

PROJECT CLEAN AIR - SME PILOT SCHEME

COMPANY A

Visit to the Facility

Date of Visit: 31 May 2006

General Information on the Facility

Nature of Business: Trading (kitchen ware) in Hong Kong
Working Hours: 9 am - 6 pm (Monday to Friday)
Number of Staff: 70 (full-time); 10 (part-time)
Age of Building of the Facility: > 40 years
Duration of Occupation of the Facility: 1/F (office) : 11 years (since 1995)
3/F (showroom and store) : 7 years (since 1999)

Description of Operation and Observations during the Visit

Company A is a trading company. It's office occupies two floors in a multi-storey industrial building, i.e., 1/F and 3/F of a Factory Building in Kwun Tong. A heavily trafficked road, Kwun Tong Road, is located immediately to the north of the office. The total floor area of 1/F is about 7,000 m². Offices, meeting rooms, a computer server room and a pantry are located on 1/F. The showroom, the store and a small pantry are located on 3/F.

1/F

The space on 1/F is occupied by office areas (A & B), three meeting rooms, senior staff offices, the office of the Accounting Department and a pantry. Water-cooled air conditioning system is used for Area A. A fresh air intake is installed to extract fresh air from the direction of Kwun Tong Road. The intake is installed with filter and the filter was observed to be clean. Split-type air conditioners are used for Area B. A fresh air intake is installed to extract fresh air from the southeast to the office. The air temperature of Areas A and B is managed by designated administration staff. During the lunch hour, the lights and air-conditioning system are switched off.

The pantry, meeting rooms, Accounting Department office and senior staff offices are served by either window-mounted type or split-type air conditioners. The air conditioning system in pantry is only operated during the lunch hour. Compact fluorescent light bulbs were observed to be used in pantry. Outside the lunch hour, the number of light bulbs switched on is kept to a minimum and the air-conditioners are switched off. No smoking is allowed. If the meeting rooms are not in use, the lights and air-conditioner are switched off.

3/F

A total of six showrooms are located on 3/F (see *Figure 2*). Five showrooms are served by split-type air conditioners and one showroom is served by a window-mounted type air conditioner. The air-conditioner and the lights are only switched on when there are visitors, or when required.

There is a small pantry located on 3/F but no air-conditioner is provided. One refrigerator, one electric water pot and one fan were observed in the pantry.

One to two persons works at the store from 9 am to 6pm (Mon – Fri). No air-conditioner is provided for the store but there were six fans and several exhaust fans operating during the site visit. The store is used for displaying sample products and storing documents.

There is a separate sample product room in the store and a split-type air conditioner is provided. The lights and air-conditioner in the sample product store room are only switched on when required.

Identification of Good Practice Adopted

- Company A encourages switching off the lights for Areas A and B during lunchtime. During the lunch hour, all members of the staff either have lunch in the pantry or go out to have lunch.
- Outside the lunch hour, the air-conditioners in the pantry are switched off.
- Compact fluorescent light bulbs, which are more energy efficient, are used in the pantry and the number of the light bulbs in use is kept to a minimum.
- The air-conditioners in the meeting rooms are switched on only when the rooms are in use.
- Water-cooled air-conditioning system is used for Area A. Water-cooled air conditioning system is more energy efficient than air-cooled system. Regular water quality monitoring is undertaken to ensure that the quality of recycled water is acceptable.

Figure 1 Floor Plan of 1st Floor

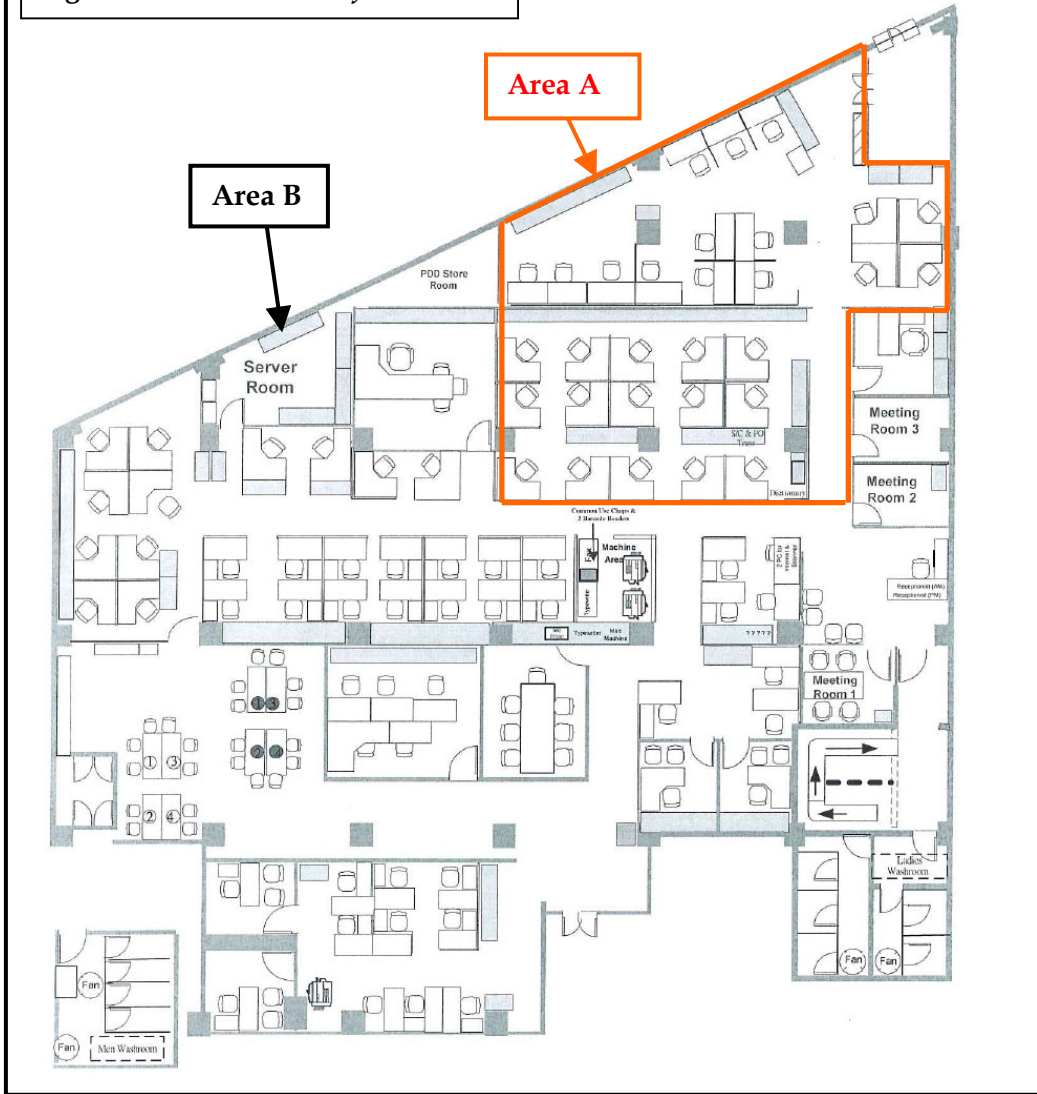


Figure 2 Floor Plan of 3rd Floor

