

**Best Practices Guideline:**  
**BASIC PROVISION SCHEDULE**  
**Specific Requirements for**  
**Residential Care Home for the Elderly (RCHE)**

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<b>Item</b>	<b>Description</b>
1. Height Limit	<p>a) RCHE including any part of it, shall not be situated at a height more than 24m above the street level, measuring vertically from the street level to the floor of the premises in which the RCHE is or is to be situated, unless otherwise approved by the Director of Social Welfare.</p> <p>b) If the RCHE is located in a building served by two streets/roads at different levels, the height of the RCHE is to be measured from the level of the lower street/road.</p>
2. Access	<p>a) A parking space for the private light bus with tail-lift measuring 8m x 3m with minimum headroom of 3.3m for the exclusive use of the RCHE shall be provided.</p> <p>b) Convenient pedestrian and vehicular access to a shared loading and unloading area (11m (L) x 3.5m (W) x 4.7m (minimum headroom)) for the private light bus and ambulance/other vehicles of the development shall be provided in the close proximity with covered walkway to the entrance of the building where the RCHE is located.</p> <p>c) Separate main entrance for the RCHE premises.</p> <p>d) If the facility has to be spread across two floors, an internal staircase of not less than 1.2m wide for the exclusive use of RCHE is required, subject to the agreement of SWD. The dimensions for the tread and riser shall be 250mm minimum and 160mm maximum respectively.</p> <p>e) All exit doors within the boundary of RCHE premises shall be provided with panic bolts and integrated with local alarms.</p> <p>f) At the main entrance of RCHE, a lockable entrance door shall be provided. If the main entrance is used as an exit route, the locking device shall be a type which is capable of being readily opened from the inside without the use of a key.</p>
3. Ceiling Height	<p>a) The finished ceiling (i.e. the finished ceiling structure and associated building services installation underneath or suspended false ceiling) of every room shall be situated at a height not less than 2.5m measuring vertically from the finished floor or not less than 2.3m measuring vertically from the finished floor to the underside of any finished structural beam or building services installation underneath the structural beam.</p>

4. Dormitory	<p>a) The capacity of each room shall <u>not be more than eight</u> unless otherwise agreed.</p> <p>b) Dead end type means of escape (MOE) for dormitories shall be avoided.</p>
5. Attached Bathroom/ Shower Room	<p>a) Attached Accessible Toilet cum Shower Room to be provided to Dormitory, Sick/Isolation/Quiet Room, End-of-Life Care Room, which should be accessible directly within the above rooms. If attached toilets/showers cannot be provided for individual dormitory, shared toilets/showers at short walking distance each serving a cluster of two dormitories should be provided. For each dormitory accommodating up to six persons, one toilet cum shower room should be provided. An additional shower or toilet cubicle should be provided if the capacity of the dormitory exceeds six persons.</p>
6. Rooms for Natural Lighting and Ventilation	<p>a) Rooms for office, kitchen and habitation (such as Dormitories, Sick/Isolation/Quiet Rooms, End-of-Life Care Rooms) should be provided with openable windows for natural lighting and ventilation in compliance with statutory prescribed window requirements and a direct view to outside.</p>
7. Sunken Slab	<p>a) Minimum 350mm deep sunken slab shall be allowed for future construction of recess drainage installation in wet areas. All sunken slabs shall be provided with drainage connection points and shall not be back-filled.</p>
8. Window Grilles	<p>a) Metal grilles shall be installed for all openable windows within the RCHE premises.</p>
9. Kitchen Design	<p>a) Builder's work provisions for hydro-vent exhaust system should be provided.</p> <p>b) Refer to <b>Appendix A</b> (for reference only) – 'Laundry and Kitchen Equipment for RCHE' regarding design requirements of basic provisions for kitchen equipment.</p> <p>c) Considerations should be given on the location of the kitchen and associated exhaust air outlet to avoid causing air pollution problem, noise or odour nuisances to users in the RCHE premises or any occupants in the vicinity, and shall comply with Environmental Protection Department's guidelines and requirements.</p> <p>d) Exhaust air outlet and fresh air intake at external wall of kitchen shall be provided and completed with louvres to facilitate future ductwork connections by the Service Operator.</p> <p>e) The floor-to-ceiling height of the kitchen shall be adequate for future installation of the proper mechanical ventilation system by the Service Operator.</p> <p>f) Drainage, water supply and gas supply connection points shall be provided for future installation of kitchen equipment by the Service Operator.</p>

10. Laundry Design	<p>a) Refer to <b>Appendix A</b> (for reference only) – ‘Laundry and Kitchen Equipment for RCHE’ regarding design requirements of basic provisions for laundry equipment.</p> <p>b) Space provision for laundry equipment with the following required size of concrete plinths (all 150mm thick):</p> <ul style="list-style-type: none"> <li>• 1,200mm(W) x 1,500mm(D) for 25 kg washer-extractor</li> <li>• 1,200mm(W) x 1,400mm(D) for 25 kg tumble dryer</li> </ul> <p>Exhaust: one 200mmØ opening for each tumble-dryer</p> <p>Drain: one 80mmØ drain connection for each washer-extractor</p> <p>c) Exhaust air outlet and fresh air intake at external wall of laundry shall be provided and completed with louvres to facilitate future ductwork connections by the Service Operator.</p> <p>d) Drainage, water supply and gas supply connection points shall be provided for future installation of laundry equipment by the Service Operator.</p>
11. Fresh Water Supply	<p>a) 2 nos. of water meters (one for general use and one for hydro-vent system).</p> <ul style="list-style-type: none"> <li>• 76mmØ main water pipe (for 250 persons)</li> <li>• 76mmØ main water pipe (for 200 persons)</li> <li>• 67mmØ main water pipe (for 150 persons)</li> <li>• 67mmØ main water pipe (for 100 persons)</li> </ul> <p>22mmØ separate water supply for hydro-vent make-up tank</p>
12. Flush Water Supply	<ul style="list-style-type: none"> <li>• 65mmØ main water pipe (for 250 persons)</li> <li>• 65mmØ main water pipe (for 200 persons)</li> <li>• 50mmØ main water pipe (for 150 persons)</li> <li>• 50mmØ main water pipe (for 100 persons)</li> </ul>
13. Drainage	<p>a) Two-pipe drainage system consisting of separated waste pipe system and soil pipe system with individual vent pipes should be provided for future connection by Service Operator.</p> <p>b) Dedicated grease interceptor should be provided for the kitchen of the RCHE premises.</p> <p>c) The capacity of the grease interceptor should be designed and provided according to the operational usage of the kitchen.</p> <p>d) The grease interceptor should be located at the proper and non-sensitive area or plant room to facilitate future maintenance access and to avoid any potential odour nuisance.</p>

14. Lift	<p>a) If the RCHE is not located on the same floor as the vehicular access or the RCHE occupies more than one floor, a lift suitable for a stretcher bed which measures 2,050mm x 560mm shall be provided for the exclusive use of the RCHE to reach the vehicular access.</p> <p>b) In addition, each floor of the RCHE shall have direct access to other lift to allow temporary use in case the lift for exclusive use is out of service. The shared lifts which provide access to the RCHE shall be controlled by key if they open directly into the RCHE or shall open into a lift lobby with security lock to control public access to the RCHE.</p> <p>c) If the number of floors served by the exclusive lift is three or above, directional collective control shall be adopted. In addition, a key-operated manual over-ride switch shall be provided inside the lift car such that the Service Operator can gain control of the lift.</p> <p>d) Fitting-out works for lift car and lobby shall be provided. For the lift lobby, if it is for exclusive use of the RCHE, the fitting-out works for the lift lobby shall be carried out by the future Service Operator of RCHE.</p>
15. Dumbwaiter	<p>a) Provisions for future installation of a dumbwaiter are required if the dining rooms are located on a different floor from the kitchen.</p> <p>b) The dumbwaiter shall be <u>floor type</u> and be suitable to accommodate one food trolley of size 800mm (W) x 950mm (D) x 1,100mm (H).</p> <p>c) Floor openings, shaft enclosure, pit and machine room for the dumbwaiter shall be provided as below :</p> <ul style="list-style-type: none"> <li>• Loading : 200 kg</li> <li>• Internal car dimension : 1,000mm (W) x 1,000mm (D) x 1,200mm (H)</li> </ul> <p>d) Temporary enclosure to all shaft openings shall be provided.</p>
16. Main Electricity Supply	<p>a) Independent main power supply switch/cubicle switchboard shall be provided at a dedicated switch room within the RCHE premises.</p> <p>b) Minimum electricity supply if <u>instantaneous electric water heaters</u> are provided for dormitory showers :</p> <ul style="list-style-type: none"> <li>• 2250A, 3 phase (for 250 persons)</li> <li>• 2000A, 3 phase (for 200 persons)</li> <li>• 1600A, 3 phase (for 150 persons)</li> <li>• 1100A, 3 phase (for 100 persons)</li> </ul> <p>c) Minimum electricity supply if <u>instantaneous gas water heaters</u> are provided for dormitory showers :</p> <ul style="list-style-type: none"> <li>• 1200A, 3 phase (for 250 persons)</li> <li>• 1100A, 3 phase (for 200 persons)</li> </ul>

	<ul style="list-style-type: none"> <li>• 900A, 3 phase (for 150 persons)</li> <li>• 750A, 3 phase (for 100 persons)</li> </ul> <p>d) The above provisions should be adjusted for different capacity of RCHE and combination of gas and electric water heaters.</p> <p>e) The above power supply loading has included the provision of air-conditioning for the entire RCHE premises.</p> <p>f) The calculation of power supply loading should be based on the following assumptions :</p> <ul style="list-style-type: none"> <li>(i) Allowance for the use of electric cooking equipment in kitchen</li> <li>(ii) 5 persons per water heater (average)</li> <li>(ii) 18kW instantaneous electric water heaters</li> <li>(iii) 0.8 diversity factor for the power consumption</li> </ul>
17. Town Gas Supply	<p>a) Gas supply main with gas meter position shall be plugged and terminated with valve at high level of the kitchen.</p> <p>b) Gas distribution pipes shall be provided from gas meter position to each room/area where gas appliances are installed. Such gas distribution pipes shall be plugged and terminated with valves at high level of the entry point of each room/area.</p> <p>c) Gas supply for the town gas equipment includes instantaneous water heaters for showers, kitchen equipment and laundry equipment.</p> <p>d) Minimum town gas requirement for <u>water heaters for showers</u> :</p> <ul style="list-style-type: none"> <li>• 950 kW (for 250 persons)</li> <li>• 750 kW (for 200 persons)</li> <li>• 570 kW (for 150 persons)</li> <li>• 375 kW (for 100 persons)</li> </ul> <p>e) Minimum town gas requirement for <u>kitchen equipment</u> :</p> <ul style="list-style-type: none"> <li>• 360 kW (for 250 persons)</li> <li>• 300 kW (for 200 persons)</li> <li>• 240 kW (for 150 persons)</li> <li>• 185 kW (for 100 persons)</li> </ul> <p>f) Minimum town gas requirement for <u>laundry equipment</u> :</p> <ul style="list-style-type: none"> <li>• 120 kW (for 250 persons)</li> <li>• 85 kW (for 200 persons)</li> <li>• 75 kW (for 150 persons)</li> <li>• 66 kW (for 100 persons)</li> </ul>

	<ul style="list-style-type: none"> <li>g) The calculation of town gas supply should be based on the provision of instantaneous type gas water heaters for all shower rooms and gas loading demand of all kitchen and laundry equipment.</li> <li>h) Adjustment should be made for different capacity of RCHE and combination of electric and gas water heaters.</li> <li>i) Wall opening for the installation of aperture of balanced-flue gas water heater shall be provided for each shower cubicle.</li> </ul>
18. Fire Service	<ul style="list-style-type: none"> <li>a) Fire Service (FS) installations in accordance with statutory requirements, relevant specifications and Code of Practices, which are necessary for obtaining occupation permit as well as all provisions for future FS installation by the Service Operator to comply with licensing requirements for the RCHE premises shall be provided.</li> <li>b) Local Master FS Panel for RCHE premises shall be provided at the main entrance (inside) of the premises by the future Service Operator.</li> <li>c) Builder's works and essential power supply provisions for the future installation of Local Master FS Panel at the main entrance (inside) of the RCHE premises shall be provided.</li> <li>d) All necessary FS signal communication cables and associated G.I. conduit/trunking system connecting the Local Master FS Panel in RCHE premises to the Development's FS Control Room for future FS installations by the Service Operator shall be provided.</li> <li>e) The FS interfacing connection points for the FS signal communication cables shall be terminated with adaptable boxes at high level of the main entrance of the RCHE premises. Exact location of the termination should be agreed on project basis.</li> <li>f) The following provisions shall be provided for future FS installation in complying the licensing requirements: <ul style="list-style-type: none"> <li>(i) Conduit provision for the future installation of FS direct link by the Service Operator up to the Local Master FS Panel; <i>(Independent direct link for the premises will be applied by the Service Operator.)</i></li> <li>(ii) Provisions of the Development's FS Control Panel at the FS Control Room for complying the licensing requirements;</li> <li>(iii) Any other provisions as required by FSD for licensing.</li> </ul> </li> </ul>
19. Mechanical Ventilation and Air Conditioning	<ul style="list-style-type: none"> <li>a) Additional space, structural openings to install room coolers or split type units in the areas with provision of air conditioning shall be provided. Those areas include dormitories and all function rooms such as common rooms, multi-purpose rooms, dining rooms, activity rooms, training rooms, etc.</li> <li>b) Condensate drain connections shall be provided for room coolers and outdoor units of split type air-conditioners.</li> </ul>

	<p>c) The provision of external louvres with adequate net free areas in designated positions for the accommodation of all fresh air intakes and exhaust air outlets for future installation of mechanical ventilation and air-conditioning system shall be provided.</p> <p>d) The separation distance between fresh air intake and other sources of contamination, including exhaust air outlets of toilets and sick/isolation/quiet rooms, and evaporative cooling towers shall be at minimum 7.5m.</p> <p>e) Minimum fresh air supply rate at 10 litre/s/person shall be provided.</p>
<p>20. Connection for CABD / BRI</p>	<p>a) A source of CABD/BRI system with all necessary signal cables, G.I. conduit/trunking system and associated accessories shall be provided from the ELV room/meter room and terminated at each floor within the RCHE premises for future connection.</p> <p>b) G.I. conduit/trunking system up to the interfacing points of the RCHE premises shall be adequate for cabling of the following minimum number of points :</p> <p style="padding-left: 40px;">17 nos. (for 250 persons)</p> <p style="padding-left: 40px;">14 nos. (for 200 persons)</p> <p style="padding-left: 40px;">10 nos. (for 150 persons)</p> <p style="padding-left: 40px;">7 nos. (for 100 persons)</p> <p>c) The above provisions should be adjusted for RCHE of different capacity.</p>
<p>21. Connection for Telephone / Fax Line</p>	<p>a) A source of Telephone system with all necessary G.I. conduit/trunking system and associated accessories shall be provided from the ELV room/meter room to each floor within the RCHE premises for future connection.</p> <p>b) G.I. conduit/trunking system up to the interfacing points of the RCHE premises shall be adequate for cabling of the following minimum number of points :</p> <p style="padding-left: 40px;">30 nos. (for 250 persons)</p> <p style="padding-left: 40px;">26 nos. (for 200 persons)</p> <p style="padding-left: 40px;">23 nos. (for 150 persons)</p> <p style="padding-left: 40px;">18 nos. (for 100 persons)</p> <p>c) The above provisions should be adjusted for RCHE of different capacity.</p>

**Remarks:**

1. The design, construction and basic provisions for the RCHE shall comply with all relevant statutory requirements, including the latest version of Code of Practice for Residential Care Homes (Elderly Person).
2. The provision shall allow flexibility for the Service Operator to have free choice in using any fuel type instantaneous water heaters and kitchen equipment.



**Appendix A**  
**(for reference only)**

**Laundry and Kitchen Equipment for RCHE included in Fitting-out Work**

**A. Laundry Equipment**

	<b>100 persons</b>	<b>150 persons</b>	<b>200 persons</b>	<b>250 persons</b>
Washer-extractor	2 nos. 25 kg	3 nos. 25 kg	4 nos. 25 kg	5 nos. 25 kg
Tumble-dryer	2 nos. 25 kg	3 nos. 25 kg	4 nos. 25 kg	5 nos. 25 kg

**B. Kitchen Equipment**

	<b>100 persons</b>	<b>150 persons</b>	<b>200 persons</b>	<b>250 persons</b>
Chinese Cooking Range ( <i>or Chinese Induction Wok Station</i> )	1 no. Wok 600mm dia. @60kW	2 nos. Woks 600mm dia. @60kW	2 nos. Woks 600mm dia. @60kW	3 nos. Woks 600mm dia. @60kW
Chinese Food Steamer ( <i>or Chinese Electric Food Steamer</i> )	1 no. Single Unit, 60kW	1 no. Single Unit, 60kW	1 no. Double Unit, 120kW	1 no. Double Unit, 120kW
Stock Pot Stove ( <i>or Electric Stock Pot Stove</i> )	1 no.	1 no.	1 no.	1 no.
4-ring Open Flame Stove ( <i>or Induction 4 head Range</i> )	1 no.	1 no.	1 no.	1 no.
Upright Vegetable Refrigerator	1 no. 400 litre (approx.)	1 no. 600 litre (approx.)	1 no. 800 litre (approx.)	1 no. 1000 litre (approx.)

	<b>100 persons</b>	<b>150 persons</b>	<b>200 persons</b>	<b>250 persons</b>
Upright Meat Freezer	1 no. 400 litre (approx.)	1 no. 600 litre (approx.)	1 no. 800 litre (approx.)	1 no. 1000 litre (approx.)
Gas or Electric Water Heater for Sink	1 no.	1 no.	1 no.	1 no.
Dish Washer	-	-	1 no.	1 no.
Hot Water Boiler	1 no.	1 no.	1 no.	1 no.
Gas or Electric Rice Cooker (9 litre)	2 nos.	2 nos.	2 nos.	2 nos.
Insect Killer	To suit area	To suit area	To suit area	To suit area
Hand Dryer	1 no.	1 no.	1 no.	1 no.