



校園安裝 智能飲水機先導計劃 Pilot Programme on Installing Smart Water Dispensers in Schools

Guide to Application

1. Introduction

- 1.1 The Pilot Programme on Installing Smart Water Dispensers in Schools (“Programme”) is introduced by Environmental Protection Department (“EPD”), for a period of two years, aiming to encourage students to inculcate a habit of "bring your own bottle" from a young age, so as to promote reduced use of single-use disposables and hence reducing plastic waste from source.
- 1.2 EPD will provide to participating primary and secondary schools installation and supply of smart water dispensers (“WD”) with exterior artworks designed by student and associated maintenance services for free, and support the schools to carry out relevant education and experiential activities such as signing a charter on ceased sale of bottled water, for conveying green messages such as waste reduction at source and clean recycling to students in an interactive manner.
- 1.3 At present, EPD is recruiting about 80 schools for the Programme. This Guide provides guidance on application for joining the Programme and sets out the basic requirements and responsibilities of participating schools.

2. Eligibility

- 2.1 The following primary and secondary schools which have the legal right to use their premises for installation of smart WD connecting to

the fresh water supply system of Water Supplies Department (“WSD”) are eligible to apply for joining the Programme, including:

- ◆ Aided schools;
- ◆ Caput schools;
- ◆ Schools under Direct Subsidy Scheme; and
- ◆ Private schools (e.g. International schools), etc.

3. Prioritising Criteria

3.1 Our aim is to benefit more eligible primary and secondary schools as far as possible under the Programme. When prioritising applications received, the factors that would be taken into account include:

- a) Number of drinking facilities in the school campus (e.g. tuck shop, beverage automatic vending machine etc.);
- b) Number of students and teaching staff;
- c) Proposed location for installing smart WD and the technical feasibility of the installation works, including whether the location is close to fresh water supply pipe, electrical power and drainage system, whether statutory requirements could be complied, whether the working space is sufficient, whether the passageway would be obstructed, duration and cost of the installation works, the periods allowed by schools for carrying out installation works, etc;
- d) Availability of supporting documents and supplementary information (e.g. building records and as-built drawing for the proposed location of the smart WD, fresh water supply system as-built drawing, drainage system as-built drawing and electric power system as-built drawing etc.);
- e) Whether the eligible school has received / will receive alternative funding or subsidy for the purpose of installing smart WD at the premises concerned.

4. Processing of Applications

4.1 We will process applications according to the following steps:

- a) Eligible schools to submit expression of interest (EOI) forms together with supporting documents and supplementary information (if available) to EPD on or before 30 October 2020;
- b) EPD will conduct preliminary assessment based on the information provided in the EOI forms, supporting documents and supplementary information (if available);
- c) Contractor(s) to be engaged by EPD will conduct site surveys at the shortlisted schools to assess the technical feasibility of installing smart WD;
- d) EPD will select around 80 schools based on the site survey and assessment findings for the Programme;
- e) The head of the school and contact person nominated by schools in EOI forms would be required to:
 - ♦ Upon successful joining the Programme, the head of the school shall be responsible for signing an agreement with the Government on the installation of smart WD, signing the application to Water Supplies Department on installing water pipes, confirming and agreeing on the details and timetable for installing smart WDs and other terms and conditions of the Government, as well as granting access to school campus to EPD and its contractor(s) to carry out relevant education and experiential activities, etc.
 - ♦ The contact person shall be responsible for liaising with EPD and its Contractor(s) to arrange feasibility assessment on installing WDs in the school. Upon successful joining the Programme, the contact person should coordinate with EPD and its contractor(s) to arrange installation of smart WDs in the school.

5. Smart Water Dispensers

5.1 EPD will engage contractor(s) through open tendering for supplying and installing up to two smart WD in each of the participating schools. The smart WDs will comply with the following standard requirements:

- a) Connecting to the fresh water supply system of WSD as water source;
- b) Equipped with lead-reduction water filter and ultra-violet (UV) sterilizer;
- c) Automatically stop offering water when the water filter or UV sterilizer is not in proper function;
- d) Equipped with hidden bottle-filling type nozzle to prevent unintentional touching and reduce the risk of cross-contamination;
- e) Capable of discharging stagnant water automatically at pre-set time in order to maintain good water quality;
- f) Equipped with detection sensors capable of recording key operational data, including number of use, water usage, time of usage, the status of water filter and UV sterilizer, maintenance records, etc.;
- g) Capable of transmitting operational data via wireless connection network to centralized management system managed by the contractor(s) locating outside the school campus, to facilitate scheduling of maintenance services and keeping such records;
- h) Capable of receiving video and message of EPD via the central management system for playing these information on the display screen and built-in speaker(s);
- i) Only offer water at ambient temperature, and automatically enter energy-saving mode according to the usage to reduce energy consumption;

- j) Dimensions not greater than 120cm (W) x 200cm(H) x 80cm (L), with sufficient space for incorporating students' artwork designs;
- k) Without sharp edges or corners for safety reasons; and
- l) No cameras or video recorders, nor facial recognition applications would be incorporated to protect privacy.

6. Maintenance Services

- 6.1 Contractor(s) to be engaged by EPD will provide maintenance services to the smart WDs for two years upon installation. The contractor(s) will provide hotline and email address to participating schools for maintenance services.

7. Design of Exterior Artworks

- 7.1 Schools succeeded joining the Programme should organize a design competition for students on the exterior artworks of the smart WD within three months (or within the time negotiated with the EPD) according to the guidance of EPD.
- 7.2 Each participating school shall submit up to two winning designs to EPD within a designated time. The contractor(s) will adjust and touch-up the design as appropriate taking into account the actual position of the display screen, water outlet and buttons of the smart WD and the advice of EPD, before printing out the exterior artworks and apply the artworks onto the exteriors of the smart WDs.

8. Education and Experiential Activities

- 8.1 After successfully installing the smart WDs, the school should arrange a kick-off demonstration session for staff and students as soon as possible to allow the contractor(s) to introduce the functions and how to use the smart WDs as well as promoting waste reduction at the source, clean recycling, green living in school and other green messages.
- 8.2 Schools should sign a charter on ceased sale of bottled water based on

their actual situation and cease the sale of bottled water at retail outlets (e.g. tuck shop, beverage automatic vending machines, etc.) and timeslots as appropriate for student to practice green living in school.

- 8.3 EPD's contractor(s) will provide to participating schools the operational data of the smart WDs including number of use, water usage, and update the messages/videos promoting waste reduction and clean recycling to be displayed on the display screen quarterly within the two-year maintenance period. Schools should consider to make reference to the operational data of smart WDs in organizing environmental education and experiential activities to enhance the environmental awareness of students.
- 8.4 Schools should provide a summary of environmental education and experiential activities under paragraph from 8.1 to 8.3 above with photos and other relevant materials to contractor(s) for publishing on EPD's website for promotion purposes, subject to the advice of EPD.

9. Important Points to Note

- 9.1 The intellectual property rights of the winning designs submitted by the participating schools under paragraph from 7.1 to 7.2 above shall belong to the participating schools. Participating schools shall grant unconditionally and irrevocably to the Government and its authorised users the right to copy, publish, issue and make available to the public copies of, and make adjustments to the winning designs. The operational data collected from smart WD(s) at any time shall belong to EPD.
- 9.2 Participating schools shall provide fresh water supply and electricity for operating the smart WD(s).
- 9.3 Participating schools shall take up daily management of the smart WD(s), including checking of unusual operations, calling the contractor(s) for maintenance services, cleansing of the exteriors of the smart WD(s), keeping the surrounding area dry, etc.

10. Timetable

10.1 The preliminary timetable for the activities is set out below. EPD reserves the right to make changes to the activities and times.

Date	Activities
1 June 2020	<ul style="list-style-type: none">• EPD starts accepting school application• EPD starts conducting preliminary assessment at applicant schools• EPD to arrange open tendering exercise for engaging contractor(s)
30 October 2020	<ul style="list-style-type: none">• Deadline of application• EPD continues to conduct preliminary assessment at applicant schools
The fourth quarter of 2020	<ul style="list-style-type: none">• EPD to complete preliminary assessments• EPD to award the contract for engaging the contractor(s)
Start from the first quarter of 2020	<ul style="list-style-type: none">• Contractor(s) to conduct detailed technical assessment• EPD to inform schools on the application results upon completion of detailed technical assessment• Participating schools to organize design competition for students on the exterior artworks of the smart WD and the Contractor to carry out installation of smart WD• Carrying out relevant education and experiential activities

11. Enrolment

11.1 Interested schools should return the completed EOI forms, supporting documents and supplementary information on or before 30 October 2020.

- 11.2 **Original copy of the completed EOI form should be returned by post.** We encourage schools to submit other supporting documents and supplementary information through electronic means as far as practicable in order to reduce the use of paper (submission of the relevant documents and information in hard copy will also be accepted). Postal and email addresses are set out below:

Postal address: Section 4, Waste Reduction and Recycling Group,
EPD, 5/F, Centre Parc, 11 Sheung Yuet Road,
Kowloon Bay, Hong Kong
(Please state “Pilot Programme on Installing Smart Water Dispensers
in Schools” on the envelop)

Email address: water_dispensers_schools@epd.gov.hk
(Please state the name of participating school)

12. Enquiries

- 12.1 For enquiries, please contact EPD by telephone at 3690 7843 or by email (water_dispensers_schools@epd.gov.hk).

Environmental Protection Department
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