



Building Maintenance Smart Tips

This pamphlet provides Owners Corporation (OC) members and building owners a quick grasp of the key measures recommended for preventing corruption and malpractices in building maintenance projects.

▶ Integrity Management

Management of Conflict of Interest

- ☑ require OC members to avoid and, if unavoidable, declare any actual or perceived conflict of interest;
- ☑ properly record any conflict of interest declared and the decisions as well as actions taken;

Probity Requirements for OC Members, Consultant and Contractor

- ☑ prohibit OC members, consultant and contractor from soliciting or accepting any advantage on account of handling the OC's business;
- ☑ lay down the probity requirements for OC members in a code of conduct, and require the consultant and contractor to issue probity guidelines to their employees and agents involved in the building maintenance project;

▶ Appointing Consultant and Contractor

Drawing up Scope of Consultancy Services/ Maintenance Works and Inviting Tenders

- ☑ determine and clearly specify in the tender documents the essential services/ works items required;
- ☑ adopt open tendering to minimise the risks of tender collusion, and include probity and anti-collusion clauses in the tender invitation documents;

Evaluating Tenders and Conducting Tender Negotiation

- ☑ lay down the tender evaluation criteria before tender opening, and justify and document the reasons if the best offer is not recommended;
- ☑ avoid conducting tender negotiation to minimise the risk of corruption and malpractices, and if it is considered necessary, conduct tender negotiation only with the tenderer with the best offer;

▶ Supervising Maintenance Works and Managing Contracts

Progress Monitoring and Quality Checks

- ☑ require the consultant to submit a site supervision plan and report on a regular basis on the progress and quality of work done;
- ☑ require the contractor to submit measurement records and site photos for hidden works;

Contract Payments and Variations

- ☑ require the contractor to submit invoices with photos and details on the actual quantities of work done in its payment claims;
- ☑ require the consultant to justify the need for and provide cost estimate of any variations requested, and for major/ costly contract variations, consider engaging an independent consultant to provide cost advice;

▶ Knocking on the Right Door

- ☑ know the scope of services and technical support provided by various government departments and public organisations, so as to seek direct assistance and timely advice from them for better managing the projects and preventing corruption and malpractices.

Up-to-date and detailed ICAC services and educational and reference materials pertaining to building maintenance, including relevant anti-bribery law, corruption-prone areas, and procedural safeguards are available in our website: www.bm.icac.hk. For enquiries, please call **2929 4555**. To report corruption, please call **25 266 366** (24-hour) direct.



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