

家具及設備參考表 – 第一層支援服務

Reference Furniture and Equipment List for Tier 1 Support Services

1. 抽濕機 Dehumidifier		
2. 通風設備 Ventilation Equipment		
◆ 座地風扇 floor type fan		
3. 櫃 / 衣櫃 Cabinet / Cupboard / Wardrobe		
◆ 卡片索引櫃 card index cabinet	◆ 文件 / 表格櫃 file cabinet / form cabinet	◆ 貯物櫃 / 有門的貯物櫃 storage cabinet / cupboard with door
4. 椅子 / 梳化 Chair / Sofa		
◆ 無扶手的椅子 arm free chair	◆ 辦公室椅 office chair	
5. 辦公室家具及設備 Office Furniture and Equipment		
◆ 計算機 calculator	◆ 切紙機 paper cutting guillotine	◆ 影印機 photocopier
◆ 影印機架 photocopier stand	◆ 時鐘 clock	◆ 文件盤 file tray
◆ 活動磁性白板 movable magnetic white board	◆ 告示板 notice board	◆ 過膠機 laminator
◆ 發泡膠切割器 foam cutter	◆ 文具 stationery	
6. 架 Shelf & Rack		
◆ 表格架 form rack	◆ 報刊架 newspaper and magazine rack	
7. 枱 Table		
◆ 辦公桌 office desk	◆ 長摺枱 long folding table	◆ 電腦桌 computer desk
8. 特別用途枱 Table for Special Purpose		
◆ 診療枱 treatment table		
9. 清潔用具 Cleaning Equipment		
◆ 小垃圾桶 litter bin		
10. 防感染用具及配件 Protective Gears and Accessories for Infection Control		
◆ 手套 gloves	◆ 膠靴 plastic boots	
11. 電腦硬件 Computer Hardware		

◆ 筆記簿型電腦 notebook computer	◆ 桌上電腦 desktop computer	
12. 電腦軟件 Computer Software		
◆ 防毒軟件 anti-virus	◆ 操作系統軟件 operating system	
13. 周邊產品 Peripherals		
◆ 外置硬碟 USB external disk	◆ 便攜式磁碟機 USB flash drive	
14. 職員制服 Staff Uniform		
15. 書籍、雜誌及參考資料 Books, Magazines and Reference Materials		
16. 傳真機、電話、電話系統 (包括安裝) Facsimile Machine, Telephone Set, telephone System (including installation)		
17. 評估工具 Assessment Tool		
◆ 香港粵語詞彙理解測驗 Hong Kong Cantonese Receptive Vocabulary Test	◆ 雷妮氏語言發展量表 Reynell Developmental Language Scales, 2 nd edition	◆ 象徵性遊戲測試 symbolic play test
18. 教材 / 復康訓練輔助器材 Teaching / Rehabilitation Training Aid and Equipment		

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.