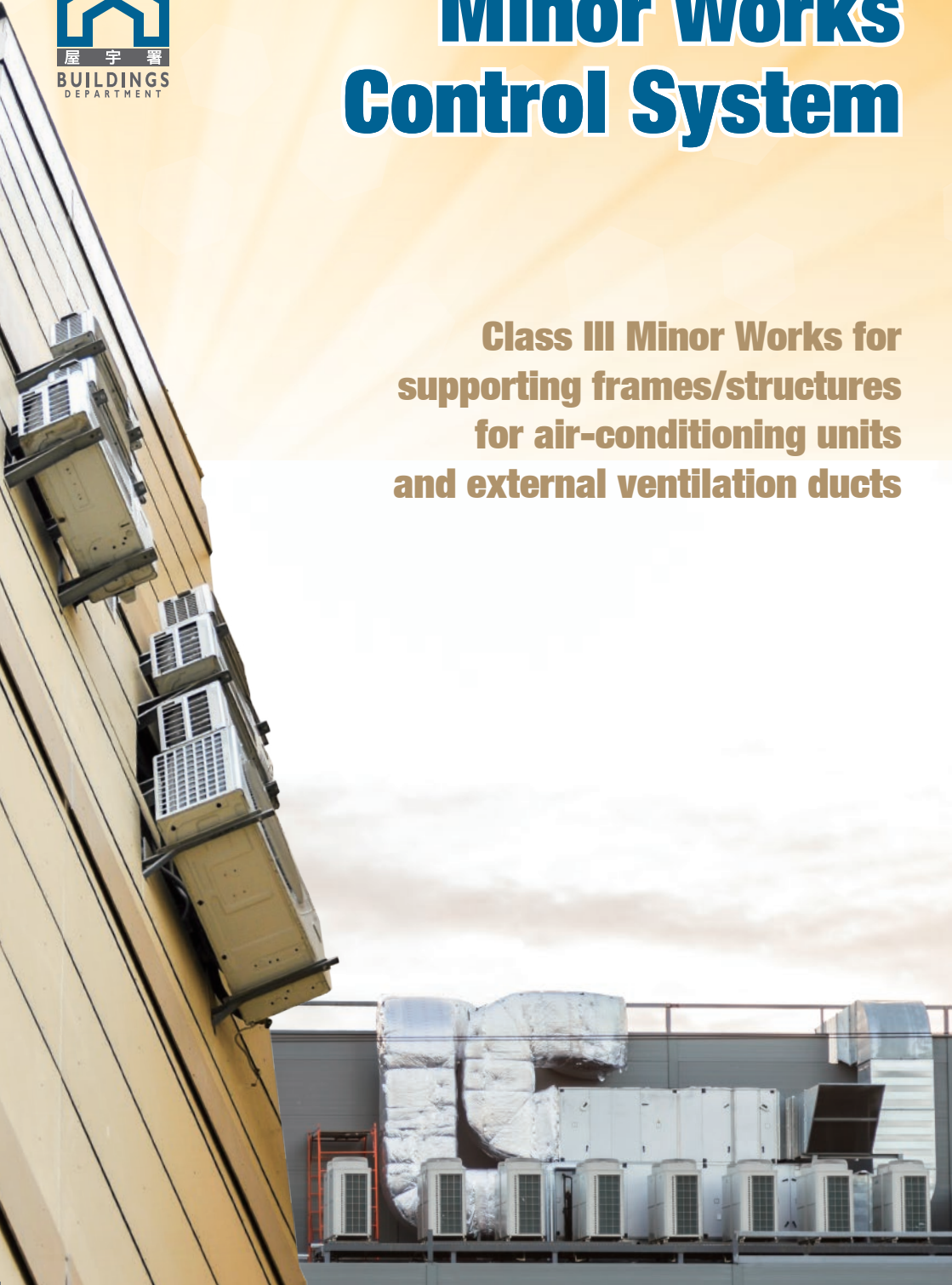


Minor Works Control System

**Class III Minor Works for
supporting frames/structures
for air-conditioning units
and external ventilation ducts**



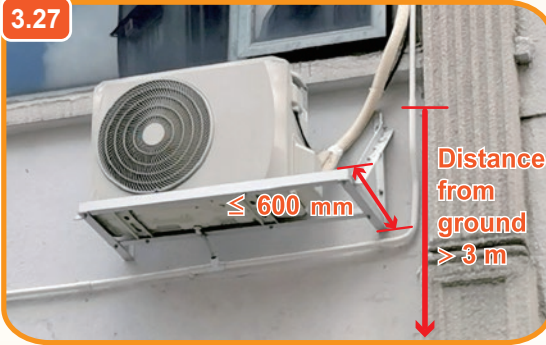
Minor Works Control System

Class III minor works for supporting frames/structures for air-conditioning units and external ventilation ducts

The Minor Works Control System (MWCS) aims to facilitate building owners and occupants in carrying out small-scale building works safely and lawfully through simplified statutory procedures and thereby improve the quality of such building works and building safety in Hong Kong.

Under the MWCS, erection, alteration or removal of some supporting frames/structures for air-conditioning units (A/C units), and ventilation ducts are designated as minor works items. This pamphlet introduces Class III minor works related to A/C units and external ventilation ducts.

3.27



3.50



3.2



1. Supporting frames/structures for air-conditioning units

Erection/alteration/removal

Class III Minor Works Items ¹	Brief Description of Works	
3.27 (Erection/ alteration/ removal)	projecting from external wall of a building	<ul style="list-style-type: none"> - no additional load to any cantilevered slab - the weight of A/C units ≤ 100 kg - projection from external wall ≤ 600 mm - the highest point of frame from ground or roof > 3 m
3.50 ² (Erection/ alteration)	on-grade or on roof	<ul style="list-style-type: none"> - not involving alteration of any other structural elements - the roof is not a cantilevered slab or inaccessible roof - the weight of A/C units ≤ 200 kg - the average weight of A/C units ≤ 100 kg/m² of the ground/slab area - the height of the supporting structure ≤ 1.5 m
3.2 (Removal)	on-grade, on canopy or on roof	<ul style="list-style-type: none"> - the canopy or the roof shall not be a cantilevered slab - the height of the supporting structure ≤ 2 m
3.26 (Removal)	projecting from external wall of a building or a fence wall	<ul style="list-style-type: none"> - projection from external wall/fence wall ≤ 750 mm - not constructed of concrete

2. External metal ventilation ducts or associated supporting frames

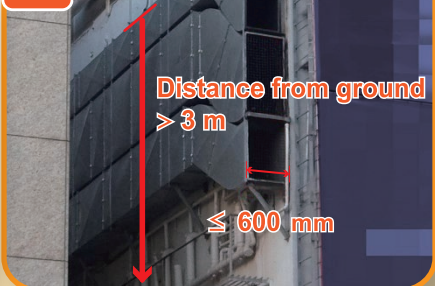
(a) Erection/alteration

Class III Minor Works Items ¹	Brief Description of Works	
3.47	on-grade or on roof	<ul style="list-style-type: none"> - no additional load to any cantilevered slab - the highest point of the duct or frame from the ground or roof ≤ 1.5 m
3.48	projecting from external wall of a building	<ul style="list-style-type: none"> - no additional load to any cantilevered slab - projection from external wall ≤ 600 mm - the highest point of the duct or frame from the ground or roof > 3 m
	located on balcony, verandah or canopy	<ul style="list-style-type: none"> - no additional load to any cantilevered slab - the balcony, verandah or canopy shall not be a cantilevered slab - the largest cross-sectional dimension of the duct ≤ 600 mm - the highest point of the duct or frame from the ground or roof > 3 m - the highest point of the duct or frame from the balcony, verandah or canopy ≤ 1.5 m
	hung underneath the soffit of balcony, verandah or canopy	<ul style="list-style-type: none"> - no additional load to any cantilevered slab - the balcony, verandah or canopy shall not be a cantilevered slab - the largest cross-sectional dimension of the duct ≤ 600 mm - the highest point of the duct or frame from the ground or roof > 3 m

3.47



3.48



(b) Removal

Class III Minor Works Items ¹	Brief Description of Works	
3.2	on-grade or on roof	<ul style="list-style-type: none"> - the roof shall not be a cantilevered slab - the highest point of the duct or frame from the ground or roof ≤ 2 m
3.49	projecting from external wall of a building	<ul style="list-style-type: none"> - projection from external wall ≤ 750 mm
	located on balcony, verandah or canopy	<ul style="list-style-type: none"> - the balcony, verandah or canopy shall not be a cantilevered slab - the highest point of the duct or frame from the balcony, verandah or canopy ≤ 2 m
	hung underneath the soffit of balcony, verandah or canopy	<ul style="list-style-type: none"> - the balcony, verandah or canopy shall not be a cantilevered slab

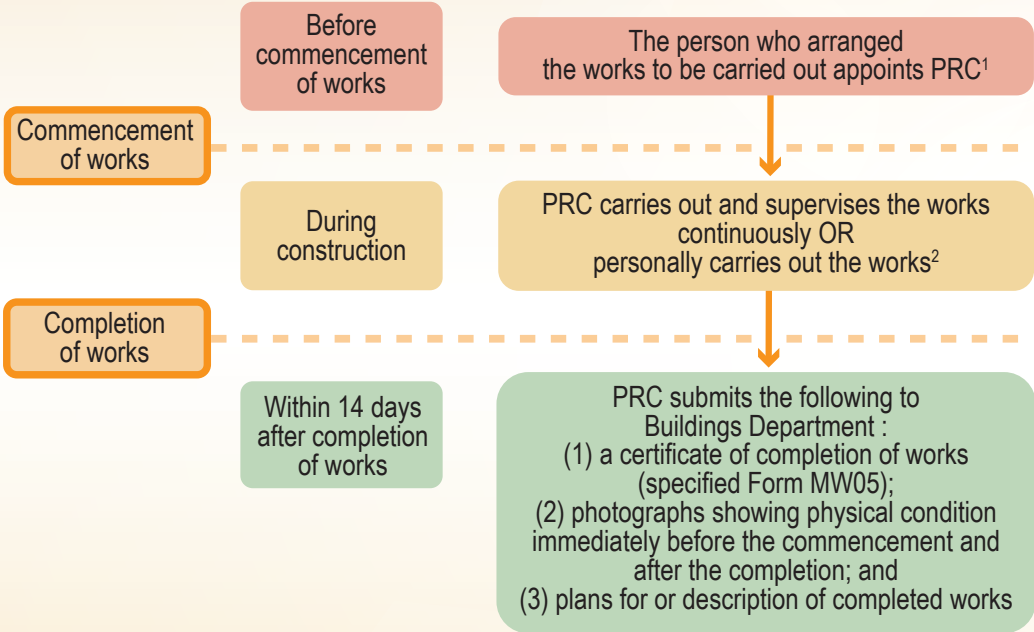
For detailed descriptions, sizes, locations and respective requirements of each minor works item, please visit the Buildings Department website at www.bd.gov.hk, and refer to the Building (Minor Works) Regulation and the Technical Guidelines on Minor Works Control System. The requirements of the minor works items generally involve restrictions related to structural safety. For example, the works should not result in any additional load to any cantilevered slab or the works should not involve the alteration of any other structural elements. For the location, if the works are located on a slab or roof, it may be required that the slab or roof should not be a cantilevered slab. The appointed prescribed registered contractor should ensure the works comply with all the requirements of the relevant minor works items.

Notes :

- 1 The numbers tabulated under “minor works item” denote the classes and item numbers of the minor works. For example, “3.5” denotes the item no. 5 under Class III minor works in the Building (Minor Works) Regulation. Any alteration works must be read as including any strengthening works for that item. Any erection works must be read as including replacement works for that item. Any removal works must be read as including any removal works for any structure that falls within the description of that item and is an unauthorised structure.
- 2 The erection/alteration of a metal casing for A/C units is also covered under minor works item 3.50 if meeting the following criteria:
 - (a) The weight of the casing is not more than 10% of the weight of the A/C unit; and
 - (b) The inner surface of the casing and the installation are not more than 200 mm apart in all directions.

Simplified requirements

The carrying out of Class III minor works mentioned in pages 2 to 4 can be commenced through the simplified requirements, without the need to obtain prior approval of plans and consent to the commencement of the works from the Buildings Department as required under section 14(1) of the Buildings Ordinance. Any person, whether the owner/occupant or his/her agent (for example the design company) is required to appoint prescribed registered contractors (PRC) to carry out the minor works. The flow chart below shows the procedures for carrying out Class III minor works:



For the registers of PRC, please visit the Buildings Department website at www.bd.gov.hk.

Notes:
1 PRC are registered general building contractors or registered specialist contractors of respective registered category of specialised works or registered minor works contractors of respective registered classes/types/items of minor works.
2 Registered minor works contractors (individual) are required to carry out minor works personally.

Types of registered minor works contractors

Construction companies may apply for registration as Registered Minor Works Contractors (Company) (RMWC(Co)) and register by virtue of their working experience, qualifications and competence in each class of one or more of the following types of minor works (A to H):

- Type A - Alteration and Addition Works
- Type B - Repair Works
- Type C - Works relating to Signboards
- Type D - Drainage Works
- Type E - Works relating to Structures for Amenities
- Type F - Finishes Works
- Type G - Demolition Works
- Type H - Works relating to Ventilation System inside a Building

Individual practitioners may apply for registration as Registered Minor Works Contractors (Individual) (RMWC(Ind)) of the respective Class III minor works items (items 3.1 to 3.66) by virtue of their qualifications and experience.

Submission of documents under simplified requirements

The PRC shall comply with the Buildings Ordinance and its subsidiary regulations, and prepare and timely submit the required documents to the Buildings Department. The documents for Class III minor works include the following:

1. Form

Notice and certificate of completion of Class III minor works (specified Form MW05) (within 14 days after the completion of works) .

2. Plan or description of completed works

The plans showing the works as completed or description of completed works.

3. Photograph

Photographs showing the physical condition of the premises immediately before the commencement and after the completion of the works.

Please refer to the Practice Note for Registered Contractors 71 issued by the Buildings Department for the requirements and guidelines on submission of the above documents.

Inspection of building records

The carrying out of minor works in existing buildings may involve alteration and addition works. The PRC should prepare the plans for minor works based on the information from the inspection of the actual condition of the related building and the available existing building records. The building records for existing buildings may be inspected at the Building Information Centre of the Buildings Department located at 2/F, Buildings Department Headquarters, North Tower, West Kowloon Government Offices, 11 Hoi Ting Road, Yau Ma Tei, Kowloon, or via the Building Records Access and Viewing On-line system in the Buildings Department website at bravo.bd.gov.hk. A copy of the building records will be issued upon application and payment of the prescribed fee.

Please visit www.bd.gov.hk/en/about-us/building-information-centre/index.html for details of the services.

Legal obligation of the person who arranged the works to be carried out

The person, whether the owner/occupant or his/her agent, who arranged the Class III minor works to be carried out is required by the Buildings Ordinance to appoint PRC to carry out the works. If the person who arranged the works to be carried out has knowingly failed to appoint the required personnel, that person may be liable to prosecution.

Legal obligation of prescribed registered contractors

The PRC appointed to carry out the minor works should comply with the provisions of the Buildings Ordinance and other enactments. The PRC should only carry out the classes and types or items of minor works for which they have been registered. If they contravene these requirements, they may be subject to prosecution and disciplinary action.

Insurance

To safeguard the interests of the building owner/occupant or the appointed agent, the person who arranged the minor works to be carried out should ensure that the appointed PRC has procured all necessary insurance prior to commencement of works in order to minimise risk for any possible claim incurred from carrying out of minor works.

Carrying out minor works at the common parts of building

For minor works carried out at common parts of a building (such as external wall of a building), the person who arranged the works to be carried out or his/her appointed agent (including the PRC) should seek consent from all co-owners/incorporated owners and the management company of the building and observe all duties as stipulated in the deed of mutual covenant.

Construction wastes

PRC shall take appropriate measures to ensure construction wastes are disposed of properly.

Pay for Safety Scheme

The Pay for Safety Scheme was first introduced by the Government with an aim to ensure the contractors, with the employer's support, maintain a high standard of work safety and to prevent site safety from being compromised due to competitive tendering. Under the scheme, contractors are required to include in the tender the necessary safety-related items which will be paid for by the employer if the contractors have carried out the items satisfactorily. Failure in doing so will result in no payment. By means of this scheme, the Government aims to promote and encourage the practice of construction safety such that safety standard in construction sites would be enhanced.

Supportive measures

The Buildings Department has put in place the following measures to facilitate implementation of the MWCS and to assist the public in understanding and using the system effectively:

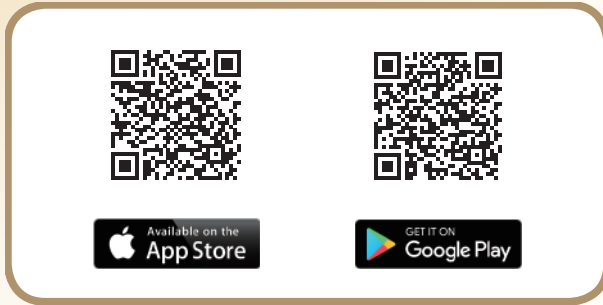
- Provide technical guidelines and practice notes on minor works to the construction industry for reference.
- Distribute leaflets and general guidelines on minor works to members of the public, building owners and owners' corporations introducing the system to assist their understanding of the classification of minor works and the appointment of appropriate PRC for carrying out minor works.
- Provide mobile application for the public using mobile devices to access the information related to the MWCS.
- Upload detailed information of the MWCS onto the Buildings Department website at www.bd.gov.hk for the reference of the general public.
- Establish telephone hotlines to answer public enquiries.

Enquiry

For any enquiries in connection with the MWCS, you may 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")
- Enquiry service: G/F, Buildings Department Headquarters, North Tower, West Kowloon Government Offices, 11 Hoi Ting Road, Yau Ma Tei, Kowloon

You may download the mobile application MWCS - Quick Guide for Minor Works on App Store/Google Play to know more about the MWCS.



This pamphlet is not a legal document. It aims to introduce the main features of the MWCS to enhance the industry's understanding of the system.



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