

家具及設備參考表 – 自閉症人士支援中心

Reference Furniture and Equipment List for Support Centre for Persons with Autism

1. 床、寢具及相關用品 Bed, Beddings and Accessories		
◆ 床單 bed sheet	◆ 枕頭 pillow	◆ 枕套 pillow case
◆ 單人床 single bed	◆ 單人床褥single bed mattress	◆ 毛巾被 towel blanket
2. 空氣淨化機/抽濕機 Air Purifier / Dehumidifier		
3. 影音器材 Audio-Visual Equipment		
◆ DVD 錄影機 DVD video recorder	◆ 音響設備 Hi-Fi System	◆ 液晶體投影機 LCD projector
◆ 高射投影機 overhead projector	◆ 熒幕 screen	◆ 電視 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		
◆ 手提廣播系統 portable PA system		
6. 櫃/衣櫃 Cabinet / Cupboard / Wardrobe		
◆ 可上鎖貯物櫃 cabinet with safe	◆ 擺放廣播系統的櫃 cupboard for PA system	◆ 電視及 DVD 錄影機櫃 cupboard for TV and DVD video recorder
◆ 抽屜鋼造文件/表格櫃 drawer steel file / form cabinet	◆ 貯物櫃/有門的貯物櫃 storage cabinet / cupboard with door	◆ 衣櫃 wardrobe
7. 椅子/梳化 Chair / Sofa		
◆ 無扶手的椅子 (供操作電腦 / 打字時或賓客使用) arm free chair	◆ 餐椅 dining chair	◆ 摺椅 / 可疊放的椅子 folding / stackable chair

(for computer / typing / guest)		
◆ 辦公室椅 office chair	◆ 梳化 sofa	
8. 辦公室家具及設備 Office Furniture and Equipment		
◆ 現金箱 cash box	◆ 時鐘 clock	◆ 文件盤 file tray
◆ 急救箱連急救用品 first-aid box with first-aid equipment	◆ 鎖匙箱 key box	◆ 鎖櫃 locker
◆ 活動磁性白板 movable magnetic white board	◆ 告示板 notice board	◆ 切紙機 paper cutting guillotine
◆ 碎紙機 paper shredder	◆ 影印機 photocopier	◆ 影印機架 photocopier stand
◆ 雨傘架 umbrella stand		
9. 架 Shelf & Rack		
◆ 圖書陳列架 book display rack	◆ 表格架 form rack	◆ 架子 shelf
◆ 多用途架 shelf for various purposes		
10. 枱 Table		
◆ 茶几 coffee table	◆ 電腦桌 computer desk	◆ 餐枱 dining table
◆ 長摺枱 long folding table	◆ 辦公桌 office writing desk	◆ 小摺枱 small folding table
11. 清潔用具連清潔用品 Cleaning Equipment, Utensils and Materials		
◆ 桶 bucket	◆ 小垃圾桶 litter bin	◆ 吸塵機 vacuum cleaner
12. 防感染設備 Infection Control Equipment		
◆ 梘液機 liquid soap dispenser		
13. 電腦硬件 Computer Hardware		
◆ 多功能打印機/	◆ 筆記簿型 /	◆ 打印機 printer

<ul style="list-style-type: none"> 影印機 multi-function printer / photocopier ◆ ◆ 掃描器 scanner 	<ul style="list-style-type: none"> ◆ 桌上電腦 notebook / desktop computer ◆ 伺服器 server(entry level, mid-range level, high-end level)
14. 周邊產品 Peripherals	
<ul style="list-style-type: none"> ◆ 外置硬碟 USB external disk 	<ul style="list-style-type: none"> ◆ 便攜式磁碟機 USB flash drive
15. 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) 	<ul style="list-style-type: none"> ◆ 無線網絡設備(路由器和轉發器及無線訊號擴展器) wireless network equipment (i.e. router, repeater & wireless extender)
16. 廚房設備 Appliances for Kitchen	
<ul style="list-style-type: none"> ◆ 咖啡機 coffee machine ◆ 單頭電磁爐 single-hob induction cooker 	<ul style="list-style-type: none"> ◆ 雪櫃 refrigerator ◆ 多士爐 toaster
<ul style="list-style-type: none"> ◆ 電飯煲 rice cooker (electric) 	
17. 廚房用具 Kitchen Utilities	
<ul style="list-style-type: none"> ◆ 砧板 chopping board ◆ 叉 fork ◆ 膠杯 plastic cup ◆ 湯碗 soup bowl 	<ul style="list-style-type: none"> ◆ 筷子 chopsticks ◆ 玻璃杯 glasses ◆ 飯碗 rice bowl
<ul style="list-style-type: none"> ◆ 碟 dishes ◆ 刀 knife ◆ 匙羹 spoon 	
18. 茶水間設備及用具 Appliances and Utilities for Pantry	
<ul style="list-style-type: none"> ◆ 電水煲 electric kettle 	<ul style="list-style-type: none"> ◆ 茶具 tea set ◆ 茶罈 tea urn

<ul style="list-style-type: none"> ◆ 保溫茶壺(廚房用) thermo flask for tea (kitchen use) ◆ 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
19. 衣物洗熨設備及相關用品 Laundry Equipment and Accessories		
<ul style="list-style-type: none"> ◆ 熨衫板 ironing board ◆ 洗衣機 washing machine 	<ul style="list-style-type: none"> ◆ 洗衣籃 laundry basket 	<ul style="list-style-type: none"> ◆ 蒸氣熨斗 steam iron
20. 職業治療設備、評估用具及相關用品 (須按非政府機構的輔助醫療人員所給予之意見購買) Equipment, Assessment Tools and Accessories for Occupational Therapy (as per the advice of NGO's paramedical staff)		
21. 書籍、雜誌及參考資料 Books, Magazines and Reference Materials		
22. 戶外活動用品 Outdoor Program Equipment		
<ul style="list-style-type: none"> ◆ 手提擴音器 loud hailer 		
23. 消防設備 Fire Fighting Equipment		
<ul style="list-style-type: none"> ◆ 滅火筒 (二氧化碳/水式) fire extinguisher (CO2 / water) 	<ul style="list-style-type: none"> ◆ 滅火筒 (二氧化碳氣體式) fire extinguisher (CO2 gas) 	
24. 傳真機、電話、電話系統 (包括安裝) Facsimile Machine, Telephone Set, Telephone System (including installation)		
25. 工具 Tool		
<ul style="list-style-type: none"> ◆ 鋁梯 aluminum ladder 	<ul style="list-style-type: none"> ◆ 工具箱連工具 tool box with tools 	<ul style="list-style-type: none"> ◆ 電筒 torch

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伐項非耗用物品，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.