

香港特別行政區政府環境保護署由 2003 年開始推出自願參與性質的「辦公室及公眾場所室內空氣質素檢定計劃」(「檢定計劃」)，以鼓勵處所/樓宇的業主或物業管理公司採用良好的室內空氣質素管理措施。

檢定計劃的特點包括：

- 採用自願及自我規管的方式進行年度檢定
- 採用兩個級別(「卓越級」及「良好級」)的室內空氣質素指標，以評估處所的室內空氣質素(見圖表)
- 可選擇檢定整幢或部分處所/樓宇
- 獲檢定處所可展示特定的室內空氣質素證書及標籤，以顯示其良好的室內空氣質素
- 檢定證書有效期為一年，並以五年周期按年續發證書(即從第二年至第五年須就指定的空氣質素參數進行周年重檢，而在第六年必須重新檢定指標的所有參數，以開始另一個五年周期)
- 須持續管理獲發證書後的室內空氣質素

鑑於世界衛生組織分別在 2009 年和 2010 年發布了兩項關於潮濕和霉菌，以及特定污染物的室內空氣質素指引，我們修訂了檢定計劃的室內空氣質素指標，並由 2019 年 7 月 1 日起實施。

圖表：辦公室及公眾場所的室內空氣質素指標

| 參數                           | 單位                 | 平均時間  | 舊指標<br>(2003 年起生效) |        | 新指標<br>(2019 年 7 月 1 日起生效) |       |
|------------------------------|--------------------|-------|--------------------|--------|----------------------------|-------|
|                              |                    |       | 卓越級                | 良好級    | 卓越級                        | 良好級   |
| 室內溫度                         | °C                 | 8 小時  | 20 至 <25.5         | < 25.5 | ---                        | ---   |
| 相對濕度                         | %                  | 8 小時  | 40 至 <70           | <70    | ---                        | ---   |
| 空氣流動速度                       | m/s                | 8 小時  | <0.2               | <0.3   | ---                        | ---   |
| 二氧化碳 (CO <sub>2</sub> )*     | ppmv               | 8 小時  | <800               | <1,000 | 800                        | 1,000 |
| 一氧化碳 (CO)                    | ppmv               | 8 小時  | <1.7               | <8.7   | 1.7                        | 6.1   |
| 可吸入懸浮粒子 (PM <sub>10</sub> )* | μg/m <sup>3</sup>  | 8 小時  | <20                | <180   | 20                         | 100   |
| 二氧化氮 (NO <sub>2</sub> )      | μg/m <sup>3</sup>  | 8 小時  | <40                | <150   | 40                         | 150   |
|                              |                    | 1 小時  | ---                | ---    | 100                        | 200   |
| 臭氧 (O <sub>3</sub> )         | μg/m <sup>3</sup>  | 8 小時  | <50                | <120   | 50                         | 120   |
| 甲醛 (HCHO)                    | μg/m <sup>3</sup>  | 8 小時  | <30                | <100   | 30                         | 100   |
|                              |                    | 30 分鐘 | ---                | ---    | 70                         | 100   |
| 總揮發性有機化合物 (TVOC)             | μg/m <sup>3</sup>  | 8 小時  | <200               | <600   | 200                        | 600   |
| 氫氣 (Rn)                      | Bq/m <sup>3</sup>  | 8 小時  | <150               | <200   | 150                        | 167   |
| 空氣中細菌                        | cfu/m <sup>3</sup> | 8 小時  | <500               | <1,000 | 500                        | 1,000 |
| 霉菌*                          | ---                | ---   | ---                | ---    | 以實地視察評估                    |       |

\*在五年續發證書周期中的第一至第四次重檢，須每年量度二氧化碳及可吸入懸浮粒子，而當採用新指標時，亦須同時評估霉菌。

在此日期前已參與檢定計劃的處所，可選擇以舊的室內空氣質素指標，進行周年重檢，直至五年周期完結；或採用新的室內空氣質素指標為處所重新進行檢定。

什麼處所可參與計劃？

一般來說，用作辦公室或公眾場所而又設有機械通風及空調系統的處所/樓宇，均可參與這計劃。

為何參與檢定計劃？

具有良好室內空氣質素的辦公室及公眾場所有以下好處：

- 保障使用者的健康
- 增加員工的生產力
- 吸引更多租戶或顧客

透過參與檢定計劃，會令公眾認識你為良好的室內空氣質素所作出的努力，亦有助促進處所內各相關人士建立夥伴關係，以維持一個良好的室內環境。

如何參與檢定計劃？

參與檢定計劃的費用全免，處所的業主/物業管理公司首先要聘請一間獲香港認可處認可，或根據香港認可處互認協議下承認的合作機構所認可的室內空氣質素檢定證書簽發機構。該證書簽發機構會負責以下工作：

- 進行實地視察
- 如發現任何室內空氣質素問題，提供補救措施的建議
- 量度/評估室內空氣質素，以確定符合室內空氣質素指標
- 編寫報告及簽發室內空氣質素檢定證書，讓有關業主/管理公司向室內空氣質素資訊中心註冊
- 提供檢定後管理室內空氣質素的建議

如何取得更多資料？

- 《辦公室及公眾場所室內空氣質素檢定計劃指南》提供參與檢定計劃的詳細指引。
- 《辦公室及公眾場所室內空氣質素管理指引》提供管理室內空氣質素的一般指引。

以上刊物及其他有關室內空氣質素的資料，可向以下中心索取：

室內空氣質素資訊中心  
電話：2788 6177 傳真：2788 6181  
電郵：enquiry@iaq.gov.hk  
網址：http://www.iaq.gov.hk



## 辦公室及公眾場所 室內空氣質素檢定計劃

Indoor Air Quality Certification Scheme  
for Offices and Public Places



Indoor Air Quality  
Information Centre  
室內空氣質素資訊中心



環境保護署  
Environmental Protection Department

The Environmental Protection Department of the Government of the Hong Kong Special Administrative Region has implemented since 2003 a voluntary Indoor Air Quality Certification Scheme for Offices and Public Places (the Certification Scheme) to encourage property owners and management to adopt good indoor air quality (IAQ) management practices in their premises.

### Key features of the Certification Scheme are:

- a voluntary and self-regulatory approach is adopted for annual certification
- a 2-level IAQ objectives (Excellent Class and Good Class) is used for assessing the IAQ of premises (see Table)
- entire or part of the premises/building can be certified
- an IAQ certificate and labels are available for display in a certified premises to show its good IAQ

Table: IAQ Objectives for Offices & Public Places

| Parameter  | Unit               | Averaging Time | Old Objectives (Effective since 2003) |            | New Objectives (Effective on 1 July 2019)        |            |
|--|--------------------|----------------|---------------------------------------|------------|--|------------|
|  |                    |                | Excellent Class                       | Good Class | Excellent Class                                  | Good Class |
| Room Temperature                                       | °C                 | 8 hours        | 20 to <25.5                           | < 25.5     | ---  |            |
| Relative Humidity                                      | %                  | 8 hours        | 40 to <70                             | <70        | ---  |            |
| Air Movement   | m/s                | 8 hours        | <0.2                                  | <0.3       | ---  |            |
| Carbon Dioxide (CO <sub>2</sub> )*                     | ppmv               | 8 hours        | <800                                  | <1,000     | 800  | 1,000      |
| Carbon Monoxide (CO)                                   | ppmv               | 8 hours        | <1.7                                  | <8.7       | 1.7  | 6.1        |
| Respirable Suspended Particulates (PM <sub>10</sub> )* | µ g/m <sup>3</sup> | 8 hours        | <20                                   | <180       | 20   | 100        |
| Nitrogen Dioxide (NO <sub>2</sub> )                    | µ g/m <sup>3</sup> | 8 hours        | <40                                   | <150       | 40   | 150        |
|  |                    | 1 hour         | ---                                   | ---        | 100  | 200        |
| Ozone (O <sub>3</sub> )                                | µ g/m <sup>3</sup> | 8 hours        | <50                                   | <120       | 50   | 120        |
| Formaldehyde (HCHO)                                    | µ g/m <sup>3</sup> | 8 hours        | <30                                   | <100       | 30   | 100        |
|  |                    | 30 mins        | ---                                   | ---        | 70   | 100        |
| Total Volatile Organic Compounds (TVOC)                | µ g/m <sup>3</sup> | 8 hours        | <200                                  | <600       | 200  | 600        |
| Radon (Rn)   | Bq/m <sup>3</sup>  | 8 hours        | <150                                  | <200       | 150  | 167        |
| Airborne Bacteria                                      | cfu/m <sup>3</sup> | 8 hours        | <500                                  | <1,000     | 500  | 1,000      |
| Mould*   | ---                | ---            | ---                                   | ---        | Assessment in the form of walkthrough inspection |            |

\* Measurement for CO<sub>2</sub> and PM<sub>10</sub> is required for 1<sup>st</sup> to 4<sup>th</sup> annual re-certification for certificate renewal in a 5-year cycle. Assessment of mould is also required when the new IAQ objectives are adopted.

- IAQ certificate is valid for 1 year and annual renewal is required under a 5-year cycle (i.e. re-certification for specific IAQ parameters from the 2<sup>nd</sup> to 5<sup>th</sup> year and re-certification for all IAQ parameters in the 6<sup>th</sup> year to start another 5-year cycle)
- continuous efforts are required to maintain post-certification IAQ

In light of the IAQ guidelines published by the World Health Organization (WHO) on dampness and mould in 2009, and selected IAQ pollutants in 2010, the IAQ objectives of the Certification Scheme have been revised for implementation starting from 1 July 2019. Premises which have joined the Certification Scheme before 1 July 2019 may, during the annual renewal of the IAQ certificate, either continue to carry out the re-certification of specific parameters under the old IAQ objectives until the end of the 5-year cycle or to adopt new IAQ objectives by carrying out full certification of all IAQ parameters.

### Which premises can participate?

Premises/buildings used as offices or public places that are served by mechanical ventilation and air-conditioning (MVAC) systems may participate.

### Why participate?

Good IAQ in offices and public places could:

- safeguard the health of building users
- increase productivity of the workers
- attract more tenants or customers

By participating in the Certification Scheme, your efforts in achieving good IAQ will be publicly recognised. It will also help develop a partnership amongst all stakeholders in the premises to maintain a pleasant indoor environment.

### How to participate?

Participation is free but premises owner/management should first engage an IAQ Certificate Issuing Body (CIB) accredited by Hong Kong Accreditation Service (HKAS) or by an accreditation body who is a recognised partner of HKAS. The CIB will be responsible for the following activities:

- carry out walkthrough inspection
- advise measures to deal with any identified IAQ problems
- conduct IAQ measurements/assessment to confirm compliance with the IAQ objectives
- produce a report and issue an IAQ certificate for the concerned owner/management to register with the IAQ Information Center
- advise how to manage the post-certification IAQ

### Where to get more information?

- "A Guide on Indoor Air Quality Certification Scheme for Offices and Public Places" provides detailed guidance for participation in the Certification Scheme.
- "Guidance Notes for the Management of Indoor Air Quality in Offices and Public Places" provides guidance on the management of IAQ.

Above guidebooks and more information are available from:

**Indoor Air Quality Information Centre**  
 Telephone: 2788 6177 Facsimile: 2788 6181  
 E-Mail: enquiry@iaq.gov.hk  
 Website: <http://www.iaq.gov.hk>