

家具及設備參考表 — 「長者社區照顧服務券計劃」
Reference Furniture and Equipment List for Community Care Service
Voucher Scheme for the Elderly
September 2023 edition

1. 用餐/活動室相關用品 Equipment and Accessories for Dining/ Activity Room/ Meal Provision Areas		
<ul style="list-style-type: none"> ◆ 電視 Television ◆ 老人椅 Geriatric Chair ◆ 輪椅 Wheelchair 例如：可調校背部斜度和腳架高度的輪椅/斜躺式輪椅/自我驅動輪椅 (e.g. Wheelchair with reclinable back support and elevated leg rests/ reclining wheelchair/ self-propelling wheelchair) ◆ 多用途架 Shelf / Rack for various purposes 	<ul style="list-style-type: none"> ◆ 影音器材 Audio-Visual Equipment 例如：藍光播放機/CD / MP3 播放機 /錄音機/ VCD / DVD 播放機/錄影機/投影機/收音機/熒幕/便攜式 CD 播放器 (e.g. Blu-ray player/CD / MP3 player / recorder/ VCD / DVD player / recorder/ projector/ radio/ screen/ portable CD player) ◆ 枱 Table 例如：餐枱 (8 人用)/摺枱/電腦桌 (e.g. Dining table (for 8 persons) / folding table / computer desk) ◆ 廚房設備 Appliances for Kitchen 例如：微波爐/飯煲/電焗爐 (e.g. Microwave oven/ rice cooker/ electric oven) ◆ 雪櫃 Refrigerator 	<ul style="list-style-type: none"> ◆ 椅子 Chair 例如：餐椅/摺椅/可疊放的椅子/ 有轆凳子/有扶手的椅子 (e.g. Dining chair / folding chair / stackable chair/ roller stool / armchair) ◆ 助行架 Walking Frame ◆ 茶水間設備及用具 Appliances and Utilities for Pantry 例如：盛冷水用水樽/飲水壺/電水煲/茶具/保溫茶壺/水機 (e.g. Bottle for cold water/ drinking pot / electric kettle/ tea set/ thermo flash for tea/ water dispenser)
2. 物理治療/訓練室相關用品 Equipment and Accessories for Physiotherapy/ Training Room		
a. 多感治療設備及相關用品 Equipment and Accessories for Multi-Sensory Therapy		
<ul style="list-style-type: none"> ◆ 香薰機 Aroma Diffuser 	<ul style="list-style-type: none"> ◆ 帶漂流物的吹氣管/ LED 光管 Bubble Tubes with Floating Objects/ LED Tubes 	<ul style="list-style-type: none"> ◆ 2 毫米厚的長形亞克力鏡子及座枱鏡子 Long Acrylic Mirror (2mm Thick) and Table Mirror

<ul style="list-style-type: none"> ◆ 帶光源的鏡面反射球 Mirror Ball with Light Source ◆ 有輪子的投影機 Projector Light Source with Wheels ◆ 紫外線螢光物品及帶子 UV Glowing Articles and Strips 	<ul style="list-style-type: none"> ◆ 樂器和發聲用品 Musical Instruments and Sound Producing Articles ◆ 觸覺訓練教具 Tactile Materials 	<ul style="list-style-type: none"> ◆ 光纖噴/帶光源的光纖霧 Optic Fiber Spray/Optic Fiber with Light Source ◆ 3 尺紫外線螢光燈雙光管 UV Fluorescent Light Tube (3 Ft) Double-Tube
b. 職業治療相關設備及用品 (須按輔助醫療人員所給予之意見購買) Equipment, Assessment Tool and Accessories for Occupational Therapy (As Per the Advice of NGO's Paramedical Staff)		
<ul style="list-style-type: none"> ◆ 手工用品/書法用品 Handicraft Materials / Calligraphic Materials 		
c. 物理治療相關設備及用品 (須按輔助醫療人員所給予之意見購買) Equipment, Assessment Tool and Accessories for Physiotherapy (As Per the Advice of NGO's Paramedical Staff)		
<ul style="list-style-type: none"> ◆ 單車器 Cycling Exerciser/ Exercycle ◆ 健身球 Gymnasium Ball ◆ 手部訓練拉繩 Pulley Set ◆ 雙槓 Parallel Bar 	<ul style="list-style-type: none"> ◆ 肌肉電刺激訓練儀 Electrical Muscle Stimulator ◆ 佳瑪手部握力測驗 JAMAR Hand Dynamometer ◆ 練力棒 Theraband ◆ 訓練用墊褥 Training Mattress 	<ul style="list-style-type: none"> ◆ 治療性黏土 Exercise Putty ◆ 踏步機 Pedal Exerciser ◆ 跑步機 Treadmill ◆ 肋木架 Wall Bar
3. 醫療諮詢/護理區/病房相關設備及用品 Equipment, Assessment Tool and Accessories for Medical Consultation/Nursing Area/Sick Room		
a. 醫療設備和用品 (須按醫療人員所給予之意見購買) Medical Equipment and Supplies (As Per the Advice of NGO's Medical Staff)		
<ul style="list-style-type: none"> ◆ 人工急救甦醒球 Ambu Bag 	<ul style="list-style-type: none"> ◆ 五官檢查器 Diagnostic Set 	<ul style="list-style-type: none"> ◆ 醫療設備 (種類 I) Medical Equipment (Type I) 例如：餵飼杯/量杯/藥杯/腰盤 (e.g. Feeding cup/measure cup/ medicine cup/ kidney dish)

<ul style="list-style-type: none"> ◆ 醫療設備 (種類 II) Medical Equipment (Type II) 例如：敷料鉗/醫用藥罐/冷熱敷墊/注射器/肌腱錘 (e.g. Forceps (dressing & dissecting)/ gallipot/ hot/ cold pack/ syringe/ tendon hammer) ◆ 聽診器/抽痰管 Stethoscope / Suction Catheter 	<ul style="list-style-type: none"> ◆ 醫療設備 (種類 III) Medical Equipment (Type III) 例如：口腔開口器/吐痰杯/儀表盤附蓋 (e.g. Mouth gag/ sputum mug/ instrument tray with lids, S.S.) 	<ul style="list-style-type: none"> ◆ 救生衣 Safety Vest / Jacket
<p>b. 體檢設備 Equipment for Health Check</p>		
<ul style="list-style-type: none"> ◆ 血壓計 Blood Pressure Meter ◆ 血氧測量機 Oximeter ◆ 護理床 Hospital Hi-lo bed 	<ul style="list-style-type: none"> ◆ 紅外線體溫計/體溫計 Infrared Thermometer / Thermometer ◆ 體檢設備 Health Check Equipment 例如：智能藍牙手腕血壓計/手臂式血壓計/血糖測驗機/體重磅/血氧測量機 (e.g. Smart bluetooth wrist sphygmomanometer/ arm sphygmomanometer/ blood glucose detector/ diagnostic scale/ oximeter) ◆ 單人/雙層床 Single / Bunk bed 	<ul style="list-style-type: none"> ◆ 血糖測量機 Glucometer ◆ 量重儀器 Weighting machine 例如：量重磅連座位/連高度量尺/輕巧磅 (e.g. Weighting machine with seat/ with height measure/ weighter) ◆ 床、寢具及相關用品/床褥 Beddings and Accessories/ Mattress
<p>4. 雜項 Miscellaneous</p>		
<ul style="list-style-type: none"> ◆ 防遊走系統 Anti-Wandering System ◆ 暖爐 Radiator 	<ul style="list-style-type: none"> ◆ 沐浴及廁所用品 Shower & toileting equipment 例如：便椅/沐浴椅(e.g. Commode / Toilet / shower chair) ◆ 快速乾地機 Rapid Floor Dryer 	<ul style="list-style-type: none"> ◆ 手推車 Trolley 例如：盛載護理用品手推車/折合式手推車/保溫餐車(e.g. Nursing trolley/ foldable trolley/ food trolley) ◆ 風扇 Fan 例如：座地風扇/掛牆風扇 (e.g. Floor type fan/ wall hung fan)

◆ 櫃 Cabinet / Cupboard	◆ 吸塵機 Vacuum Cleaner	◆ 防感染設備/除菌機 /Infection Control Equipment / sterilizer
◆ 衣物洗熨設備及相關用品 Laundry Equipment and Accessories 例如：洗衣機(包括安裝費用)/乾衣機(包括安裝費用) [e.g. Washing machine (installation fee included)/ drying machine (installation fee included)]		

備註 Remarks

- (1) 整體補助金不能用作購買耗用物品及即棄物品。
Replenishment of consumable and/or disposable items should not be charged to the Block Grant (BG).
- (2) 各類別下所列的家具及設備僅供參考。
The furniture and equipment (F&E) items listed under each category are meant for reference.
- (3) 非政府機構／社會企業購買家具及設備須遵守以下原則 –
Non-governmental organisations (NGOs) /Social Enterprises (SEs) are reminded to observe the following general principles in purchase of F&E items –
 - (a) 所購買的家具及設備須為提供社會福利署認可的福利服務，及滿足運作需要。所購買的家具及設備不應對現有服務單位的服務質素有負面影響；
the F&E items to be purchased should be for providing services recognised by the Social Welfare Department (SWD) and satisfying operational need. The purchase should not adversely affect the quality of service of existing service units;
 - (b) 非政府機構／社會企業不應購買過多或奢華的家具及設備。在購買家具及設備時，須力求達到物有所值，以及謹慎使用獎券基金；
no excessive or extravagant items should be purchased. NGOs/SEs should ensure that the F&E items to be purchased are value for money and be prudent in using the Lotteries Fund (LF);
 - (c) 在購買家具及設備時，須適當地考慮法例要求、職安健及環保的問題；及
due consideration should be given to legislative requirements, occupational health and safety, and environmental friendliness; and
 - (d) 如需更換現有的家具及設備，應妥善考慮現有的家具及設備是否仍可使用。一般而言，替換五年內購買的家具及設備不會獲得支持。
for replacement of existing F&E items, due consideration should also be given to whether the existing items are still serviceable. Replacement of F&E items purchased for less than five years will normally not be supported.

- (4) 非政府機構／社會企業購買資訊科技設備時（如適用），在資訊科技保安方面須具備良好的企業管治政策、標準、指引及程序。機構應採取足夠適當的措施，保護將貯存在資訊科技設備和經有線及無線網絡傳送的內部資料。

For purchase of IT equipment (if applicable), NGOs/SEs are reminded to have its own corporate governance on IT security policies, standards, guidelines and procedures. Adequate security measures should also be in place to protect the restricted data to be stored in IT equipment and transmitted in the wired and wireless network.

- (5) 以獎券基金撥款購入的每項非耗用物品，應加上指定序號的標貼，並在管理層指示採購後的合理時間內，記入非耗用物品記錄冊或資產登記冊。社會福利署亦鼓勵非政府機構（如可行），於其非耗用物品記錄冊及／或資產登記冊說明各新購置項目於相關的《家具及設備參考表》內所屬的「類別」。

Each inventory item procured using LF should be labeled with an assigned serial number and recorded in the inventory record or fixed asset register within a reasonable period after procurement as stipulated by the management. In the inventory record and/or fixed asset register, NGOs are also encouraged (if feasible) to state the “category” of items purchased under the respective Reference F&E list.

- (6) 賬簿或其他相關記錄和資料應根據適用的法律規定，保存最少七年（以時間較長者為準）。同時，於合理時間內，有關賬簿以及所有其他有關獎券基金的記錄及資料，應可隨時供社會福利署及審計署的獲授權人士查閱。

The books of account and all other relevant records and information related should be retained for at least seven years or in accordance with prevailing statutory requirements whichever the longer. The books of account and all other relevant records and information related to LF should, at all reasonable time, be available for inspection by authorised staff of SWD and the Audit Commission.

- (7) 非政府機構／社會企業須負責管理工作，訂立足夠的內部管理措施以保障資產，查察是否存在詐騙或不正當的行為，並確保所保存的記錄可靠、符合有關法律規定。

It is the responsibility of the management of NGOs/SEs to institute sufficient internal controls to safeguard the assets, detect fraud or irregularities, and ensure reliability of records and compliance with relevant laws or regulations.