

Form DCS-5

(For Stage 5 – Commencement of DCServ)

Part A: Project Information	
A1. Submission Date	
A2. Revision (Initial Submission as Rev. 0)	
A3. Date of Last Approval	
A4. District Location/Area	
A5. Site/Lot No.	
A6. Name of Building	
A7. Consumer	
A8. Developer	
A9. Name of Authorized Person	
A10. Company of Authorized Person	
A11. Main Contractor	
A12. Name of RPE	
A13. Company of RPE	

Part B: Checklist of Information to be submitted (Please put a “✓” as appropriate)	
B1	☐ Summary of changes with reply to comments and previous inspection comments (for resubmission only)
B2	☐ Water treatment report on Consumer Side with flushing records
B3	☐ Hydraulic pressure test report on Consumer Side chilled water pipe work
B4	☐ Submission of Consumer T&C Schedule

Part C Declaration by the Site Agent of the Building

(To be completed by the Site Agent of the Building)

C1	I, as the Site Agent of the Building, hereby confirmed that the provisions of the substation have been checked in order and in accordance with the approved General Building Plan, Technical Guidelines for Connection to DCS and the District Cooling Services Supply Conditions.	Company Chop
	Signature of Site Agent _____ Full Name of Site Agent: _____ RPE Registration No of Site Agent (if Applicable): _____ Company: _____ Tel. No: _____ Fax No.: _____ Email: _____ Corresponding Address: _____ Date: _____	

Part D: Trial Run Checklist (to be completed by EMSD / Operator)				
No.	Item	Inspection Result		Remarks
		Yes	No	
D1	All building services installation in DCS Substation completed according to Technical Guidelines for Connection to District Cooling System to facilitate DCS supply			
D2	Differential bypass pipe completed with a modulating valve connecting the chilled water supply and return mains installed			
D3	Sensors/ measuring equipment in Consumer side's chilled water pump room as demonstrated in Technical Submission Report installed			
D4	Bypass across chilled water supply and return mains closed to complete the water circuit loop at Consumer side			
D5	Chilled water pipe works connection at terminal units are completed/ Necessary blank-off installed to complete the water circuit loop at Consumer side			
D6	Water filled in water circuit loop and pressurized at Consumer side			
D7	Chilled water pump at Consumer side ready to switch on			
D8	Signal of chilled water pump to DCS PLC panel ready			

Part E: Trial Run Result (To be Completed by EMSD)		
Item		Remarks
Review Result	☐ Approved ☐ Approved with conditions ☐ Rejected	
Officer Name		
Officer Endorsement		
Email Address		
Contact Number		
Date		

重要聲明

任何人士試圖向任何政府人員提供利益(按照香港法例第 201 章《防止賄賂條例》中對利益的定義)，以影響本申請的結果，即構成《防止賄賂條例》下的罪行，並導致有關申請無效，而機電工程署會把個案向廉政公署報告。如任何政府人員或其代理人就本申請向你索取利益，你應向廉政公署舉報(電話號碼：2526 6366)。

個人資料私隱聲明

收集個人資料的目的

1. 在本表格所提供的個人資料，政府會用於下列目的：
 - (a) 進行與處理在本表格所作呈交有關的工作；
 - (b) 進行與《區域供冷服務條例》所訂規定有關的工作；以及
 - (c) 方便政府與你通訊。

受讓人類別

2. 當收到你所呈交的資料後，在本表格及隨本表格呈交的所有文件收集到的所有個人資料會備存於機電工程署，並會向部門的資料使用者披露。
3. 本署收集及使用的資料，可能會轉交代理或關連公司，以便提供所需服務及產品。

查閱個人資料

4. 根據《個人資料（私隱）條例》第 18 及第 22 條，以及附表 1 第 6 原則的規定，你有權查閱及改正個人資料。你的查閱權包括索取在本表格所提供個人資料的副本。

查詢

5. 任何關於本表格所收集個人資料的查詢，包括要求查閱及改正資料，請以書面形式向機電工程署署長提出，地址為：香港九龍啟成街 3 號機電工程署。至於其他一般查詢，請致電政府熱線 1823。

Important Disclaimer

“Any attempt to offer advantage (as defined in the Prevention of Bribery Ordinance (“POBO”) (Chapter 201 of the Laws of Hong Kong)) to any Government officer with a view to influencing the outcome of this application constitutes an offence under the POBO and renders the application invalid. The case will be reported to the Independent Commission against Corruption. You should report to the ICAC (Telephone No.: 2526-6366) if any government officers or their agents solicits an advantage from you in relation to this application.”

Personal Data Privacy Statement

1. The personal data provided by means of this form will be used by the Government for the following purposes:

- (a) activities relating to the processing of the submission in this form;
- (b) activities relating to the requirements stipulated in the District Cooling Services Ordinance; and
- (c) facilitating communication between the Government and yourself.

Classes of Transferees

2. Upon receipt of your information submission, all personal data collected in this form and all documents submitted along with this form will be kept at the Electrical and Mechanical Services Department and will be disclosed to the data users of the department.

3. The data collected and used by us may be transferred to agents and related companies for the purpose of offering services and products that may require.

Access to Personal Data

4. You have a right of access and correction with respect to personal data as provided for in sections 18 and 22, and Principle 6 of Schedule 1 of the Personal Data (Privacy) Ordinance. Your right of access includes the right to obtain a copy of your personal data provided by this form.

5. Enquiries concerning the personal data collected by means of this form, including the making of access and correction, should be submitted in writing and addressed to the Director of Electrical and Mechanical Services, Electrical and Mechanical Services Department, 3 Kai Shing Street, Kowloon, Hong Kong. For other general enquiries, please dial the Citizen's Easy Link 1823.