

Buildings  
Department  
Environmental  
Report  
2008





<b>FOREWORD</b>	<b>1</b>
<b>I. BUILDINGS DEPARTMENT AND THE ENVIRONMENT</b>	
Organization Chart	<b>2</b>
Management Commitment	<b>3</b>
<b>II. ENVIRONMENTAL PERFORMANCE</b>	
<b>A. PROMOTING A SUSTAINABLE BUILT ENVIRONMENT</b>	
1. Modernizing Building Design Standards	<b>4</b>
2. Promoting Green and Sustainable Building Developments	<b>6</b>
3. Facilitating Conservation of the Built Heritage	<b>8</b>
4. Reducing Construction and Demolition Wastes	<b>9</b>
5. Improving Environmental Hygiene	<b>9</b>
6. Promoting Timely Maintenance and Building Repair	<b>10</b>
<b>B. IMPLEMENTATION OF GREEN OFFICE MANAGEMENT</b>	
1. Accomplishing the Clean Air Charter	<b>12</b>
2. Promoting Smoke-free Government	<b>15</b>
3. Moving towards a Paperless Office	<b>15</b>
4. Saving Resources	<b>17</b>
5. Procuring Green Products	<b>18</b>
<b>C. EDUCATION AND TRAINING</b>	
1. Educating the Public on Sustainability	<b>18</b>
2. Training our Staff	<b>19</b>
<b>III. WAY FORWARD</b>	<b>20</b>

## FOREWORD



**A healthy and sustainable built environment is crucial for the future generation and sustaining a strong economy and a harmonious society.**

I am delighted to present our tenth Environmental Report covering our environmental performance in 2008.

Year 2008 is unforgettable to all of us. The successful holding of Olympic Games in Beijing finally made the dream of every Chinese come true; while the painful and devastating Sichuan earthquake as well as the global financial crisis touched the hearts of all people throughout the world.

Nonetheless, we did not put aside our concern on sustainable developments. Natural disasters are inexorable, but the inept and irresponsible activities of mankind are definitely preventable. We cannot solely expend the world's natural resources without regard to their impacts. We strive to work for the benefits of both the present and future generations.

Ensuring environmentally friendly policies and practices to mitigate adverse environmental impacts through our professionalism and dedication is the drive of our work.

This Report is not tasked to record our accreditation or awards but to describe our efforts in year 2008 to live up to our commitment to contributing towards a sustainable built environment. The following chapters detail how we have contributed and will continue to contribute to creating a safer and healthier built environment which can foster a good quality of life for the Hong Kong citizens.

Everyone in Hong Kong deserves a quality living environment and in turn a quality life. That is no longer a slogan. Let us work hand in hand to make a sustainable and quality built environment for our community as well as to make Hong Kong a society in harmony!

**AU Choi-kai, JP**  
Director of Buildings

# CHAPTER I BUILDINGS DEPARTMENT AND THE ENVIRONMENT

Buildings Department (BD) works towards our departmental Vision, Mission and Culture.

**Our Vision** *To make the built environment safe and healthy for our community.*

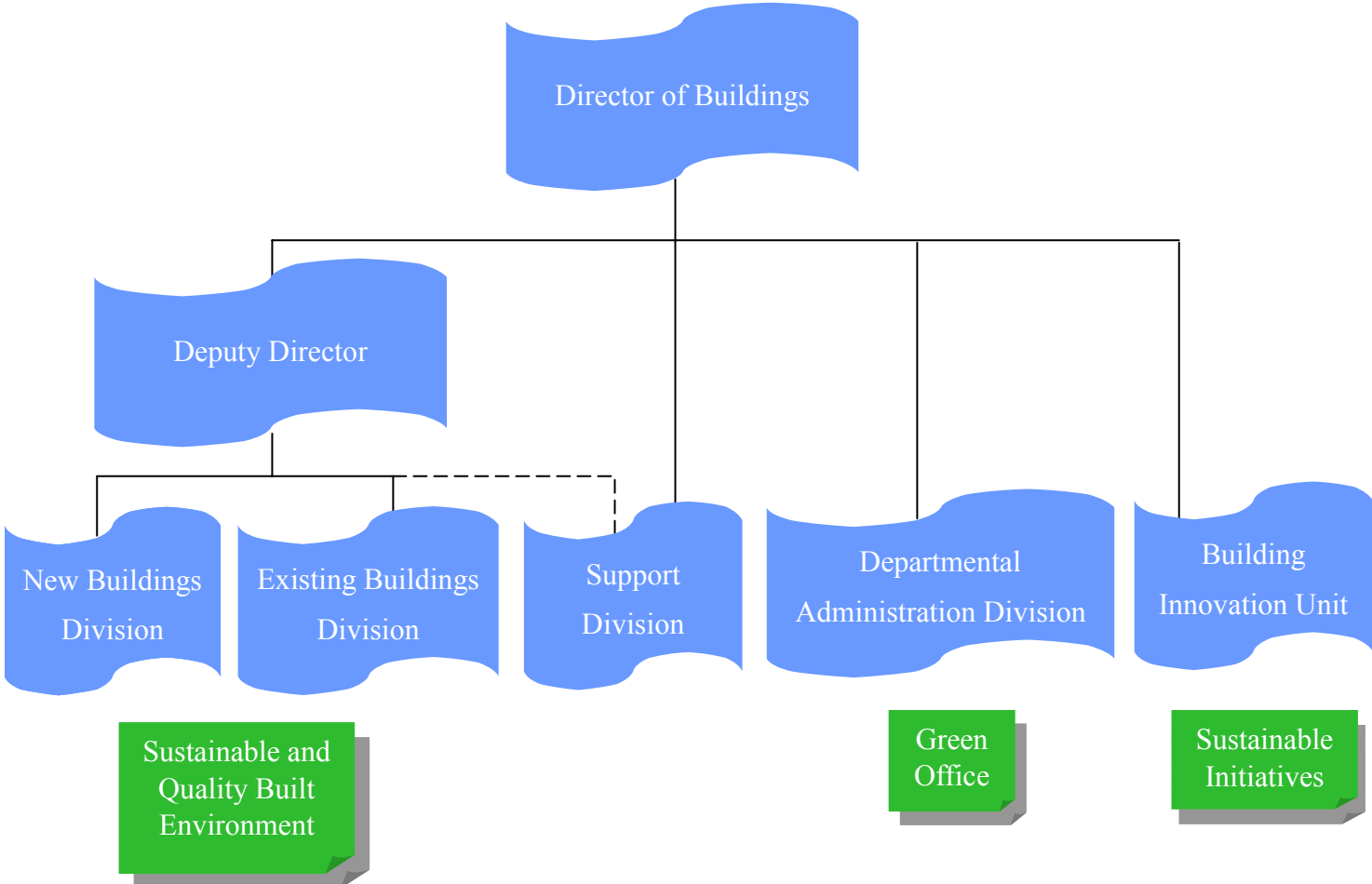
**Our Mission** *To set and enforce safety, health and environmental standards for private buildings.*

**Our Culture** *To go the extra mile in serving our customers and the community in general.*

Buildings account for a large amount of land use, energy and water consumption, material and energy flows, and air and atmosphere alteration. Reducing the amount of consumption in natural resources and the amount of pollution given off is therefore crucial for building up a sustainable built environment.

~ We take a proactive role in supporting the Government’s objective of creating a better and sustainable living environment in Hong Kong ~

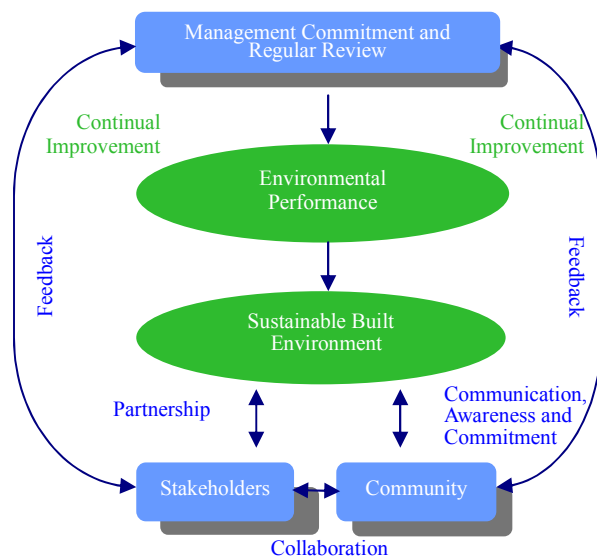
### Organization Chart



## Management Commitment

Through administering and enforcing the Buildings Ordinance (BO), we have the responsibility to promote building safety, to set and enforce building standards as well as to improve the quality of private building developments. We are committed to:

- (a) taking a leading role in and advocating a joint effort with the building industry and other government departments or agencies to promote a sustainable built environment in Hong Kong;
- (b) ensuring that all services and operations are developed and conducted in an environmentally responsible manner meeting the commitments of the Clean Air Charter.
- (c) implementing good practices of green management in our workplace; and
- (d) raising the awareness of both the public and our staff of the importance of a sustainable environment in our community.



*The most important ingredients of sustainable developments are all levels of commitment and the continual development.*

***Our commitment and approach to environmental management are established by our determination towards a sustainable environment.***

***We continue to review our policies and strategies to identify any potential impacts to the sustainable built environment and seek assiduous improvement in our environmental performance.***

# CHAPTER II ENVIRONMENTAL PERFORMANCE

## A. PROMOTING A SUSTAINABLE BUILT ENVIRONMENT

It is our strategy to set out our statutory requirements as well as administrative guidelines to support the development of a sustainable built environment and to promote the adaptive re-use of heritage buildings with a view to providing a quality living environment for both the present and future generations of Hong Kong.

### 1. Modernizing Building Design Standards

As an ongoing initiative of enhancing sustainable development, we continue our review of the Buildings Ordinance and allied regulations.

- facilitate environmentally friendly and responsive building design; and
- modernize building standards to encourage more efficient and economic use of building materials, thus resulting in more rational and economic design.

Targets	Performance in 2008
<p><b>Review of the Buildings Ordinance</b></p> <p>(1) To review the Building (Planning) Regulations and the Building (Construction) Regulations by including <b>provision of performance-based requirements</b> in addition to the prescriptive standards, where appropriate.</p> <p>(2) To introduce a <b>statutory minor works control system</b> to rationalize the carrying out of minor works and to improve building safety.</p>	<p>☛ The review on fire safety standards in buildings and related codes of practice was on-going. A draft Code of Practice for Building Fire Safety proposed by the consultant was being vetted by a Working Group comprising members from the professional institutions and the relevant government departments.</p> <p>☛ Review of the Building (Construction) Regulations related to loads on building, street, building works and street works was underway. We intended to introduce the amendment regulation to the Legislative Council (LegCo) in the 2009/2010 legislative session. A Code of Practice for Dead and Imposed Loads for Buildings which would provide a comprehensive guidance on loading requirements was being drafted.</p> <p>☛ The Buildings (Amendment) Bill 2007 was passed by the LegCo and enacted as Buildings (Amendment) Ordinance 2008 in June 2008. The subsidiary legislation stipulating the modus operandi of the minor works control system was being prepared for introduction to LegCo in the 2008/2009 legislative session.</p>



### **Review of sanitary fitments, plumbing and drainage provisions for buildings**

To continue with the review of the **current plumbing and drainage standards** for private buildings aiming to take cognizance of the built environment, environmental and material conservation, as well as environmental science and technologies.

### **Review of the provisions of barrier free access for buildings**

To amend the relevant building regulations and the extant design manual aiming to:

- update the design requirements on the provision of **facilities for persons with a disability**;
- address the specific needs of the elderly to provide a **safe and elderly-friendly living environment**.



### **Review of the provisions for refuse storage and material recovery in buildings**

To promote and enhance **waste separation** at source and **waste recovery** for recycling.



### **Review of the Building (Energy Efficiency) Regulation**

To conduct a review of the standards and scope as stipulated in the Code of Practice for **Overall Thermal Transfer Value (OTTV)** with a view to improving the energy efficiency of buildings.

➤ The proposed amendments to the drainage regulations and the draft Code of Practice were finalized in 2008. Preparatory work for the legislative amendments was being made.

➤ We planned to introduce the proposed legislative amendments to the drainage regulations in the 2009/2010 legislative session.

➤ The amendment regulations were tabled in the LegCo for negative vetting in May 2008 and were enacted in July 2008.

➤ The revised design requirements for the provision of access and facilities in buildings for persons with a disability came into operation on 1 December 2008 via the implementation of the Building (Planning) (Amendment) Regulation 2008 and publication of the Design Manual : Barrier Free Access 2008.

➤ The Building (Refuse Storage and Material Recovery Chambers and Refuse Chutes) (Amendment) Regulation 2008 imposing a mandatory requirement for the provision of a refuse storage and material recovery room on every floor of new domestic buildings or the domestic part of new composite buildings came into operation on 1 December 2008.

➤ Preparatory work was made for setting up a working group in January 2009 with representatives from professional institutions, academia, contractor associations and relevant government departments to conduct the review.

➤ It was targeted to complete the review within 2009.

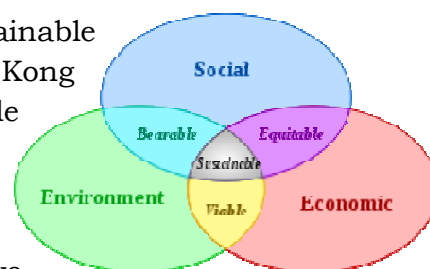


## 2. Promoting Green and Sustainable Building Developments



We have since 2001 introduced, jointly with Planning Department (PlanD) and Lands Department (LandsD), incentives for developers to provide green features in new building developments for promoting green and innovative buildings and quality living space.

Following “A First Sustainable Development Strategy for Hong Kong (2005)” issued by the Sustainable Development Unit under the Office of the Chief Secretary for Administration, BD has been tasked to take forward the initiative of further enhancing sustainable building design guidelines.

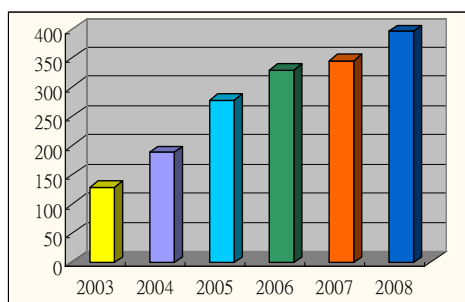


- minimize the energy consumption, construction and demolition waste;
- maximize the use of natural renewable resources and recycled building materials;
- provide impetus and find ways to entice the industry and building owners to upgrade the environmental performance of buildings; and
- further upgrading the urban living environment.

### Targets

#### *Wider adoption of green features*

- (1) To promote **environmentally friendly construction** in private building developments.



- (2) To monitor the **implementation of JPN 1 & 2** aiming to promote green and innovative buildings.

### Performance in 2008

Since the issue of the Joint Practice Notes No. 1 (JPN 1) and No. 2 (JPN 2) in 2001 and 2002 respectively by BD, PlanD and LandsD till end of 2008, a total of 396 building projects with one or more green features such as balconies, wider common corridors and lift lobbies, communal podium/sky gardens, non-structural prefabricated external walls etc., were approved by BD.

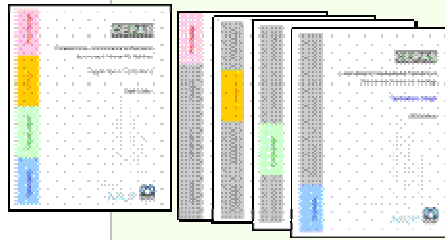
The interdepartmental working group completed the review on the effectiveness of the green features and the incentives for the provision thereof promulgated in JPN 1 and 2.

Public views on the key recommendations of the working group would be sought via a public engagement exercise on measures to foster a quality and sustainable built environment which would be launched by the Council for Sustainable Development in collaboration with the Environment Bureau and Development Bureau in 2009.



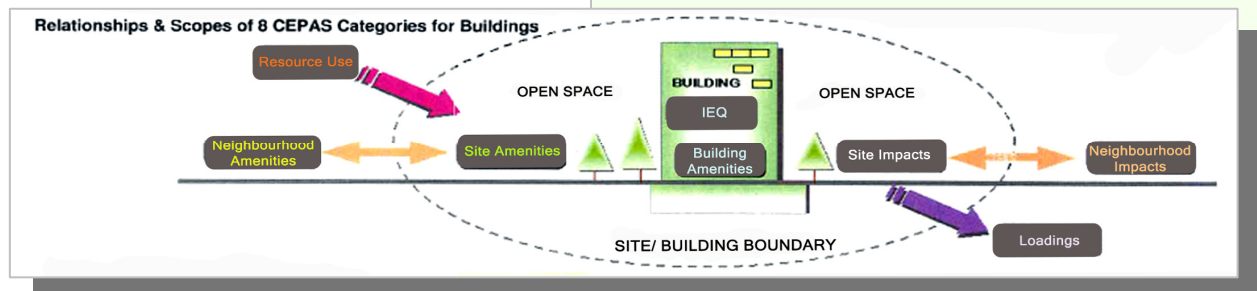
### Benchmarking green buildings

To devise a “green building” labeling scheme namely, **Comprehensive Environmental Performance Assessment Scheme (CEPAS)** for both new and existing buildings as a means of engaging market-driven force to promote environmentally friendly buildings.



The CEPAS manuals were revised and uploaded onto the BD website in August 2008 for voluntary adoption by stakeholders and organizations of the building industry.

Following completion of the CEPAS manual, the Construction Industry Council was discussing on the formation of the proposed Hong Kong Green Building Council which would pursue initiatives in developing technical standards for green buildings and promoting wider adoption of assessment schemes for benchmarking environmental performance of buildings.



### Enhancing guidelines on sustainable building design

To commission a consultancy study to review and make recommendations to promote sustainable building design features and to draw up the corresponding **sustainable building design guidelines**.

The consultancy study, which commenced in April 2006, continued in 2008.

The report with recommendations on building design supporting sustainable urban living space was finalized by the consultant by end of 2008.

Public views on the key recommendations of the consultancy study would be sought via a public engagement exercise on measures to foster a quality and sustainable built environment which would be launched by the Council for Sustainable Development in collaboration with the Environment Bureau and Development Bureau in 2009.

### Promulgating sustainable practices

To issue practice notes to promulgate building design guidelines in order to **improve the living standards**.

- After consultation with the stakeholders, the new practice notes (PNAP 303 and PNRC 67) promulgating guidelines on the wet fixing of wall tiles for building external finishes were issued in July 2008.
- A revised practice note (PNAP 98) was issued in August 2008 to promulgate the mandatory requirement of provision of a refuse storage and material recovery room on every floor of new domestic buildings or the domestic part of new composite buildings.
- New practice notes (PNAP 304 and PNRC 68) were issued in December 2008 to provide guidelines on design and installation of large metal gates at fence walls or entrance of buildings.

## 3. Facilitating Conservation of the Built Heritage



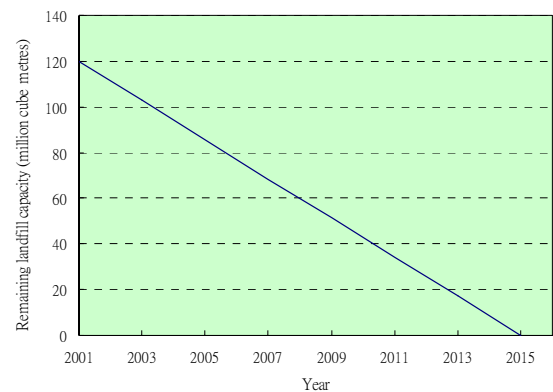
The Chief Executive, in his Policy Address of 2007-08, pledged to step up the Government's work on heritage conservation. We take a proactive approach to support this heritage conservation policy.

- facilitate adaptive re-use and alteration of heritage conservation without compromising the safety standards and the reasonable provisions for persons with a disability; and
- formulate statutory and/or administrative measures to facilitate adaptive re-use, alteration and maintenance of heritage buildings.

Target	Performance in 2008
<p><b>Enhancing heritage conservation</b></p> <p>To conduct research on the building control regime on conservation of heritage buildings in some overseas countries with a view to formulating guidelines for compliance with building safety requirements for <b>adaptive re-use and alteration to heritage buildings</b> in Hong Kong under the BO.</p>	<ul style="list-style-type: none"><li>➤ A dedicated team was set up to offer technical advice and process building plan submissions involving adaptive re-use and alteration to heritage buildings.</li><li>➤ A tender exercise to commission a consultancy study on "Building Design Guidelines for Adaptive Re-use of Heritage Buildings" was carried out in late 2008. The consultancy study was targeted to commence in early 2009 to establish a more comprehensive set of design guidelines to facilitate adaptive re-use of and alteration and addition works to heritage buildings.</li><li>➤ Prior to completion of the consultancy study, we were preparing an interim edition of the practice guidebook on compliance with building safety requirements for adaptive re-use and alteration and addition works to heritage buildings under the BO for issue in mid 2009.</li></ul>

## 4. Reducing Construction and Demolition Wastes

Landfills in Hong Kong will be running out of space in the early 2010's. In response, we have continued to review the current building and construction practices, and to encourage the stakeholders to minimize construction and demolition wastes.



- reduce the rate of filling up of landfills.

Target	Performance in 2008
<p><b>Minimizing construction and demolition wastes</b></p> <p>To monitor the feedback of the industry in adopting <b>precast concrete construction</b> pursuant to the issue of PNAP 299 and PNRC 63 in 2006 promulgating guidelines for the use of this environmentally friendly construction method.</p>	<p>Plan submissions for a total of 17 private development projects adopting precast concrete construction method were processed by BD in 2008.</p>

## 5. Improving Environmental Hygiene



In response to the public concerns on the possible dire consequences of building neglect and the perennial environmental hygiene problems, BD, as a core member of Team Clean, has continued to conduct territory-wide survey to all private buildings on defective drains and to participate in improving environmental conditions of some identified blackspots through large-scale operations.

- establish and promote a sustainable cross-sectoral approach to improve environmental hygiene and enhance the living standard of Hong Kong.

Targets	Performance in 2008
<p><b>Rectifying drainage defects</b></p> <p>To work in collaboration with the Home Affairs Department and other relevant government departments to <b>improve environmental conditions</b> of identified blackspots under the Hygiene Blackspots Clearance programme.</p>	<p>The Team Clean Operation continued in 2008. Under this operation, drainage defects in 235 buildings and some 390 unauthorized building works (UBW) were rectified and removed respectively.</p>
<p><b>Handling water seepage problems</b></p> <p>To continue the operation of the <b>Joint Office (JO)</b> with the Food and Environmental Hygiene Department in handling public complaints about water seepage problems, and to conduct an interim review on the operation of the JO.</p>	<p>Commencing in mid-2006, the JO implemented its operation to the whole territory under a three-year programme. Following an interim review of the first 18-month operation, the JO continued to operate and enhance its services.</p>



### Promulgating operation and maintenance practices

To issue practice notes to promulgate operation and maintenance guidelines in order to improve the **environmental hygiene** and in turn the **living standard**.

A circular letter to remind the practitioners of the need for proper operation and maintenance of man-made water system for prevention of legionnaires' disease was drafted towards end of 2008 for issue in early 2009.

## 6. Promoting Timely Maintenance and Building Repair

We have in place a holistic strategy to tackle the long-standing building dilapidation problems. A Mandatory Building Inspection Scheme (MBIS) and Mandatory Window Inspection Scheme (MWIS) are proposed as the long-term measure to address the building neglect problems, foster a building care culture in the community and contribute to a sustainable living environment.



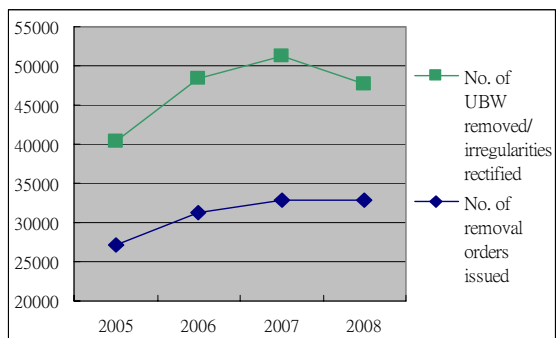
- improve building safety and in turn the public safety;
- reduce the number of prematurely ageing buildings and prolong the life span of private buildings; and
- improve the quality of the living environment and our cityscape.

Targets	Performance in 2008
---------	---------------------

### Tackling UBW and rectifying building dilapidation

(1) To take vigorous enforcement action to tackle UBW through among others, the **Blitz UBW Clearance Operation** for clearance of UBW at target buildings in one go, and to rectify identified building dilapidations including drainage defects.

1,579 buildings were targeted for enforcement action under the Blitz UBW Clearance Operation.  
32,847 removal orders related to UBW were issued and 47,593 UBW were removed or irregularities rectified.



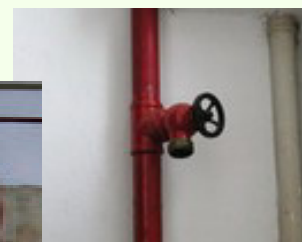
(2) To continue the Clearance Operation of UBW at buildings along **Pedestrian Streets** against unauthorized large glass panels, advertisement signboards and TV displays on the external walls.

Commencing in April 2006, removal orders were issued against large unauthorized structures namely, glass panels, advertisement signboards and TV displays on the external wall of 350 target buildings along Pedestrian Streets. The operation continued in 2008 targeting at 43 buildings along streets with heavy pedestrian traffic and commercial activities.



### **Improving fire safety measures in certain premises/buildings**

To improve the existing fire safety measures in **prescribed commercial premises**, (i.e. banks, off course betting centres, jewelry shops, supermarkets and shopping arcades), as well as **pre-1987 commercial buildings and composite buildings**.



150 prescribed commercial premises, 31 specified commercial buildings and 842 composite buildings were targeted for enforcement action. A total of 6,214 fire safety directions were issued for improvement of the existing building construction with respect to fire safety performance in such premises/buildings.

### **Providing a comprehensive network of assistance to building owners to carry out building maintenance**

To advise owners and owner's corporation of the comprehensive management and maintenance works required, we continue to operate the **Coordinated Maintenance of Buildings Scheme (CMBS)** in collaboration with six other government departments.

The modified CMBS with management and technical support by the Hong Kong Housing Society (HKHS) was successful in motivating the building owners to take up initiative to maintain their buildings.

150 nos. of target buildings were involved in the Scheme in 2008. Sufficient time was allowed in the working programme for formulation of Owners' Corporation (OC) of those target buildings without OC.

### **Providing financial assistance to building owners**

To continue administering the **Building Safety Loan Scheme** to provide loans to private building owners for the carrying out of repair works or removal of UBW.

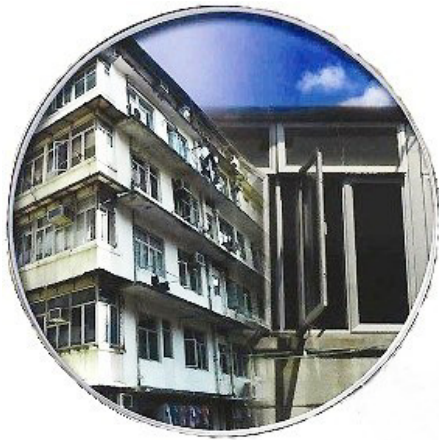
A total amount of HK\$ 51.2M was committed.

The "Building Maintenance Grant Scheme for Elderly Owners", which was administered by the HKHS, was launched in May 2008 to provide financial assistance to elderly owner-occupiers to repair and maintain their self-occupied properties and to improve building safety. A maximum grant of \$40,000 was available for each eligible elderly owner-occupier within a period of five years. Around 3,000 applications were received till end of 2008.



**Mandating building inspection and maintenance**

To work out the implementation details of the **Mandatory Building Inspection Scheme (MBIS)** and the **Mandatory Window Inspection Scheme (MWIS)**



Based on the community consensus gathered in the two-stage public consultation launched by the then Housing, Planning and Lands Bureau (HPLB) in 2004 and 2005. The then HPLB published the Report on the Public Consultation on Mandatory Building Inspection in May 2007. Taking into account the feedback from the consultation, the following preparatory work for MBIS and MWIS was in progress:

- legislation drafting;
- establishing the requirements and registration criteria of service providers;
- compiling a code of practice for inspection and repair of buildings and windows;
- compiling an internal manual for inspection and repair of buildings and windows; and
- formulating implementation measures to provide financial and technical assistance to owners.

**B. IMPLEMENTATION OF GREEN OFFICE MANAGEMENT**

It is our continuous target to ensure effective implementation of in-house green measures in all our offices, and to increase the awareness of our colleagues on green office management. We strive to fulfill the commitments set out in the Clean Air Charter to make sustained improvement to air quality.

**1. Accomplishing the Clean Air Charter**



In November 2006, the Government signed the Clean Air Charter launched by the Hong Kong General Chamber of Commerce and the Hong Kong Business Coalition on the Environment. We strive to fulfill the six commitments in the Charter to implement environmentally friendly measures in our daily operations.


- join forces with the business sector and the community to foster the improvement of air quality in Hong Kong.

Commitments	Performance in 2008
<p><b>1) Operate by a recognized world class standard, or the standards established by the Hong Kong/Guangdong governments on emission of air pollutants, even if it is not a requirement to do so here.</b></p>	<p>In our operation, we continued to observe and comply with the Ordinances and regulations relating to environmental protection, where applicable.</p>



Commitments	Performance in 2008
<p><b>2) Use continuous emissions monitors at significant sources.</b></p>	<p>✎ This commitment was not applicable to our operation which was mainly office-based and would not generate significant air emission.</p>
<p><b>3) Publish Information on energy and fuel use, as well as total emission of air pollutants annually and timely, if emissions are significant.</b></p>	<p>✎ The source of energy and fuel consumption related to our operation included the <b>Use of Electricity</b> and <b>Vehicle Fleet</b>. Such sources produced air pollutant emission of sulphur dioxide (SO<sub>2</sub>), nitrogen oxides (NO<sub>x</sub>) and respirable suspended particulates (RSP).</p> <p>✎ Our total electricity consumption in 2008 was 2,949,571 kWh, which was 22,369 kWh less than that consumed in 2007.</p> <p><b>Estimation of the air pollutant emission:</b></p> <div style="display: flex; justify-content: space-around; align-items: center;"> <div style="text-align: center;"> <p>SO<sub>2</sub></p> <p>5,634 kg</p> </div> <div style="text-align: center;"> <p>NO<sub>x</sub></p> <p>3,422 kg</p> </div> <div style="text-align: center;"> <p>RSP</p> <p>177 kg</p> </div> </div> <p>✎ We owned a fleet of 31 vehicles and 5 of them had been replaced by Hybrid Electric Vehicles in order to reduce fuel consumption. The 31 vehicles traveled 353,347 km in 2008 and the total fuel consumption was 42,936 litres of petroleum, which was 2,105 litres less when comparing with that consumed in 2007.</p> <p><b>Estimation of the air pollutant emission:</b></p> <div style="display: flex; justify-content: space-around; align-items: center;"> <div style="text-align: center;"> <p>NO<sub>x</sub></p> <p>318 kg</p> </div> <div style="text-align: center;"> <p>RSP</p> <p>Negligible</p> </div> </div>
<p><b>4) Undertake to adopt energy-efficient measures in our operations.</b></p>	<p>✎ We continued to adopt the following energy-efficient measures in our office-based and transportation operation to minimize energy consumption through:</p> <ul style="list-style-type: none"> <li>– Maintaining the air-conditioning temperature at 25.5°C and monitoring the room temperature regularly by installing electric thermometers;</li> </ul>



Commitments	Performance in 2008
	<ul style="list-style-type: none"> <li>- Encouraging our staff to dress casual and smart in summers and lightly in winters to minimize the use of air-conditioning;</li> <li>- Installing high output, energy-saving lighting fixtures (T5 fluorescent lamps) in our offices;</li> <li>- Reminding our staff to turn off lights, air-conditioners and office equipment while they were not in use by affixing “Energy Saving” stickers on power switches;</li> <li>- Enabling the hibernation mode or standby mode setting of office equipment and turning them off when they were not in use;</li> <li>- Appointing energy wardens in all divisions to ensure implementation of energy saving measures and arranging last-man-out to check and turn off all air-conditioning, lighting and office equipment;</li> <li>- Adopting other energy saving practices such as encouraging our staff to use staircase for inter-floor traffic, controlling the use of personal electrical appliances in office, and circulating guidelines on energy saving and green tips;</li> <li>- Encouraging our staff to walk or use public transport whenever possible;</li> <li>- Sharing the use of pool car in order to fully utilize each government vehicle;</li> <li>- Reminding motor drivers to switch off idling engines; and</li> <li>- Requesting motor drivers to drive at a steady speed and avoid sudden braking.</li> </ul>
<p><b>5) Identify and encourage business-relevant measures to be taken in days when air pollution is high.</b></p>	<p><b>➤</b> We continued to encourage our staff to adopt the following measures in our general office and transportation operation:</p> <ul style="list-style-type: none"> <li>- Sharing pool car or using public transport where possible;</li> <li>- Combining trips to maximize the use of departmental vehicles and plan routes to minimize the journey distance and time; and</li> <li>- Avoiding the use of the products with high Volatile Organic Compound (VOC) content.</li> </ul>
<p><b>6) Share air quality expertise in business with others.</b></p>	<p><b>➤</b> We shared our experience on energy saving and pollution reduction by publishing our Environmental Report on our website. Interested parties are welcome to contact us if they wish to obtain further information or details.</p>

## 2. Promoting Smoke-free Government

With the enactment of the Smoking (Public Health) (Amendment) Ordinance on 1 January 2007, except for certain exempted areas, all indoor areas in workplace and public places are required by law to be smoke-free. We strive to comply with the Ordinance and improve indoor air quality for all our staff.



- discourage smoking and protect our colleagues and the public from passive smoking to the maximum extent possible; and
- improve the working environment for all our staff.

Targets	Performance in 2008
<p><b>Promoting Smoke-free policy</b></p> <p>To issue guidelines to ensure that the statutory requirements of <b>smoking ban</b> could be fully complied with.</p>	<ul style="list-style-type: none"> <li>➤ An Administration Circular was issued in May 2008 to remind all staff of the need to observe the statutory requirements and set out the departmental instructions in compliance with the government's smoke-free policy. Failure to observe such instructions might lead to disciplinary action.</li> <li>➤ Each Section/Unit head nominated an officer as their venue manager to undertake the monitoring role to ensure the smoking ban was properly implemented in our office.</li> </ul>

## 3. Moving towards a Paperless Office

We are taking advantage of the information technology to move towards a paperless office by introducing computerized management systems and encouraging communication within the workplace as well as with our stakeholders and public via electronic means.

Targets	Performance in 2008			
<p><b>On public front</b></p> <p>(1) To disseminate information to the stakeholder and the public via <b>BD's website</b> as a communication platform.</p>	<ul style="list-style-type: none"> <li>➤ BD's website continued to provide information on the functions and services of the Department including among others, the following: <table style="width: 100%; border: none;"> <tr> <td style="text-align: center; vertical-align: top;"> <p><b>Publications</b></p> <ul style="list-style-type: none"> <li>• Monthly Digest</li> <li>• Codes of Practice &amp; Design Manual</li> <li>• Practice Notes &amp; Circular Letters for AP/RSE/RGE/RC</li> </ul> </td> <td style="text-align: center; vertical-align: top;"> <p><b>Notices</b></p> <ul style="list-style-type: none"> <li>• Consultancy and Contract Tender Notices</li> </ul> </td> <td style="text-align: center; vertical-align: top;"> <p><b>Propaganda</b></p> <ul style="list-style-type: none"> <li>• Pamphlets</li> <li>• Press Release</li> <li>• TV Announcements</li> </ul> </td> </tr> </table> </li> </ul>	<p><b>Publications</b></p> <ul style="list-style-type: none"> <li>• Monthly Digest</li> <li>• Codes of Practice &amp; Design Manual</li> <li>• Practice Notes &amp; Circular Letters for AP/RSE/RGE/RC</li> </ul>	<p><b>Notices</b></p> <ul style="list-style-type: none"> <li>• Consultancy and Contract Tender Notices</li> </ul>	<p><b>Propaganda</b></p> <ul style="list-style-type: none"> <li>• Pamphlets</li> <li>• Press Release</li> <li>• TV Announcements</li> </ul>
<p><b>Publications</b></p> <ul style="list-style-type: none"> <li>• Monthly Digest</li> <li>• Codes of Practice &amp; Design Manual</li> <li>• Practice Notes &amp; Circular Letters for AP/RSE/RGE/RC</li> </ul>	<p><b>Notices</b></p> <ul style="list-style-type: none"> <li>• Consultancy and Contract Tender Notices</li> </ul>	<p><b>Propaganda</b></p> <ul style="list-style-type: none"> <li>• Pamphlets</li> <li>• Press Release</li> <li>• TV Announcements</li> </ul>		



- (2) To enhance our plan viewing and copying services through the implementation of **Building Records e-Search (BReS)** for the electronic imaging, storage and retrieval of building records of existing private buildings kept by BD.



- In 2008, the total number of applications for viewing electronic records handled by BD was 49,800.
- The BReS was exhibited in the Government Pavilion in the International ICT Expo in April 2008.
- With the coming into operation of the Buildings (Amendment) Ordinance 2008, the 'Building Records Access and Viewing On-line (BRAVO)' system, being the internet version of BReS, was being launched in phases starting December 2008. The public could then apply for viewing and place order for copy of building records via the internet.



- (3) To accept **submission of documents in electronic format.**

- By virtue of the Electronic Transactions Ordinance, we continued to accept simple electronic submissions under the BO through our e-Counter.

***In our workplace***

- (1) To disseminate information and to introduce more greenhouse measures through increasing usage of LAN as a communication platform.

- We continued to disseminate information through electronic notice board, BD Local Area Network (LAN) and emails. In-house surveys via electronic questionnaires facilitated the collection and compilation of information in an environmentally friendly manner. Discussion forums were set up for knowledge sharing among our staff in a paperless environment.

**Electronic Notice Board**

- Notices
- Circulars
- Newsletters

**BD's LAN**

- Office Instructions
- Office Manuals
- Discussion forums
- Questionnaires

- (2) To implement the **Accessibility Program** to provide all staff with email address.

- All our staff were provided with email addresses for communication. More e-services were hosted in the Departmental Portal and the bandwidth of the WAN Link was increased to allow dissemination of information via multi-media files.

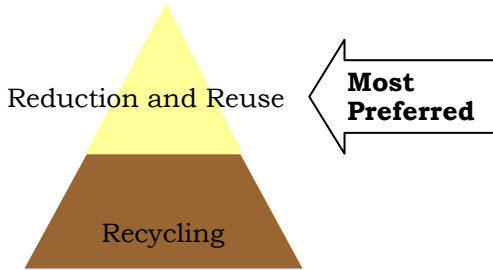
- (3) To implement the **electronic leave system (e-Leave)**

- E-Leave continued to provide speedy and paperless leave application and processing services for all our staff.

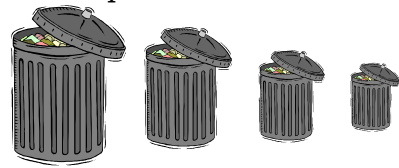
- (4) To enhance the **Training Administration System (TAS)**



- The video broadcasting function continued to provide services to all our staff via TAS. Instead of borrowing CDs and DVDs from library, our staff could make use of this function to relive the in-house seminars and site visits organized by the department or access other learning materials via intranet.

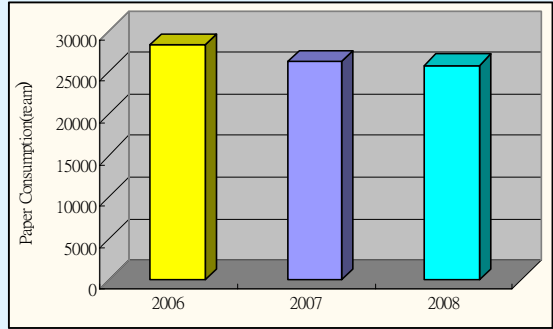
## 4. Saving Resources



The best approach to manage waste is “reduction” at source. We adhere to the principles of “**Reduction, Reuse and Recycling**” in the Department to minimize waste produced from our office operation.



Targets	Performance in 2008
<p><b>Reduction</b></p>	<p>Our total paper consumption in 2008 was reduced by 2% to 25,891 reams in comparison with the consumption in 2007.</p> <p>We reduced the use of paper by:</p> <ul style="list-style-type: none"> <li>Adopting double-sided printing and photocopying.</li> <li>Using emails instead of paper memos and faxes for internal and external communications.</li> <li>Minimizing the production of hardcopies of documents.</li> <li>Sending e-cards.</li> </ul> <p>Recycled paper in lieu of virgin paper had also been increasingly used in the Department.</p>
<p><b>Reuse</b></p>	<p>We promoted the reuse of resources by:</p> <ul style="list-style-type: none"> <li>Encouraging our staff to use blank side of used paper for drafting, filing and printing.</li> <li>Reusing envelopes for internal circulation.</li> <li>Using ball pens with refills.</li> <li>Placing paper with a blank side near high paper usage equipment e.g. photocopying machines, to facilitate reuse.</li> </ul> <p>A total of 1, 402, 900 nos. of envelopes were consumed in 2008. We targeted to reduce the consumption by 3% in the coming year.</p>
<p><b>Recycling</b></p>	<p>We collected recyclable waste materials by:</p> <ul style="list-style-type: none"> <li>Placing collection bags in offices for recycling of waste paper.</li> <li>Placing recycling boxes near high paper usage equipment in our workplaces.</li> <li>Requesting our staff to return used printer cartridges to the Supplies Unit.</li> </ul> <div style="display: flex; justify-content: space-around;">   </div> <p>With support from our staff, we collected a total of 7,291 kg waste paper and 397 numbers of used printer cartridges for recycling in 2008.</p>



## 5. Procuring Green Products

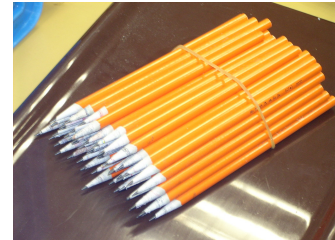
We purchased green products to save the Earth and also to support the recycling industry.



Recycled paper and rechargeable batteries



Office equipment with energy saving functions



Pencils made of recycled materials

## C. EDUCATION AND TRAINING

It is our belief that the success of moving towards sustainability depends upon the degree of all levels of commitment across the community.

### 1. Educating the Public on Sustainability



On top of engaging the community in the process of formulating strategies conducive to sustainable development, we instill the concept of timely maintenance of existing buildings and green buildings into the public through our publicity programmes.

Target	Performance in 2008
<p>To sustain public education and <b>publicity campaign</b> on the need for ensuring building safety, fire safety and timely maintenance of buildings.</p>	<ul style="list-style-type: none"> <li data-bbox="603 1256 1061 1512"> <p>➤ The fourth Building Safety Carnival, jointly organized by BD, HKHS and Urban Renewal Authority was held on 5 October 2008.</p> </li> <li data-bbox="603 1512 1061 1774"> <p>➤ Fire Prevention Campaign was held on 3 October 2008.</p> </li> </ul>



## 2. Training our Staff

Our training and development programme puts great emphasis on equipping our staff to play the appropriate role in facilitating sustainable developments by offering a variety of training programmes on the subject.

Target	Performance in 2008
<p>To provide more than 500 training man-days on topics related to green building, sustainability and building repairs in 2008.</p>	<p>➤ <b>40</b> local seminars / courses / conferences on environmental issues and building repairs were arranged to provide <b>550</b> training man-days. <b>4</b> site visits to environmentally friendly and innovative buildings were organized to provide <b>79</b> training man-days. <b>6</b> overseas duty visits were made for attending international conferences on sustainable buildings and for studying the experiences of other cities in adaptive re-use of built heritage.</p> <div style="display: flex; justify-content: space-around;">   </div> <p>➤ Environmental Protection Department was invited to deliver a green talk on “HK’s Environment: Conservation and Sustainable Development” in November 2008 to equip our staff with useful knowledge on conservation and sustainable development and to raise their awareness on the importance of environment protection.</p>



## CHAPTER III WAY FORWARD

*~ Carbon emissions since 2000 have risen faster than anyone thought possible.  
The European Union is committed to limiting global emissions of greenhouse gases so that  
global mean temperature does not increase more than 2 °C above pre-industrial levels. ~*

Our challenge is overwhelming. Climate change and global warming are already happening and posing unprecedented environmental, social and economic threats to our world. The risk of climate change may well be greater than we thought. Resource scarcity and ecological damage definitely require a fundamental revision of the way we live, consume, and interact with one another.

Hong Kong can make no exception to the above challenges. Buildings account for 89% of the total electricity consumption in Hong Kong. We must take actions to slash energy consumption, enhance energy efficiency and reduce greenhouse gas emission on all fronts.

In the coming years, improving energy efficiency, using less natural resources, raising standards of new buildings to carbon reduction will be our new initiatives. We recognize the imperative need to embed the concept of sustainability into all aspects of policies and strategies formulation such that the built environment and natural resources will remain available in the future. We will continue to :-

- develop a performance-based regulatory system to facilitate modern and innovative building design
- develop enhanced building design standards to support sustainable building developments
- explore new measures to improve energy efficiency of buildings
- promote and mandate regular maintenance of buildings to address building dilapidation
- support a comprehensive green labeling scheme to gauge green performance of buildings
- promote adaptive re-use of heritage buildings

Low carbon economy is an inevitable trend of our future development to save our Earth. When we share a common vision and embrace a common goal, teamwork can make the dream come true. The successful implementation of environmental initiatives hinges on public collaboration. We sincerely invite you to provide us with your views and suggestions which would help formulate our sustainable policies and strategies and support our continual improvement.

**Thank you for reading our report**

**This report is also available for viewing at our website**

**[http://www.bd.gov.hk/english/documents/index\\_env.html](http://www.bd.gov.hk/english/documents/index_env.html) (English version)**

**or**

**[http://www.bd.gov.hk/chineseT/documents/index\\_env.html](http://www.bd.gov.hk/chineseT/documents/index_env.html) (Chinese version)**

**For any suggestions, please contact us via one of the following means:**

**Post: 12/F Pioneer Centre, 750 Nathan Road, Mongkok, Kowloon, Hong Kong**

**Email : [enquiry@bd.gov.hk](mailto:enquiry@bd.gov.hk)**

**Website : <http://www.bd.gov.hk/>**

**Hotline : 2626 1616  
(BD hotline is handled by “1823 Call Centre”)**

**Fax : 2537 4992**