

互聯網電腦服務中心 經營者守則

Code of Practice for Internet Computer Services Centres Operators

民政及青年事務局
Home and Youth Affairs Bureau

二〇二二年七月
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**Code of Practice for
Internet Computer Services Centres
Operators**

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Preamble

- This Code of Practice is designed for Internet Computer Services Centre (ICSC) operators to follow in order to provide safe and crime-free venues. The emphasis of this Code is to encourage responsible management and lawful conduct in ICSC.

- This Code of Practice does not exempt any person or premise from complying with any statutory provision and does not affect any statutory power or duty.

DOs & DON'Ts for ICSC Operators

DOs

- **DO** choose premises in which there are no unauthorised building works by cross reference to the building/minor works records in the Buildings Department(BD) and the Independent Checking Unit (ICU).
- **DO** choose premises on floors with adequate loading capacity.
- **DO** choose premises with adequate means of escape and access for firefighting and rescue.
- **DO** note the relevant requirements in respect of drainage, air pollution and noise control as stipulated in the relevant ordinances.
- **DO** appoint an authorized person ¹ (AP) or registered structural engineer ² (RSE) where alteration and addition works are to be carried out or if you are unfamiliar with any of the building safety requirements.

DON'Ts

- **DON'T** choose premises at an industrial building.
- **DON'T** choose premises in an industrial portion of an industrial/office building.
- **DON'T** choose upper floors of any premises which are designed for domestic use.
- **DON'T** choose premises at level four of a basement or below.
- **DON'T** choose premises in areas designated for emergency use, such as buffer or refuge floor.
- **DON'T** choose premises on the upper floors of a single staircase building.

¹ An architect, engineer or surveyor registered under the Buildings Ordinance (BO) (Cap. 123).

² An engineer registered under the BO.

Useful Information

- The lists of APs and RSEs can be viewed at the Building Information Centre (BIC) of the Buildings Department (BD) at 13/F, Pioneer Centre, 750 Nathan Road, Kowloon or downloaded from the website <http://www.bd.gov.hk>.
- Viewing and copying of building/minor works records are available at the BIC of the BD and the ICU at a prescribed fee. Prior appointment may be necessary so as to allow for the records to be retrieved. Request of private properties records can be made in a standard application form available in the BD or on the website <http://www.bd.gov.hk> through the Building Records Access and Viewing On-line System (BRAVO). For records of the properties owned and divested by Housing Authority (HA), request can be made on the website <https://www.housingauthority.gov.hk> through the Housing Electronic Building Records Online System (HeBROS)³
- The “Safety Hints for Demolition of Unauthorized Building Works” pamphlet can be obtained from the Labour Department for reference.
- The Code of Practice for Fire Safety in Buildings (FS Code) and the Technical Guidelines on Minor Works Control System (MWCS) can be downloaded from the website <http://www.bd.gov.hk>
- Fire safety related materials can be obtained from the following websites :
 - The Code of Practice for Minimum Fire Service Installations and Equipment (FSI) -
<http://www.hkfsd.gov.hk/home/eng/code.html>
 - Fire Services Department Circular Letters –
<http://www.hkfsd.gov.hk/home/eng/circular.html>
 - List of FSI Contractors –
<http://www.hkfsd.gov.hk/home/eng/cert.html>
 - List of Accredited Laboratories for PU Foam –
http://www.itc.gov.hk/en/quality/hkas/about_hkas.htm

³ For premises located in the Housing Authority (HA) buildings and former HA buildings in public housing estates and Home Ownership Scheme (HOS) courts which were partly or wholly sold or otherwise disposed of under sections 4(2)(a) and 17A of the Housing Ordinance, the Independent Checking Unit (ICU) of the Office of the Permanent Secretary for Housing, apart from the administrative building control of HA buildings, also exercises statutory building control under the delegated authority from the Director of Buildings. The list of HA's Housing Estates / Courts/ Facilities under control of Buildings Ordinance (BO) can be obtained from the website <http://www.housingauthority.gov.hk/en/common/pdf/business-partnerships/resources/ICU010711.pdf>

- Copies of “Good Practice on Ventilation/Pumping System Noise Control” can be obtained from Environmental Protection Department at 6/F, Chinachem Tsuen Wan Plaza, 455-457 Castle Peak Road, Tsuen Wan, New Territories or the website:
http://www.epd.gov.hk/epd/english/environmentinhk/noise/guide_ref/noise_guidelines_archive.html

- Telephone numbers of relevant departments :-
 - Office of the Licensing Authority of the Home Affairs Department
 - for enquiry on notification upon commencement of operation of centre and closing down of business 2116 3394

 - Office for Film, Newspaper and Article Administration
 - for enquiry on control of obscene and indecent articles 2676 7676

 - Police Licensing Office 2860 6524

 - Organized Crime and Triad Hotline 2527 7887

 - Buildings Department
 - for general enquiries on building safety requirements 2626 1085*
 - for general enquiries on building matters 2626 1616*
 - for viewing and copying of building/minor works records 2626 1207*
(*handled by “1823”)

 - Independent Checking Unit (ICU)
 - General enquiries on building safety requirements for licensing 3162 0443
 - for viewing and copying of building / minor works records 3162 0621

 - Fire Services Department Licensing and Certification Command
 - Hong Kong Regional Office 2549 8104
 - Kowloon West Sub-Regional Office 2302 5339
 - Kowloon East Sub-Regional Office 2302 5310
 - New Territories Regional Office 2302 5373
 - Ventilation Division 2718 7567/
2251 4165

- Food and Environmental Hygiene Department
- Licensing Section
(on the provision of fresh air) 2867 5250
- Environmental Protection Department 2411 9777
- Customs and Excise Department
(against Intellectual Property Rights infringement
activities) 2545 6182
- Electrical and Mechanical Services Department 1823
- Tobacco Control Office Hotline 2961 8823

Public Order and Crime Prevention

- Operators should maintain peace and good order on the premises.
- Operators should provide written notification to the Office of the Licensing Authority of the Home Affairs Department upon commencement of their operation and closing down of business. Details of the person-in-charge and contact telephone number should be provided.
- Operators should ensure that no criminal activities such as vice, gambling or triad related activities are allowed on the premises. Staff and customers should not be allowed to use the computing devices on the premises to engage in illegal cyber activities such as downloading unauthorised software, sale of infringing/counterfeit goods on Internet platforms, computer hacking etc. Operators should report to the Police should such activities be detected on their premises.
- No alcohol is allowed to be sold or consumed on the premises.
- CCTVs (with recording facilities) shall be installed inside the premises and activated whilst the ICSC is in operation. All CCTV recordings shall be kept for at least one month and be available for the Police inspection as and when required.
- Business Registration Certificate and other licenses should be displayed conspicuously inside the premises.
- Children under 16 should not remain in the centre during the following hours –
 - (a) From Monday to Friday
From midnight to 8 a.m.; and
 - (b) On Saturday and Public Holidays
From 2 a.m. to 8 a.m.

Obscene and Indecent Articles

- Operators should ensure there are up-to-date devices filtering obscene, indecent or gambling content on the Internet and such devices should be activated at all times during business hours of the centres.
- Operators should not make public display of indecent matter.

- Operators should not publish ⁴ any articles which have been classified/are likely to be classified as Class II(Indecent) under the Control of Obscene and Indecent Articles Ordinance (COIAO) to customers below the age of 18, and should not publish any articles which have been classified/are likely to be classified as Class III(Obscene) under the COIAO to any customers..

Building Safety (Annex A)

- Operators should ensure that the premises are structurally safe and suitable (see **Part I of Annex A and Annex A1**).
- The premises should be provided with adequate means of escape and means of access for firefighting and rescue (see **Part II of Annex A**).
- The premises should be designed and constructed of adequate fire resisting construction (see **Part III of Annex A**).
- Minor works to be carried out by the operators should fully comply with the requirements of the Building (Minor Works) Regulations (B(MW)R) (See Part IV of Annex A).
- The premises should be free from unauthorised building works affecting public safety (see **Part V of Annex A and Annex A2**).

Fire Safety (Annex B)

- The premises should not have more than 50% of the total surface area of the openable or breakable windows being sealed up (see **Part I of Annex B**).
- Decoration and furniture inside the premises should conform to the approved standards (see **Part II of Annex B**).
- Ventilating System of the premises should comply with extant legislation (see **Part III of Annex B**).
- Only permitted fuel for cooking or water boiling is allowed in the premises (see **Part IV of Annex B**).

⁴ According to the COIAO, a person publishes an article if he, whether or not for gain, distributes, circulates, sells, hires, gives, lends, shows, plays or projects the article to the public or a section of the public.

- Appropriate Fire Service Installations and Equipment (FSI) should be provided inside the premises where necessary. They should be maintained in good efficient working order (see **Part V of Annex B**).
- All exits and exit routes should be kept free from obstruction at all times and all staircases should be adequately illuminated during the hours of darkness (see Part VI of Annex B).
- Operators should observe the fire safety advice at all times (see **Part VII of Annex B**).

Noise Control (Annex C)

- The operator shall ensure that the noise generated by the operation of the centre does not cause annoyance to any noise sensitive receivers, e.g. residential dwellings. When no one is entering or leaving the centre, the door(s) of the centre must be kept closed at all times when the centre is in operation.
- Noise from public address system or loudspeaker shall not be audible at the nearest residential dwellings between the hours 2300 and 0700 of the following day. Operators should ensure that the ICSC operation shall not constitute noise annoyance to nearby residential dwellings, otherwise appropriate legal action may be initiated.
- The operator shall also ensure that the centre is operated in accordance with all the requirements listed in “Standard Requirements for Noise Control” (**Annex C**).

Electrical Safety

- In accordance with the Electricity Ordinance (Cap. 406) [EO], electrical work of fixed electrical installations (FEIs) in ICSCs including installation and alteration or addition shall be carried out by Registered Electrical Contractor (REC) and Registered Electrical Worker (REW). Upon completion of the related electrical work and before the FEIs are energized for use, the REC and REW shall issue a work completion certificate (Form WR1) to the owner of the FEI of the ICSC to confirm that the requirements of the EO have been met. The owner of the FEI shall then send a copy of this certificate to the Director of Home Affairs for record.
- Electric cables shall be properly placed in conduit or provided with

equivalent mechanical protection. Messy run of electric cables should be avoided.

- Any electrical equipment / product for the use / accessible by customers should be protected by a Residual Current Device (RCD) having a rated residual operating current not exceeding 30mA. The test button of any RCD shall be tested by pressing periodically (at least once every 3 months).
- Use only plugs, adaptors and extension units which comply with safety standards applicable in Hong Kong, e.g. BS1363.
- No more than one adaptor or one extension unit should be inserted into a socket outlet. No adaptor should be inserted into an extension unit and vice versa. Do not connect one extension unit to another.
- Extension unit should be placed in a secured and on a level location to avoid unintended impact. Do not use the flexible cable from the extension unit to hang the unit to avoid damaging the cable.

Others

- Premises must be brightly lit (not less than 50 lux measured at one metre above floor level and at any point at least one metre from walls).
- No partitions higher than 1.5 m shall be erected in areas accessible to the public for the use of computing devices.
- No computing device for customer use should be placed within 1.0 m from any entrance, exit or staircase landings.

No person shall smoke or carry a lighted cigarette, cigar or pipe in the indoor area of the premises. The licensee shall ensure that no person shall smoke (including e-cigarettes and shisha) or carry a lighted cigarette, cigar or pipe in the premises. A sufficient number of no smoking signs should be placed in prominent positions inside the premises by the licensee. The licensee or venue manager who finds any person smoking (including e-cigarettes and shisha) or carrying a lighted cigarette, cigar or pipe inside the premises may require the person to extinguish it. If the smoker refuses to cooperate, the licensee or venue manager may require the smoker to leave the no-smoking area or may call the police for assistance.

- No bet shall be wagered or paid at the premises, nor shall any person offer or receive any advantage to be determined by the result of any

activities performed in the computing devices.

- No prizes or cash refund shall be offered or given to any person in consequence of the result of any activities performed in the computing devices.
- Operators should ensure that the use of software provided by them does not infringe intellectual property rights.
- Where natural ventilation is insufficient (i.e. where openings or windows which can be opened to the open air are less than 1/10 of the floor area), a ventilating system must be provided to give not less than 17 cubic metres of outside air per hour for each person that the premises are designed to accommodate.
- Adequate sanitary fitments should be provided for the use of customers in the premises, such as in the form of written confirmation from the management/owner of the availability
- Operators should permit authorized personnel, including police officers, registered social workers, officers from Fire Services Department, Buildings Department, Independent Checking Unit of Office of the Permanent Secretary for Housing, Environmental Protection Department, Office for Film, Newspaper and Article Administration, Office of the Licensing Authority of the Home Affairs Department and Electrical and Mechanical Services Department to enter and inspect the premises for the purpose of ensuring that ICSCs are operating in an orderly manner in accordance with the prevailing laws and the Code of Practice.

Standard Requirements on Building Safety

1. Nothing contained herein shall be taken as in any way derogating from the statutory powers of the Director of Buildings under the Buildings Ordinance (BO) (Cap.123) and its subsidiary regulations.
2. Operators are advised to enlist the service of an authorized person (AP) (an architect, engineer and surveyor registered under the BO) and/or registered structural engineer (RSE) (an engineer registered under the BO)) at an early stage to ensure all building safety requirements are complied with.
3. Where alternation and addition works involving the structure and/or means of escape of a building are to be carried out, formal submission of plans of the proposed works to the Buildings Department (BD) by an AP and/or RSE may be required.
4. Following the implementation of the Building (Minor Works) Regulation (B(MW)R) on 31 December 2010, certain building works have been specified as minor works. As an alternative to obtaining prior approval and consent from the Building Authority (BA), minor works may be carried out under the simplified requirements of the Minor Works Control System (MWCS). Details of the minor works items and the associated requirements can be viewed at the BD's website <http://www.bd.gov.hk>.

Part I - Structural Safety

5. The premises should be in sound structural condition.
6. No part of the premises should be located in, under or over any structures which have been built without the approval and consent of the BA.
7. The space used by the customers to obtain Internet services including playing of computer games should be structurally capable of withstanding an imposed load of not less than 3 kPa. Ancillary portions used for waiting subject to crowd loading or reading and dining should be structurally capable of withstanding an imposed load of not less than 5 kPa and 4 kPa respectively.
8. In case where there are non-structural screeding on floor slabs to raise floor levels / heavy equipment such as cooling tower and large A/C units / stack of books in reading area / partition wall⁵, justification with supporting calculations in respect of the adequacy of the existing structure to cater for such superimposed loads should be verified by an AP/RSE (see Annex A1).

Part II - Means of Escape and Means of Access for Firefighting and Rescue

9. The premises should be provided with adequate means of escape and means of access for firefighting and rescue in accordance with Part V of the Building (Planning) Regulations and the Code of Practice for Fire Safety in Buildings (FS

⁵ Erection of any non-load bearing block wall in a flat or thickening of any floor slab of a flat by laying solid screeding may be subject to the control of the B(MW)R.

Code) issued from time to time by the BD.

10. The provision of means of escape in any particular floor of a building or in the building as a whole can only accommodate a specified maximum number of persons at any one time. Table B2 of the FS Code sets out such limits and relates them to the width and number of exit routes provided for each floor and for the whole building. It follows that if, as a result of the operation of the ICSC, the existing population figure for a floor or for the building as assessed under Table B1 of the FS Code exceeds these limits, the existing means of escape will be inadequate.

11. **Some** key requirements are listed below for reference:-

- The population of the premises should not exceed the occupant capacity for that particular floor and the building as a whole. In this connection, the occupant capacity of the ICSC and other portions of the building should be assessed and reference should be made to Table B1 of the FS Code, the existing use and the approved building plans.
- The width and number of exit routes and exit doors for the premises should be sufficient.
- The ICSC should not be located in a single staircase building other than the ground floor or in any premises not accessible to two exit staircases.
- Any premises/room with a capacity exceeding 30 persons should be provided with at least two exits. The exit doors should open in the direction of exit and should not obstruct any part of any exit route by the swing of the doors. The lines of direct distance between the two exit from any point in the premises/room should form an angle of not less than 30°.
- Normally, the minimum width of an exit route should not be less than 1050 mm and a greater width would be required depending on the total occupant capacity of the storey/premises/room.
- The exit doors should have a minimum width of not less than 750 mm for capacity of 30 persons or less. For capacity between 31 – 200 persons, at least 2 exit doors of 850 mm each with their total width not less than 1750 mm. Reference should be made to Table B2 of the FS Code for the detailed requirements.
- All exit routes should have a clear height of not less than 2 m and be kept free from obstruction.
- Every part of each exit route should be provided with lighting and of a horizontal illuminance at floor level of not less than 30 lux. The lighting can be a combination of natural and artificial lighting and should be backed up by an emergency lighting system that complies with the Code of Practice for Minimum Fire Services Installations and Equipment.

- All exit doors should be capable of being readily opened from the inside without the use of a key.
- Security shutters across exits must be kept open during business hours.
- Where the direction of travel from an exit door of a room to a staircase is possible in one direction only (i.e. dead-end), the dead-end travel distance from any part of a room to a protected exit or a point, from which travel in different directions to two or more exits are available, is limited to 18 m. In other cases, where alternative exit routes are available in more than one direction, it may vary from 30 m to 45 m depending on the fire resisting construction of the exit routes.

Part III - Fire Resisting Construction

12. The premises should be designed and constructed of fire resisting constructions which satisfy the provisions of the Building (Construction) Regulations and the FS Code issued from time to time by the BD. **Some** key requirements are listed below for reference:-

- The premises should be separated from the adjoining occupancies by fire barriers having the longer fire resistance rating (FRR) for such Use Classifications in Table C1 of the FS Code.
- The common internal corridor serving the premises and other occupancies should be separated from the occupancies by fire barriers having an FRR of not less than that of the Use Classification of that floor. Where these FRRs differ, the higher the FRR value should be adopted. For premises situated in a shopping arcade, such separation is normally not required between the premises and the arcade.
- Openings for passage of ducts, pipes, wires, etc. through a fire barrier should be properly protected in order to maintain the FRR of that fire barrier.
- In case where new or modified fire barriers are involved⁶, an AP/RSE should certify the FRR of the fire barriers with supporting test/assessment reports.
- All fire resisting doors for the exit staircases and protected lobbies should be self-closing and kept in a closed position.
- New doors should be installed with smoke seals in accordance with Clauses C6.1 and C16.5 of the FS Code. Such provisions apply to the entrance doors of the premises which form part of a protected lobby of a required staircase. In addition, reference should be made to the prevailing requirements on the smoke seal performance in Clause E9.1 of the FS Code as amended by the Corrigenda issued on 22 January 2013 which have been uploaded to the BD's

⁶ Formation or alteration of any opening to the enclosure (other than a load bearing wall) of any staircase that is used as a means of escape or a means of access for firefighting and rescue or its protected lobby may be subject to the control of the B(MW)R.

website <http://www.bd.gov.hk>.

Part IV – Minor Works Control System

13. Apart from the requirements on obtaining prior approval and consent of the BA for the carrying out of building works under the BO, a set of simpler prescribed requirements has been added to the BO under the B(MW)R which came into operation on 31 December 2010.
14. A new category of building works, namely “minor works”, and a new register of “registered minor works contractors” (RMWC) for carrying out such minor works, have been introduced under the BO. In respect of minor works, the requirement to seek BA’s prior approval of plans and consent to the commencement of works can be dispensed with. Minor works are classified into three classes according to their nature, scale and complexity as well as the risk to safety they pose. Some typical minor works associated with ICSC are listed below for reference:
 - Removal of architectural projections, canopies, unauthorised floor slabs or unauthorised structures;
 - Erection, alteration, removal or strengthening of metal supporting frames for air-conditioning units;
 - Erection, alteration or removal of drains;
 - Erection, alteration or removal of internal staircases;
 - Formation or reinstatement of openings in floor slabs;
 - Replacement of display surface, erection, alteration or removal of signboards; and
 - Construction, alteration, repair or removal of window or window wall.
15. The BD will separately process the specified forms and photos/plans/documents for the completed minor works under the BO and B(MW)R and conduct audit checks to ascertain compliance with the statutory requirements. Should these minor works be not completed in compliance with the BO and B(MW)R (for example, without appointment of prescribed building professional (if required) and/or prescribed registered contractor to carry out minor works), separate enforcement actions under the BO may be taken by the BD against such works.
16. Pamphlets with comprehensive guidance are available and can be downloaded from the BD’s website at http://www.bd.gov.hk/english/documents/index_cglst.html
17. Alternatively, operator may also appoint an AP to make formal submission of plans for minor works together with other larger scale building works to the BD for obtaining the requisite approval and consent prior to the commencement of these works.

Part IV - Unauthorised Building Works

18. The existence of unauthorised building works on or affecting the ICSC may pose a risk to the safety of the staff and customers. If the premises contain unauthorised building works listed at **Annex A2**, the operators should remove such works or appoint an AP/RSE to justify the structural integrity as required. Such removal works may also be subject to the control of the B(MW)R. Details of the minor works items and the associated requirements can be viewed at the BD's website <http://www.bd.gov.hk>
19. If the operator intends to erect a signboard, submission of plans to the BD for approval is necessary unless such signboard will be constructed under the B(MW)R as appropriate. The erection of signboards should be in accordance with the "Guide on Erection and Maintenance of Advertising Signs" issued by the BD. In general, signboards projecting over a pavement should have a minimum vertical clearance of 3.5m and a minimum horizontal clearance of 1.0m from the curb of such pavement. Signboards projecting over a carriageway should have a minimum vertical clearance of 5.8m. A copy of the Guide can be obtained from the BD or downloaded from BD's website <http://www.bd.gov.hk>. Signboards which fall within the classes of minor works should be commenced and carried out according to the B(MW)R.
20. The BD will take progressive enforcement action against unauthorised signboards under the Signboard Control System. If the operator is the owner of existing unauthorised signboard(s) associated with the subject premises and the signboard(s) is/are in existence or completed before 2 September 2013 and eligible for joining the voluntary Validation Scheme for Unauthorised Signboards, the operator should consider participating the Scheme before it/them can be retained for continued use. If it is/they are not eligible to join the Scheme, the operator is strongly advised, similar to other UBW, to remove it/them voluntarily. Details of the Scheme can be downloaded from BD's website <http://www.bd.gov.hk>
21. The operator's attention is drawn to the Disability Discrimination Ordinance in regard to the provisions of access and facilities for persons with a disability.

Information and Assessment to be included in the Supporting Structural Calculations

1. General Requirements

- (a) Whilst the structural members of the UBW should be checked under the current Building Regulations, all approved structural elements should be checked in accordance with the original design principle and the prevailing codes of practice at the time of construction.
- (b) The imperial units shown in the approved plan and/or original design calculations should be converted to metric units for easy reference.
- (c) The structural integrity of the affected structures should be checked in accordance with the minimum imposed loads stipulated in Regulation 17 of the Building (Construction) Regulations.

2. Fundamental Information and Assessments (if applicable)

- (a) The original design data retrieved from the approved plan and/or original design calculations, such as material specifications, permissible stress and design imposed load should be given.
- (b) Relevant structural framing part plans should be submitted to show the affected portion of existing structures.
- (c) Relative disposition of additional elements such as partition walls, raised screeding and over hanging air-conditioning units should be shown on the structural framing part plans with appropriate setting out dimensions.
- (d) The weight of additional elements, such as partition walls and raised screeding, should be conformed to the type, size, thickness and density of the construction materials resulting from these additional works.
- (e) The structural adequacy of the existing structures arising from the total combined loadings should be demonstrated.

3. Specific Information (if applicable)

- (a) The manufacturer's catalogue and specification of the relevant plants and equipment should be attached in order to substantiate the design operational weight.
- (b) The design of steel frame supporting the relevant plants or equipment should be submitted. The connection details of these steel members and fixing details into existing structures should also be given.
- (c) Depending on the circumstances of individual cases, additional information and assessment may be required.

List of Unauthorised Building Works affecting Public Safety

1. The following unauthorised building works in the ICSC may constitute a risk to the safety of employees and customers. The operators should remove such works unless stated otherwise :

- (a) Unauthorised rooftop/flat roof/yard structures forming part of the ICSC.
- (b) Structures on or suspended from approved canopies including air-conditioning/mechanical plants and signboards.
- (c) Unauthorised canopies/projections over pavements or common areas.

[Exception (1) : decorative shopfront side structures, which do not consist of stone, tiles, glass or cement mortar and are not constructed of concrete, in good condition projecting not more than 300 mm from the original building line or newly erected minor decorative shopfront side structures as aforementioned with a projection of not more than 150mm from the original building line]

[Exception (2) : canopies, which do not consist of stone, tiles, glass or cement mortar and are not constructed of concrete, in good condition projecting not more than 500 mm beyond the building line or retractable canopies, in good condition projecting not more than 2.0 m beyond the building line and having a minimum vertical clearance of 2.5 m and a minimum horizontal clearance of 600 mm from the curb of a pavement]

[Exception (3) : shopfront overhead projections, which do not consist of stone, tiles glass or cement mortar and are not constructed of concrete, in good condition projecting not more than 600mm beyond the building line and having a minimum vertical clearance of 2.5m and not accommodating any air-conditioning plants][Exception (4) : existing signboards not resting on or suspended from approved canopies and with display area not greater than 20m² which are not in a dangerous condition and having a minimum vertical clearance of 3.5m and a minimum horizontal clearance of 1m from the curb if projecting over a pavement, and 5.8m minimum vertical clearance if projecting over a carriageway]

- (d) Air-conditioning plant and its accessories (e.g. cooling towers and associated supporting structures) projecting over pavement/service lane or suspended from approved balcony.

[Exception : split-type air-conditioning units attached to external wall of building but not the wall of balcony which are not in dangerous condition, do not obstruct pedestrian or vehicular traffic and do not project more than 600 mm from external wall]

- (e) Overhead air-conditioning plants and associated supporting structures installed within the ICSC.
[Exception : unless otherwise justified by AP/RSE as being structurally safe with supporting calculations]
- (f) Unauthorised obstruction to smoke vents.
- (g) Unauthorised alteration or removal of compartment walls or fire resisting walls and doors.
- (h) Unauthorised openings or slabs over existing floors for food hoists and pipe ducts.
[Exception : unless otherwise justified by AP/RSE as being structurally safe with supporting calculations]
- (i) Unauthorised reinforced concrete slabs filling up approved cockloft and staircase voids.
- (j) Unauthorised cockloft, immediate floors and floor extensions.
- (k) Unauthorised staircases or unauthorised openings through existing slabs for staircases.
- (l) Unauthorised removal, partial removal or major alteration of structural members.
- (m) Unauthorised building works in common areas resulting in obstruction of the means of escape from the ICSC or the building. (e.g. unauthorised sub-division of a floor into separate units resulting in some units without adequate means of escape, unauthorised blocking up of access to an exit staircase rendering the means of escape of other occupancies inadequate, etc.).
- (n) Unauthorised sub-division of a floor into separate units without the provision of common corridors protected by fire resisting walls and doors.
- (o) A material and unacceptable change of use (e.g. conversion of plant room to usable floor area).
- (p) Openings on external walls above the ground floor without the provision of protective barriers.
- (q) Unauthorised removal of approved facilities for persons with a disability (e.g. toilet or access ramp) and unauthorised building works which hinder the access to the ICSC for persons with a disability (e.g. raised platform).

2. If the removal or rectification of the unauthorised building works involves the carrying out of building works not exempted under 41(3), (3B), (3C) and (3D) of the BO and designated exempted works under Schedule 2 of the B(MW)R, it will

be necessary for the operators to appoint an AP and/or RSE and to obtain the prior approval and consent of the BA for such works unless the building works are subject to the control of the B(MW)R. Details of the minor works items and the associated requirements can be viewed at BD's website <http://www.bd.gov.hk>

3. The existence of the unauthorised building works, which do not pose a risk to public safety, is treated as a separate issue. Future action may be taken under Sections 24 and 40 of the BO to secure removal or rectification of the unauthorised building works. In the meantime, the operators are strongly advised to remove or rectify the unauthorised building works voluntarily.

Standard Requirements for Fire Safety

1. All the below requirements shall only be referred for the operation of internet computer services centres. For avoidance of doubt, compliance with these requirements SHALL NOT exempt any premises from any fire safety direction imposed under the provisions of the Fire Safety (Buildings) Ordinance, Cap 572 or the Fire Safety (Commercial Premises) Ordinance, Cap 502 for upgrading of fire service installation or equipment in any composite or commercial building which was constructed on or before 1 March 1987. Operators of internet computer services centres in these composite or commercial buildings are strongly advised to negotiate with the respective building management for mutual arrangements before the actual commencement of work.

Part I - Premises

2. If more than 50% of the total surface area of the openable or breakable windows provided for the premises are rendered not openable or unbreakable, a smoke extraction system that conforms to the standard set out in the Code of Practice for Minimum Fire Service Installations and Equipment as published from time to time by the Director of Fire Services shall be provided.

Part II - Decoration and Furniture

3. All combustible materials used as false ceilings, partitions or wall furnishings shall -
 - (a) conform to British Standard 476: Part 7 Class 1 or 2 Rate of Surface Spread of Flame; or
 - (b) conform to another standard acceptable to the Director of Fire Services; or
 - (c) be brought up to any of those standards by treating with a fire retardant paint or solution acceptable to the Director of Fire Services. The work shall be carried out by a Class II Registered Fire Service Installation Contractor and a certificate (FS 251) to this effect from the Contractor shall be forwarded to the Director of Fire Services as documentary proof of compliance.
4. All draperies and curtains, if installed, shall be made of fire resistant material and -
 - (a) conform to British Standard BS 5867: Part 2 fabric type B when tested in accordance with British Standard 5438; or
 - (b) conform to another standard acceptable to the Director of Fire Services; or

- (c) shall be brought up to any of those standards by treating with a fire retardant paint or solution acceptable to the Director of Fire Services. The work shall be carried out by a Class II Registered Fire Service Installation Contractor and a certificate (FS 251) to this effect from the Contractor shall be forwarded to the Director of Fire Services as documentary proof of compliance.
- 5.
- (a) All polyurethane (PU) foam filled mattresses and covering material used for fabrication of mattresses shall conform to British Standard 7177 (for use in medium hazards premises/building) ; or "Standard for the Flammability (Open Flame) of Mattress Sets" - (Part 1633 of Title 16 of Code of Federal Regulations) as issued by the Consumer Product Safety Commission (CPSC) in the US; or to other standard acceptable to the Director of Fire Services.
 - (b) All PU foam filled upholstered furniture and covering fabric used for fabrication of the furniture shall conform to British Standard 7176 (for use in medium hazards premises/building) ; or Flammability Test Procedure for Seating Furniture for Use in Public Occupancies (Technical Bulletin Number 133) as issued by the Bureau of Home Furnishings and Thermal Insulation, Department of Consumer Affairs, State of California; or to other standard acceptable to the Director of Fire Services.
 - (c) Each PU foam filled mattress and upholstered furniture conforming to British Standard 7177 (for use in medium hazard premises/building) and British Standard 7176 (for use in medium hazards premises/building) respectively shall bear an appropriate label.
 - (d) Invoices from manufacturers/suppliers and test certificates from testing laboratories indicating that the PU foam filled mattresses and/or furniture items have complied with the specified standards shall be produced for verification. The test certificate shall be issued by a testing laboratory accredited to conduct test according to the specified standard, and be authenticated by the company's stamp of the manufacturer/supplier.

Part III - Fittings and Ductings

6. All ventilation systems shall comply with Ventilation of Scheduled Premises Regulation, Chapter 132CE or Building (Ventilating Systems) Regulations, Chapter 123J, as appropriate.

Part IV - Fuel

7. Only town gas or electricity should be used as fuel for cooking or water boiling.
8. No cooking / food warming activities outside kitchen is permitted.
9. No naked light shall be allowed on the premises.

Part V - Fire Service Installations and Equipment

10. All fire service installations (FSI) and equipment provided for the premises in accordance with the latest approved building plans shall be maintained in efficient working order. Where alterations and additions are required, such works shall be carried out by a registered FSI contractor and a copy of the Certificate (Form FS 251) shall be submitted to the Director of Fire Services upon completion.
11. An emergency lighting system/unit shall be provided throughout the entire premises. It shall be installed in accordance with the Code of Practice for Minimum Fire Service Installations and Equipment or comply with the attached requirements for Self-contained Luminaires Emergency Lighting System (PPA/104(A)) (enclosed at **Annex B1**).
12. All exits shall be suitably indicated by illuminated signs, in the form of either characters exit signs, combined graphical symbol and characters exit signs, or graphical symbol exit signs, installed in accordance with the requirements set out in the Code of Practice for Minimum Fire Service Installations and Equipment as published from time to time by the Director of Fire Services. Adequate directional signs indicating the route to an exit shall be provided at locations where exit signs are not readily visible.
13. Unless the following locations are within 30 m of hose-reel point, a manual fire alarm system is to be installed:-
 - (a) near each exit leading away from the premises;
 - (b) at the main entrance;
 - (c) at the cashier's counter;
 - (d) at the reception area.
14. At least two 5 kg CO₂ fire extinguishers shall be provided (near the cashier and the electrical main switch of the premises).
15. Unless an automatic sprinkler system has already been provided, an automatic fire detection system shall be installed if the premises occupy an area exceeding 126 m² but less than 230 m².
16. If the premises exceeds 230 m² in area on any floor, or its aggregate area of different floors exceeds 230 m² without proper fire separation, the following FSI shall be provided :-
 - (a) a hose reel system; and
 - (b) an automatic sprinkler installation.

Part VI - Exits and Exit Routes

17. All exits and exit routes shall be kept free from obstruction at all times.
18. All exit doors must remain unlocked while the venue is in business. They shall be readily and conveniently openable from inside and shall be open in the

direction of egress in such a way that they will not obstruct the staircase or corridor when open.

19. All staircases should be adequately illuminated during the hours of darkness and to be provided with handrails on both sides.

Part VII - Fire Safety Advice

20. An exit plan drawn to a ratio of not less than 1:200 showing the floor layout of the premises and the directions of egress to escape staircases and means of escape shall be displayed. The size of the exit plan shall not be less than 250 mm x 250 mm and shall be affixed at 1 500 mm above floor level.
21. The premises should not be used for domestic purposes but a night watchman may be permitted to remain on the premises overnight for security purposes.



Requirements for Self-contained Luminaires
Emergency Lighting Systems

A. Definition

1. Luminaire means an apparatus which distributes, filters and transforms the light given by a lamp or lamps and which includes all the items necessary for fixing and protecting these lamps and for connecting them to the supply circuit.
2. Self-contained emergency lighting luminaire means a luminaire providing maintained or non-maintained emergency lighting in which all the elements, such as battery, the lamp, the control unit and the test and monitoring facilities, where provided, are contained within the luminaire or adjacent to it (that is, within 1 metre).

B. Specification

3. Emergency lighting luminaires shall comply with the non-flammability (resistance to flame and ignition) provisions specified in BS EN 60598-2-22:1999 and external parts shall also be subjected to the 850°C glowing/hot wire test; any burning parts should self-extinguish within 30 seconds.
4. All power cables extended outside the enclosure of a self-contained emergency lighting luminaire, other than the wiring connecting the luminaire to normal supply, shall conform to BS EN 60702-1:2002, BS EN 60702-2:2002 and BS 6207-3:2001 as appropriate or to BS 6387:1994 Cat. CWZ or other international standards acceptable to the Director of Fire Services.
5. An automatic trickle charger with a 220-volt input and suitable output and fitted with pilot lights or other indicating device shall be provided for the batteries. The charger shall be capable of re-charging the battery to 100% of the rated capacity in not more than 12 hours.
6. The self-contained luminaires emergency lighting systems shall be capable of

maintaining the stipulated lighting levels for a period of not less than one hour (rated duration).

7. Upon failure of the main lighting system or in the event of power failure, the emergency lighting shall automatically light up to at least 90% of the stipulated illumination level within 5 seconds.
8. Each unit shall be provided with a properly labelled 'TEST' switch and charge monitor light. A low voltage cut out shall also be provided to disconnect the batteries when fully discharged.

C. Other Requirements

9. Each luminaire shall be so designed as to provide a broad non-glare illumination when in use. At least two sets of emergency lighting luminaire shall be provided in the premises so that the premises will not be plunged into total darkness in the event of a luminaire failure. (If the area of the premise is less than 16m², only one set of emergency lighting will be required.)
10. The minimum illumination provided at floor level by the emergency lighting systems shall be:-

Staircase/exit route	not less than 2 lux.
Night club, restaurant, dance hall, or premises where people have freedom of movement and there are loose fixtures and fittings.	not less than 1 lux.

The measurements shall be taken at the mid-point between any two emergency lighting luminaires. All readings shall be taken by an illuminance meter and a discretionary tolerance of minus 10% is permitted.

11. Facilities exceeding 8m² gross area and facilities of less than 8m² without borrowed light should be provided with escape lighting complying as if they were part of an escape route. (For clarity, escape route means a route forming part of the means of escape from a point in a building to a final exit. Borrowed light means the light from other emergency lighting source. Escape lighting means that part of emergency lighting which is provided to ensure that the escape route is illuminated at all material times).

12. The emergency lighting system shall be installed and certified by a Registered Fire Service Installation Contractor.
13. Relevant test report(s)/certificate(s) issued by a testing organization recognized by the Fire Services Department or a local university laboratory competent to certify the properties regarding resistance to flame and ignition and performance of the emergency lighting shall be submitted to the Fire Services Department.
14. Periodical tests shall be carried out to each luminaire according to the following procedures :-

i)	Each luminaire shall be energized from its battery by simulation of a failure of the supply to normal lighting for the period as specified below :-		
	Monthly	-	not exceeding one quarter of the rated duration as required in clause 6 above.
	Six-monthly	-	one quarter of the rated duration.
	Three-yearly	-	full duration.
ii)	The luminaire shall be functioning properly to maintain the stipulated lighting level and the normal power supply shall be restored after the test.		
iii)	The test results shall be recorded in a register.		

Fire Services Department

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Standard Requirements for Noise Control

1. Good Practices on Ventilation/Pumping System Noise Control as published from time to time by the Director of Environmental Protection shall be followed.
2. The main door of the premises should open to the interior of the building structure. If the main door needs to be opened towards the street, appropriate design of the premises entrance (e.g. the use of 2 separate self-closing doors with a buffer space in between) is recommended. In any event, the door(s) shall be self-closing from all positions and must, at all times when the premises are open to the public, be kept closed.
3. The door(s), when closed, shall not leave any gap or opening.
4. The other sound pathways (e.g. ventilator, windows etc.) are suitably treated so that the post-treatment ability to prevent sound transmission is compatible with that of the door.

(Note: There are many ways of treatment and it is impossible to specify all. This requirement is usually already complied with if the premises are centrally air-conditioned and windows are kept closed. In case window-type ventilators are used, a simple treatment would be to have silencers fitted to these ventilators.)

5. No public address system/loudspeaker and other sound sources from computing devices shall be installed at outdoor for operation.
6. All the noise sources operated in connection with ICSC shall comply with the requirements set out in the Noise Control Ordinance (Cap. 400).