

家具及設備參考表 - 少數族裔外展隊

**Reference Furniture and Equipment List for
Outreaching Teams for Ethnic Minorities**

1. 幼兒護理設備 Child-care Equipment		
◆ 嬰兒車 buggy / stroller	◆ 小童膠質圍裙 plastic apron for children	◆ 高椅 high chair
◆ 奶瓶 feeding / milk bottle	◆ 奶瓶消毒器 milk bottle sterilizer	◆ 膠口水肩 plastic bib
2. 空氣淨化機 / 抽濕機 Air Purifier / Dehumidifier		
3. 影音器材 Audio-Visual Equipment		
◆ 藍光播放機 blu-ray player	◆ VCD / DVD 播放機 / 錄影機 DVD / VCD player / recorder	◆ 音響設備 Hi-Fi system
◆ 多媒體投影機連熒幕 multi-media projector with screen	◆ 收音機 radio	◆ 熒幕(連三腳架) screen with tripod
◆ 電視機 television		
4. 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	
5. 廣播系統 PA System		
◆ 揚聲器 amplifier	◆ 咪高峰 (座地/座枱) microphone (floor / table type)	◆ 混音器 microphone mixer
◆ 咪高峰支架 microphone stand	◆ 手提廣播系統 portable PA system	◆ 無線咪 wireless microphone
6. 快速乾地機 Rapid Floor Dryer		
7. 櫃 / 衣櫃 Cabinet / Cupboard / Wardrobe		
◆ 床頭櫃/抽屜/鎖櫃 bedside cupboard / cabinet / drawer / locker	◆ 可上鎖貯物櫃 cabinet with safe	◆ 擺放影音設備的櫃 cupboard for AV equipment
◆ 擺放廣播系統的櫃 cupboard for PA system	◆ 文件櫃 filing cabinet	◆ 貯物櫃/有門的貯物櫃 storage cabinet / cupboard with door

8. 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)	◆ 摺椅/可疊放的椅子 folding / stackable chair
◆ 梳化 sofa		
9. 辦公室家具及設備 Office Furniture and Equipment		
◆ 計算機 calculator	◆ 現金箱 cash box	◆ 時鐘 clock
◆ 雨傘架 umbrella stand	◆ 電動打字機 electronic typewriter	◆ 展覽板 exhibition/ display board
◆ 文件盤 file tray	◆ 急救箱連急救用品 first-aid box with supplies	◆ 鎖匙箱 key box
◆ 過膠機 laminator	◆ 磁性白板 magnetic white board	◆ 活動磁性白板 movable magnetic white board
◆ 切紙機 paper cutting guillotine	◆ 碎紙機 paper shredder	◆ 影印機 photocopier
◆ 影印機架 photocopier stand	◆ 印台及印章 stamp pads and chops	
10. 架 Shelf & Rack		
◆ 報刊架 newspaper and magazine rack	◆ 多用途架 shelf/ rack for various purposes	◆ 表格架 form rack
11. 枱 Table		
◆ 枱邊枱 side table	◆ 茶几 coffee table	◆ 會議枱 conference table
◆ 摺枱 folding table	◆ 辦公桌 office desk	
12. 清潔用具連清潔用品 Cleaning Equipment, Utensils and Materials		
◆ 桶 bucket	◆ 大垃圾桶 garbage bin	◆ 小垃圾桶 litter bin
◆ 吸塵機 vacuum cleaner		
13. 防感染用具及配件 Protective Gears and Accessories for Infection Control		
14. 防感染設備 Infection Control Equipment		
◆ 以電池驅動的自動感應 應視液或消毒酒精機 liquid soap/alcohol dispenser with sensor (battery type)		

15. 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
◆ 打印機 printer	◆ 掃描器 scanner	◆ 伺服器(低階/中階/高階) server (entry level, mid-range level, high-end level)
16. 電腦軟件 Computer Software		
17. 周邊產品 Peripherals		
◆ 外置硬碟 USB external disk	◆ 便攜式磁碟機 USB flash drive	
18. 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		
19. 廚房設備 Appliances for Kitchen		
◆ 攪拌機 blender/ food mixer	◆ 電磁爐 induction cooker	◆ 微波爐 microwave oven
◆ 雪櫃 refrigerator	◆ 真空煲 vacuum cooker	◆ 濾水器 water filter
20. 廚房用具 Kitchen Utilities		
◆ 砧板 chopping board	◆ 煮食用具 cookware / cooking utensils	◆ 托盤 fast food tray
◆ 食物貯存容器 food containers	◆ 調味料容器 seasoning set container	◆ 餐具 tablewares / dining utensils
◆ 保溫食物壺 thermo flask for food	◆ 保溫湯壺 thermo flask for soup	
21. 茶水間設備及用具 Appliances and Utilities for Pantry		
◆ 電水煲 electric kettle	◆ 茶具 tea set	◆ 保溫茶壺 thermo flask for tea
22. 體檢設備 Equipment for Health Check		
◆ 醫療用/ 電子/ 紅外線體溫計 clinical / electronic / infrared thermometer		

23. 簾 (連安裝) Curtain (including Installation)
◆ 窗簾 window curtain
24. 裝飾用品 Decoration Items
◆ 畫像連框 picture with frame
25. 隔板 Partition
◆ 可移動式隔板 movable partition
26. 標示牌 Signage
◆ 書架用膠示牌、門口膠牌 plastic sign for door, book shelves
27. 書籍、雜誌及參考資料 Books, Magazines and Reference Materials
28. 戶外活動用品 Outdoor Program Equipment
◆ 手提擴音器 loud hailer
29. 消防設備 Fire Fighting Equipment
◆ 滅火筒(粉劑/ 二氧化碳/ 水式) fire extinguisher (powder / CO2 / water)
30. 傳真機、電話、電話系統 (包括安裝) Facsimile Machine, Telephone Set, Telephone System (including installation)
31. 流動電話 Mobile Phone
◆ 非智能流動電話 cell phone ◆ 智能流動電話 smart phone
32. 工具 Tool
◆ 梯 ladder ◆ 工具箱連工具 tool box with tools
33. 手推車 Trolley
◆ 手推車 cart

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.