

14 August 2018

**GOVERNMENT PROPERTY AGENCY  
ACCOMMODATION CIRCULAR NO. 3/2018**

**Provision of Water Heaters in  
Departmental Quarters**

[Distribution of this circular is Scale D. It should be read by Directors of Bureaux, Permanent Secretaries, Heads of Departments, Departmental Secretaries and officers handling matters relating to Departmental Quarters. A copy of the circular should be distributed to all officers who keep a copy of the Accommodation Regulations.]

**Purpose**

With the policy support of the Civil Service Bureau (“CSB”), this circular announces that water heaters will be provided as a standard provision in Departmental Quarters (“DQs”) with immediate effect, irrespective of the eligibility of the occupants of DQs for the supply of domestic appliances set out under section 864(1) of the Civil Service Regulations (“CSRs”) and referred to in section 530 of the Accommodation Regulations (“ARs”).

**Provision of water heaters**

2. Section 530 of the ARs stipulates that domestic appliances may be provided to Non-departmental Quarters and DQs in accordance with the scale of supply set out in Annex IX to the ARs and appropriate to the size, grade and number of rooms of the quarters, subject to the eligibility of the officer occupying the quarters and the availability of funds and

stock. The eligibility requirement of an officer for the supply of domestic appliances is set out in section 864(1) of the CSRs.

3. Following a review on the provision of water heaters in DQs and having regard to the present day circumstances, with the policy support from CSB, water heaters will be provided in all DQs as a standard item with immediate effect. The implementation of the new arrangement, as jointly agreed by the relevant bureau/departments<sup>1</sup>, is set out in the ensuing paragraphs. Same as other domestic appliances, the provision of water heaters will be subject to availability of funds and stock.

## **Implementation**

### Newly Constructed DQs

4. Water heaters will be installed by the Architectural Services Department (“ArchSD”) in the kitchen and/or bathroom(s) of all units in new DQ projects during the construction stage as a Building Services item. The relevant bureaux, user departments and works departments should make funding provision for, and ensure proper and complete installation of, water heaters.

### Existing DQs

5. For existing DQs, officers will be provided with water heaters in the kitchen and/or bathroom(s) of the DQs when they newly take up the allocated DQs<sup>2</sup>. As a transitional arrangement, for officers who were not eligible for the provision of water heaters before the effective date and will continue to reside in the existing allocated DQs, they are encouraged to continue using the existing water heaters procured by them or taken over from the previous occupants. For environmental friendly reasons and in order to minimise the disruption to the officer’s daily routine, water heaters will be provided to these officers by the Government Property Agency (“GPA”) or Electrical and Mechanical Services Department (“EMSD”) after it is certified by a Registered Gas Contractor or Registered Electrical Contractor<sup>3</sup> for gas and

---

<sup>1</sup> Including CSB, SB, FSTB, GPA, EMSD and ArchSD.

<sup>2</sup> For the avoidance of doubt, in line with the established practice, water heaters to be provided in the allocated DQs may be (i) government-owned water heaters left by the previous occupants which are still serviceable, or (ii) new water heaters where there are no government-owned water heaters installed or the existing ones are unserviceable/beyond economical repair (provided that installation of the new water heaters is technically feasible).

<sup>3</sup> The lists of the Registered Gas Contractors and Registered Electrical Contractors are at the following links respectively:

[https://www.emsd.gov.hk/filemanager/en/content\\_261/overall\\_RGC.pdf](https://www.emsd.gov.hk/filemanager/en/content_261/overall_RGC.pdf)

[https://www.emsd.gov.hk/en/electricity\\_safety/registers/registered\\_electrical\\_contractors/index.html](https://www.emsd.gov.hk/en/electricity_safety/registers/registered_electrical_contractors/index.html)

electric water heater respectively that the existing water heater is unserviceable or beyond economical repairs with the issuance of a condemn report. The occupant should submit the relevant application form (i.e. Form GPA 24 for gas water heater and Form RP 001-NEO for electric water heater) together with the condemn report to his/her departmental Quartering Office or the relevant section of his/her department for replacement of the water heater. The prescribed procedures for replacement of water heaters specified by the respective departments, if any, should also be followed.

### **Requests for subsequent replacement and repairs**

6. Requests for subsequent replacement and repairs of water heaters should be addressed to the occupant's departmental Quartering Office or the relevant section of his/her department. GPA and EMSD will be responsible for the replacement and repairs of the gas water heaters and electric water heaters respectively. For the avoidance of doubt, in line with the established practice, GPA and EMSD will only provide repairs service to those water heaters that are provided and installed by the Government and continuously eligible for repairs service provided by the Government without a break.

### **Accommodation Regulations**

7. Consequential amendments have been made to AR 570 and Annex IX.

### **Enquiries**

8. Enquiries concerning this circular or requests for provision, replacement or repairs of water heater in general should be addressed to the relevant departmental Quartering Offices or relevant section of the occupant's department. Departmental subject officers, in case of doubt, may contact –

- (a) Senior Executive Officer (Non-departmental Quarters) (Tel. No. 2810 3714) of CSB on policy and eligibility issues;
- (b) the relevant project team of ArchSD on installation of water heaters in new DQs to be constructed;

- (c) Valuation Officer (Property Management)<sup>4</sup> (Tel. No. 2594 5959) and Assistant Building Supervisor (Property Management)<sup>1</sup> (Tel. No. 2594 5946) of GPA for provision, replacement or repairs of gas water heaters provided by the Government; and
- (d) Information Service Centre (Tel. No. 2333 3762) of EMSD for technical advice on replacement or repairs of electric water heaters provided by the Government.

Tommy Yuen  
Government Property Administrator

To: Directors of Bureaux  
Permanent Secretaries  
Heads of Departments  
Departmental Secretaries

cc Judiciary Administrator