

Briefing Notes on the Mandatory Window Inspection Scheme (MWIS) for Hotel Operators

Main Procedures under the MWIS¹

- (a) The Buildings Department (BD) issues pre-notification letters to give advance notice to owners not less than 2 months before issuing MWIS notices. The owners can start the preparatory works before the notices are received.
- (b) The notices will be issued requiring the owners to carry out the prescribed inspection and necessary prescribed repair in respect of all windows and glass louvers in the buildings² within the specified time frame.
 - (i) The owners served with the notices should appoint a QP within 3 months of the date of the notices to carry out the prescribed inspection.
 - (ii) The QP should complete the prescribed inspection within 5 months of the date of the notices.
 - (iii) The QP should complete the prescribed repair, if necessary, within 6 months of the date of the notices.
- (c) Upon completion of the prescribed inspection and necessary prescribed repair, the appointed QP should submit a certificate in the specified form to the BD.
- (d) If the owners require more time to comply with the notices, they may make such request with justification. The BD will take a flexible and pragmatic approach when considering such requests.

Qualified Persons & Registered Contractors³

- (a) The Qualified Persons appointed to carry out the prescribed inspection and/or supervision of the prescribed repair under the MWIS shall be a person whose name under the registers of AP, RSE, RI, RGBC or RMWC in respect of windows
- (b) The Registered Contractors appointed to carry out the necessary rectification and repair works under the MWIS shall be RGBC or RMWC in respect of windows.

Scope and Standard of Inspection and Repair

- (a) The design standards and codes of practice prevailing at the time when the building was constructed and when alteration and addition works were carried out, and the standard achieved after completion of the improvement works.
- (b) The BD has published a code of practice and practice notes on the MWIS to provide relevant practitioners with detailed guidelines on window inspection and repair. Other practical advices and information, such as QP list, cost data, are also available on the BD website.

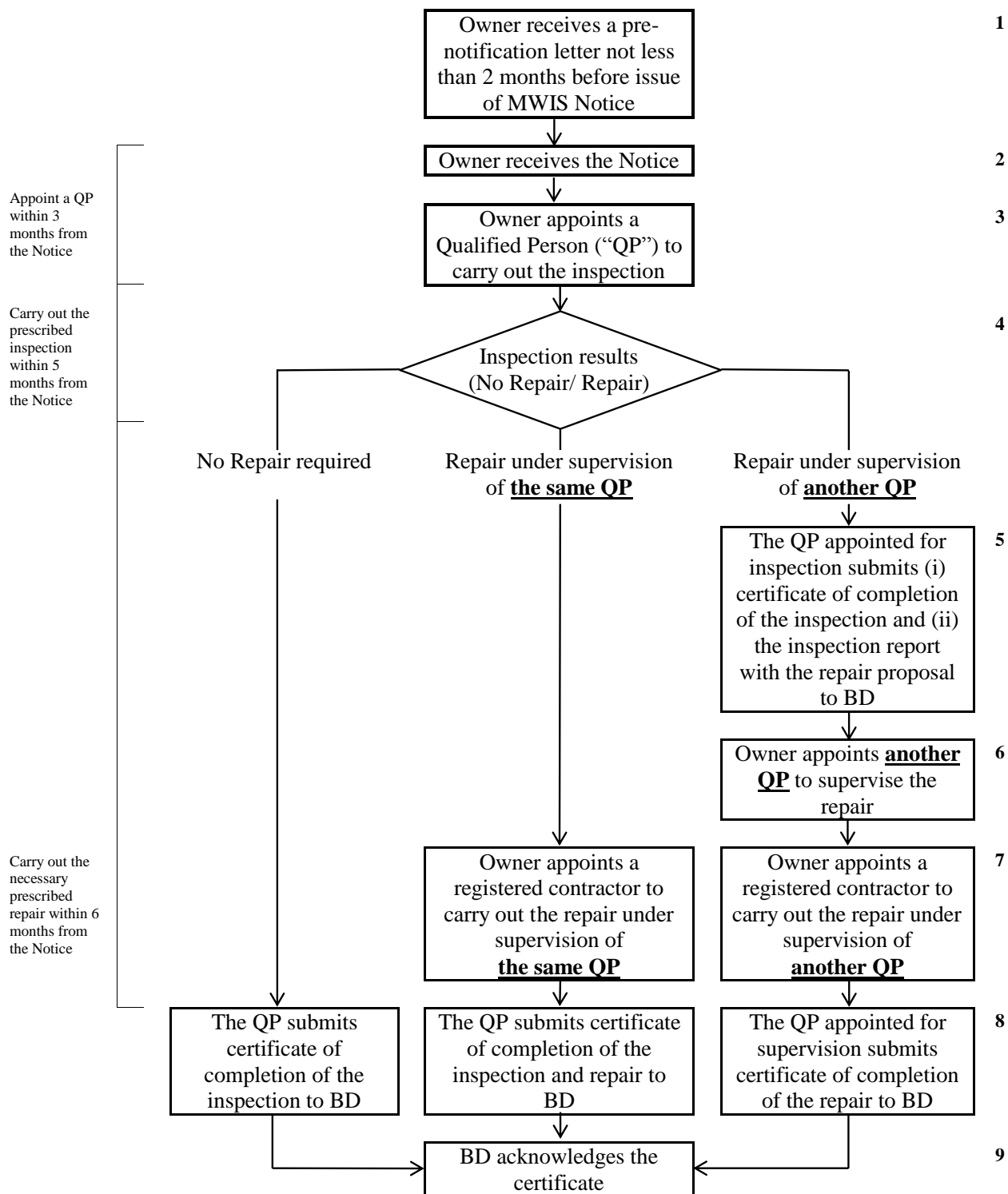
Abbreviations:

AP:	Authorized Persons	QP:	Qualified Persons
RSE:	Registered Structural Engineers	RGBC:	Registered general building contractors
RI:	Registered Inspectors	RMWC:	Registered minor works contractors

Notes:

- ¹ Flowchart of main procedures under the Mandatory Window Inspection Scheme (MWIS) is enclosed.
- ² Curtain walls are covered by the Mandatory Building Inspection scheme (MBIS) and not the MWIS.
- ³ All registers can be searched on the BD website www.bd.gov.hk under the “Registers” section.

Flow Chart of Main Procedures under the Mandatory Window Inspection Scheme (MWIS)



Notes

- The QP list is available for viewing on the BD's website www.bd.gov.hk under the "Registers" section.
- The specified forms for certificate of completion of the prescribed inspection/the prescribed repair are available for viewing on the BD's website www.bd.gov.hk under the "Forms" section.
- If the QP appointed for prescribed inspection or supervision of prescribed repair is a registered general building contractor (RGBC) or registered minor works contractor (RMWC) in respect of windows, he may also act as the contractor to carry out the prescribed repair. However, the RMWC can only carry out those class, type and item of minor works under which he is registered.