

## PART 3

### SERVICE SPECIFICATIONS

#### Schedule A – Service Requirements

The Contractor shall perform building attendant services in such manner and at such locations, frequency and with such number of Building Attendants as stipulated below.

Contract Period	Please refer to <b>Clause 1 of the Conditions of Contract</b>
Location	Civil Aid Service Headquarters
Address	8 To Wah Road, Yau Ma Tei, Kowloon, Hong Kong
Job Coverage Area	<ol style="list-style-type: none"> <li>1. Civil Aid Service Headquarters Building</li> <li>2. Civil Aid Service's Car Park and land adjacent</li> </ol>
Serving Hours of the Building Attendants	Detailed in <b>Schedule B – Serving Hours of Building Attendants</b>
Main Duties of Building Attendants	<ol style="list-style-type: none"> <li>(a) To assist the Government Representative in maintaining the physical security of the Venues and all properties inside the Venues;</li> <li>(b) To keep outsiders from unauthorised entry to the Venues and access to the Stores;</li> <li>(c) To register visitors going in and out of the Venues;</li> <li>(d) To direct and assist authorised users in gaining access to different areas of the Venues and to direct vehicles' access and parking in the specified parking area;</li> <li>(e) To patrol all parts of the Venues and record all the times of patrol at all the check points as assigned by CAS to prevent possible occurrence of crime, fire and water hazards. Such patrols should be carried out in accordance with the patrol schedule as specified by the Government Representative;</li> <li>(f) To report as soon as possible any incident or other unusual occurrence at or defect or fault of the Venues or any facilities therein to the Government Representative in the first instance and record those defects in log sheet periodically;</li> </ol>

	<p>(g) To assist in switching off any lighting and air-conditioning left switching on outside normal office hours;</p> <p>(h) To hand over keys of the Venues to authorised users and to make records in the borrowing system provided in respect of the handing over of keys. All keys should otherwise be kept in the key box which should be locked whilst unattended;</p> <p>(i) To assist in locking up and unlocking the Venues as and when required;</p> <p>(j) To stay or come on duty regardless of weather condition which includes the hoisting of Tropical Cyclone Warning signal No. 8 or above and of rainstorm warnings/flood announcement;</p> <p>(k) To fly and lower flags as directed by the Government Representative;</p> <p>(l) To check all the facilities of the Venues are in good condition and perform minor maintenance work;</p> <p>(m) To arrange emergency repair services with building maintenance contractor of the Venues;</p> <p>(n) To act as a Venue storekeeper for management of the Stores;</p> <p>(o) To attend to all general enquiries lodged by visitors, users and CAS members;</p> <p>(p) To assist in closing the carpark when there are events and opening/closing the land adjacent; and</p> <p>(q) To carry out any other duties in relation to building management and security matters as assigned or directed by the Government Representative.</p>
Building Attendant Requirements	<p>The Building Attendant to be employed for the Contract shall:</p> <p>(a) possess a valid Security Personnel Permit issued by the Commissioner of Police under the authority of section 14 of the Security and Guarding Services Ordinance (Cap. 460) authorising him to carry out security work category B;</p>

	<p>(b) be able to speak Cantonese and simple English; and</p> <p>(c) be mentally and physically fit for the post.</p> <p>When being notified by CAS of any unsatisfactory performance of the Services by a Building Attendant, the Contractor shall take all necessary actions to rectify the reported unsatisfactory Services immediately, and arrange replacement when necessary.</p>
Other Requirements	<p>(a) The Contractor must possess a valid Security Company Licence for the provision of Services throughout the entire Contract Period.</p> <p>(b) Appearance or packing of goods or services containing any messages (whether, explicit and / or implicit) which will / may possibly constitute or cause the occurrence of any offences endangering national security or otherwise may be contrary to the interest of national security should strictly be prohibited.</p>