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東區大廈管理通訊

Eastern District Building Management Newsletter

東區大廈管理聯絡小組

Eastern District Building Management Liaison Team

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此刊物部份篇章只備有中文版本
Some sections of this publication
are available in Chinese only.

東區區議會轄下大廈管理工作小組

Working Group on Building Management under the Eastern District Council

1. 背景 Background

作為完善地區治理後的「三駕馬車」之一，區議員的工作包括在地區層面協助推廣良好大廈管理，同時協助有需要的業主和居民處理大廈管理的問題。為提升區議員處理大廈管理工作的效能，東區區議會已於 2026 年 1 月成立大廈管理工作小組，全體 30 名區議員均加入了小組。

As one of the “troika” under the improved district governance, District Council (DC) Members are tasked to assist in promoting good building management at the district level and to offer help to owners and residents in need to handle building management issues. To enhance DC Members’ effectiveness in handling building management matters, the Eastern DC established a Working Group on Building Management and held the first meeting in January 2026. All 30 DC Members have joined the Working Group.

2. 職權範圍 Terms of Reference

A. 按區議會主席要求，收集區內人士就區內大廈管理的意見，就良好大廈管理方法向區議會提交意見摘要及應對建議；

As per the request of the DC Chairman, to collect views from individuals within the district on building management and to submit summaries of views and suggestions to the DC regarding effective building management;

B. 區議員按其地區服務經驗就良好大廈管理作業模式進行分享交流，並向區議會提交相關的建議；及

To share and exchange insights on effective building management based on DC Members’ experience in community services, and submit relevant suggestions to the DC; and

C. 協助宣傳和推廣良好大廈管理，包括民政事務總署和民政事務處有關大廈及物業管理資訊，以及民政總署的各類大廈管理支援服務。

To assist in promoting and advocating for effective building management, including providing information on buildings and property management from the Home Affairs Department (HAD) and the District Offices, as well as promoting various building management support services provided by the HAD.

東區區議員和東區民政處在 2026 年 3 至 4 月期間，參與了 4 場地區團體舉辦的大廈管理交流分享會，促進與區內業主組織和物業管理公司的交流。

In March to April 2026, Eastern District Council Members and the Eastern District Office took part in 4 building management sharing sessions organised by local organisations, facilitating communication with owners’ organisations and property management companies within the district.



解決大廈管理爭議服務

Building Management Dispute Resolution Service

由退休法官/
司法人員主理

Steered by a retired Judge/
Judicial Officer

為大廈管理個案
進行調解/
提供意見

Provision of mediation service/
opinions on building
management cases

免費

Free of charge

簡介及相關表格可於各區民政諮詢中心索取或在民政事務總署大廈管理網頁下載：

The guide and relevant forms are available at the Home Affairs Enquiry Centres of District Offices or the website of the Home Affairs Department on Building Management:

www.buildingmgt.gov.hk

查詢Enquiry : 3107 3183



民政事務總署
Home Affairs Department



維修私人斜坡

Maintain Your Slopes

Secure Your Home

保你家宅平安

CEDD 土木工程拓展署 土木工程處
Geotechnical Engineering Office
Civil Engineering and
Development Department

為何維修斜坡重要？

Why is slope maintenance important?

即使人造斜坡、擋土牆或天然山坡災害緩減措施(以下簡稱為「緩減措施」)的設計及施工已符合標準，其狀況也會因日久失修而不斷變差，甚至有機會倒塌，導致人命傷亡和財物損失。故此，業主應定期檢查斜坡及進行所需維修工作，以減低發生山泥傾瀉的機會。

Poorly maintained man-made slopes, retaining walls and natural terrain hazard mitigation measures (hereafter referred to as "mitigation measures"), even though their design and construction were up to the required standards, may deteriorate and ultimately result in landslides, leading to loss of lives and damages to properties. To reduce the probability of landslides, owners should regularly inspect their slopes and carry out the necessary maintenance works.

責任誰屬？

Who is responsible?

根據土地批約文件，業主或維修土地當事人必須維修土地，包括人造斜坡、擋土牆或緩減措施，業主亦可能需要負責維修毗鄰斜坡。請瀏覽地政總署的「斜坡維修責任信息系統」參考斜坡維修責任的資料 (www.slope.landsd.gov.hk/smris)。

According to the lease document issued by the Lands Department, the responsibility for maintenance of land, including man-made slopes, retaining walls or mitigation measures, rests with the owner or the party assigned such a responsibility. Owners may also be liable for maintenance of land adjoining their lot. Please refer to "Slope Maintenance Responsibility Information System" (SMRIS) of Lands Department for the slope maintenance responsibility information (www.slope.landsd.gov.hk/smris).

如何妥善維修斜坡？

How to maintain slopes properly?

土力工程處出版了《岩土指南第五冊》、簡略版本《斜坡維修簡易指南》和《定期維修斜坡》單張，以協助業主了解和履行斜坡維修責任。有關刊物可於「香港斜坡安全網站」(hkss.cedd.gov.hk) 下載。The Geotechnical Engineering Office published "Geoguide 5 – Guide to Slope Maintenance", an abridged version entitled "Layman's Guide to Slope Maintenance" and a leaflet "Keep Your Slopes Safe" to assist owners in understanding and discharging their slope maintenance responsibility. These publications can be downloaded from the Hong Kong Slope Safety Website (hkss.cedd.gov.hk).

例行維修檢查

Routine Maintenance Inspections

「例行維修檢查」的範圍應涵蓋人造斜坡、擋土牆、緩減措施、措施所在的範圍及毗連土地。業主應至少每年安排一次例行維修檢查，可由非專業人士執行，並最好在雨季來臨前完成例行維修檢查及所需的維修工程。

Routine Maintenance Inspections (RMI) should cover man-made slopes, retaining walls, mitigation measures, the area containing the measures and the adjoining ground. Owners should arrange for RMI at least once a year. Such inspections can be carried by non-professionals. RMI and any recommended maintenance works are preferred to be completed before the onset of the wet season.

工程師維修檢查

Engineer Inspections for Maintenance

業主應最少每五年聘請專業及合資格岩土工程師，例如註冊專業工程師(岩土工程)，為人造斜坡和擋土牆進行一次工程師維修檢查。另一方面，除非有其他特別規定條款訂明，否則毋須為緩減措施進行「工程師維修檢查」。若發現異常情況或問題，業主應徵詢具備專業資格的岩土工程師的專業意見。

Owners should appoint a professionally qualified geotechnical engineer, such as a Registered Professional Engineer (Geotechnical) (RPE(G)), to carry out Engineer Inspections for Maintenance (EIM) for their man-made slopes and retaining walls at least once every 5 years. On the other hand, EIM for mitigation measures are not required unless specified by the designer or in special provisions. If unusual conditions or problems are observed, the owner or the party responsible for maintenance should seek advice from a professionally qualified geotechnical engineer.

地下帶水管道定期檢查

Regular Checks of Buried Water-carrying Services

帶水管道業主必須依照《監測和維修影響斜坡帶水設施工作守則》，定期為斜坡內的地下帶水管道進行檢查及維修，避免因水管出現滲漏而影響斜坡的穩定性。Owners of the water-carrying services should arrange for regular checks and maintenance of buried water-carrying services in accordance with the "Code of Practice on Monitoring and Maintenance of Water-Carrying Services Affecting Slopes" to prevent leakage that may adversely affect the stability of slopes.

聯絡社區諮詢服務組 Contact CAU
電話 Phone: 2760 5800
電郵 Email: cau@cedd.gov.hk



在杏花邨於極端天氣來臨前進行檢查的照片，以及檢查物業管理的準備工作。

Photos showing inspections prior to extreme weather conditions at Heng Fa Chuen and check up on the preparation work of the property management.

隨著氣候變化影響日益顯著，香港東區面臨極端天氣的風險不斷上升。為有效保障市民的生命及財產安全，香港消防處港島東區積極採取了一系列預防及應急準備措施，以應對可能發生的自然災害。

首先，我們強化了對水浸黑點的監測與評估。藉助天文台提供的數據，我們能及時掌握即將來臨的極端天氣情況，提早巡視、提醒並監察相關黑點的準備情況，從而提升公眾的防災意識。

其次，消防處對隊員進行了針對性的訓練，以提升他們在水浸情況下的應對能力與救援技能，內容包括水上救援及急救等。我們的目標是確保每位隊員在危急時刻能迅速且有效地展開救援行動。

同時，我們亦定期舉辦講座，向物業管理人員傳授災後應對與防災知識，旨在提高物業管理者及居民的風險意識與自救能力，並教導正確的應對措施，以減少潛在損失。

此外，我們與其他相關部門及社會機構緊密協作，制定了詳細的應急預案。這些預案涵蓋不同情境下的應對策略，包括災民疏散、資源調配與後勤支援等。透過充分準備，我們在水浸發生時能迅速調動資源，展開救援行動，保障市民安全。

我們深知面對自然災害時充分準備的重要性，並相信民政事務處會繼續發揮協調政府服務的作用，透過各部門繼續保持警覺、堅守崗位，攜手努力，確保社區安全。

With the growing impacts of climate change, the risk of extreme weather events in Hong Kong's Eastern District is steadily increasing. To effectively protect residents' lives and property, the Hong Kong Fire Services Department — Hong Kong Island Eastern District — has actively implemented a series of preventive and emergency preparedness measures to respond to potential natural disasters.

First, we have strengthened monitoring and assessment of flood-prone "blackspots." Using data provided by the Observatory, we can track approaching extreme weather in a timely manner, conduct early inspections, issue reminders, and monitor the readiness of those blackspots, thereby raising public disaster-awareness.

Second, the Fire Services Department has provided targeted training for our personnel to improve their response capabilities and rescue skills in flood situations, including water rescue and first aid. Our goal is to ensure every team member can carry out rescue operations quickly and effectively in critical moments.

At the same time, we regularly hold seminars for property managers to teach post-disaster response and disaster-prevention knowledge, aiming to increase the risk awareness and self-rescue ability of property managers and residents, and to instruct them in proper response measures to reduce potential losses.

In addition, we work closely with other relevant departments and social organizations to develop detailed emergency plans. These plans cover response strategies for different scenarios, including evacuee relocation, resource allocation, and logistical support. Through thorough preparation, we can rapidly mobilize resources and launch rescue operations during floods to protect public safety.

We fully recognize the importance of adequate preparedness for natural disasters, and we believe the Home Affairs Department will continue to coordinate government services. By maintaining vigilance and staying on duty across departments, and by working together, we will ensure community safety.

暴雨預防措施

機電工程署

EMSD



安全及穩定的電力供應，對社會的運作及發展都至關重要。一直以來，香港都維持著令人引以為傲穩定又可靠的電力供應。然而，去年有部份樓宇在暴雨的情況下，因樓宇發生雨水滲漏而導致電力裝置故障及電力中斷。最後，電力裝置需要長時間進行復修，對住戶造成不便。總結這些樓宇發生滲漏的原因，主要是由於建築物的外牆防水物料或樓宇的喉管已經老化。



要有效地防止電力供應在類似的情況下中斷，應先強化大廈的物業管理。物業管理公司應協助業主定期巡視電掣房及裝有電力系統的樓宇部分，以確認電力裝置及其周邊範圍沒有出現滲水，並採取適當的保護措施。例如：若電掣房內安裝了水管，物業管理公司應與業主商討，並建議將水管移離電掣房，以防止電力裝置因水管出現滲漏而影響樓宇的電力供應。此外，在雨季前，物業管理公司應為電掣房準備充足的沙包或擋水板等，以防止雨水湧入電掣房，影響樓宇供電。物業管理公司亦應為大廈的緊急事故做好應對預案，以縮短電力中斷後的復修時間，減低對住戶的影響。物業管理公司亦可考慮與業主商討，更換已老化的外牆防水物料及喉管，以防止滲漏。

只要做好了預防措施，即使有暴雨到來，住戶也能安然面對了。

A safe and stable power supply is crucial for the operation and development of society. Hong Kong has long maintained a proud and reliable power supply. However, some buildings experienced power outages due to rainwater seepage during heavy rains last year which caused electrical malfunctions and power interruption. Ultimately, the electrical equipment required lengthy repairs, causing inconvenience to residents. To summarize, these seepages were mainly due to aging of the building's exterior waterproofing materials or its pipings.

The strengthening building management is essential to effectively prevent power outages in similar situations. Property management companies should assist owners in the regular inspection of electrical switch rooms and the building parts with electrical systems to confirm that there is no water seepage in or around the electrical installations, and take appropriate protective measures. For example, if water pipes are installed in the electrical switch rooms, property management companies should discuss with the owners and suggest relocating the pipes away from the electrical switch rooms to prevent the electricity supply of the building being affected by the water seepages of pipes. In addition, property management companies should prepare sufficient sandbags or flood barriers for the electrical switch rooms before rainy seasons to prevent rainwater from entering and affecting the building's power supply. Property management companies should also prepare contingency plans for building emergencies in order to shorten the repair time due to power outages and minimize the impacts on residents. Property management companies may also consider discussing with the owners to replace aged building's exterior waterproofing materials and pipes to prevent seepages.

With proper preventative measures, residents can cope safely even during heavy rains.

從以往經驗得知，大部分颱風或惡劣天氣引致的公眾及樓宇安全事故，可透過採取預防措施而避免。

From past experience, many public and building safety incidents caused by typhoons or adverse weather conditions could have been avoided if proper precautionary measures have been taken.



預防措施提提你 Tips on Precautionary Measures

- 巡視天台、平台及地庫（包括停車場），確保地面排水渠及雨水沙井暢通及運作正常，沒有淤塞；
 - 巡視大廈外牆伸建物及裝置（例如棚架、招牌、廣告、裝飾、太陽能板及其支承構築物或其他屋宇裝備裝置的支承構築物），請提醒業主 / 佔用人留意及與他們作出安排，確保其穩固及安全；
 - 於有水浸風險的地方例如機電設施房及地庫停車場加設合適的抽水裝置；
 - 巡視物業範圍的斜坡 / 擋土牆，以確定是否有異常現象（例如 裂縫、排水管阻塞、泥滲出、墮落的岩石）；
 - 勸喻業主 / 佔用人，於所有位於空曠位置的窗、玻璃門及玻璃面板加上保護物料或裝置，並確保所有可開啓窗戶（包括玻璃幕牆可開啟的窗戶）已穩固地關閉並鎖緊；
 - 確保大廈的吊船（如有的話）已被駛回安全位置，並已適當地穩固；以及
 - 搬移有機會被倒下的樹木擊中的物體，或封閉可能有樹木倒下風險的地方。
- Inspect roof, podium, flat roof and basement (including car park) to ensure surface water drains and rainwater manholes are in good working order without blockage;
 - Inspect all projections and installations at the building exteriors (e.g. scaffolding, signboard, advertisement, decoration, photovoltaic panel and its supporting structure or supporting structure for other building services installation) as well as remind the owners/occupants to pay attention and make necessary arrangement with them to ensure such are in secure and safe conditions;
 - Provide suitable pumping equipment at areas of flooding risk such as electrical and mechanical plant rooms and basement car park;
 - Inspect slopes and retaining walls within the development to ascertain any anomalies (e.g. cracks, drains blocked, mud oozing, fallen rocks);
 - Advise the owners/occupants to provide proper protection materials or devices for windows, glass doors and glass panels in exposed positions, and to ensure all openable windows (including openable sashes of curtain walls) are securely closed and locked;
 - Ensure gondola (if any) parked at safe location and is properly secured; and
 - Remove/relocate the potential target/object that may be hit by a fallen tree/branch, or restrict access/cordon off the area within the possible tree fall zone.

請謹記 Remember

- 請敦促你的大廈物業管理公司確保採取適當預防措施。
 - 颱風過後，應盡快聘請合資格人士進行檢查及所需維修。
- Please impress upon your property management company staff to ensure that the suitable precautionary measures are taken.
 - After inclement weather, please appoint competent persons to carry out inspections and the necessary repair works as soon as possible.



廉潔樓宇管理

Integrity & Quality
Building Management

FAQ



Q:

無足夠證據可以舉報貪污嗎？

Can I lodge a corruption complaint without full evidence?

Answer:

遇到有人向你行賄或索賄，或發現貪污的行為，應立刻向廉政公署舉報。舉報貪污無須要掌握足夠的證據。舉報人祇須說明已知的懷疑貪污事件，廉署會依據所得資料跟進事件。

If you come across any offering or solicitation of bribe or suspect any corruption, please report it to the ICAC immediately. Full evidence is not required when lodging a complaint. Complainants only need to state the known facts of the suspected corruption case. The ICAC will follow up cases according to the information provided.

舉報途徑 Report Corruption Channels

親身
廉政公署24小時舉報中心
廉政公署各分區辦事處



In Person
ICAC Report Centre (24-hour service)
ICAC Regional Offices



電話舉報
25 266 366 (24小時熱線)

By Phone
25 266 366 (24-hour hotline)



投函
香港郵政信箱1000號
廉政公署

By Mail
The ICAC
G.P.O. Box 1000, Hong Kong



分區辦事處地址
Address List of
Regional Offices

了解更多
Learn More



誠信樓宇管理諮詢熱線 Integrity Building Management Enquiry Hotline: 2929 4555
24小時舉報貪污熱線 24-hour report corruption hotline : 25 266 366



「誠信優質樓宇管理網站」 Integrity and Quality Building Management Website
<https://bm.icac.hk>



SCAN HERE!



東區活動花絮 Eastern District Event Highlights



東區防火應急嘉年華
Eastern District Fire Safety & Emergency Preparedness Carnival



東區防火委員會火警演習及防火講座
Fire Drills and Fire Safety Talks
organised by E.D.F.S.C.



東區防火安全 通訊程式貼圖設計比賽

Eastern District Fire Safety
Messaging App Sticker Design Competition



冠軍 (小學組)
楊晞雅
筲箕灣官立小學








季軍 (小學組)
林熙妍
天主教明德學校




三甲及優異獎作品
歡迎下載貼圖包



季軍 (小學組)
邱洛桐
中華基督教會基灣小學 (愛蝶灣)




冠軍 (中學組)
吳雨曦
庇理羅士女子中學




季軍 (中學組)
林鍾琪
漢華中學



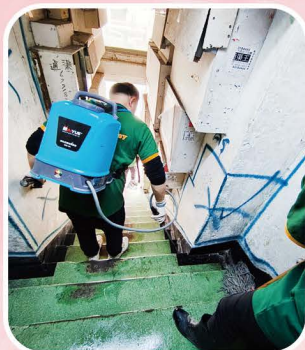

三甲及優異獎作品
歡迎下載貼圖包



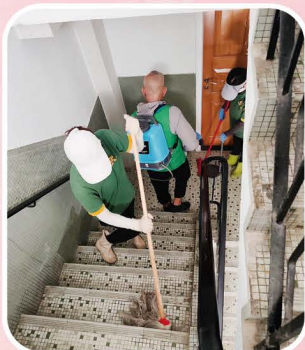
季軍 (中學組)
譚考琳
庇理羅士女子中學







「三無大廈」公用地方歲晚清潔服務
Year-end cleaning service for the public area of
“three-nil” buildings



東區大廈管理座談會暨《2024年建築物管理(修訂)條例》簡介會
Eastern District Building Management Seminar and Briefing on
Building Management (Amendment) Ordinance 2024

