

僅供參考
For Reference Only

家具及設備參考表 – 社區親子中心
Reference Furniture and Equipment List for
Community Parents and Children Centre

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| 1. 床、寢具及相關用品 Bed, Beddings and Accessories | | | |
| <ul style="list-style-type: none"> ◆ 嬰兒床 / 換片床 cot / diaper changing bench ◆ 床墊 draw sheet | | | |
| 2. 幼兒護理設備 Child-care Equipment | | | |
| <ul style="list-style-type: none"> ◆ 奶瓶消毒器 milk bottle sterilizer ◆ 小童膠質圍裙 plastic apron for children | | | |
| 3. 空氣淨化機 / 抽濕機 Air Purifier / Dehumidifier | | | |
| 4. 影音器材 Audio-Visual Equipment | | | |
| <ul style="list-style-type: none"> ◆ 音響設備 Hi-Fi system ◆ 液晶體投影機 LCD projector ◆ 多媒體投影機連70”熒幕 multi-media projector with 70” screen ◆ 智能電視 smart television ◆ 電視機 TV set ◆ 視像光碟播放機 video DVD player | | | |
| 5. 影音用品及周邊配件 Audio-Visual Materials & Accessories | | | |
| <ul style="list-style-type: none"> ◆ 影音 / 電視 / 高清晰度多媒體 / 音響連接線 AV / TV / HDMI / Hi-Fi cable | | | |
| 6. 相機 / 手提攝錄機 Camera / Portable Video Recorder | | | |
| <ul style="list-style-type: none"> ◆ 數碼相機 digital camera ◆ 手提數碼攝錄機 portable digital video recorder | | | |
| 7. 廣播系統 PA System | | | |
| <ul style="list-style-type: none"> ◆ 揚聲器及無線咪 amplifier with wireless microphone ◆ 咪高峰 microphone ◆ 互動投影系統 interactive projection system ◆ 即場回應系統 live-feedback system | | | |
| 8. 電暖爐(掛牆式) Radiator (Wall-mounted) | | | |
| 9. 快速乾地機 Rapid Floor Dryer | | | |
| 10. 通風設備 Ventilation | | | |
| <ul style="list-style-type: none"> ◆ 抽氣扇 exhaust fan ◆ 抽油煙機 exhaust hood ◆ 座地風扇 floor type fan ◆ 窗口式冷氣 window-type air conditioner | | | |

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| 11. 櫃 / 衣櫃 Cabinet / Cupboard / Wardrobe | | |
| <ul style="list-style-type: none"> ◆ 4個抽屜連保險箱貯物櫃 4-drawer cabinet with safe ◆ 活動貯玩具架/櫃 movable toy shelf / cabinet | <ul style="list-style-type: none"> ◆ 4個抽屜鋼造文件櫃 4-drawer steel file cabinet ◆ 貯物櫃 / 有門的貯物櫃 storage cabinet / cupboard with door | <ul style="list-style-type: none"> ◆ 電視及DVD錄影機櫃 / 影音器材櫃 Audio-Visual cupboard/ cupboard for TV and DVD video recorder |
| 12. 椅子 / 梳化 Chair / Sofa | | |
| <ul style="list-style-type: none"> ◆ 沒有扶手的椅子(電腦椅 / 打字椅或訪客椅) arm free chair (computer / typing / guest chair) ◆ 辦公室椅 office chair | <ul style="list-style-type: none"> ◆ 兒童椅 children chair ◆ 梳化 sofa | <ul style="list-style-type: none"> ◆ 摺椅 / 可疊放的椅子 folding / stackable chair |
| 13. 辦公室家具及設備 Office Furniture and Equipment | | |
| <ul style="list-style-type: none"> ◆ 計算機 calculator ◆ 急救箱連急救用品 first-aid box with first-aid equipment ◆ 磁性白板 magnetic white board ◆ 切紙機 paper cutting guillotine ◆ 影印機架 photocopier stand | <ul style="list-style-type: none"> ◆ 地墊 door mat ◆ 鎖匙箱 key box ◆ 活動磁性白板 movable magnetic white board ◆ 碎紙機 paper shredder ◆ 雨傘架 umbrella stand | <ul style="list-style-type: none"> ◆ 文件盤 file tray ◆ 過膠機 laminator ◆ 告示板 notice board ◆ 影印機 photocopier ◆ 掛牆鐘 wall hung clock |
| 14. 架 Shelf & Rack | | |
| <ul style="list-style-type: none"> ◆ 掛衣架 clothes hanging rack ◆ 鞋架 shoe rack | <ul style="list-style-type: none"> ◆ 表格架 form rack ◆ 玩具架 toy shelf | <ul style="list-style-type: none"> ◆ 抹手紙架 M-fold paper dispenser ◆ 木書架 wooden bookshelf |
| 15. 枱 Table | | |
| <ul style="list-style-type: none"> ◆ 兒童枱 children table ◆ 長摺枱 long folding table | <ul style="list-style-type: none"> ◆ 茶几 coffee table ◆ 辦公枱 office writing desk | <ul style="list-style-type: none"> ◆ 電腦桌 computer desk |
| 16. 簾(連安裝) Curtain (including Installation) | | |
| <ul style="list-style-type: none"> ◆ 布簾及路軌 curtain and rail | <ul style="list-style-type: none"> ◆ 窗簾 window curtain | |
| 17. 貯物用具 Storage Equipment | | |
| <ul style="list-style-type: none"> ◆ 玩具箱 toy box | | |

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| 18. 清潔用具連清潔用品 Cleaning Equipment, Utensils and Materials | | |
| <ul style="list-style-type: none"> ◆ 圍裙 apron ◆ 大垃圾桶(一般款式) garbage bin (general) ◆ 地拖 mop ◆ 吸塵機 vacuum cleaner | <ul style="list-style-type: none"> ◆ 桶 bucket ◆ 梘液機 liquid soap dispenser ◆ 膠靴 plastic boots | <ul style="list-style-type: none"> ◆ 其他清潔用具及用品 cleaning equipment and materials ◆ 小垃圾桶 litter bin ◆ 手套 plastic glove |
| 19. 防感染設備 Infection Control Equipment | | |
| <ul style="list-style-type: none"> ◆ 捕蟲燈 insect trap light | <ul style="list-style-type: none"> ◆ 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) | <ul style="list-style-type: none"> ◆ 玩具消毒器 toy sterilizer |
| 20. 廚房設備 Appliances for Kitchen | | |
| <ul style="list-style-type: none"> ◆ 麵包機 bread maker ◆ 電焗爐 electric oven ◆ 雪櫃 refrigerator | <ul style="list-style-type: none"> ◆ 雙頭電磁爐 double-hob induction cooker ◆ 食物磅 food scale ◆ 華夫餅機 waffle machine electric hot plate | <ul style="list-style-type: none"> ◆ 家用電蒸鍋 electric food steamer (domestic type) ◆ 微波爐 microwave oven |
| 21. 廚房用具 Kitchen Utilities | | |
| <ul style="list-style-type: none"> ◆ 煮食用具 cookware / cooking utensils | <ul style="list-style-type: none"> ◆ 餐具 tablewares / dining utensils | |
| 22. 茶水間設備及用具 Appliances and Utilities for Pantry | | |
| <ul style="list-style-type: none"> ◆ 電水煲 electric kettle ◆ 濾水器 water filter | <ul style="list-style-type: none"> ◆ 滾水罈 water boiler | <ul style="list-style-type: none"> ◆ 飲水器 water dispenser |
| 23. 體檢設備 Equipment for Health Check | | |
| <ul style="list-style-type: none"> ◆ 電子體溫計 electronic thermometer | <ul style="list-style-type: none"> ◆ 連高度量尺量重磅 height measure and weighing machine | <ul style="list-style-type: none"> ◆ 紅外線體溫計 (用於前額)infrared thermometer (forehead) |
| 24. 隔板 Partition | | |
| <ul style="list-style-type: none"> ◆ 低層隔板 low partition | | |

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| 25. 廁具 Toileting Accessories | | |
| <ul style="list-style-type: none"> ◆ 兒童坐便椅連蓋 potty (with cover) | | |
| 26. 手工藝用品 Arts and Craft Equipment and Materials | | |
| <ul style="list-style-type: none"> ◆ 手工用品 handicraft materials | | |
| 27. 戶外活動用品 Outdoor Program Equipment | | |
| <ul style="list-style-type: none"> ◆ 露營用品 camping equipment ◆ 手提擴音器 loud hailer ◆ 社交、運動及康樂用品 social, sports and recreational equipment ◆ 手提無線電對講機 walkie-talkie | | |
| 28. 消防設備 Fire Fighting Equipment | | |
| <ul style="list-style-type: none"> ◆ 滅火氈 fire blanket ◆ 滅火筒 (二氧化碳氣體式) fire extinguisher (CO2 gas) | | |
| 29. 傳真機、電話、電話系統(包括安裝) Facsimile Machine, Telephone Set, Telephone System (including installation) | | |
| 30. 流動電話 Mobile Phone | | |
| <ul style="list-style-type: none"> ◆ 智能流動電話 smart phone | | |
| 31. 工具 Tool | | |
| <ul style="list-style-type: none"> ◆ 鋁梯 (一般高度) aluminium ladder (general ceiling) ◆ 工具箱連工具 tool box with tools ◆ 電筒 torch | | |
| 32. 手推車 Trolley | | |
| <ul style="list-style-type: none"> ◆ 手推車 cart ◆ 購物車 shopping trolley | | |
| 33. 網絡產品 Network Product | | |
| <ul style="list-style-type: none"> ◆ 為電腦安裝數據線(寬頻) installation of data line (broadband) ◆ 無線網絡設備 (路由器、轉發器及無線訊號擴展器) wireless network equipment (i.e. router, repeater & wireless extender) | | |

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| 34. 電腦硬件 Computer Hardware | | |
| <ul style="list-style-type: none"> ◆ 電腦熒幕 computer monitor ◆ 掃描器 scanner ◆ 網路攝影機 webcam | <ul style="list-style-type: none"> ◆ 多功能打印機/影印機 (只供黑白影印) multi- function printer / photocopier (photocopier for black & white only) ◆ 伺服器(低階) server (entry level) | <ul style="list-style-type: none"> ◆ 筆記簿型 / 桌上電腦 notebook / desktop computer ◆ 平板電腦 tablet computer |
| 35. 電腦軟件 Computer Software | | |
| <ul style="list-style-type: none"> ◆ 電腦軟件 (基本) computer software (basic) | <ul style="list-style-type: none"> ◆ 合適學習軟件，如： 語言、美術、音樂、 運動、科學、百科全書 learning software for languages, arts, music, sports, sciences, encyclopedia | <ul style="list-style-type: none"> ◆ 教學及通訊軟件 teaching and messaging software |
| 36. 周邊產品 Peripherals | | |
| <ul style="list-style-type: none"> ◆ 外置硬碟 USB external disk | | |
| 37. 多感玩樂設備 (包括香薰機、LED燈、輕觸燈、鏡面反射球、發聲物品、觸覺訓練教具、鏡、投影機、手提CD機等) Multi-Sensory Play Equipment (including aroma diffuser, LED Tubes, Touch-on Light, Mirror Ball, Sound Producing Articles, Tactile Materials, Projector, Portable CD player, etc.) | | |
| 38. 遊戲為本相關設施及玩具 Play-based Related Toys and Facilities | | |
| <ul style="list-style-type: none"> ◆ 嬰幼兒吊籃 baby swing ◆ 小肌肉訓練玩具 fine motor training toys ◆ 活動 / 遊戲用墊 mat (for activity / play) ◆ 認知訓練玩具 perceptual training toys ◆ 學習溝通玩具 toys nurturing communication | <ul style="list-style-type: none"> ◆ 兒童圖書 (中心及家 訪) children books (for centre and visitation) ◆ 創意玩具 imaginative / creative Toys ◆ 膠拼墊 (中心及家訪) mosaic pads (for centre and visitation) ◆ 沙玩樂設備 sand play facilities and equipment ◆ 水玩樂設備 water play facilities and equipment | <ul style="list-style-type: none"> ◆ 搭砌玩具 constructional toys ◆ 大型攀爬遊樂組 合 large scale playroom furniture ◆ 樂器 musical instruments ◆ 感官玩具 sensory stimulation toys |

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.