



18 August 2006

Property Management Practitioners,

**Environmental Consideration**  
**when conducting Renovation Works at Shopping Centres**

I write to solicit your help and offer some recommended measures to minimize environmental nuisance when carrying out renovation activities at the shopping centres under your management.

Over the past 12 months, we received an increasing number of complaints against environmental problems and inconveniences associated with renovation activities in various shopping centres throughout the territory. On several occasions, the violation of law was spotted and we had no choice but to prosecute the offending parties. Our subsequent analysis indicated that many of these problems could have been easily averted had the parties concerned taken some care in planning and in carrying out their renovation works.

In this regard, we offer the following recommendations so that you and your business associates may consider acquiring :

- Establish Renovation Works Permit / Deposit System to control and regulate all renovation activities for all shopping centre under your management ;
- Prepare and issue a checklist of environmental mitigation measures specific to your managed shopping centre for the renovator to follow (a list of generic measures is attached for your reference) ;
- Require the renovator to schedule noisy activities during the unrestricted period (i.e. from 7 a.m. to 7 p.m. on all weekdays) and when there are least shoppers (e.g. between 8:30 a.m. to 11:00 a.m.) ;
- Require the renovator to use building material with zero or low level of volatile organic compounds to help reduce odour nuisance ;
- Require the renovator to install appropriate noise and dust screens, and if necessary attach acoustic muffler / dust collector directly onto the equipment to be used ;
- Require the renovator to obtain all necessary licences and permits from EPD such as the Construction Noise Permit (CNP) prior to conducting works during the restricted period (i.e. during holidays or from 7 p.m. to 7 a.m on all weekdays), and Noise Emission Label prior to using air compressors or hand-held percussive breakers;
- Open a construction waste disposal billing account with EPD and offer a value added disposal service for renovation waste or require the renovator to procure waste disposal payment chits prior to removing the construction debris ;

- Prohibit uncooperative renovator or those with poor environmental performance record from conducting further renovation works within the shopping centres under your management; and
- Report to EPD of any environmental problem or unforeseen situation that has the potential to cause such problem.

Our analysis also indicated that noise nuisance generated from renovation activities conducted during the restricted period has become a major problem. I just wish to draw your attention that it is an offence under the Noise Control Ordinance (Cap. 400) to conduct noisy renovation activities (including use of mechanical equipment, hammering and even loading/unloading of construction materials) during the restricted period without a CNP. Any person who commits such offence is liable to a maximum fine of \$200,000 plus a daily fine of \$20,000. However, we understand that there may be valid reasons or special circumstances that necessitate some works be carried out during the restricted period. In this regard, this department would facilitate the issue of CNP in accordance with the relevant *Technical Memoranda*\* on the condition that :

- The need is well justified;
- The overall noise environment is evaluated and effectively controlled with suitable working conditions and the effectiveness of noise abatement measures to be adopted is demonstrated adequate for the purpose;
- Particularly noisy construction activities have already been scheduled to be carried out within the unrestricted period as far as practicable; and
- All works to be carried out during the restricted period should be carried out entirely within the fully enclosed and covered area of the shopping centre.

I shall be pleased if you would kindly help to convey the above to your staff and business associates. An e-copy of this letter is also available at our property management partnership website at <http://www.epd.gov.hk/epd/greenproperty/eng/index.htm>.

Yours sincerely,



(Mr. Anthony W. K. FOK)





Senior Environmental Protection Officer  
for Director of Environmental Protection






\* *"Technical Memorandum on Noise from Construction Work other than Percussive Piling" & "Technical Memorandum on Noise from Construction Work in Designated Areas"*

**Encl.**

Generic Environmental Protection Measures for Conducting Renovation Work at Shopping Centres

# Generic Environmental Protection Measures for Conducting Renovation Work at Shopping Centres

Problems	Recommended Measures in the Construction Stage
Odour	<ul style="list-style-type: none"> <li>✓ Enclose the renovation works area with tight partitions</li> <li>✓ Use dedicated and isolated ventilation ducts and exhaust points to extract and discharge renovation odour and to prevent it from contaminating the building's central air-conditioning system</li> <li>✓ Locate exhaust points for renovation odour in a dispersive area and away from air sensitive receptors</li> <li>✓ Use mechanical ventilation devices such as fan and blower for odour extraction.</li> <li>✓ Use odour absorbing and filtering materials/machines for absorbing irritating and volatile fumes</li> <li>✓ Use building material with zero or low level of VOC to help reduce odour nuisance</li> </ul> <div style="display: flex; justify-content: space-around; margin-top: 20px;"> <div style="text-align: center;">  <p>▲ Use of blower to extract out odour through isolated openings</p> </div> <div style="text-align: center;">  <p>▲ Enclose the renovation work area with tight partitions</p> </div> </div> <div style="display: flex; justify-content: space-around; margin-top: 20px;"> <div style="text-align: center;">  <p>▲ Use of volatile organic compound (VOC) free paint</p> </div> <div style="text-align: center;">  <p>▲ Use of photocatalytic oxidation reactor</p> </div> </div>
Dust	<ul style="list-style-type: none"> <li>✓ Enclose the renovation works area with tight partitions</li> <li>✓ Cement, sand, debris or other dusty materials should be covered up or kept moist</li> <li>✓ Spray water before breaking, grinding, sand papering or wood cutting operation</li> <li>✓ Fit vacuum cleaner to grinding, sand papering or wood cutting machines</li> <li>✓ Maintain good house-keeping and increase the cleaning frequency of the surrounding areas</li> <li>✓ Use enclosed vessels for transporting dusty materials</li> </ul>

	<div style="display: flex; justify-content: space-around; align-items: flex-start;"> <div style="text-align: center;">  <p>▲ Fit vacuum cleaner to grinding, sand papering or wood cutting machines</p> </div> <div style="text-align: center;">  <p>▲ Spray water when conducting dusty operation, such as breaking work</p> </div> <div style="text-align: center;">  <p>▲ Use plastic sheet to cover up sand, cement and debris to avoid fugitive dust</p> </div> </div>
Noise	<ul style="list-style-type: none"> <li>✓ Schedule noisy activities during unrestricted period and when there are least shoppers (eg between 8:30am to 11:00am)</li> <li>✓ Post advance notice to inform the affected parties, such as nearby shop owners or occupiers, on the schedule of noisy works</li> <li>✓ Use quiet machine, such as hydraulic crusher for demolition</li> <li>✓ Use noise barrier or absorber when using noisy machines</li> <li>✓ Fit noise muffler to noisy machines</li> <li>✓ Place rubber mat/pad beneath work benches and noisy machines</li> </ul> <div style="display: flex; justify-content: space-around; align-items: flex-start; margin-top: 20px;"> <div style="text-align: center;">  <p>▲ Use quiet equipment, such as hydraulic crusher for demolition work</p> </div> <div style="text-align: center;">  <p>▲ Use movable barrier to shield noise when using noisy equipment</p> </div> </div>
Demolition Debris	<ul style="list-style-type: none"> <li>✓ Keep a record of the renovation waste generated from the premises undergoing renovation works</li> <li>✓ Avoid the accumulation of renovation waste by requiring its removal once it is generated and if possible assign a dedicated area for their temporary storage while awaiting removal</li> <li>✓ Encourage the use of wheeled bins/trolley with lid for the transport and storage of renovation waste. These bins may also be fitted with an tag to identify the owners/occupiers of the premises generating the renovation waste</li> <li>✓ Warn the suspected offenders and gather details on the origin of the renovation waste for potential flytipping incidents</li> <li>✓ Report to EPD of anyone seen dumping waste illegally</li> <li>✓ Enhance patrol and access control at potential flytipping blackspots</li> <li>✓ Enhance awareness by publicity works (distributing construction waste charging</li> </ul>

	<p>scheme related leaflets to the renovation contractors and these leaflets can be obtained from EPD)</p> <ul style="list-style-type: none"> <li>✓ Incorporate clear instruction on waste disposal in your guidance notes for the owner and contractor carrying out the renovation works</li> <li>✓ Consider opening a billing account with EPD and offer a value-added disposal service for renovation waste by charging the responsible owner accordingly</li> <li>✓ Separate the non-recyclable materials into inert materials (e.g. soil, concrete and bricks) and non-inert materials (e.g. general rubbish) prior to arranging their disposal</li> <li>✓ Set up separated areas/individual containers for collection of different recyclable materials, e.g. paper, wood, metal and plastic</li> <li>✓ Arrange with recyclers a regular collection schedule for the recyclable materials</li> </ul> <div style="display: flex; justify-content: space-around; align-items: center;"> <div data-bbox="370 757 871 1088"> </div> <div data-bbox="1018 824 1417 1088"> </div> </div> <ul style="list-style-type: none"> <li>▲ Billing account for construction waste disposal can be opened from the EPD's</li> <li>▲ Use wheeled bins/trolley with lid for the transport and storage of renovation</li> </ul>
<p>Solvent &amp; Paint</p>	<ul style="list-style-type: none"> <li>✓ Reuse residual paint and solvent as far as possible</li> <li>✓ Dry/cured paint (non-chemical waste) can be disposed of as normal refuse</li> <li>✓ Small quantity of household waste solvent or paint can be disposed with household refuse</li> <li>✓ Property management companies can consider to register as a chemical waste producer and offer a valued added service to centrally collect waste solvent or solvent-based paint for subsequent collection by licensed chemical waste collector</li> </ul>