



**Contract No. EP/SP/66/12**  
**Integrated Waste Management Facilities, Phase 1**

# Appendix I

## Daily Cleanliness and Weekly Tidiness Checklists



**地盤每日清潔檢查記錄**  
**Daily Cleaning Inspection Checklist**

工程名稱: Integrated Waste Management Facilities Phase 1      合約編號: \_\_\_\_\_      地點: \_\_\_\_\_      日期: \_\_\_\_\_

項目 Items	檢查內容 Content(s)	滿意 Satisfactory	不滿意 Unsatisfactory	改善行動 Mitigation Measure(s)
1.	公眾地方、一般通道及行人路保持暢通 Maintenance of passageways, common accesses and public areas free of obstruction.			
2.	物料妥善存放 Proper storage and stacking of materials.			
3.	工具及設備於使用後妥善存放 Proper placement and storage of tools and equipment after work.			
4.	根據環境管理計劃書內之廢物管理計劃書內將廢物作出適當分類、儲存及棄置 Proper sorting, storage and/or disposal of waste materials in accordance with the waste management plan of the Environmental Management Plan.			
5.	工作告示牌、照明系統、護罩、圍欄及圍街板適當地穩固 Proper securing of hoarding, barriers, guarding, lighting, and signing of works.			
6.	有效地防止水浸及清除積水 Prevention and removal of water ponds and flooding.			
7.	有效地清除因工序進行而產生之廢物 Clearing of stockpiling and wastes arising from the Works.			
8.	對一般公眾而言、公眾地方已整潔 Conditions of cleanliness and tidiness of the Site including Public Cleaning Areas in the perspective of the general public.			
9.	監督人員指示的其它清潔要求 Other cleaning requirements as commented by the Supervising Officer.			
10.	有效地清除隔沙罩內及預定填海位置海面上積存的廢物及因工序進行而積存在附近海岸上廢物 Clearing of wastes accumulated inside silt curtain, the sea of the proposed reclaimed area and wastes accumulated at the adjacent shoreline due to the Works.			

\*請選擇滿意 或 不滿意 並加上 "✓"

\*附有照片 \_\_\_\_\_ 張

\*Please select satisfactory or unsatisfactory by "✓"

Signature by KSZHJV (Contractor)

Signature by AECOM (Supervising Officer)

檢查員簽署: \_\_\_\_\_

監督人員代表簽署: \_\_\_\_\_

檢查員姓名: \_\_\_\_\_  
Name

監督人員代表姓名: \_\_\_\_\_  
Name

**地盤每週清潔檢查記錄**  
**Weekly Tidying Inspection Checklist**

工程名稱: Integrated Waste Management Facilities Phase 1      合約編號: \_\_\_\_\_      地點: \_\_\_\_\_      日期: \_\_\_\_\_

項目 Items	檢查內容 Content(s)	滿意 Satisfactory	不滿意 Unsatisfactory	改善行動 Mitigation Measure(s)
1.	徹底暢通所有通道及公眾範圍 Thorough cleansing of passageways, common accesses and public areas.			
2.	重編儲藏物料增強空間效益(如適用) Re-organizing of storage materials for better utilization of storage spaces & safe stacking. (if appropriate)			
3.	保養、維修工具及設備 Maintenance and re-conditioning of tools and equipment.			
4.	清洗工具及設備外殼 Cleansing of external covers for plant and equipment.			
5.	收集及移走工地廢物 Collection and removal of disposed waste materials off site.			
6.	清洗、維修及更換護欄、防護、照明及標誌 Cleansing, re-conditioning and/or replacement of hoarding, barriers, guarding, lighting, and signage of works to good working condition.			
7.	暢通排水道避免氾濫 Clearing of drains and channels to prevent flooding.			
8.	於地盤內備有足夠的垃圾桶，並適當地處理及儲存垃圾 Proper storage, handling of general refuse and adequacy of rubbish bins on site.			
9.	於地盤內備有足夠及清潔的衛生間 Adequacy and Cleanliness of toilet facilities on-site.			
10.	監督人員指示其他配合公眾清潔要求 Other cleansing requirements as commented by the Supervising Officer's Representative from the perspective of the general public.			
11.	有效地清除隔沙罩內及預定填海位置海面上積存的廢物及因工序進行而積存在附近海岸上廢物 Clearing of wastes accumulated inside silt curtain, the sea of the proposed reclaimed area and wastes accumulated at the adjacent shoreline due to the Works.			

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檢查員簽署: \_\_\_\_\_

監督人員代表簽

署: \_\_\_\_\_

檢查員姓名: \_\_\_\_\_

監督人員代表姓

名: \_\_\_\_\_

Name

Name

日期: \_\_\_\_\_

日期: \_\_\_\_\_

Date

Date