Guidelines on Managing Quiet Renovation

環境保護署
Environmental Protection Department

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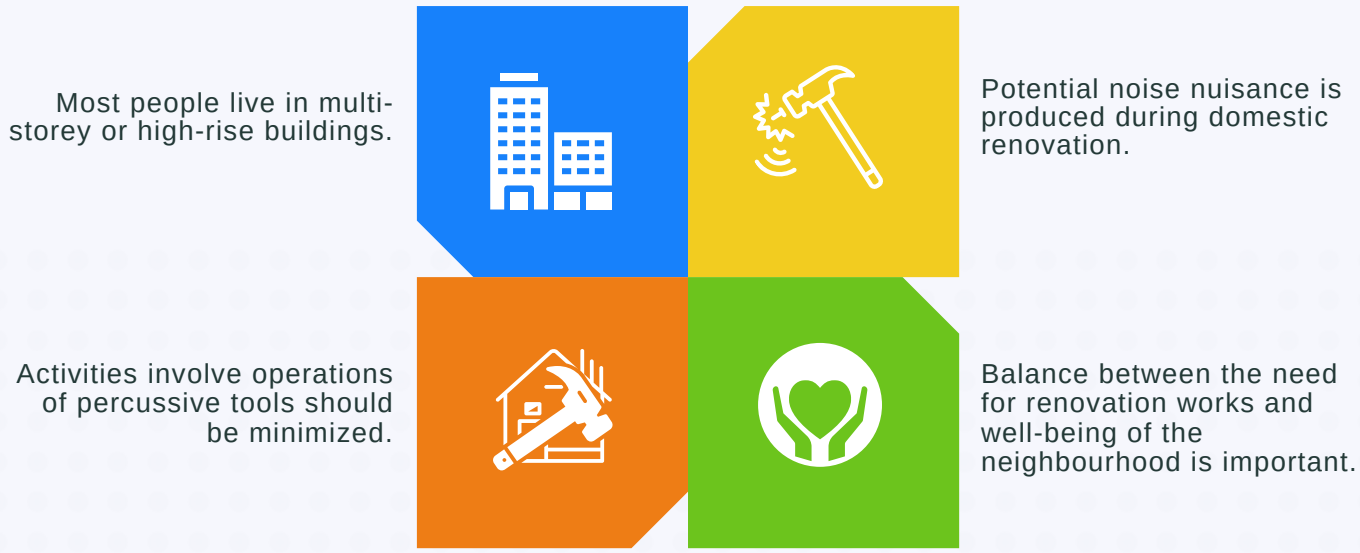
Introduction

Most people in Hong Kong live in multi-storey buildings where domestic renovations are quite common and can be annoying to neighbouring residents from time to time. To strike balance between the need for domestic renovations and the protection of the environment so as to minimize the noise impact to nearby residents, it is important to establish specific house rules and guidelines for good and quiet renovation practices.

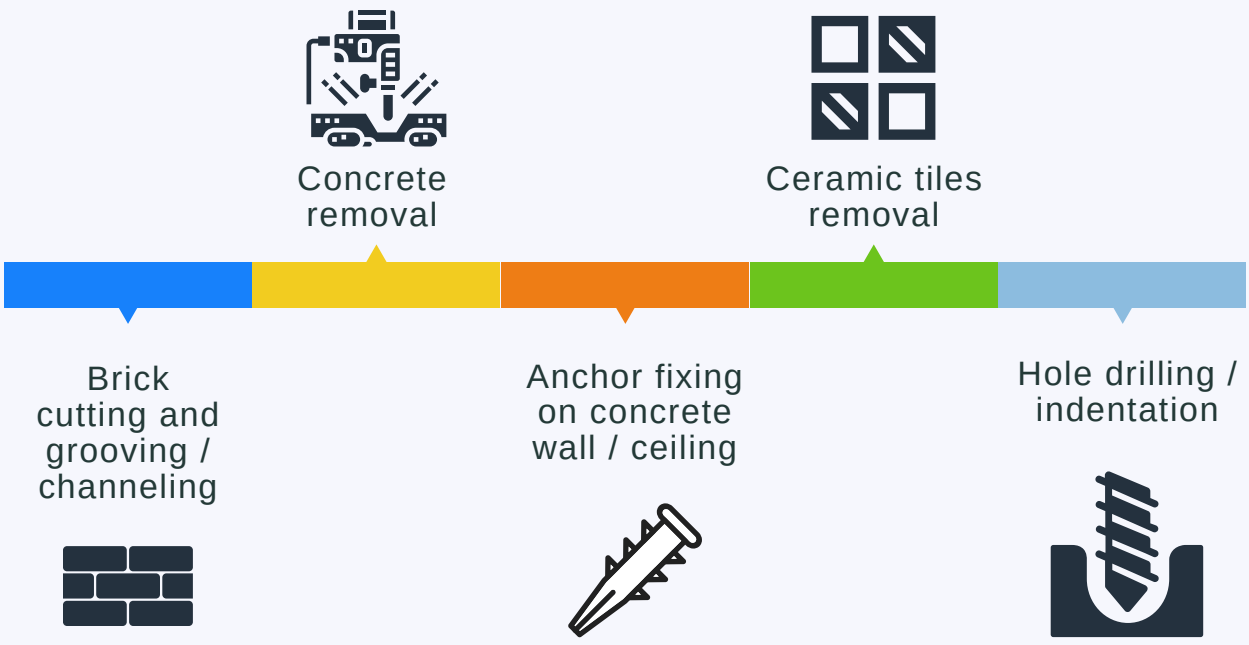
Common noisy renovation activities include demolition of concrete or brick walls, removal of ceramic tiles, hole drilling / indentation, anchor fixing, brick cutting and grooving / channeling, for which current practices usually involve the use of percussive tools. Through the application of specific house rules and guidelines to limit the use of percussive tools and promotion of quiet renovation equipment, excessive renovation noise can be minimized to maintain a good living environment as a whole.



To minimize excessive noise generated from renovation works:

- **Establish and follow good house rules**
- **Use of quiet renovation equipment**

Diagram above: Renovation noise is to be minimized



These activities usually involve operations of percussion instruments, which quieter alternatives should be considered to minimize noise nuisance to nearby residents.

Diagram above: Common Noisy Renovation Activities

This Management Guidebook provides sample house rules for residential premises in detail, simplified and illustration form for management bodies such as Owners' Corporations (IOs), Owners' Committees (OCs), Mutual Aid Committees (MACs) and management companies to consider so that they can incorporate quiet domestic renovation practices into their administration system. Management bodies are encouraged to make appropriate modifications to best suit the need of their residents and operations.

To minimize the use of percussive tools for domestic renovations, it is recommended to prohibit the operation of handheld breakers with mass >10kg within dwellings. The use of handheld breakers of mass <10kg should be limited to 5 consecutive days per application. Other useful clauses can be found in this Guidebook.

Before Renovation

Timely Applications

1. All owners/resident should complete a "Temporary Work Permit Application Form" and "Undertaking for Temporary Work Permit" and return to the management body, alongside with a renovation deposit (if any) at least 3 working days prior to the commencement of work.

Submission of Technical Details

2. Drawings, specifications, and decoration plans should be submitted for specific renovation works such as pipe works, electrical works, scaffolding works, walls, partitions, and other structures, alongside with the Application Form.

Purchasing Insurance for Protection

3. All owners/residents should ensure that their engaged contractors/workers have already taken out “Public Liability Insurance” and “Employee Compensation Insurance”. All extra relevant documents must be submitted alongside with the above application documents.

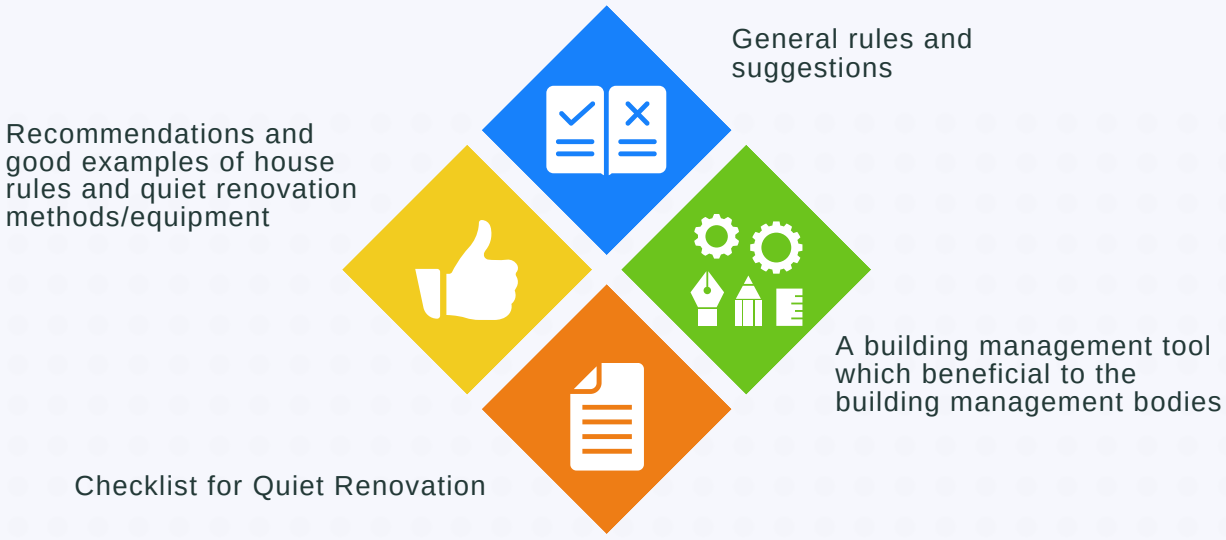


Diagram above: The Guidelines on Managing Quiet Renovation contains a collection of sample house rules for addressing commonly encountered noisy renovation activities and recommendations on preventive measures to prevent excessive renovation noise.

Apply for Temporary Work Permit

4. Contractors and each of their workers should register and apply for “Temporary Work Permit” at the management body by completing the “Temporary Work Permit Application Form”.

5. The Temporary Work Permit should impose conditions on minimizing renovation noise such as time restrictions, and quiet measures for compliance during the renovation period.

Advance Notifications of Renovation Work

6. Before the commencement of renovation work, the management body should inform residents/units nearby or others by posting notifications inside the building for the upcoming work that might generate noise nuisance, so that those concerned neighbours are made aware of the nearby work.

7. Owners/Residents of the flat and ongoing renovation should post the "Temporary Work Permit" issued by the management body on its entrance floor during the whole renovation period for identification or inspection purposes.

Diagram above: Good Practices before Renovation

During Renovation Period

Specific Time Period for Renovation Work

8. The management body should determine a specific time period outside which renovation work would not be permitted in order to preserve a quiet environment for the building. Examples are:

a) Renovation works can be carried out between 9:00a.m. to 6:00p.m., from Mondays to Fridays and 9:00a.m. to 1:00p.m. on Saturdays. No noisy renovation works is permitted on Saturdays. All renovation works are prohibited on the whole day of Sundays and Public Holidays.

b) All renovation works should be completed within 3 months, if the renovation deadline exceeded, new application should be submitted to the management body for an extension at least 7 working days prior to the end of decoration period.

Permitted Area for Renovation Work

9. Renovation works should be performed inside the premises, no works should be carried out in public places such as stairs, corridors, elevator lobbies, etc.

10. To avoid potential noise nuisance, doors, metal gates or windows should be kept closed as far as practicable, or properly enclose with tapes, canvas or plastic sheets when necessary.

Diagram above: House Rules during Renovation

Bear Temporary Work Permit at Anytime

11. Each worker should register and present the “Temporary Work Permit” at the Management Office/Service Centre with Identify Card or “Green Card” for identification, before the start of renovation works each day. HKD$___ per permit will be deducted from the renovation deposit for any damage or loss of the “Temporary Work Permit” (if any).

12. Each worker should bring along with the “Temporary Work Permit” at all times within the building for identification purpose.

Restrictions of Noisy Work

13. Any relevant works involve continuous or severe noise nuisance such as removal or demolition of old decoration, walls, and floors etc., owners/residents must send the application to Management Office/Service Centre 3 working days in prior to the commencement of work and being started after approval.

14. All demolition works must be done within 5 days after the commencement of work.

15. Use of demolition hammers/ breakers, which mass >10kg are prohibited within residential premises.

Actions on Noise Mitigation Measures

16. Owners/Residents shall advise green measures to be adopted during renovation period in aspects of noise in detail on the application form.

17. Owners/Residents are recommended to use prefabricated furniture or off-site manufactured products as far as possible to minimize noise impact during renovation.

Use of Quiet Renovation Equipment

18. To address intrusive noise generated from common renovation activities, the following table recommends various equipment that could be used for minimizing the noise problems arising from each activity:

	Category of Noisy Renovation Activities	Type of Quiet Renovation Equipment
1	Concrete removal	Handheld hydraulic concrete crusher
2	Ceramic tiles removal	Light-weight breaker
3	Coring/ rebar holes	Handheld coring machine
4	Anchor fixing on concrete wall/ ceiling	Battery actuated direct fastening machine
5	Brick cutting	Handheld brick cutter
6	Grooving/ channeling	Wall chaser

Handheld hydraulic concrete crusher

Light-weight breaker

Handheld coring machine

Battery actuated direct fastening machine

Handheld brick cutter

Wall chaser

Compliance with Relevant Requirements

19. All owners/residents/contractors should carefully read and comply with the requirements of the "Temporary Work Permit" during the renovation period.

Regulate on their Hired Contractors/Workers' Behavior

20. All owners/residents are responsible for regulating their hired contractors'/workers' behaviour and urge them to comply with the requirements, rules, and laws.

21. All owners/residents hold full responsibility and liable for compensation of third party on any inconvenience, losses, nuisance, injuries or damages to any public facilities or nearby units caused by their hired contractors'/workers'.

Building Management Inspection

22. Subject to the provisions under the D.M.C and the house rules, the management body can exercise the rights into premises under renovation works to:

a) conduct inspections

b) check whether the scope and contents of decoration are in line with the "Temporary Work Permit Application Form", and any conditions or rules set by management bodies. Under the "Temporary Work Permit", house rules or D.M.C of the building, and the relevant government regulations.

Building Management's Rights to Confront Violations

23. In cases of any violations or unauthorized works detected, the management body reserves the right to:

- Remove any unapproved fixtures and structures;
- Prohibit any worker of the renovation flat from entering the building and using the common property facilities

After Completion of Renovation

24. When the work is completed, original receipt of renovation deposit and completed “Refund of Renovation Deposit Application Form” should be returned to the management body for application of refund (if any).

25. After the completion of renovation works, the “Temporary Work Permit” must be returned to the management body. A charge to be determined by the management body per permit will be deducted from the renovation deposit for any damage or loss of the “Temporary Work Permit” (if any).

26. The renovation deposit will be refunded (non-interest bearing) upon the completion of renovation work, after inspection conducted by the management body, subject to full compliance with the following conditions:

- There is no violation against the conditions of the "Temporary Work Permit" or requirements under the house rules of the D.M.C of the building;
- No damage or loss has been caused to any common areas or facilities of the property;
- No debris, waste materials, tools or garbage are left at public places such as stairs, corridors, elevator lobbies, etc.

Upon completion of renovation, remember to verify from compliance before refund of the renovation deposit.

Recommended Clauses on Noise Aspect from Renovation Application Forms (Sample Only)

Pilot Scheme on Quiet Renovation

House Rules for Quiet Renovation

Advance Notifications of Renovation Work

The management body should inform residents/units nearby or others by posting notices within the premises for the upcoming renovation works to inform about potential noise nuisance.

Specific Time Period for Renovation Work

Renovation works can only be carried out between 9:00a.m. to 6:00p.m., from Mondays to Fridays and 9:00a.m. to 1:00p.m. on Saturdays. No noisy renovation works are allowed on Saturdays. All renovation works are prohibited on Sundays and Public Holidays.

During Renovation

To avoid potential noise nuisance, doors, metal gates or windows should be kept closed as far as practicable, or properly enclose with tapes, canvas or plastic sheets when necessary.

Restrictions of Noisy Work

- Removal or demolition of old decoration, walls and floors, owners/residents must send application to the management body 3 working days prior to the commencement of work.
- All demolition works must be done within 5 days after commencement of work.
- Use of demolition hammers/ breakers, which mass >10kg are prohibited within residential premises.

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Pilot Scheme on Quiet Renovation

Actions on Noise Mitigation Measures

- Owners/Residents shall advise green measures to be adopted during renovation period in aspects of noise in detail on the application form.
- Owners/Residents are recommended to use prefabricated furniture or off-site manufactured products as far as possible to minimize noise impact during renovation.

Use of Quiet Renovation Equipment

To address intrusive noise generated from common renovation activities, the following table recommends various equipment that could be used for minimizing the noise problems arising from each activity:

1 Concrete removal	Handheld concrete crusher
2 Ceramic tiles removal	Portable breaker
3 Coring/ rebar holes	Handheld diamond coring machine
4 Anchor fixing on concrete wall/ ceiling	Handheld direct fastening machine
5 Brick cutting	Handheld brick cutter
6 Grooving/ channeling	Wall chaser

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Pilot Scheme on Quiet Renovation

Checklist for Quiet Renovation

Address: _____

Contact Person: _____ Contact Number: _____

Renovation Period: _____

	✓ / ✗
1. Renovation Period	
Renovation works take place between 9 am to 6 pm on weekdays and 9 am to 1 pm on Saturdays	
No noisy renovation works is permitted on Saturdays	
Demolition works are to be completed within 5 days of commencement	
Neighbours are informed of upcoming renovation through management body	
2. Renovation Equipment	
No usage of handheld breaker of mass >10kg	
3. Renovation Plan	
Submission of detail demolition works	
Submission of noise mitigation plan	

I declare that the above quiet renovation rules are fully understood and will abide accordingly.

Name of person in charge and Signature: _____ Date: _____

For officials only

Approved name and Signature : _____ Date: _____

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