

家具及設備參考表 - 機構為本職業治療服務
Reference Furniture and Equipment List for
Agency-based Occupational Therapy Service

1. 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	
2. 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
◆ 現金箱 cash box	◆ 圖架 chart holder	◆ 時鐘 clock
◆ 雨傘架 umbrella stand	◆ 地墊 door mat	◆ 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
◆ 發泡膠切割器 foam cutter	◆ 鎖匙箱 key box	◆ 過膠機 laminator
◆ 信箱 letter box	◆ 信件架 letter-tray	◆ 鎖櫃 locker
◆ 磁性白板 magnetic white board	◆ 活動磁性白板 movable magnetic white board	◆ 活動 / 企身 / 掛牆鏡 movable / standing / wall mirror
◆ 告示板 notice board	◆ 號碼機 numbering machine	◆ 辦公室磅 office scale
◆ 切紙機 paper cutting guillotine	◆ 碎紙機 paper shredder	◆ 影印機 photocopier
◆ 影印機架 photocopier stand	◆ 住客姓名板 residents' names board	◆ 印台及印章 stamp pads and chops
◆ 打咭機 time card machine		

3. 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	◆ 掃描器 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)	
4. 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
5. 周邊產品 Peripherals		
◆ 外置硬碟 USB external disk	◆ 便攜式磁碟機 USB flash drive	
6. 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	
7. 電腦輔助器材 Adaptive/ Assistive Devices for Computer		
8. 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 Tool and Accessories for Occupational Therapy (as per the advice of NGO's paramedical staff)		
9. 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.