

Agreement No. PW 1/2021
Pilot Scheme for Application of
Building Information Modelling in Asset Management

ATTACHMENT I

Guidance Notes for Non-works Consultants

Agreement No. PW 1/2021
Pilot Scheme for Application of
Building Information Modelling in Asset Management

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	<p>Civil Engineering and Development Department</p> <p>Guidance Notes for Non-works Contractors</p>	<p>Revision: 3</p> <p>Date: 1 Apr 2016</p> <p>Page: 1 of 2</p>
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Civil Engineering and Development Department implements an Integrated Management System in accordance with the ISO 9001 and ISO14001 Standards.

In keeping with the intent of the Standards, we adhere to our IMS Policy, and we request you as our contractors to minimise the impacts on your activities on the environment and to observe the following requirements in particular:

- Comply with all applicable legal and other requirements to which your company subscribes.
- Control the use of materials and resources (e.g. electricity, fuel, chemicals, paper, etc.) to minimise consumption and wastage. Use environmental friendly alternatives where possible. Reuse and recycle wherever possible.
- Store and handle properly all materials/chemicals to prevent any spillage and leakage.
- Ensure all solid waste is properly handled, stored and disposed of to avoid any spillage. All chemical waste should be handled, stored and disposed of in accordance with legal requirements.
- Use legal fuel and regularly maintain all vehicles/vessels used for the purpose of conducting business with Civil Engineering and Development Department, and ensure that noise and air emissions are controlled.
- Take appropriate measures to reduce dust generation, exhaust emissions and noise generation during daily operations where practicable.
- Discharge all wastewater to foul sewer.
- Use registered pesticides/insecticides for pest control.
- Adopt the green specifications for products/services stipulated in Environment Bureau Circular Memorandum No. 6/2015 as far as practicable.
- For cleansing services contracts, the contractors should apply the following guidelines:

Waste Recovery and Recycling Practice

- The Contractors should co-ordinate waste recycling for (including, but not limited to) paper, plastics and metals. This includes the following responsibilities:
 - (i) Sort and store recyclable waste in recycling facilities; and
 - (ii) Engage waste recycling contractors for collection of recyclable materials or facilitate the collection by Government contractor.

Cleansing Products and Supplies

- The contractor should, as far as possible, use cleansing products that comply with the green specifications developed by Environmental Protection Department and Government Logistic Department.



Civil Engineering and Development Department
Guidance Notes for Non-works Contractors

Revision: 3

Date: 1 Apr 2016

Page: 2 of 2

Water Saving

- Wash in a basin rather than under running water whenever practical.
- Reduce spillage by keeping water level in rinsing and washing basins to minimum.
- Report any leakage of faucets and hoses for repairing immediately
- Use mops instead of running water hoses for cleaning floors whenever practical.

Energy Saving

- All powered equipment should be switched off and remove the plug from socket when not in use.
- Filters of vacuum cleaners should be changed or cleaned regularly to attain the optimal cleaning efficiency.

Staff Training

- All workers of the contractors shall receive regular trainings to maintain knowledge of correct procedures for equipment and techniques used to maintain environmental standards.

ATTACHMENT II

Tentative list of the selected assets with examples

Agreement No. PW 1/2021
Pilot Scheme for Application of
Building Information Modelling in Asset Management

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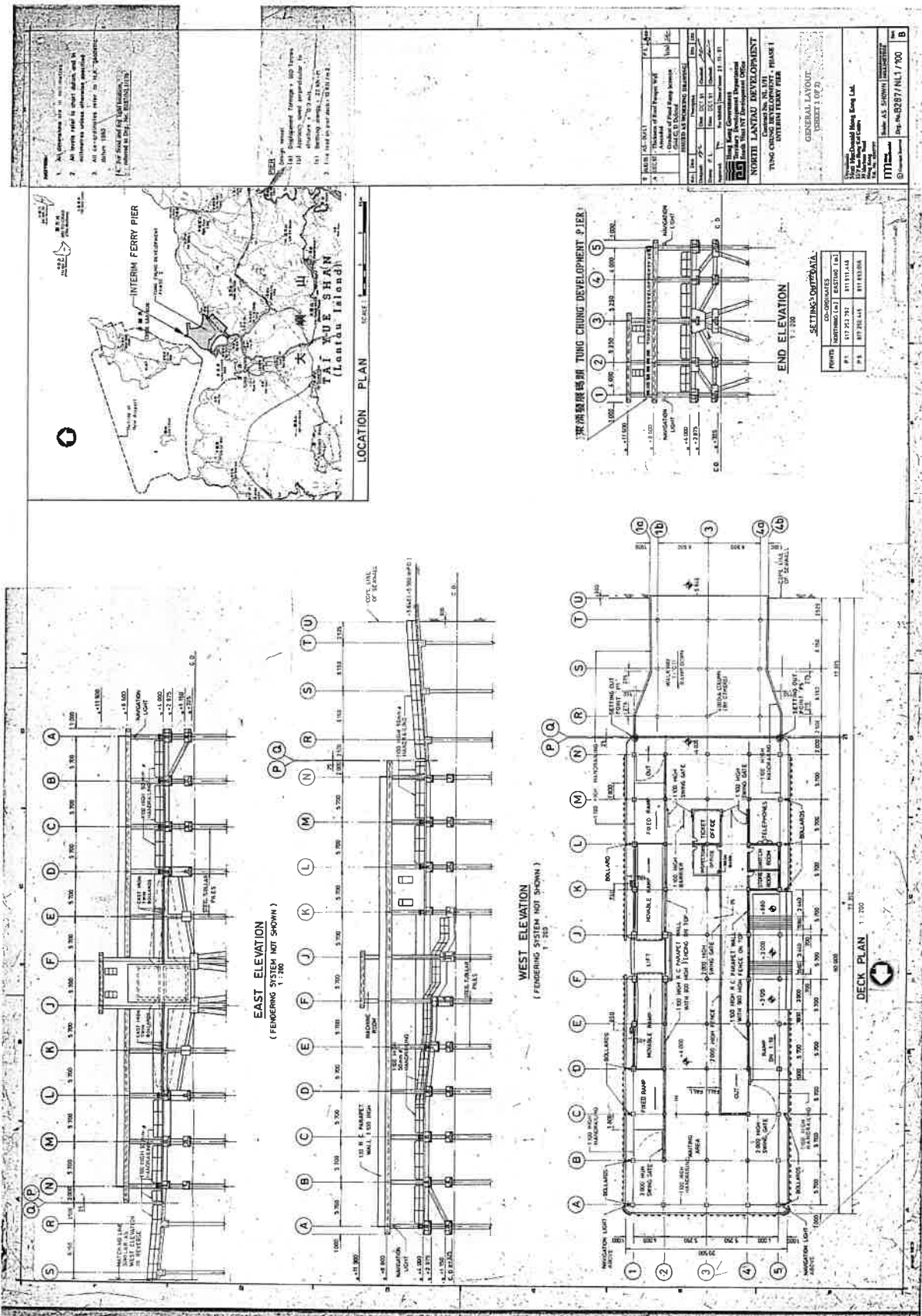
Tentative list of the selected assets with examples

No.	Type	Marine Structure No.	Name
1	Breakwater	HBW00335 & HBW00336	Aberdeen Typhoon Shelter Breakwaters (South & West)
2	Breakwater	IBW00533	Cheung Chau Typhoon Shelter Breakwaters
3	Breakwater	KBW00185	Yau Ma Tei Typhoon Shelter Breakwaters
4	Breakwater	NBW00476	Tuen Mun Typhoon Shelter Breakwaters
5	Seawall	HSW10939	Stanley Main Street Seawall
6	Landing	HP 039	Central (C&E) Landing No. 1
7	Landing	HP 040	Central (C&E) Landing No. 2
8	Landing	HP 041	Central (C&E) Landing No. 3
9	Landing	HP 042	Central (C&E) Landing No. 4
10	Landing	KP006	Hung Hom Landing No. 8
11	Pier	HP 102	North Point (FSD) Pier
12	Pier	HP 105	Tong Shui Road Pier
13	Pier	HP 106	Sai Wan Ho Marine Police Base (East) Pier
14	Pier	HP 107	Sai Wan Ho Marine Police Base (West) Pier
15	Pier	HP 109	Macau Ferry Terminal Inner Pier
16	Pier	HP 110	Macau Ferry Terminal Outer Pier
17	Pier	HP 121	Western Wholesale Food Market Pier No.5
18	Pier	HP 124	Central Pier No. 6
19	Pier	HP 125	Central Pier No. 7
20	Pier	HP 127	North Point (East) Ferry Pier
21	Pier	HP 128	North Point Vehicular Ferry Piers
22	Pier	HP 129	North Point (West) Ferry Pier
23	Pier	HP 134	Central Pier No. 3
24	Pier	HP 135	Central Pier No. 4
25	Pier	HP 148	Blake Pier
26	Pier	HP 149	Central Pier No. 8
27	Pier	HP 150	Central Pier No. 9
28	Pier	HP 151	Central Pier No. 10
29	Pier	HP 156	New Wan Chai Ferry Pier
30	Pier	IP 026	Cheung Chau Public Pier
31	Pier	IP 029	Hei Ling Chau Public Pier
32	Pier	IP 031	Sok Kwu Wan Pier No. 2
33	Pier	IP 039	Sok Kwu Wan Public Pier*
34	Pier	IP 047	Chi Ma Wan Pier*
35	Pier	IP 049	Sha Lo Wan Pier*
36	Pier	IP 052	Tung Chung Development Pier (Ferry)*
37	Pier	IP 054	Ma Wan Public Pier*
38	Pier	IP 055	Peng Chau Public Pier
39	Pier	IP 060	Shek Kwu Chau Pier^
40	Pier	IP 064	Yung Shue Wan Ferry Pier*
41	Pier	IP 065	Mui Wo Ferry Pier*
42	Pier	IP 067	Peng Chau Ferry Pier*
43	Pier	IP 094	Penny's Bay Public Pier
44	Pier	KP 048	Ma Tau Kok Public Pier

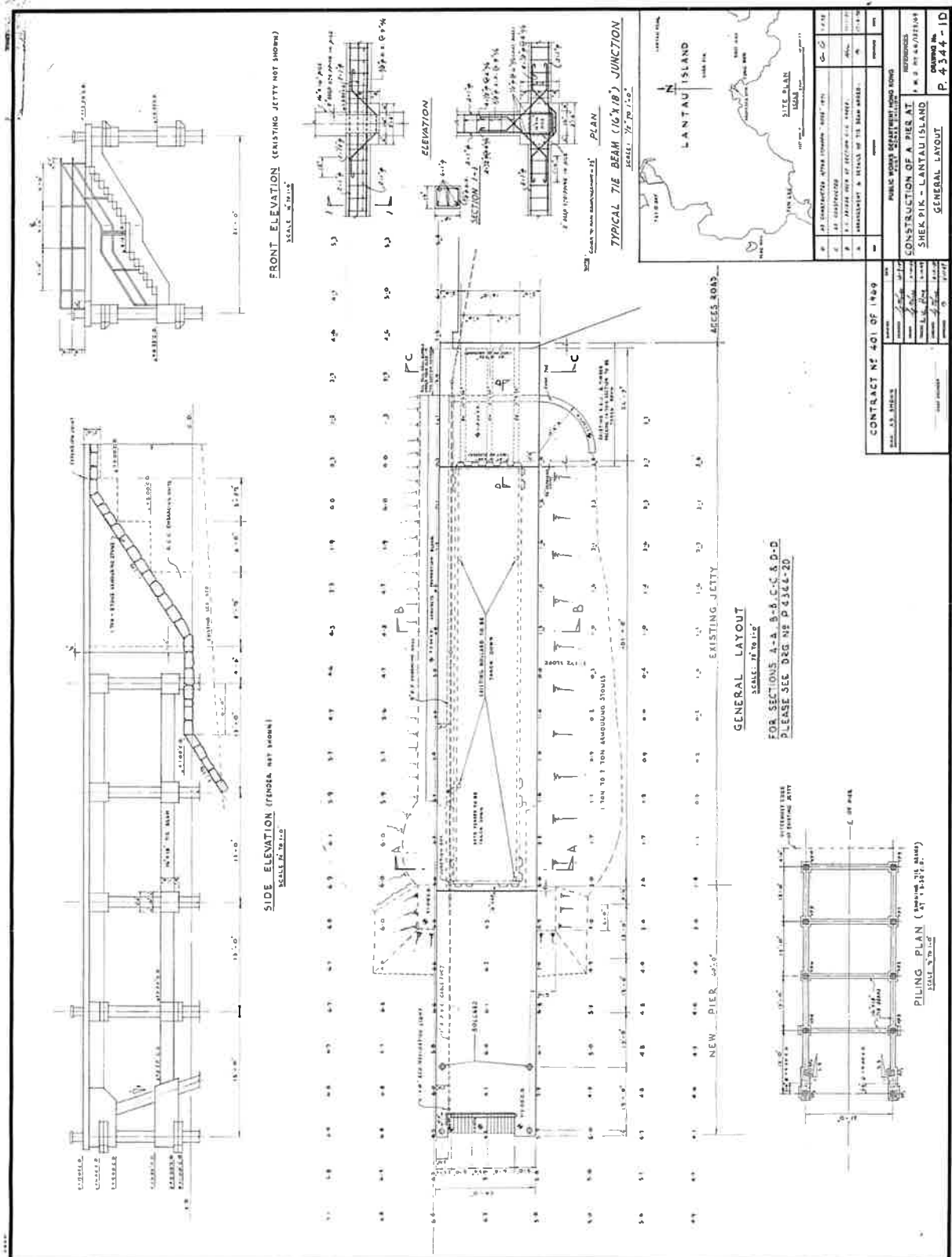
45	Pier	KP 058	Kwun Tong Public Pier
46	Pier	KP 065	China Ferry Terminal
47	Pier	KP 083	Hung Hom (North) Ferry Pier
48	Pier	KP 084	Hung Hom (South) Ferry Pier
49	Pier	KP 085	Kowloon City Ferry Pier
50	Pier	KP 087	Kwun Tong (East) Vehicular Ferry Pier
51	Pier	KP 088	Kwun Tong Ferry Pier
52	Pier	KP 091	Tsim Sha Tsui Ferry Pier
53	Pier	KP 092	Tsuen Wan Ferry Pier (West Rail)
54	Pier	KP 096	Kai Tak Cruise Terminal Berth One
55	Pier	KP103	Kai Tak Cruise Terminal Berth Two
56	Pier	NP 052	Tsim Bei Tsui Pier^
57	Pier	NP 065	Yim Tin Tsai Pier
58	Pier	NP 083	Kat O Chau Pier
59	Pier	NP 091	Sham Tseng Public Pier*
60	Pier	NP 113	Tap Mun Pier*
61	Pier	NP 141	Ma Liu Shui Ferry Pier*
62	Pier	NP 142	Tuen Mun Ferry Pier*
63	Pier	NP 149	Pak Sha Wan Pier
64	Pier	NP 175	Sai Kung New Public Pier
65	Pier	NP 182	Sharp Island Pier
66	Pier	NP 188	Tuen Mun Area 27 Breakwater Public Landing Facility

Remarks

- The marine structures listed in the list is tentative only and subject to the confirmation of Government Representative.
- The list of marine structures are selected with reference to PW Division Instruction 1/2019 with consideration of the following aspects:-
 - piers/landings/seawalls/breakwaters suffered notable damages during tropical cyclones in recent years and aroused concerns of the public
 - piers/landings serving local ferry services, important to local residents with adverse consequences in case of termination of use
 - aged structures with more frequent maintenance works anticipated
 - piers in TC's list for facelifting works are included
 - piers to be re-constructed under PIP Phase 1 and potentially in Phase 2 are excluded
 - piers without sufficient as-built information for BIM creation are excluded
 - piers with BIM already created under PMIS Re-development Project are excluded
- * denotes piers included in both Table B (Marine Structures Requiring More Frequent Inspection) and Table C (Marine Structures to be Inspected within 3 working days after Lowering of Typhoon Signal No. 8) of Appendix I to PW Division Instruction 1/2019.
- ^ denotes piers included in Table B (i.e. Marine Structures Requiring More Frequent Inspection) of Appendix I to PW Division Instruction 1/2019 only.



Typical Layout Plan for Piers (Tung Chung Development Pier (Public) – IP101)



Typical Layout Plan for Piers (Shek Pik Pier - IP042)

Agreement No. PW 1/2021
Pilot Scheme for Application of
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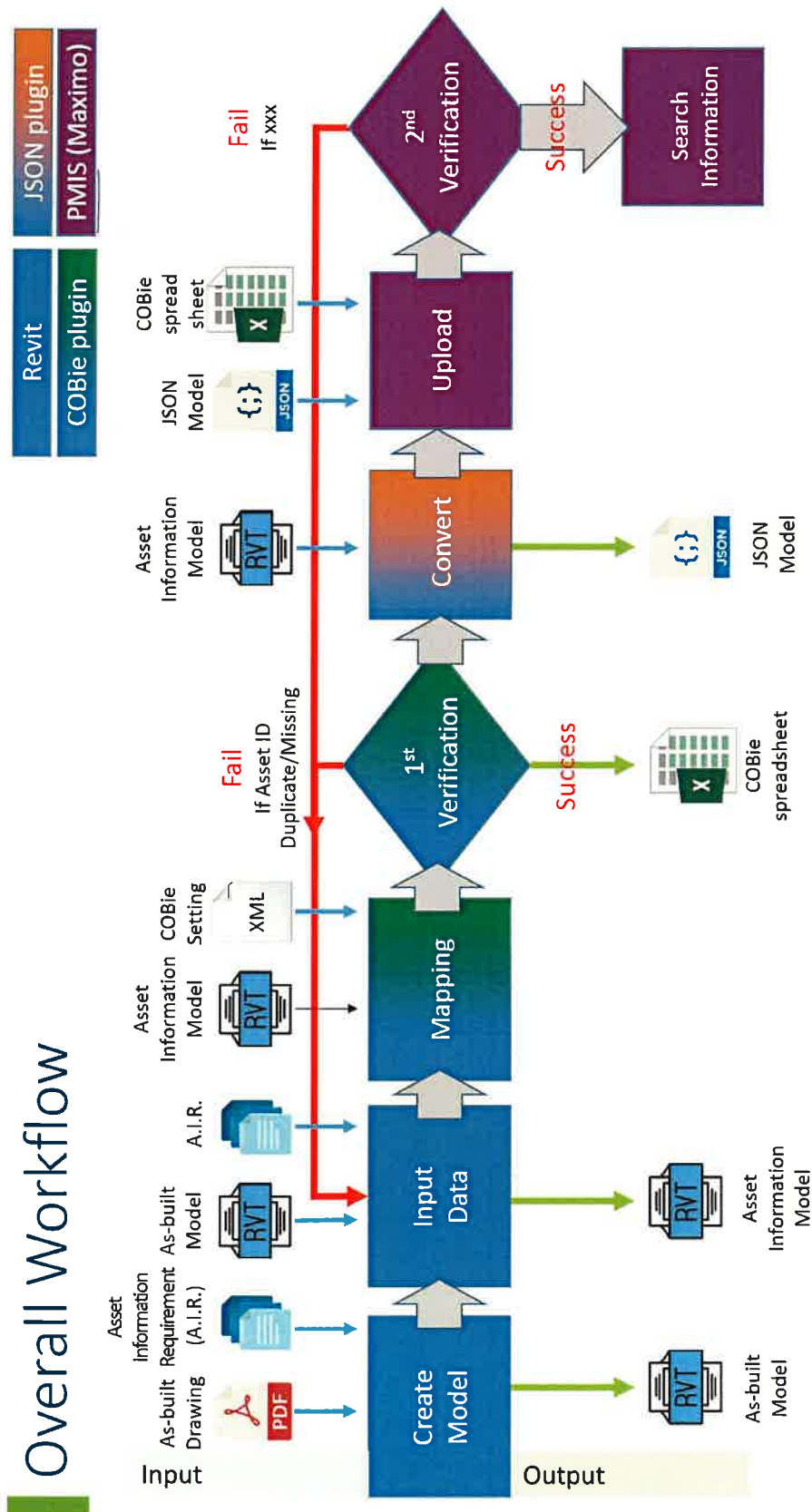
Agreement No. PW 1/2021
Pilot Scheme for Application of
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ATTACHMENT III

Workflow

Agreement No. PW 1/2021
Pilot Scheme for Application of
Building Information Modelling in Asset Management

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Agreement No. PW 1/2021
Pilot Scheme for Application of
Building Information Modelling in Asset Management

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Agreement No. PW 1/2021
Pilot Scheme for Application of
Building Information Modelling in Asset Management

ATTACHMENT IV

Asset Information Requirements

Agreement No. PW 1/2021
Pilot Scheme for Application of
Building Information Modelling in Asset Management

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