

主要裝修工程 Major Retrofitting Works



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1. 引言

本小冊子旨在簡介自2012年9月21日全面實施《建築物能源效益條例》（《條例》）後，訂明建築物^a的中央屋宇裝備裝置的擁有人及服務個別單位或公用地方的任何屋宇裝備裝置的負責人（例如：業主、租客或佔用人等等），當進行「主要裝修工程」時必須遵從的規定。

本小冊子所提供的資料盡量以簡易文字表達，但並非盡錄，它僅供一般參考。有關條例之詳細釋義及規定，請參閱《條例》、《建築物能源效益守則》及《建築物能源效益守則技術指引》。

機電工程署另印製兩本小冊子，分別介紹《條例》所指明的能源審核及新建建築物須遵行之相關規定。

備註

a. 《條例》涵蓋多類訂明建築物。有關詳情，請參閱本小冊子的「《條例》所涵蓋的訂明建築物」或《條例》附表1。

1. Introduction

This pamphlet aims at briefly describing the requirements which the owners of central building services installations and the responsible persons (e.g. owner, tenant or occupier etc.) of any building services installation serving a unit or common area in prescribed buildings^a should comply with when carrying out “major retrofitting works” after full implementation of the Buildings Energy Efficiency Ordinance (BEEO) since 21 September 2012.

The information provided in this pamphlet is in plain text as far as possible but not exhaustive. It is for general reference only. Please refer to the BEEO, the Building Energy Code (BEC) and the Technical Guidelines on Building Energy Code for the detailed interpretations and requirements.

In addition, the Electrical and Mechanical Services Department (EMSD) has published another two pamphlets to introduce the requirements of energy audit and those to be complied by a newly constructed building as specified in the BEEO respectively.

Note

a. The BEEO covers various categories of prescribed building. For details, please refer to “Prescribed Buildings Covered by BEEO” in this pamphlet or Schedule 1 of the BEEO.

2. 《條例》之目的

全港耗電主要來自建築物，當中商業建築物耗用大部分電力。

有見及此，政府制定《條例》，落實規管訂明建築物內主要屋宇裝備裝置的能源效益。《條例》實施後，全港建築物的能源效益有望提升，既可節省電費，亦有助減少溫室氣體排放，從而改善空氣質素，締造更舒適的生活環境。

2. Objectives of BEEO

The electricity consumption in Hong Kong is mainly contributed by buildings in which commercial buildings consume a large portion of electricity.

As such, the Government enacted the BEEO in order to regulate the energy efficiency of key building services installations inside prescribed buildings. After implementation of the BEEO, enhancement of the building energy efficiency in Hong Kong is expected. Not only does it save electricity bill, but it also helps reduce greenhouse gas emissions and improve air quality in order to bring about a more pleasant living environment.

3. 在「主要裝修工程^b」完成後向「註冊能源效益評核人」取得「遵行規定表格」（《條例》第16 – 20條）

訂明建築物（不論新建或現有建築物^c）的負責人（例如：業主、租客或佔用人等等）在該建築物內的單位或公用地方完成「主要裝修工程」後的2個月內，須委聘「註冊能源效益評核人」核證所更換或加裝的屋宇裝備裝置符合最新版本的《建築物能源效益守則》^d，並向該「註冊能源效益評核人」取得「遵行規定表格」。

3. Obtaining a Form of Compliance (FOC) from a Registered Energy Assessor after Completion of "Major Retrofitting Works"^b (Sections 16 – 20 of BEEO)

The responsible person (e.g. owner, tenant or occupier, etc.) of a unit or common area in a prescribed building (irrespective of newly constructed or existing one^c) is required to engage a Registered Energy Assessor to certify that the replaced or additional building services installations of "major retrofitting works" comply with the latest edition of the BEC^d and obtain a FOC from that Registered Energy Assessor within 2 months after the completion of the works.

備註

b. 有關「主要裝修工程」的定義，請參閱本小冊子的第7節。

c. 新建建築物指在《條例》全面實施後（即2012年9月21日後）取得由「建築事務監督」發出上蓋建築物的「建築工程展開同意書」的建築物。

現有建築物指在《條例》全面實施日期（即2012年9月21日）或之前取得上蓋建築物的「建築工程展開同意書」的建築物。

d. 《建築物能源效益守則》自2012年起每三年作出檢討。

Note

b. For definition of "major retrofitting works", please refer to Section 7 of this pamphlet.

c. A newly constructed building refers to a building that has obtained the "consent to the commencement of building works" for superstructure construction from the Building Authority after the BEEO comes into full operation (i.e. after 21 September 2012).

An existing building refers to a building that has obtained the "consent to the commencement of building works" for superstructure construction on or before the BEEO comes into full operation (i.e. on or before 21 September 2012).

d. Building Energy Code is being reviewed every 3 years since 2012.

4. 《建築物能源效益守則》的基本能源效益標準

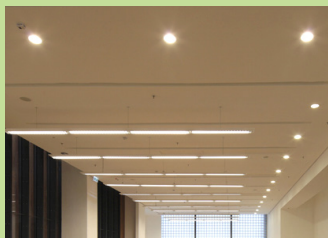
《建築物能源效益守則》為四類主要屋宇裝備裝置訂定基本的能源效益設計標準及規定。有關技術詳情，請參閱《建築物能源效益守則》的最新版本。

4. Minimum Energy Efficiency Standards of BEC

The BEC stipulates the minimum energy efficiency design standards and requirements for 4 key types of building services installation. Please refer to the latest edition of the BEC for technical details.

主要的能效規定範圍

Scope of key energy efficiency requirements



照明裝置

- 照明功率密度
- 照明控制（例如：開關裝置）
- 自動照明控制

Lighting installation

- lighting power density
- lighting control (e.g. switching device)
- automatic lighting control

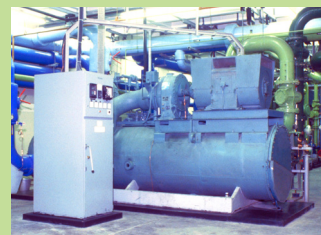


電力裝置

- 電動機效率
- 配電損耗
- 總功率因數
- 總諧波失真率
- 計量及監察設施

Electrical installation

- motor efficiency
- power distribution loss
- total power factor
- total harmonic distortion
- metering and monitoring facilities



空調裝置

- 空調設備（冷水機）及熱泵效能系數
- 配風系統風機功率
- 水管系統摩擦損耗
- 隔熱
- 能源效益系統控制
- 能源計量

Air-conditioning installation

- coefficient of performance of an air-conditioning equipment (chiller & heat pump)
- air distribution system fan power
- frictional loss of water piping system
- thermal insulation
- energy efficiency system control
- energy metering



升降機及自動梯裝置

- 電功率
- 總功率因數
- 總諧波失真率
- 計量及監察設施
- 升降機裝飾負載
- 升降機閒置時關掉通風及空調系統
- 升降機反饋制動
- 升降機機廂照明控制
- 自動梯自動減速

Lift and escalator installation

- electrical power
- total power factor
- total harmonic distortion
- metering and monitoring facilities
- lift decoration load
- shutting off the ventilation and air condition in of a lift when idling
- lift regenerative braking
- lift car lighting control
- automatic speed reduction of escalator

5. 《條例》所涵蓋的訂明建築物 (《條例》附表1)

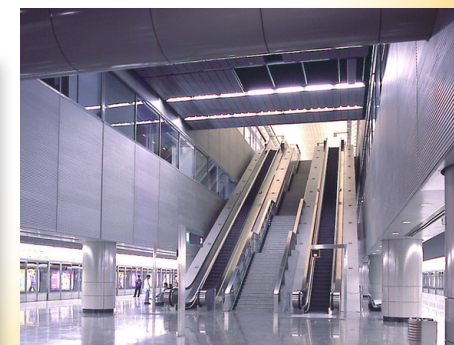
- (i) 商業建築物。
- (ii) 綜合用途建築物的並非作住宅或工業用途的部分。
- (iii) 旅館。
- (iv) 住宅建築物的公用地方。
- (v) 綜合用途建築物的作住宅或工業用途的部分的公用地方。
- (vi) 工業建築物的公用地方。
- (vii) 主要作教育用途而佔用的建築物。

5. Prescribed Buildings Covered by BEEO (Schedule 1 of BEEO)

- (i) Commercial building.
- (ii) A portion of a composite building that is not for residential or industrial use.
- (iii) Hotel or guesthouse.
- (iv) Common area of a residential building.
- (v) Common area of a portion of a composite building that is for residential or industrial use.
- (vi) Common area of an industrial building.
- (vii) Building that is occupied principally for an education purpose.

- (viii) 主要作社區用途而佔用的建築物（包括社區會堂及社會服務中心），及作2個或多於2個上述地方而佔用的綜合用途建築物。
- (ix) 主要作市政用途而佔用的建築物（包括街市、熟食中心、圖書館、文娛中心或文化中心及室內運動場），及作2個或多於2個上述地方而佔用的綜合用途建築物。
- (x) 主要作醫療及健康護理服務用途而佔用的建築物（包括醫院、診療所及康復中心）。
- (xi) 由政府擁有的主要用作在執行政府的任何職能期間容納人的建築物。
- (xii) 機場的客運大樓。
- (xiii) 鐵路車站。

- (viii) Building that is occupied principally as a community building including a community hall and social services centre and composite building occupied as 2 or more such places.
- (ix) Building that is occupied principally as a municipal services building including a market, cooked food centre, library, cultural centre and indoor games hall and composite building occupied as 2 or more such places.
- (x) Building that is occupied principally for medical and health care services including a hospital, clinic and rehabilitation centre.
- (xi) Building that is owned by the Government and used principally for the accommodation of people during the performance of any function of the Government.
- (xii) Passenger terminal building of an airport.
- (xiii) Railway station.



6. 適用範圍的限定（《條例》第4條）

《條例》不適用於以下小型或特殊建築物：

- (i) 總電力開關的允許負載量不超過100安培（單相或三相）的建築物；
- (ii) 符合以下說明的建築物—
 - (a) 不超過3層高；
 - (b) 有蓋面積不超過65.03平方米；及
 - (c) 高度不超過8.23米；
- (iii) 根據《古物及古蹟條例》宣佈或暫定的古蹟或歷史建築物；
- (iv) 在12個月內拆卸或重建的建築物。

6. Limit of Scope of Application (Section 4 of BEEO)

The BEEO does not apply to the following small or special buildings:-

- (i) Buildings with the main electrical switch at approved loading not exceeding 100A, 1-phase or 3-phase;
- (ii) Buildings—
 - (a) of not more than 3 storeys;
 - (b) having a roofed-over area of not more than 65.03 m²; and
 - (c) having a height of not more than 8.23 m;
- (iii) Declared or proposed monuments or historical buildings under the Antiquities and Monuments Ordinance;
- (iv) Buildings that will be demolished or redeveloped within 12 months.

7. 何謂「主要裝修工程」？（《條例》附表3）

「主要裝修工程」以工程面積^e或中央屋宇裝備裝置的主要組件界定：

工程面積：

- (i) 增設或更換《建築物能源效益守則》所指明的屋宇裝備裝置，並符合以下條件：
 - 以一個單位或一個公用地方計算，工程所涵蓋的總樓面面積（即工程面積）不少於500平方米^e；或
 - 工程若是以同一系列工程的形式於一個單位或一個公用地方內分期或不同地方進行，而這些工程所涵蓋的總樓面面積（即工程面積）於12個月內累計不少於500平方米。

7. What are “Major Retrofitting Works”? (Schedule 3 of BEEO)

“Major retrofitting works” are defined according to the works area^e or the main components of central building services installations:-

Works area:-

- (i) Addition or replacement of a building services installation specified in the BEC at the following conditions:-
 - total floor area covered by the works (i.e. works area) of not less than 500 m²^e in a unit or a common area; or
 - if the works are conducted as a same series of works in phases or at different places in a unit or a common area, total floor area covered by these works (i.e. works area) within 12 months aggregating to not less than 500 m².

備註

e. 換句話說，若單位或公用地方的內部樓面面積本身已少於500平方米，有關業主、租客或佔用人等等則不必強制依例向「註冊能源效益評核人」取得「遵行規定表格」。

Note

e. In other words, if the internal floor area of a unit or a common area is less than 500 m², the relevant owner, tenant or occupier, etc. is not mandatorily required to obtain a FOC from a Registered Energy Assessor in accordance with the BEEO.

或

中央屋宇裝備裝置^f：

(ii) 增設或更換中央屋宇裝備裝置的主要組件，包括：

- 額定值為400安培或以上的一組完整電路；
- 一部冷卻或加熱額定值為350千瓦或以上的單式組裝空調機、熱泵或冷水機；或
- 一部升降機、自動梯或乘客輸送機的電機驅動裝置及機械驅動裝置。

OR

Central Building Services Installation^f:

(ii) Addition or replacement of a main component of a central building services installation, including:-

- a complete electrical circuit at rating of 400A or above;
- a unitary air-conditioner, air-conditioning chiller or heat pump of a cooling or heating rating at or exceeding 350 kW; or
- the motor drive and mechanical drive of a lift, an escalator or a passenger conveyor.

備註

f. 有關中央屋宇裝備裝置的詳細技術釋義，請參閱《建築物能源效益實務守則》。

Note

f. Please refer to the BEC for the detailed technical interpretation of central building services installation.

8. 取得「遵行規定表格」的流程 Procedure for Obtaining a FOC



(i) 於訂明建築物內（不論新建與否）在2012年9月21日當天或以後完成「主要裝修工程」。

(i) The “major retrofitting works” inside a prescribed building (no matter it is newly constructed or not) are completed on or after 21 September 2012.



(ii) 中央屋宇裝備裝置的擁有人或個別單位或公用地方的負責人（例如：業主、租客或佔用人等等）須委聘「註冊能源效益評核人」。

(iii) 若已更換或加裝的屋宇裝備裝置符合《建築物能源效益實務守則》內的指明標準及規定，該負責人須在「主要裝修工程」完成之後的2個月內，向「註冊能源效益評核人」取得「遵行規定表格」（指明表格EE4）。該表格日後無須續領。（續後頁）

(ii) The owner of central building services installations or the responsible person (e.g. owner, tenant or occupier etc.) of a unit or common area is required to engage a Registered Energy Assessor.

(iii) If the replaced or additional building services installations comply with the standards and requirements specified in the BEC, that responsible person is required to obtain a FOC (Specified Form EE4) from the Registered Energy Assessor within 2 months after completion of the “major retrofitting works”. Renewal of that form is not required. (P.T.O.)



(iv)同時，「註冊能源效益評核人」須向機電工程署及物業管理公司呈交「遵行規定表格」（指明表格EE4）的副本作記錄。該表格無須由機電工程署加簽。若該建築物沒有物業管理公司，「註冊能源效益評核人」須向建築物的擁有人發送副本。《條例》現已全面實施，「遵行規定表格」名單會上載至機電工程署網站，供公眾查閱。

(iv) Meanwhile, the Registered Energy Assessor is required to submit a copy of the FOC (Specified Form EE4) to the EMSD and the property management company for record. Endorsement on that form by the EMSD is not required. If there is no such property management company in the building, the Registered Energy Assessor is required to send the copy to the owner of the building. With the full implementation of the BEEO, the list of the FOC would be uploaded to the EMSD website for public inspection.

備忘錄

Memo

法定程序 Statutory Procedure	指定呈交限期 Specified Submission Period
向「註冊能源效益評核人」取得「遵行規定表格」 Obtaining a FOC from a Registered Energy Assessor	在「主要裝修工程」完成之後的2個月內 Within 2 months after completion of the “major retrofitting works”

9. 「註冊能源效益評核人」的紀錄冊

「註冊能源效益評核人」的紀錄冊現已上載至機電工程署建築物能源效益條例網頁，供公眾查閱。

10. 申請費用

與「遵行規定表格」相關的申請費用列舉如下：

項目 Item	申請費用 Application Fee
向機電工程署呈交「遵行規定表格」的副本 Submission of copy of FOC to the EMSD	免費 Free of charge
申請「遵行規定表格」的複本 Application for a duplicate of a FOC	\$155

9. Register of Registered Energy Assessors

The register of Registered Energy Assessors is now available at the EMSD's BEEO webpage for public inspection.

10. Application Fees

The application fees relevant to the FOC are listed below:-

11. 敦促改善通知書（《條例》第26條）

若發現違規情況，機電工程署可於作出檢控前，向該建築物 / 單位 / 公用地方的相關人士（例如：發展商、業主立案法團、業主、租客或佔用人等等）發出「敦促改善通知書」，指示該等人士在指定的期限內，糾正違規事項。該通知書會載有須採取措施的指示。每張通知書內的基本資料，包括發出日期、建築物的名稱及地址等等，均會在機電工程署網站公佈。當通知書內的違規事項已被糾正，該通知書的資料則會從機電工程署建築物能源效益條例網站的有關名單內移除。

11. Improvement Notice (Section 26 of BEEO)

If non-compliance is identified, the EMSD may issue an improvement notice to the relevant persons of that building / unit / common area (e.g. developer, the Incorporated Owners, owner, tenant or occupier etc.) before prosecution and direct those persons to remedy the contravention within the period specified in the notice. The notice will contain directions about measures to be taken. The basic information, including issue date, building name and address etc., of each notice will be published at the EMSD's website. Once the contravention in a notice has been remedied, the information of the notice will be removed from the relevant list at the EMSD's BEEO website.

12. 主要刑罰

根據《條例》，若建築物的公用地方的擁有人或單位的負責人（例如：業主、租客或佔用人等等）違反條例規定，該人或會被檢控。

12. Major Penalties

According to the BEEO, if the owner of a common area of a building or the responsible person (e.g. owner, tenant or occupier etc.) of a unit of a building contravenes the requirements, that person may be liable to prosecution.

所觸犯的罪行 Offence committed	最高刑罰 Maximum penalty
<p>《條例》第17條 公用地方的擁有人或單位的負責人（例如：業主、租客或佔用人等等）沒有在「主要裝修工程」完成後的2個月內，向「註冊能源效益評核人」取得「遵行規定表格」。</p> <p>Section 17 of BEEO The owner of a common area or the responsible person (e.g. owner, tenant or occupier etc.) of a unit fails to obtain a FOC from a Registered Energy Assessor within 2 months after completion of the "major retrofitting works".</p>	<p>第5級罰款（\$50,000）</p> <p>Fine at level 5 (\$50,000)</p>

《條例》第18條第(2)款
公用地方的擁有人或單位的負責人（例如：業主、租客或佔用人等等）未能維持屋宇裝備裝置的設計標準（而非操作性能）不低於「遵行規定表格」中所採用的《建築物能源效益實務守則》版本的標準（例如：將已安裝的節能光管換成鎢絲燈泡）。

Section 18(2) of BEEO

The owner of a common area or the responsible person (e.g. owner, tenant or occupier etc.) of a unit fails to maintain the design standards of building services installations (but not their operating conditions) to a standard not lower than the version of the BEC applied in the FOC (e.g. replacing installed energy-saving fluorescent tubes with incandescent light bulbs).

第5級罰款（\$50,000）

Fine at level 5 (\$50,000)

《條例》第26條
任何人違反載於敦促改善通知書的任何指示。

Section 26 of BEEO

A person who contravenes any direction contained in an improvement notice.

第4級罰款（\$25,000）。如屬持續的罪行，則可就罪行持續期間的每一日，另處罰款\$1,000。

Fine at level 4 (\$25,000). In the case of a continuing offence, to a further fine of \$1,000 for every day during which the offence continues.

13. 《條例》相關網頁

有關《條例》更詳盡的資料，包括《條例》全文的連結、宣傳刊物、實務守則、表格、紀錄冊、常見問題等等，請登入以下網站瀏覽。

<https://www.emsd.gov.hk/beeo/>

14. 推廣能源效益科技

為鼓勵公眾更有效地使用能源，機電工程署亦致力提供最新節能科技資訊，供公眾參考。相關網站如下：

香港可持續科技網

<http://sustech.emsd.gov.hk/cindex.html>

能源資訊園地

<https://www.emsd.gov.hk/energyland/tc/home/index.html>

香港節能網

<http://ee.emsd.gov.hk/cindex.html>

13. Relevant Webpage of BEEO

For more information about the BEEO, including the link to the full text of the BEEO, publicity publications, codes of practice, forms, registers, frequently asked questions etc, please visit the following website:-

<https://www.emsd.gov.hk/beeo/>

14. Promotion of Energy Efficiency Technologies

To encourage the public to use energy more efficiently, the EMSD dedicates to providing information on advanced energy technologies for public reference. The relevant websites are as follows:-

The HK Sustainable Technology Net

<http://sustech.emsd.gov.hk/index.html>

EnergyLand

<https://www.emsd.gov.hk/energyland/en/home/index.html>

HK EE Net

<http://ee.emsd.gov.hk/eindex.html>

15. 查詢

如有任何查詢，可循以下途徑聯絡我們：

郵寄地址：香港九龍啟成街3號機電工程署能源效益事務處

電郵：mbec@emsd.gov.hk

電話：3757-6156

(星期一至五上午九時至下午五時) 或1823 (電話中心)

傳真：2890-6081

網頁：http://www.emsd.gov.hk/beeo

15. Enquiry

For any enquiry, please contact us through the following channels:-

Postal Address：Energy Efficiency Office,
Electrical and Mechanical Services Department
3 Kai Shing Street, Kowloon, Hong Kong

E-mail：mbec@emsd.gov.hk

Telephone：3757-6156

(9:00 a.m. – 5:00 p.m. on Monday to Friday) or 1823 (call centre)

Facsimile：2890-6081

Website：http://www.emsd.gov.hk/beeo

香港九龍啟成街3號機電工程署能源效益事務處

Energy Efficiency Office

Electrical and Mechanical Services Department

3 Kai Sing Street, Kowloon, Hong Kong

電話 Tel : 3757-6156 或 / or 1823 (電話中心 / Call Centre)

傳真 Fax : 2890-6081

網頁 Homepage : <http://www.emsd.gov.hk/beeo>

電郵 Email : mbec@emsd.gov.hk



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