

Supplementary Notes for
Indoor Air Quality Certification Scheme for Offices and Public Places

1. Requirements on Renewal Cases

For the re-certification, i.e. only two parameters viz. CO₂ and PM₁₀ are required to be measured, the CIBs should explicitly confirm in the certification reports that —

- (i) there is no change to the usage of the premises which might adversely affect the IAQ; and
- (ii) there is no major alteration or change to the operation or maintenance of the MVAC system.

If the above requirements could not be complied during the re-certification, the CIBs should request the building owners or management to conduct the assessment by measuring the 12 parameters in full.

2. Requirements on Sampling Period

The CIBs should conduct IAQ assessments covering periods of high occupancy of public places.

For those cases that they are impractical to conduct IAQ measurements during periods of high occupancy, the CIBs would conduct the measurements during periods that would properly represent the indoor air quality of the premises. CIBs should explicitly state in the certification reports whether the measurements are conducted during periods of high occupancy or not, and should provide justifications in case the measurements are not conducted during periods of high occupancy.

3. IAQ Measurement at New Buildings

The IAQ assessments before the occupancy of a new building would only be served for the assessments on the performance of the MVAC systems rather than for certification purpose.

For new buildings, the IAQ assessments for certification purpose should be conducted after occupancy and when the building conditions are representative.

4. Points to note when submitting Applications to the IAQ Information Centre

- (a) To facilitate compilation of certificate statistics, CIBs should indicate clearly on the certification reports —

- (i) whether the premises of concern are government premises or private premises,
 - (ii) whether it is an office or a public place, and
 - (iii) whether the area covered by the certification is only part of the building of concern (partial building) or covered the whole building (whole building).
- (b) To avoid delay in the processing of the applications, CIBs should provide correct and consistent information in the application form, executive summary and certification report.
- (c) It is noted that in some applications, the contact point of the applicant either could not be contacted or the person actually do not have any or much information about the application. To facilitate IAQIC to contact the applicants when necessary, CIBs should advise the applicants to provide a person, or persons, who have knowledge about the application as the contact point(s) and provide their contact details (viz. name, post title, telephone number and email address (if appropriate)) in the application.

It is noted that for some applications involving government premises, the applicant is EMSD instead of the user department. As the applicant should be the owner or occupier of the premises, it should be more appropriate to assign the user department instead of EMSD as the applicant.

- (d) To facilitate the provision of the above information, IAQIC would revise the application form, executive summary. CIBs should provide the information as required.

5. Certification for Lift Lobbies and Public Corridors

Noting that there are some certifications which mainly covered lift lobbies and public corridors. It is considered, however, that the IAQ measurement results are less representative and sometimes misleading due to limited number of sampling locations.

The number of sampling points for lift lobbies and public corridors should not be less than

- (i) the corresponding minimum number of sampling points as set out in the “A Guide on Indoor Air Quality Certification Scheme for Offices and Public Places” (the Guide), and
- (ii) 30% of the number of floors of the building concerned (round up to the next higher integer).

The sampling points should be properly distributed at different levels of the building as far as practicable.

6. Separate Buildings/Premises covered by a Single Certificate

In principle, it is acceptable to issue a single certificate to cover a building or premises comprising both “office” and “public place”, (such as an office tower having several floors of shopping mall and a bank having separate office and public areas) so long as the IAQ assessments are conducted in accordance with the Guide, i.e., the office and public place are considered as individual entity in the determination of number of sampling points and their locations and the QA/QC requirements (except that it is acceptable to have one set of outdoor air measurement data to support the application) as well as in the determination of whether the certification criteria are met.

The same principle should apply to cases of several building blocks on the same land lot.

7. Reporting for Certification Covering Government Premises

To facilitate compilation of statistics on government premises certified under the Scheme, CIBs should indicate clearly in the certification report and executive summary —

(a) The following information to indicate whether government premises are present in the certified private premises:

(i) names of the government premises in the certified private premises.

As a general guide, government premises can be determined by checking whether “.gov.hk” is indicated in their website address.

(b) The following information to indicate whether there is a change of nature of the applicant:

(i) from government to private applicant;

(ii) from private to government applicant; or

(iii) no change.

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