

家具及設備參考表 – 跨國領養服務

Reference Furniture and Equipment List for Inter-country Adoption Service

1. 空氣淨化機 /抽濕機 Air Purifier / Dehumidifier		
2. 相機 / 手提攝錄機 Camera / Portable Video Recorder		
◆ 數碼相機 digital camera	◆ 手提數碼攝錄機 portable digital video recorder	
3. 快速乾地機 Rapid Floor Dryer		
4. 通風設備 Ventilation		
◆ 床邊風扇 bedside fan	◆ 抽氣扇 exhaust fan	◆ 抽油煙機 exhaust hood / rangehood
◆ 座地風扇 floor type fan	◆ 手提式風扇 portable fan	◆ 掛牆風扇 wall hang fan
5. 櫃/衣櫃 Cabinet / Cupboard / Wardrobe		
◆ 床頭櫃/抽屜/鎖櫃 bedside cupboard / cabinet / drawer / locker	◆ 櫃 cabinet	◆ 可上鎖貯物櫃 cabinet with safe
◆ 卡片索引櫃 card index cabinet	◆ 擺放影音設備的櫃 cupboard for AV equipment	◆ 擺放廣播系統的櫃 cupboard for PA system
◆ 陳列櫃 display cupboard	◆ 文件/表格櫃 filing / form cabinet	◆ 文件格櫃 pigeon-hole cabinet
◆ 貯物櫃/有門的貯物櫃 storage cabinet / cupboard with door	◆ 衣櫃 wardrobe	
6. 椅子/梳化 Chair / Sofa		
◆ 有扶手的椅子 armchair	◆ 無扶手的椅子(供操作電腦/打字時或賓客使用) arm free chair (for computer / typing / guest)	◆ 長椅 benches
◆ 兒童椅 children chair	◆ 餐椅 dining chair	◆ 摺椅/可疊放的椅子 folding / stackable chair
◆ 腳凳 foot / step stool	◆ 辦公室椅 office chair	◆ 有轆凳子 roller stool
◆ 梳化 sofa	◆ 凳子 stool	
7. 辦公室家具及設備 Office Furniture and Equipment		
◆ 記錄出席人名板 attendance board	◆ 書架 bookcase	◆ 書擋 bookend set
◆ 書立 bookstand	◆ 計算機 calculator	◆ 有列印功能的計算機 calculator with printer

<ul style="list-style-type: none"> ◆ 現金箱 cash box ◆ 雨傘架 umbrella stand ◆ 展覽板 exhibition/display board ◆ 發泡膠切割器 foam cutter ◆ 信箱 letter box ◆ 磁性白板 magnetic white board ◆ 告示板 notice board ◆ 切紙機 paper cutting guillotine ◆ 影印機架 photocopier stand ◆ 打咭機 time card machine 	<ul style="list-style-type: none"> ◆ 圖架 chart holder ◆ 地墊 door mat ◆ 文件盤 file tray ◆ 鎖匙箱 key box ◆ 信件架 letter-tray ◆ 活動磁性白板 movable magnetic white board ◆ 號碼機 numbering machine ◆ 碎紙機 paper shredder ◆ 住客姓名板 residents' names board 	<ul style="list-style-type: none"> ◆ 時鐘 clock ◆ 電動打字機 electronic typewriter ◆ 急救箱連急救用品 first-aid box with supplies ◆ 過膠機 laminator ◆ 鎖櫃 locker ◆ 活動/企身/掛牆鏡 movable / standing / wall mirror ◆ 辦公室磅 office scale ◆ 影印機 photocopier ◆ 印台及印章 stamp pads and chops
8. 架 Shelf & Rack		
<ul style="list-style-type: none"> ◆ 書架 bookshelf ◆ 報刊架 newspaper and magazine rack ◆ 多用途架 shelf/rack for various purposes 	<ul style="list-style-type: none"> ◆ 圖書陳列架 book display rack ◆ 有轆盛物膠架 plastic shelf with castors ◆ 鞋架 shoe rack 	<ul style="list-style-type: none"> ◆ 掛衣架 clothes hanging rack ◆ 活動貯玩具架/櫃 movable toy shelf / cabinet
9. 枱 Table		
<ul style="list-style-type: none"> ◆ 枱邊枱 side table ◆ 茶几 coffee table ◆ 角几 corner table ◆ 辦公桌 office desk ◆ 貼有防火膠板枱面的工作枱 work table with formica top 	<ul style="list-style-type: none"> ◆ 床頭枱 bedside table ◆ 電腦桌 computer desk ◆ 餐枱 dining table ◆ 閱讀枱 reading table 	<ul style="list-style-type: none"> ◆ 兒童枱 children table ◆ 會議枱 conference table ◆ 摺枱 folding table ◆ 書枱(連書架和燈) study desk (with bookshelf and lamp)

10. 清潔用具連清潔用品 Cleaning Equipment, Utensils and Materials		
◆ 桶 bucket	◆ 地板清潔機/工業用地板拋光/打蠟機 flooring machine / industrial floor polisher / waxing machine	◆ 大垃圾桶 garbage bin
◆ 工業用吸塵機 industrial vacuum cleaner	◆ 小垃圾桶 litter bin	◆ 地拖 mop
◆ 吸塵機 vacuum cleaner	◆ 洗滌盆 washing basin	◆ 乾濕兩用吸塵機 wet and dry vacuum cleaner
11. 防感染用具及配件 Protective Gears and Accessories for Infection Control		
◆ 手套 gloves	◆ 膠靴 plastic boots	
12. 防感染設備 Infection Control Equipment		
◆ 滅蚊燈 electric insect killer	◆ 捕蟲燈 insect trap light	◆ 以電池驅動的自動感應梘液或消毒酒精機 liquid soap/alcohol dispenser with sensor (battery-type)
◆ 捕蚊器 mosquito trap	◆ 防蚊蟲網 mosquito/insect screen	◆ 消毒機 sterilizer
13. 電腦硬件 Computer Hardware		
◆ 電腦熒幕 computer monitor	◆ 桌上電腦 desktop computer	◆ 多功能打印機 multi-function printer
◆ 筆記簿型電腦 notebook computer	◆ 打印機 printer	◆ 掃瞄器 scanner
◆ 平板電腦 tablet computer	◆ 伺服器(低階/中階/高階) server (entry level, mid-range level, high-end level)	
14. 電腦軟件 Computer Software		
◆ 防毒軟件 anti-virus	◆ 辦公室自動化軟件 office automation	◆ 操作系統軟件 operating system
15. 周邊產品 Peripherals		
◆ 外置硬碟 USB external disk	◆ 便攜式磁碟機 USB flash drive	

16. 網絡產品 Network Product		
◆ 為電腦安裝數據線/ 網絡線 installation of data line/network cable for computer	◆ 網絡交換器 network switch	◆ 無線網絡路由器 wi-fi router
◆ 無線訊號擴展器 wireless extender	◆ 無線訊號轉發器 wireless repeater	
17. 茶水間設備及用具 Appliances and Utilities for Pantry		
◆ 盛冷水用水樽 bottle for cold water	◆ 飲水壺 drinking pot	◆ 電水煲 electric kettle
◆ 茶具 tea set	◆ 茶罈 tea urn	◆ 保溫茶壺 thermo flask for tea
◆ 滾水罈 water boiler	◆ 水機 water dispenser	◆ 濾水器 water filter
18. 簾 (連安裝) Curtain (including Installation)		
◆ 遮光簾 blackout curtain	◆ 浴簾 shower curtain	◆ 禮堂幕簾 stage curtain
◆ 百葉簾 venetian blind	◆ 窗簾 window curtain	
19. 裝飾用品 Decoration Items		
◆ 人造花 artificial flowers	◆ 魚缸 aquarium	◆ 室內植物 indoor plant
◆ 畫像連框 picture with frame	◆ 盆栽 plants in pot	
20. 隔板 Partition		
◆ 辦公室低層隔板 low partition for office use	◆ 可移動摺合式屏風 movable folding screen for partition	◆ 可移動式隔板 movable partition
21. 標示牌 Signage		
◆ 書架用膠示牌、門口 膠牌 plastic sign for door, book shelves	◆ 住客姓名牌 residents' name plate	
22. 消防設備 Fire Fighting Equipment		
◆ 滅火氈 fire blanket	◆ 滅火筒(粉劑/二氧化碳/水式) fire extinguisher (powder / CO2 / water)	
23. 傳真機、電話、電話系統(包括安裝) Facsimile Machine, Telephone Set, Telephone System (including installation)		

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) 非政府機構購買家具及設備須遵守以下原則 -

Non-governmental organisations (NGOs) 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 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) 非政府機構購買資訊科技設備時，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, NGOs 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 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 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.