**Part A – Background Information**

|  |  |
| --- | --- |
| Name of School: |  |
| School No.: |  |
| School Address: |  |
| Name of Registered Specialist Contractor (Ventilation Works Category): |  |
| Inspection Date: |  |
| Inspection Time: |  |

**Part B – Assessment Findings**

Details of the assessment findings are given in the attached Checklists (***Annex A***)

The assessment findings are tabulated below. *The relevant site photos, school layout plans, if any, are shown in* ***Annex B*** *and* ***Annex C****, respectively.*

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Name of Room** | **Room Type[[1]](#footnote-1)** | **Findings**  **( ☒ indicates irregularity)** | | | | |
|  |  | Insufficient mechanical ventilation[[2]](#footnote-2) | Insufficient separation between air inlet & outlet | Malfunction of ventilation equipment | Improper Installation/Location of ventilation equipment[[3]](#footnote-3) | Others (please specify) |
|  |  |  |  |  |  | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
|  |  |  |  |  |  | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |

**Part C – Recommendations**

Based on the site inspection conducted, the following improvement work is recommended, with illustration of drawings and photos in the attached Checklists, if any *(Annex A)*.

|  |  |  |
| --- | --- | --- |
| **Name of Room** | **Room Type** | **Recommended Improvement Works** |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |

**Part D – Copyright Notice**

The \_\_\_\_\_\_\_\_ (name of school) \_\_\_\_\_\_\_\_\_ reserves the copyright of this document. It may not be reproduced, distributed, transmitted, displayed, published or disclosed any content without consent from the copyright owner.

**Part E – CAVEAT**

This report is confidential to the \_\_\_\_\_\_\_\_ (name of school) \_\_\_\_\_\_\_\_\_ for the specific purposes to which it refers. It might be disclosed to the Education Bureau and / or other professional advisers assisting the \_\_\_\_ (name of school) \_\_\_ in respect of that purpose.

This report is based on the condition of mechanical ventilation system in the inspected area on the date of inspection. No liability can be accepted for any deterioration / change in condition of the premises after this date.

* END OF REPORT-

|  |  |  |  |
| --- | --- | --- | --- |
| \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Date(dd/mm/yy) | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Chop of Registered Specialist Contractor (Ventilation Works Category)  and signature of Authorized Signatory | | |
| Name of Registered Specialist Contractor  (Ventilation Works Category): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | | Name of Authorized Signatory: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| Registration Number: \_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | Date of Expiry of Registration(dd/mm/yy): \_\_\_\_\_\_\_\_\_\_\_\_ | |
| Registered Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | | |
| Contact Tel. No.: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | Fax No. : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | |

**Part F – Acknowledgment**

I/We (Representative of the School) agree to carry out the proposed improvement works as recommended in Part C of this report.

|  |  |
| --- | --- |
| Signed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Name: | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  (School Chop) |

**Checklists**

|  |  |
| --- | --- |
| **Inspection photo** | |
|  |  |
| Photo no. 1  Item: 1  Problem finding: | Photo no. 2  Item: 2  Problem finding: |
|  |  |
| Photo no. 3  Item: 3  Problem finding: |  |

**Layout Plan**

1. Classroom, function room, play area, toilet, etc. [↑](#footnote-ref-1)
2. For example, lack of air grilles / transfer air grilles, resulting in ineffective operation of ventilation equipment. [↑](#footnote-ref-2)
3. For example, exhaust fans and fresh air intake grilles on the same side of a wall / window, resulting in unsatisfactory cross ventilation. [↑](#footnote-ref-3)