



mtrshops

# Fitting Out Works Guide Book

## 商舖裝修錦囊

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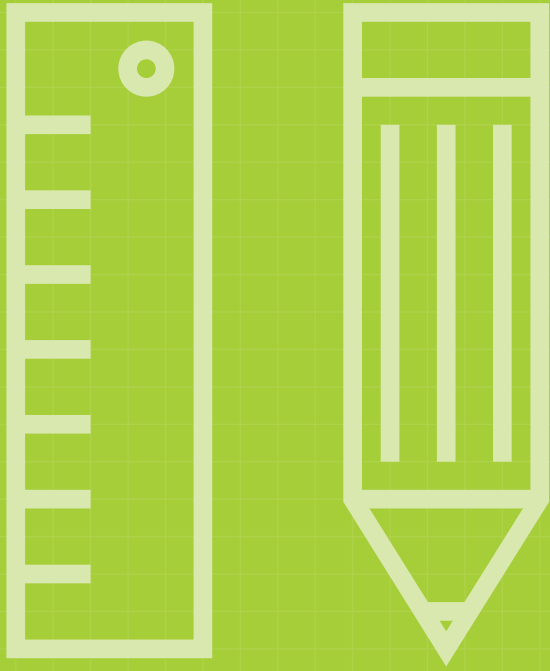


## Introduction 簡介

The Fitting Out Information Kit is prepared to provide useful information on any queries arising from the interior design works of the premises. This document contains the Fit-Out Guidelines and materials references for you and your consultants who intend to design and fit out their premises upon possession. We ask for your consideration every detail in your design with a sense of safety, aesthetics and above all.

**商舖裝修資料冊**旨在向你提供有關車站商舖設計的有用資訊。此文件包括店舖內的裝修指引和參考物料，供各商戶及其裝修顧問在設計店舖時使用。我們希望各商戶能夠以安全、美觀作為每個設計細節的首要考慮因素。



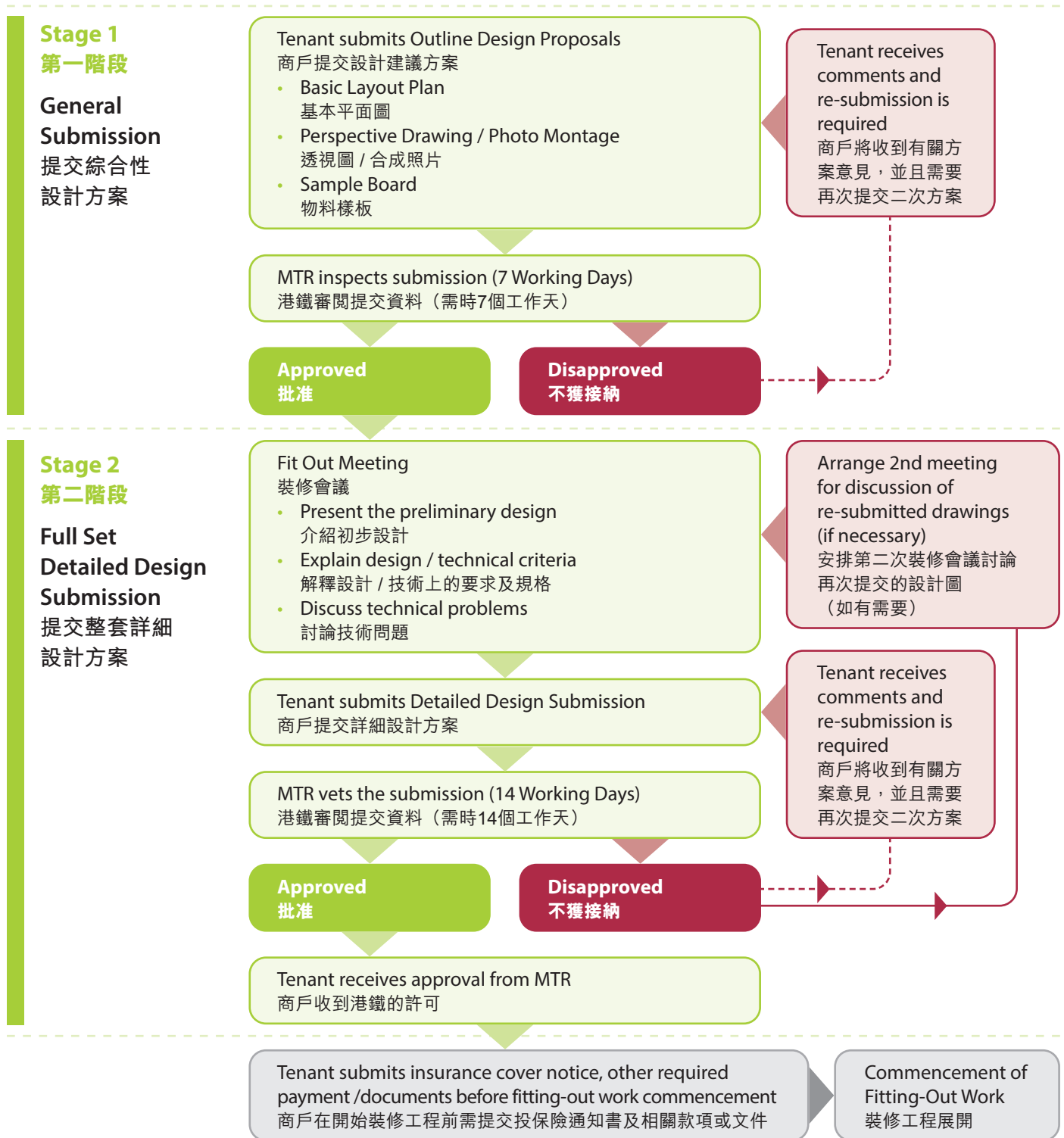


# Fitting Out Works Information 商舖裝修資料



**Design Submission** refers to the submission of design proposals for fit out works which will be handled in TWO stages:

各商戶需為相關的裝修工程提交兩個階段的設計方案：



## Design Submission 提交設計方案

Outline design proposals shall be submitted before commencing detailed design / fitting out submission. The proposals shall show how the tenant intends to layout the premises and shall illustrate the main functional use(s). It shall demonstrate how the Tenant complies with the requirements of the Licence Agreement and the statutory requirements in broad terms. It should include:

商戶需要先提交設計方案的概要，其後才可繼續提交整套詳細設計方案。方案需要展示租戶的店舖空間分佈及標示其主要用途，也需要證明租戶將會遵守租約和法例要求。方案需要包括：

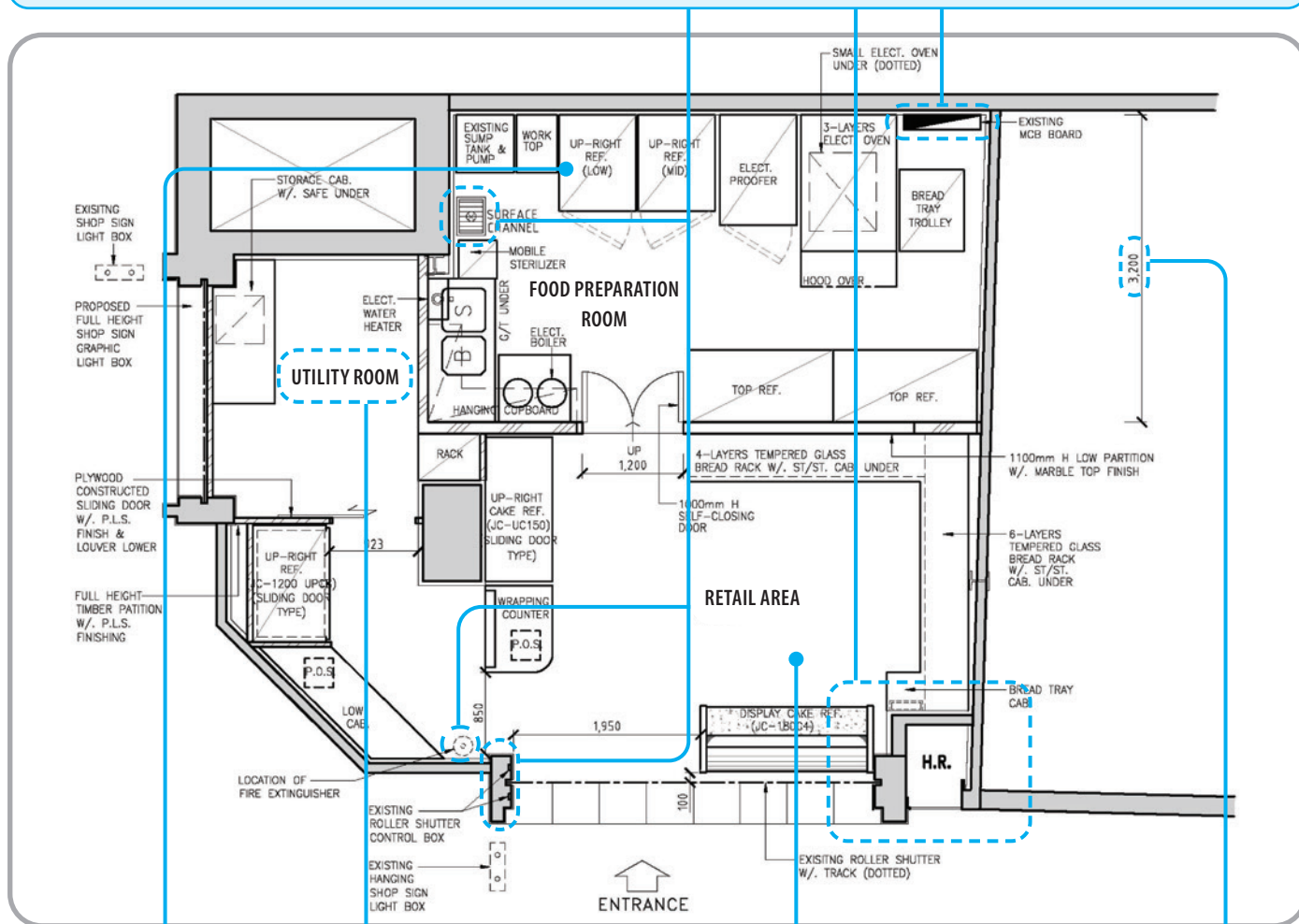
### 2.1 Basic Layout Plan 基本平面圖

(with dimensions, colour schemes, finishing and materials indication)

(包含尺寸、選用色調、完成飾面及物料使用指示)

Please show existing conditions, including roller shutter, column, fire hose reel, MCB board, shutter control panel, service risers, fire services installation and drain points, etc.

展示現有狀況，如捲閘、柱身、消防喉轆、斷路器配電箱、捲閘控制面板、設備豎井、消防裝置及去水口等等。



Show all the furniture /  
fixture arrangements  
展示全部傢具 /  
設備的擺放

Show function areas - retail area,  
utility room, food preparation etc.  
展示各功能地區－銷售區，貨倉及食  
物配製地方等

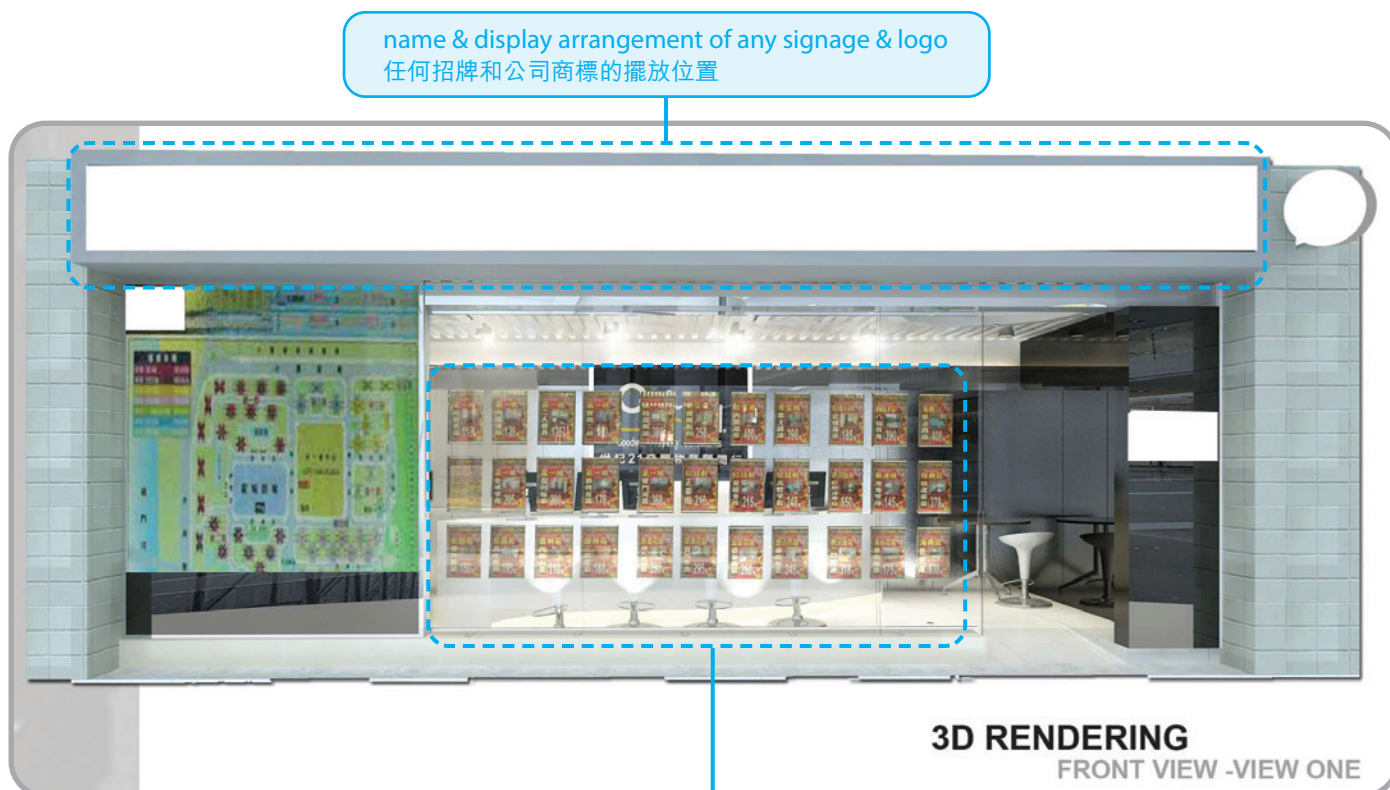
Show finishing materials /  
colour scheme indication  
展示完成飾面物料 /  
選用色調指示

With clear  
dimensions  
展示清晰尺寸

## 2.2 Perspective Drawings / Photo Montage 透視圖 / 合成照片

(with at least 2 views drawings submission – Shopfront &amp; Interiors)

(需要提交最少兩個視點的設計圖 – 鋪面和室內)



Perspective Rendering (Shopfront)  
預期的效果透視圖（鋪面）



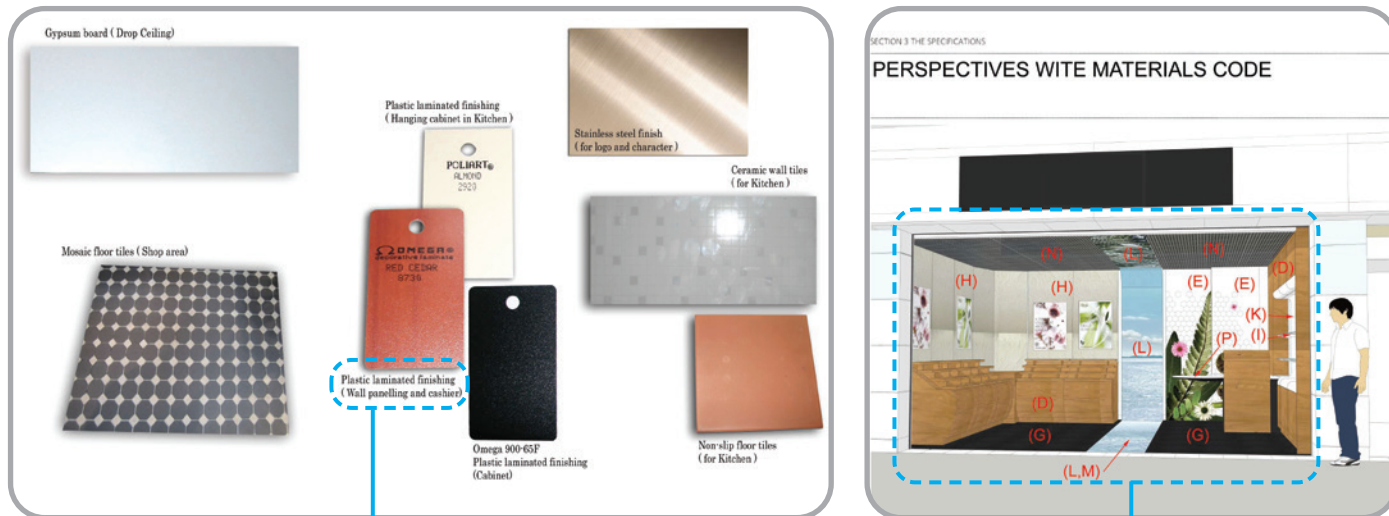
Perspective Rendering (Interiors)  
預期的效果透視圖（室內）



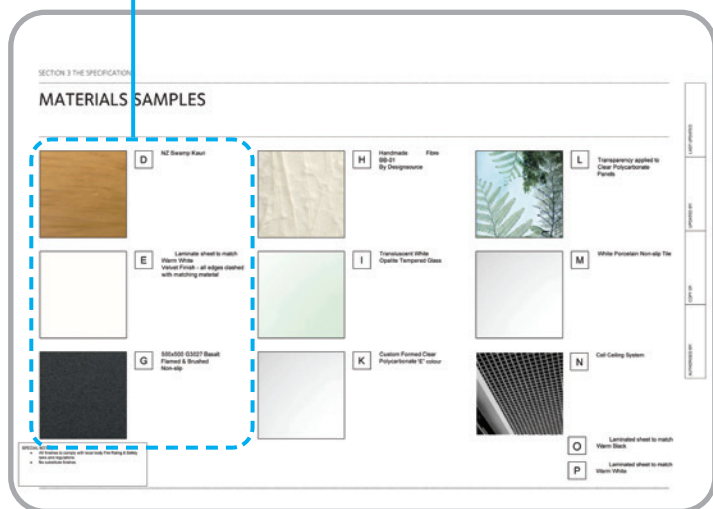
Perspective Rendering (Interiors)  
預期的效果透視圖（室內）

2.3 Materials Board 物料樣板

Actual samples submission  
提交真實樣辦



with clear specifications and indicate location  
必須列明詳細規格及使用位置



SD576  
Comvita Hang Hau  
MTR HK  
3 September, 2009

Material List

Item	Description	Code	Size	Place of Origin	Attachment
<b>Flooring</b>					
1	Basalt stone Flamed & Brunched	G	500X500	Local supplier	sample board/Specification 6
2	White stone	M	700W	Local supplier	sample board
3	Scotchcal Overlaminate Film 3645	Q		Enrich n Seal	Specification 1
4	Sealer on Basalt stone	R			Specification 3
<b>Ceiling</b>					
5	Cell ceiling system	N	100X100	Dragon C-series	Specification 2
<b>Wall Finishes</b>					
6	PVC Lamented Sheet/light beige	E		Formica	sample board
7	Handmade Paper Fibre /Firepro coating	D		Design Source/imported NZ	sample board
8	Scotchcal Overlaminate Film 3645	Q		3M	Specification 1
<b>Cabinet Finishes</b>					
9	PVC Lamented Sheet/black	O		Formica	
10	PVC Lamented Sheet/White	P		Formica	
11	NZ Swamp Kauri Veneer	D		Woodstar/imported NZ	sample board
12	Clear Tempered Glass	I		Pikington glass/imported NZ	sample board
13	Polycarbonate	L		Imported NZ	Specification 4
<b>Lighting</b>					
1	Cabinet & Light box IS batten	S		PHILIPS Vector IS	Specification 5
2	Transformer of recess ceiling spot light			PHILIPS	Specification 7

Materials Board (colour material photos submission)  
物料樣辦 (可提交彩色物料照片)

## 3.1 Signage 招牌

- Standard Shop Front Signage & Oval Sign would be provided by MTR.  
標準舖面招牌和橢圓形標誌將會由港鐵提供。
- Other additional shop front signage installation would not be allowed.  
不允許安裝其他舖面招牌。



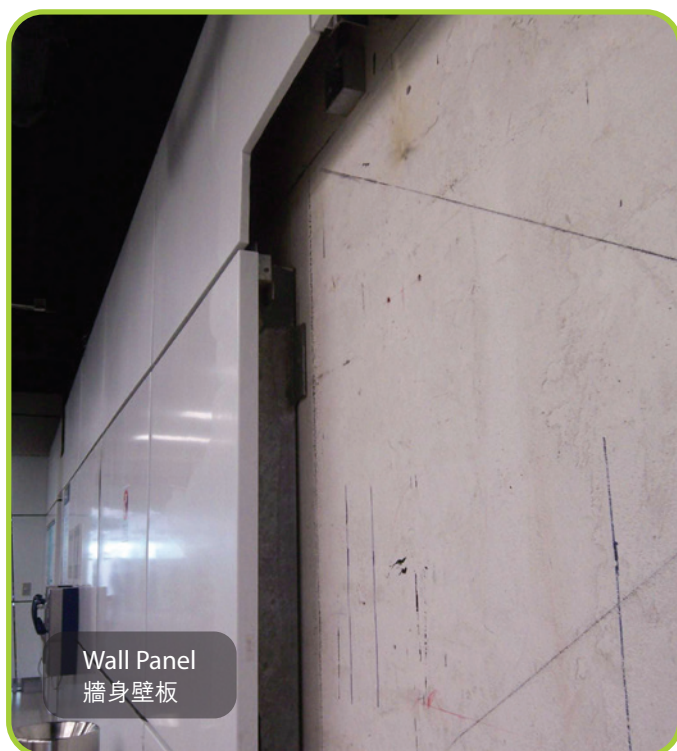
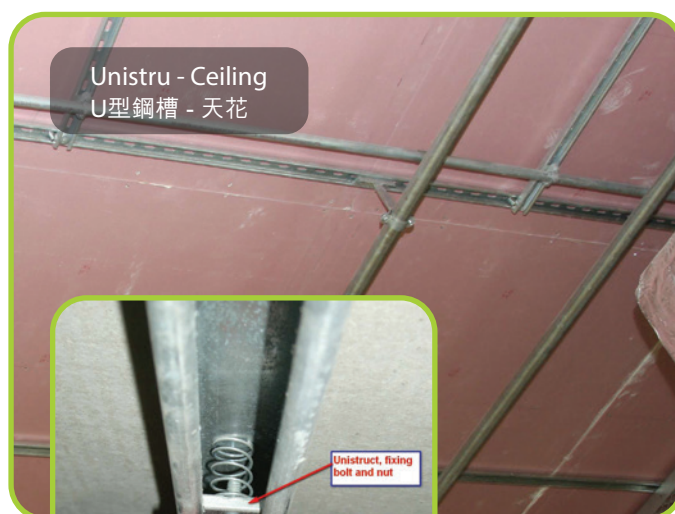
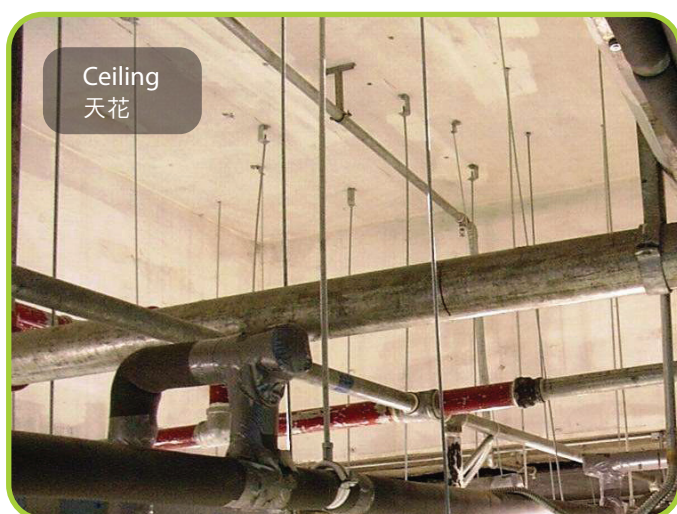
Shop Signage with different design  
(not accepted in MTR station shops)  
不同設計的舖面招牌  
(不適用於港鐵站商店)



Standard Shop Signage provided by MTR  
標準舖面招牌由港鐵提供

### 3.2 Installation Method for Ceiling and Wall Panel (if applicable) 假天花和牆身壁板的安裝方法（如適用）

- Standard Unistrut for ceiling / wall panel installation would be provided by MTR (if applicable).  
假天花板 / 牆壁專用的標準U型鋼槽安裝將由港鐵提供（如適用）。
- Other additional supporting installation with fixing details should be submitted for further approval  
商戶如需加裝其他額外承托物料，需要提交詳細安裝資料以便審核。



General Installation Method  
一般安裝方法

Standard Unistrut provided by MTR (if applicable)  
由港鐵提供的標準安裝結構裝置（如適用）

### 3.3 Installation of Large Size Food Equipment (if applicable) 安裝大型食物設備（如適用）

- All large size of food equipment installed in the front-of-house are to be shrouded or decorated by sticker which shall incorporate into the overall shop design (if applicable).  
所有放置在舖面的大型食物設備安裝時應該予以覆蓋，或以標貼裝飾，以併入整個商店設計（如有）。



**General Finishing of Large Food Equipment  
(not accepted in MTR station shops)**  
一般大型食物設備的飾面外觀  
(不適用於港鐵車站商店)



**Large Food Equipment installed in the front-of-house  
are to be shrouded (if applicable)**  
安裝在舖面的大型食物設備應該予以覆蓋（如適用）

## 4.1 Sprinkler Head Type and Design Requirement

### 花灑頭類型和設計要求

- If sprinkler installation under false ceiling is required, it shall be supplied and installed by the tenant according to latest FSD's requirements. Please note as follows:  
商戶如需要於假天花板下安裝自動灑水系統，商戶需自行負責該工程，並確保工程符合香港消防處之相關規定及要求。請注意以下各項：
  - a. Sprinkler layout plan shall be submitted for approval.  
商戶必須提交自動灑水系統設計圖，以供批核。
  - b. Sprinkler head shall be of quick response type at 68°C.  
花灑頭必須屬於攝氏68度快速反應類型。
  - c. Sprinkler head measured perpendicular from wall/partition shall not exceed 1.5m.  
花灑頭由牆/間隔板垂直量度不得超過1.5米。
  - d. Spacing between sprinkler heads shall be at least 2m.  
每個花灑頭之間的距離不得少於2米。
  - e. Typically, the coverage of each sprinkler head is 9 sq m. (3m x 3m).  
一般而言，每個花灑頭的覆蓋面積是9平方米（3米 x 3米）。



**Sprinkler Head (Normal Type)**  
**(not accepted in MTR station shops)**  
花灑頭（標準型）  
（不適用於港鐵車站商店）



**Sprinkler Head (Quick response type at 68°C)**  
花灑頭（攝氏68度快速反應類型）

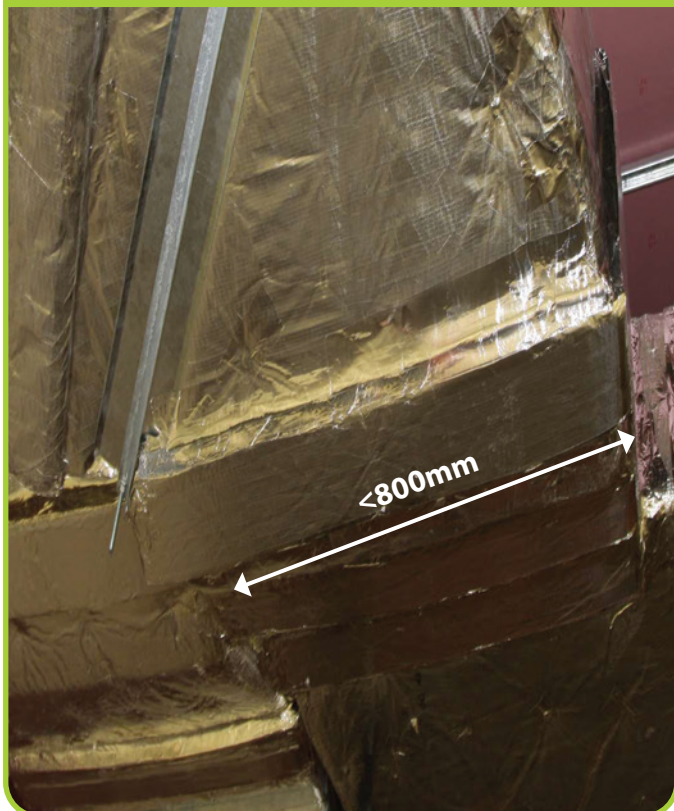


## 4.2 Additional Sprinkler Location 額外花灑頭位置

- Additional sprinkler heads shall be provided under exhaust hood or any installations exceeding 800mm width.

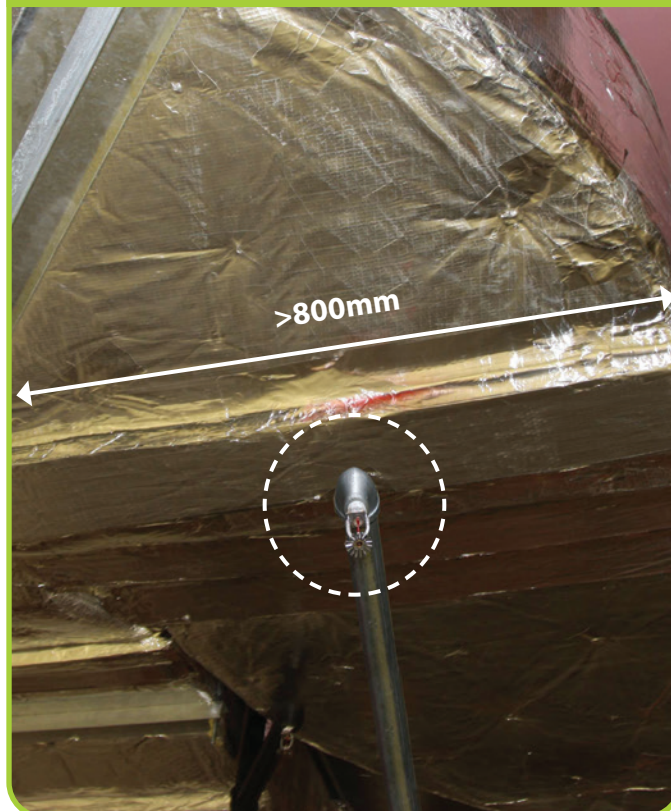
額外的花灑頭需安裝於抽煙罩或寬於800毫米的遮蓋物之下。

ACCEPTED IN MTR SHOPS  
適用於港鐵站商店



Exhaust hood / Obstruction within 800mm width  
抽煙罩 / 800毫米闊度以內的遮蓋物

ACCEPTED IN MTR SHOPS  
適用於港鐵站商店



Exhaust hood or any installations exceeding 800mm width, add sprinkler head (dotted line)  
抽煙罩 / 寬於800毫米的遮蓋物，需加上花灑頭（虛線示）

### 4.3 Sprinkler Clearance 花灑頭空間

- A clearance space of 500mm should be maintained below the sprinkler deflector level as the protected area.

花灑頭灑水導向板同一水平下必須預留有500毫米高度距離的空間，以確保消防灑水系統的有效覆蓋範圍。



**General Full Height Wall Panel Display**  
(not accepted in MTR station shops)

一般全高牆身壁板陳列方式  
(不適用於港鐵車站商店)



**A clearance space of 500mm should be maintained**  
**below the sprinkler level as the protected area**  
必須在花灑頭同一水平下預留有500毫米高度距離的空間

## 5.1 Electrical System Design Requirement 電力系統設計要求

- All electrical installations shall comply with EMSD's latest Code of Practice for the Electricity (Wiring) Regulations.  
所有電氣安裝均應遵守機電工程最新的《電力（線路）規例工作守則》。
- A minimum clearance space of 600 mm should be provided for the full width and in front of all low voltage switchgear having a rating not exceeding 100 amperes (900mm clearance for those exceeding 100 amperes).  
所有額定值不超過 100A 的低壓開關設備應在設備所在處前面（範圍不少於其闊度）最少留空 600 毫米的間隙空間（超過 100A 最少留空 900 毫米的間隙空間）。
- Kiosk/Concession electrical loading assessment form with schematic diagrams shall be prepared by REW and submitted for approval.  
店舖電氣負載評估表格和示意圖應由註冊電業工程人員預備進而提交批核。
- All electrical appliances with safety compliance test certificates shall be submitted for approval.  
所有電器聯同相關安全合規性測試證書均應提交批核。
- Time control system shall be provided for lighting and non-essential equipment.  
客戶應為照明和非必要設備提供時間控制裝置。
- G.I. conduit complying with BS EN 61386-21, IEC 61386-21 / BS 4568: Parts 1 with Class 4 protection or equivalent shall be used.  
必須使用符合標準BS EN 61386-21, IEC 61386-21 / BS 4568: Parts 1 with Class 4保護或同等的鍍鋅鐵導管。



**General G.I. conduit without marking**  
(not accepted in MTR station shops)  
一般未有標明相關標準的鍍鋅鐵導管  
(不適用於港鐵站商店)



**BS 4568 Part 1&2 Class 4 G.I. conduit**  
英國標準4568 第1和2部，第4級別的鍍鋅鐵導管

## 5.2 Electrical Cables 電線

- All electrical cables shall be specified as XLPE/LSOH and LSOH complying with BS6724 & 7211.  
所有電線必須標明為交聯聚乙烯 / 低煙無毒和低煙無毒，並且符合英國標準6724及7211(BS6724 & 7211)。
- Separate circuit protective conductors shall be provided for each circuit.  
每個電路應提供單獨的電路保護導體。
- New colour coded cables have to be used in newly fixed electrical installations.  
新固定電力裝置必須使用新顏色代碼電線。



**General PVC cables**  
(not accepted in MTR station shops)  
一般聚氯乙烯電線  
(不適用於港鐵車站商店)



**XLPE/LSOH and LSOH cable**  
交聯聚乙烯 / 低煙無毒和低煙無毒電線

### 5.3 Lighting – General Light Fittings 照明 — 一般照明裝置

- Exposed fluorescent lighting will not be allowed in the visualize area.  
商戶在店舖的視線範圍內，不允許使用沒有遮蔽的照明光管。
- Catalogs and test certificate of light fittings shall be submitted for approval.  
商戶需要提交照明裝置和所有電器的產品目錄和測試證明，以作批核。
- Color Temperature of the light fittings in between 2700K - 3000K.  
照明裝置的色溫應該介乎2700K - 3000K為宜。
- Control devices of LED shall be located at proper location (e.g. good ventilation and fixed location).  
發光二極體的 control 裝置應放置在適當的位置（例如：通風良好且固定的位置）。



**Exposed Fluorescent lighting**  
(not applied in the visualize area)  
沒有遮蔽的照明光管  
(不適用於店舖的視線範圍內)



**Catalogs, Type Test Certificate of light fittings**  
照明裝置產品目錄和測試證明

## 6.1 Flexible Air Ducts 軟風管

- All flexible air ducts shall comply with BS 476 Part 6&7 Class 'O'.  
所有軟風管必須為英國標準476 第6及7部O級別 (BS 476 Part 6&7 Class 'O') 。



**General insulated alum. flexible air duct without marking**

**(not accepted in MTR station shops)**

一般未有標明相關標準的玻璃棉鋁身軟風管  
(不適用於港鐵車站商店)



**BS 476 Part 6&7 Class 'O' insulated alum. flexible air duct**

英國標準476 第6及7部O級別 (BS 476 Part 6&7 Class 'O')  
的玻璃棉鋁身軟風管

## 6.2 Chilled Water Pipes 冷凍水管

- All chilled water pipes shall be applied of black mild steel tubes to BS 1387 "Heavy" Grade and specify clearly with markings.

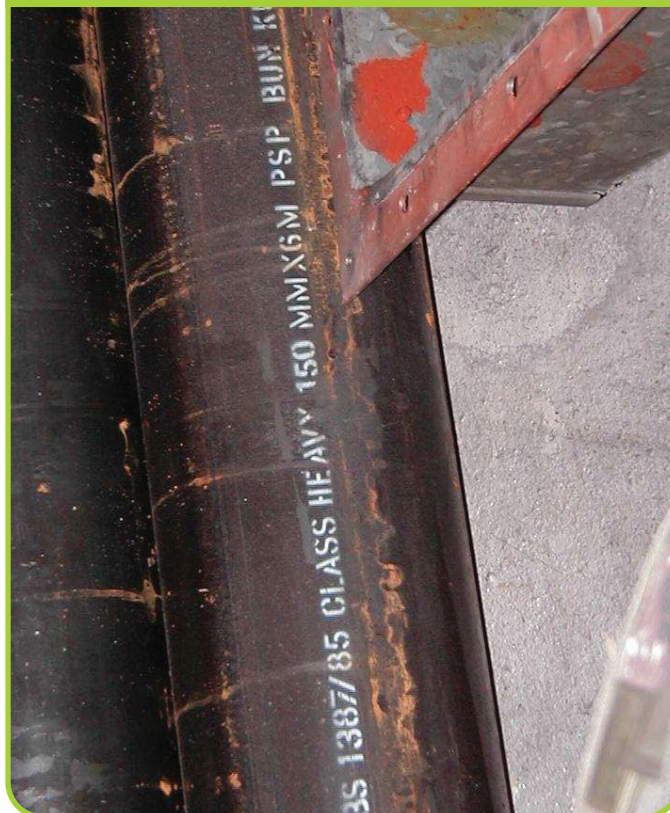
所有冷凍水管必須標明為英國標準1387（BS 1387）重級別的黑鋼管。



**General water pipes without marking  
(not accepted in MTR station shops)**

一般未有標明相關標準的水管  
(不適用於港鐵車站商店)

ACCEPTED IN MTR SHOPS  
適用於港鐵站商店



**Black mild steel tubes (BS 1387 "Heavy" Grade)  
英國標準1387（BS 1387）重級別的黑鋼管**

### 6.3 Thermal Insulation for Chilled Water Pipes 冷凍水管的保溫隔熱效能

- BS476 Part 6&7 'Class O' shall be applied for chilled water pipe and specify clearly with markings.  
冷凍水管的保溫隔熱效能必須符合英國標準476 第6及7部O級別 (BS 476 Part 6&7 Class 'O')。



#### General thermal insulation without marking for chilled water pipe

(not accepted in MTR station shops)

一般未有標明相關標準的保溫隔熱  
(不適用於港鐵站商店)

ACCEPTED IN MTR SHOPS

適用於港鐵站商店



#### Thermal insulation for chilled water pipe (BS 476 Part 6&7 "Class O")

有保溫隔熱效能的冷凍水喉並符合英國標準476第6及7部O級別 (BS 476 Part 6&7 Class 'O')



## 6.4 Condensate Drain Pipes 冷凝去水管

- All condensate drain pipe shall be applied of galvanized steel tubes to BS 1387 "Medium" grade and specify clearly with markings.

所有冷凝去水管必須標明為英國標準1387（BS 1387）的鍍鋅鋼管。



**General condensate drain pipe  
(not accepted in MTR station shop)**  
一般未有標明相關標準的冷凝去水管  
(不適用於港鐵車站商店)



**Galvanized steel tubes (BS 1387 "Medium" Grade)**  
英國標準1387（BS 1387）中級的鍍鋅鋼管

## 6.5 Thermal Insulation for GI Condensate Drain Pipes

### 鍍鋅冷凝去水鋼管的隔熱效能

- Thermal insulation BS476 Part 6&7 'Class O' shall be applied for GI condensate drain pipes.  
鍍鋅冷凝去水鋼管的隔熱效能必須符合英國標準476 第6及7部O級別 (BS 476 Part 6&7 Class 'O') 。



**General thermal insulation**  
(not accepted in MTR station shops)  
一般未有標明相關標準的保溫隔熱  
(不適用於港鐵站商店)



**25mm thickness of thermal insulation (BS 476 Part 6&7 "Class O")**  
有保溫隔熱效能的鍍鋅冷凝去水鋼管並符合英國標準476 第6及7部O級別 (BS 476 Part 6&7 Class 'O')

### 7.1 Conduit / Pipe Work 導管工程

- NO UPVC and PVC can be used inside the shop and only metal conduits are accepted.  
不可在店舖內使用硬塑膠料或聚氯乙烯，只可使用金屬導管。
- Flexible conduit is required, in either bare surface or with LSOH sheath.  
軟導管必須是光面或有低煙無毒保護層包裹。



**General Conduits - UPVC or PVC**  
(not accepted in MTR station shops)  
一般導管 — 硬塑膠料或聚氯乙烯  
(不適用於港鐵站商店)



**Metal Conduits**  
金屬導管

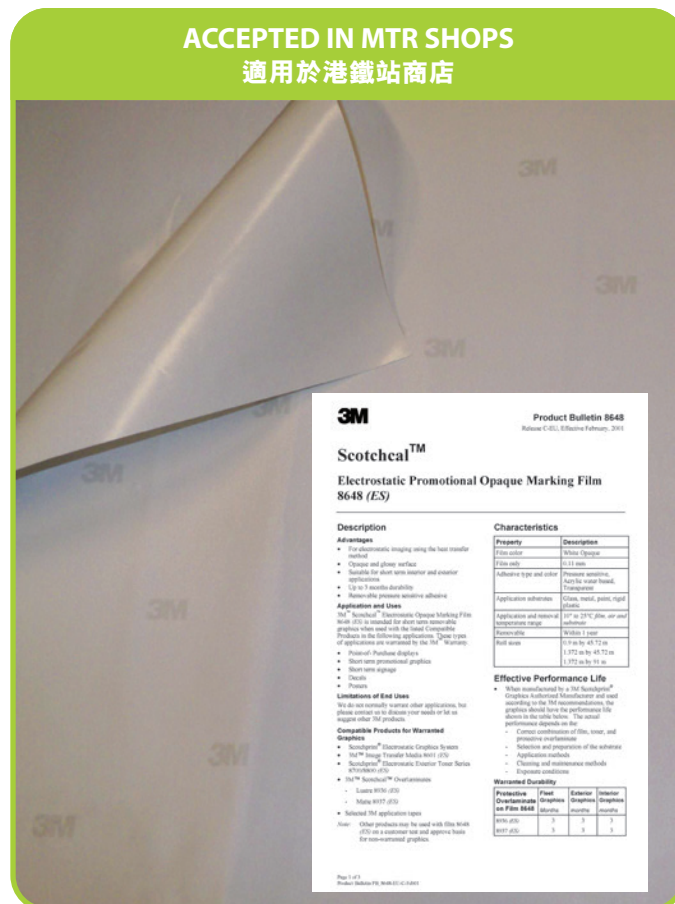
## 7.2 Sticker 標貼

- 3M series 8648, IJ1220 series or any equivalents which complied with the standard of BS 476 Part 7 and class 1 would be accepted.

可以選用3M系列8648及IJ1220或任何符合英國標準476：第7部1級（BS 476 Part 7）。



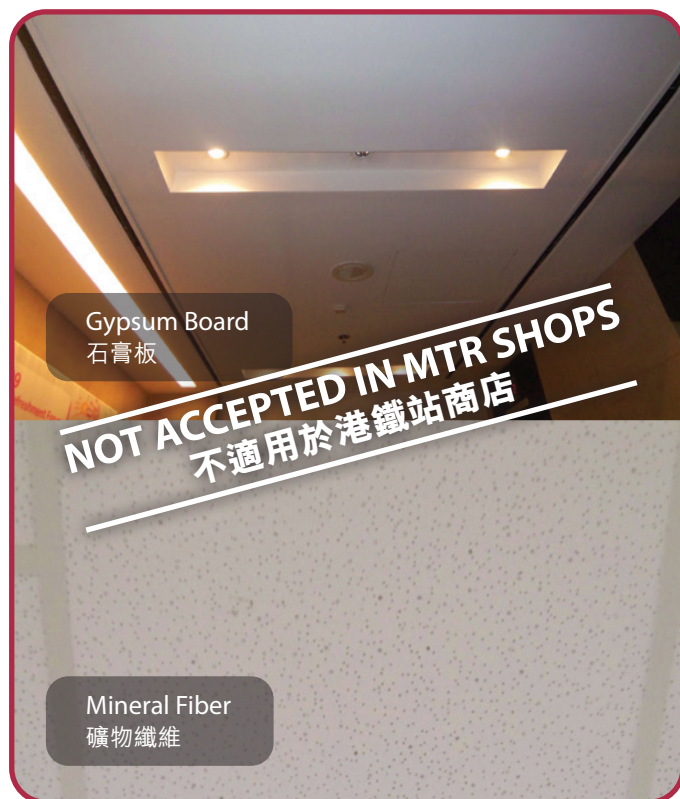
**General Stickers**  
(not accepted in MTR station shops)  
一般標貼  
(不適用於港鐵車站商店)



**3M Sticker**  
(w/ product specifications)  
3M標貼  
(附產品規格)

### 7.3 Perforated False Ceiling (for shops with Smoke Extraction System) 附有排孔的假天花板（適用於設有排煙系統的店舖）

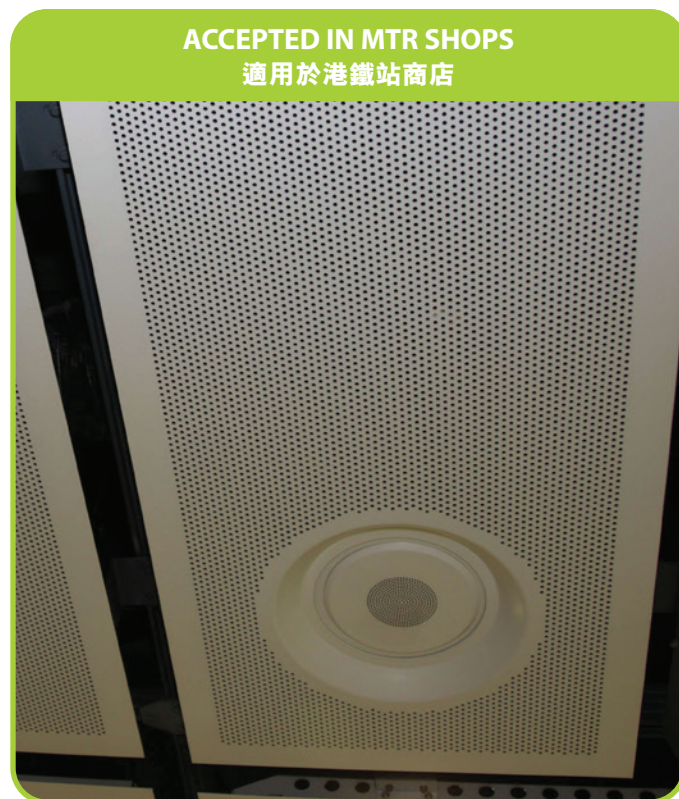
- To enable the space above false ceiling to act effectively as a smoke reservoir, perforated ceiling is required:  
為了讓假天花板不妨礙排煙系統運作，必需使用有排孔的天花板：
  - a. False ceiling with evenly distributed 25% - 40% or 40% - 50% effective perforation at 3m or less level shall be provided to meet statutory requirements. (% varies depend on different layout)  
在三米或以下的假天花板上需要預留25% - 40%或40% - 50%的有效排孔分佈，以符合法定要求。  
(排孔分佈的比例需視乎不同車站而定。)
  - b. The diameter of the perforated ceiling holes shall not be less than 5mm.  
假天花板上的排孔直徑不得少於5毫米。
  - c. All the installations (including ductworks, lighting, etc.) with less than 300mm in clearance height above the false ceiling are regarded as blockage in calculation.  
所有安裝於假天花板上的設備（通風管，照明等）及高度距離少於300毫米者，皆被視為阻礙物。
  - d. The clearance from false ceiling, ducting or other installations to the smoke extraction air grille (SEG) shall be at least 600mm.  
所有喉管、假天花及其他天花裝置與排煙口的空間不得少於600毫米。



**General False Ceiling**  
(not accepted in MTR station shops smoke extraction systems)

一般假天花板

(不適用於需要排煙系統的港鐵車站商店)



**Perforated False Ceiling**  
附有排孔的假天花板

## 7.4 Surface Finishing Materials 完成飾面物料

- All Fabrics, timber & wall paper surface should be coated with an approved flame retardant paint complied with BS 476 Part 7.  
所有纖維，木材及牆紙皆需要塗上英國標準476：第7部認可的防火油漆。
- Flammable surface finishing materials would not be allowed.  
不允許易燃性飾面物料。



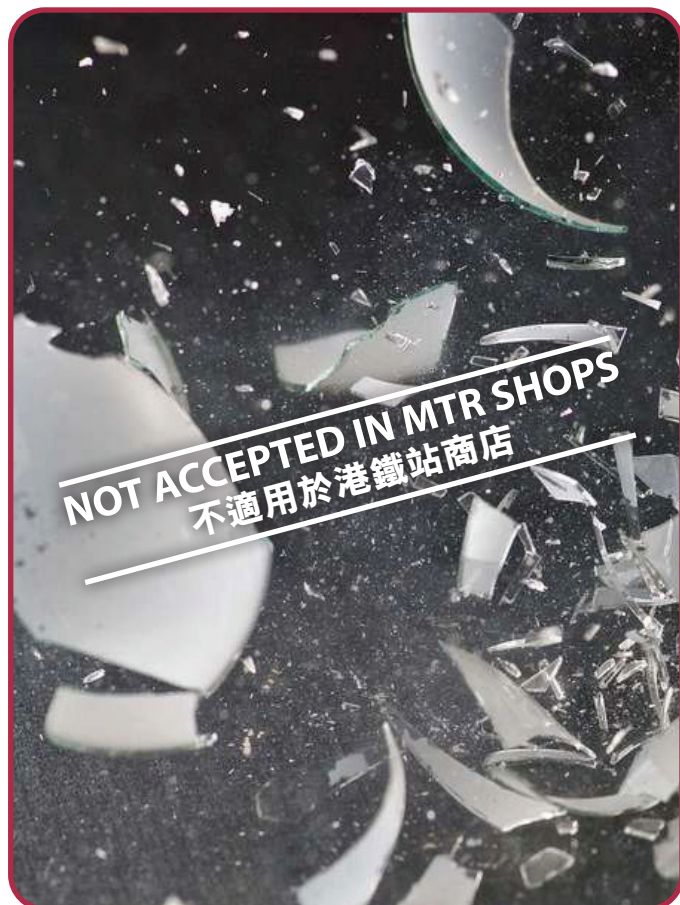
General Surface Finishing materials  
(not accepted in MTR station shops)  
一般完成飾面物料  
(不適用於港鐵車站商店)



General Surface Finishing materials  
(coated with an approved flame retardant paint)  
一般完成飾面物料  
(塗上獲得認可證明的防火油漆)

## 7.5 Glass 玻璃

- General Glass Panel would not be allowed.  
不允許一般玻璃。
- All glass panels shall be made of tempered glass.  
所有玻璃必須使用強化玻璃。
- Shop front tempered glass panel shall have a minimum thickness equals to 12mm and complying with BS 6206 test report.  
舖面的強化玻璃其厚度不得少於12毫米並符合BS 6206測試報告。



**General Glass**  
(not accepted in MTR station shops)  
一般玻璃  
(不適用於港鐵車站商店)

ACCEPTED IN MTR SHOPS  
適用於港鐵站商店



**Tempered glass**  
強化玻璃

## 7.6 Plastic 塑膠

- No acrylic, flammable plastics and combustible materials shall be used.  
不得使用丙烯酸（亞加力膠），易燃塑膠和任何易燃物料。
- The use of Polycarbonate is preferred as the replacement of acrylic.  
可選用聚碳酸酯（不碎膠）作為替代物料。



**Acrylic**  
(not accepted in MTR station shops)  
丙烯酸（亞加力膠）  
(不適用於港鐵車站商店)

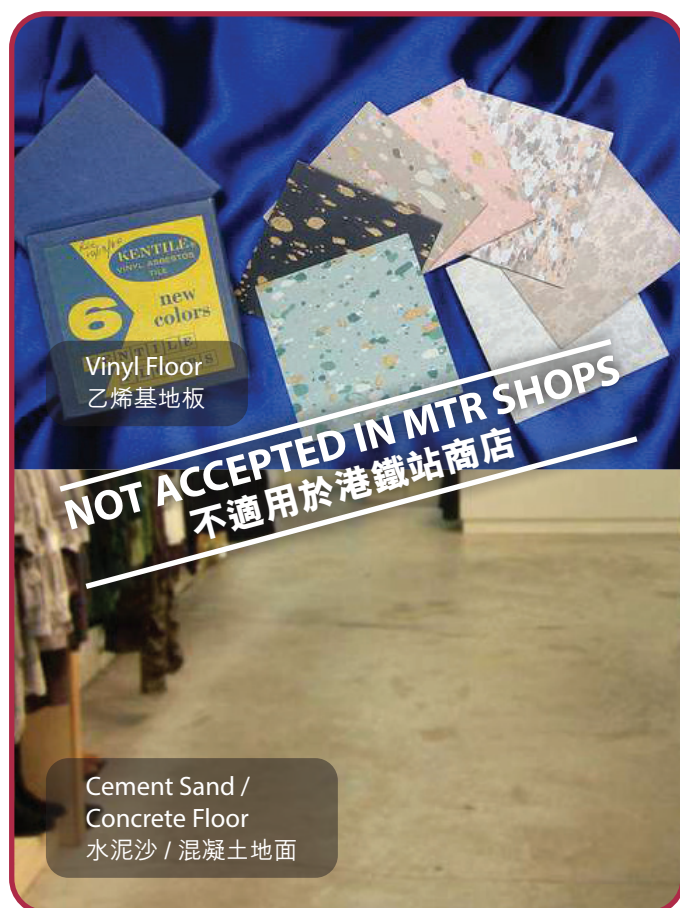


**Polycarbonate**  
聚碳酸酯（不碎膠）

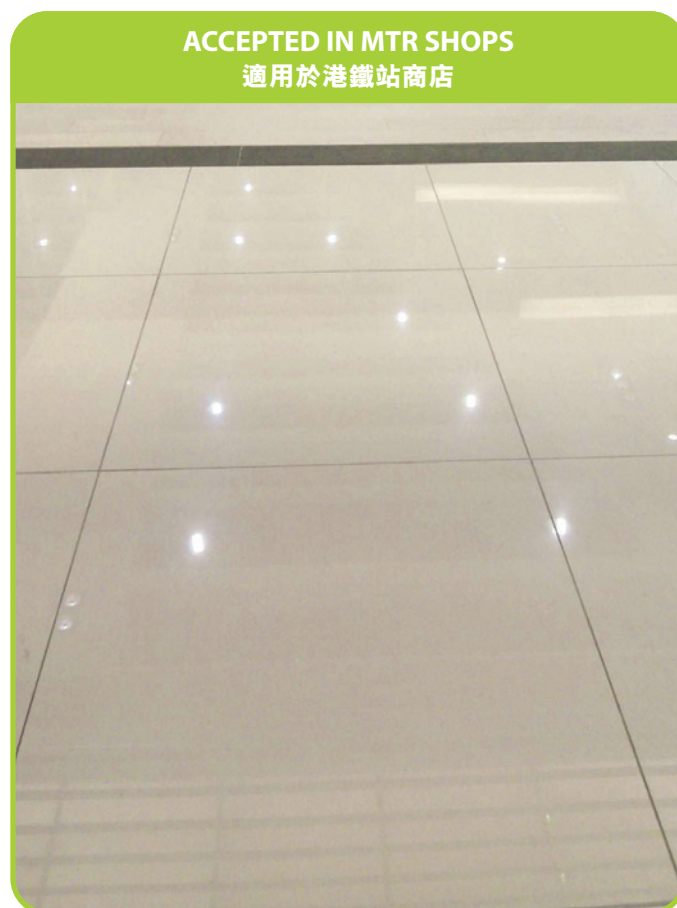


## 7.7 Flooring 地板

- Installation of PVC or concrete floor with bare finishing is prohibited. Any other floor finishing materials are also not recommended due to fire load and fire hazard.  
不得使用聚氯乙烯、混凝土或沙漿層的地面裝飾，為了預防火警，也不建議使用其他地板材料。
- Floor tiles are preferred and each unit should be at least 300mm X 300mm in size, with a coefficient of friction under DIN 51130 ( $\geq R9$ ) or ASTM C1028 (Wet  $\geq 0.6$ ).  
建議使用地磚為佳，尺寸最少應有300毫米X300毫米，防滑系數不可低於德國標準DIN 51130 ( $\geq R9$ ) 或美國材料試驗協會標準ASTM C1028（濕滑情況下  $\geq 0.6$ ）。



**General Floor Materials**  
(not accepted in MTR station shops)  
一般地板材料  
(不適用於港鐵車站商店)



**Non Slipped Floor Tiles (preferable)**  
防滑地板（建議使用）

## 8.1 Contact information of Reference Suppliers & Existing Maintenance Contractors (For Reference Only)

### 參考供應商及現有維修保養承辦商（只作參考）

#### Suppliers (For Reference Only)

##### 供應商（只作參考）

- Sticker  
標貼

Supplier Name 供應商	Contact No. 聯絡電話	Website 網站
3M Hong Kong Limited 3M香港公司	2806-6111 (TEL) 2969-5963 (FAX)	www.3M.com/hk/MCS

- Polycarbonate Sheet  
聚碳酸酯板（不碎膠）

Supplier Name 供應商	Contact No. 聯絡電話	Website 網站
THE SUN INTERNATIONAL SUPPLIES LIMITED 大信國際集團	2669-0868 (TEL) 2675-9768 (FAX)	www.thesun.com.hk

#### Existing Maintenance Contractors (For Reference Only)

##### 現有維修保養承辦商（只作參考）

- Fire Service  
消防服務

Supplier Name 供應商	Contact Person 聯絡人員	Contact No. 聯絡電話
"Johnson Controls" Addressable AFA + Conventional AFA	1) Gary Wong 2) Colus Yung	1) 9041-6696 2) 9207-6573
"Honeywell" Addressable AFA	MO Mak	9304-5252
"Thorn" Addressable AFA	WM Choi	9462-3004
"Siemens" Addressable AFA	Mr. Poon	9167-3133
Link-Foong (Water side)	1) Gary Wong 2) Colus Yung	1) 9041-6696 2) 9207-6573
ATAL	Christopher C W Ng	9436-9510
REC	Ivan Yip	2619-8859 / 6036-9110
Shiniyo	Mr. Tam	3126-9996 / 2623-6894 / 2623-6895

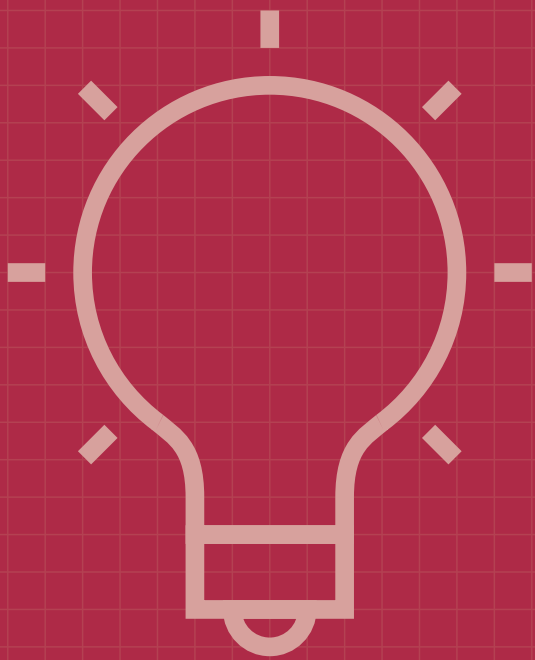
- Roller Shutter / Fire Shutter  
捲閘/消防捲閘

Supplier Name 供應商	Contact No. 聯絡電話
Sanwa Shutter (HK) Ltd. 三和捲閘（香港）有限公司	2833-6619 (TEL)
Bostwick Bo-Shan Shutter Co. (BBSS) 力寶山捲閘公司（BBSS）	2692-3399 (TEL)
Chung Tai Roller Shutter Co. Ltd. 中大捲閘有限公司	2465-9323 (TEL)
Suzuki Shutter Co. (HK) Ltd. 香港鈴木鐵閘廠有限公司	2576-4307 (TEL)

## 8.2 General Enquiry for Key Government Departments

### 香港特別行政區各有關政府部門之一般查詢

Name 部門名稱	Contact No. 聯絡電話	Website 網站
Building Department 屋宇署	1823 (TEL) 2626-1616 (TEL) 2537-4992 (FAX)	<a href="http://www.bd.gov.hk">www.bd.gov.hk</a>
Food and Environmental Hygiene Department 食物環境衛生署	1823 (TEL) 2868-0000 (TEL) 2869-0169 (FAX)	<a href="http://www.fehd.gov.hk">www.fehd.gov.hk</a>
Fire Services Department 消防署	1823 (TEL) 2723-8787 (TEL) 2311-0066 (FAX)	<a href="http://www.hkfsd.gov.hk">www.hkfsd.gov.hk</a>
Water Supplies Department 水務署	1823 (TEL) 2824-5000 (TEL) 2824-0578 (FAX)	<a href="http://www.wsd.gov.hk">www.wsd.gov.hk</a>
Electrical and Mechanical Services Department 機電工程署	1823 (TEL) 2808-3190 (TEL) 2890-7493 (FAX)	<a href="http://www.emsd.gov.hk">www.emsd.gov.hk</a>
Environmental Protection Department 環境保護署	1823 (TEL) 2838-3111 (TEL) 2838-3111 (FAX)	<a href="http://www.epd.gov.hk">www.epd.gov.hk</a>



# Smart tips

## 高效錦囊

# A

## Shop Front 鋪面

### A1 Signage / Logo Design 招牌 / 商標設計

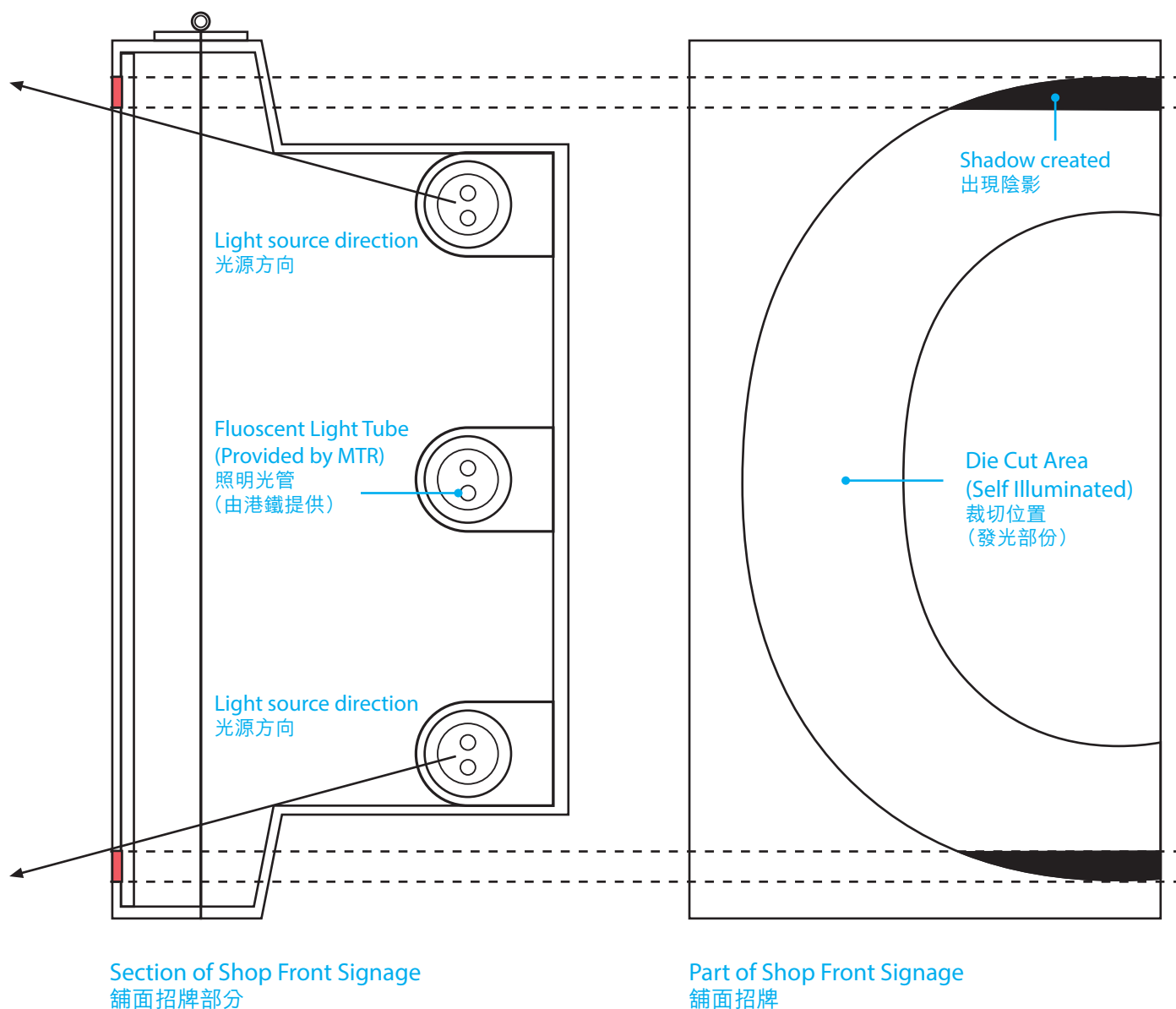


Option 1 - Shop Name Only  
選項 1 - 只顯示店名



Option 2 - Shop Logo + Shop Name  
選項 2 - 店舖商標 + 店名

## A2 Shop Front Signage Logo Design 鋪面招牌商標設計



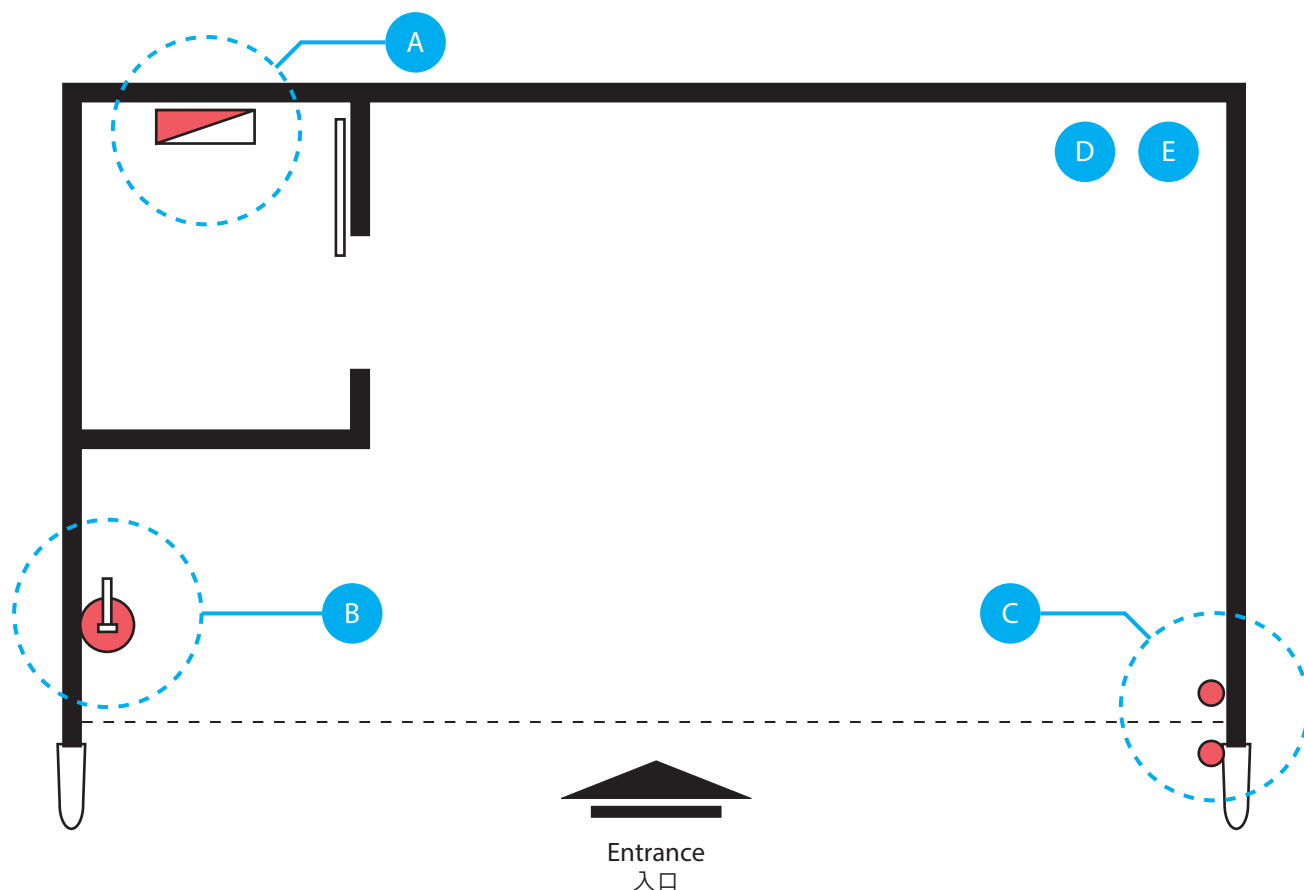
## Tips 錦囊

In all logo / shop name layout submissions, please be reminded to ensure the size of die cut area must be covered by the fluorescent lighting inside the lightbox to avoid shadows.  
 商戶提交不同商標/店名設計時，應注意確保招牌發光部份能完全被燈箱內的燈光覆蓋，以免出現陰影。

# B

## Layout & Space Planning 佈局及空間規劃

### B1 General provision items must be indicated in the layout plan 平面圖必須註明基本設備



A M.C.B. (Main Control Box)  
主電箱

B F/E (Fire Extinguisher)  
滅火筒

C Shutter Control Panel  
捲閘控制按鈕

D Drain Point (if any)  
排水口 (如有)

E Water Point and Sink (if any)  
供水點及水槽 (如有)

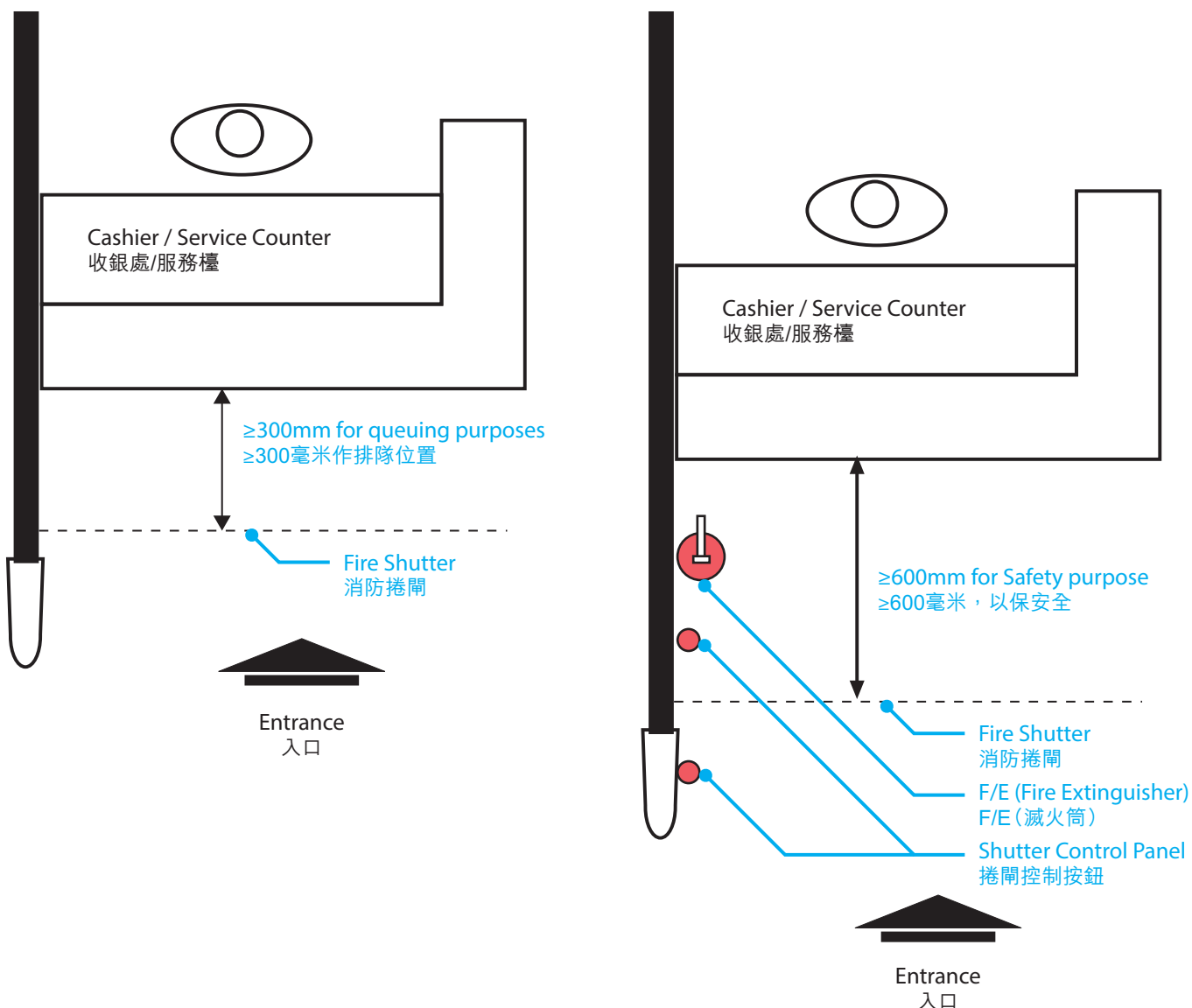


#### Tips 錦囊

For a general layout plan, the captioned items (MCB, F/E, and Shutter Control Panel) should be indicated clearly and submission would be disapproved if those items are missing.

以上三項設備（主電箱、滅火筒及捲閘控制按鈕）必須於基本平面圖上清晰標示，未有標示這些設備的平面圖將不會獲批。

## B2 Minimum dimension reserved for a queuing area 預留空間作排隊位置



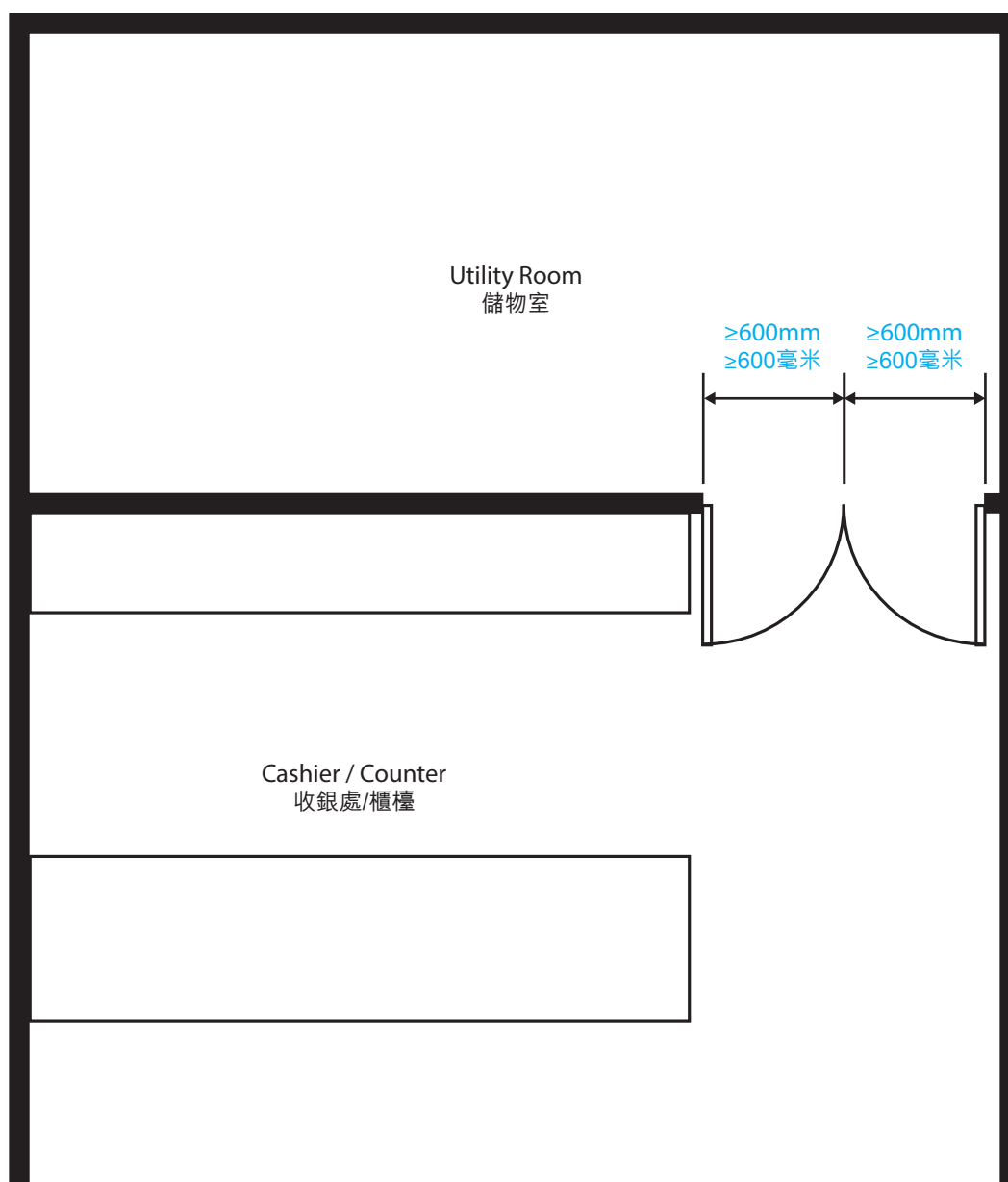
### Tips 錦囊

To avoid any obstructions to customers queuing at a station shop, a minimum 300mm of space should be reserved in front of the Cashier / Service Counter MUST released as queuing area. For all fire rated shops with fire equipment located on a side pane, a minimum 600mm of space must be reserved so that the equipment can be accessed by anyone in the event of an emergency.

為確保車站商店的顧客在排隊時不受阻礙，商戶在規劃整體佈局時，必須在收銀處/服務檯前預留至少300毫米的空間作排隊之用。至於所有非設有排煙系統的商舖，如果消防設備設於店舖的側板，商戶則必須在收銀處/服務檯前預留至少600毫米的空間，以騰出合理通道，確保任何人均可到達消防設備。



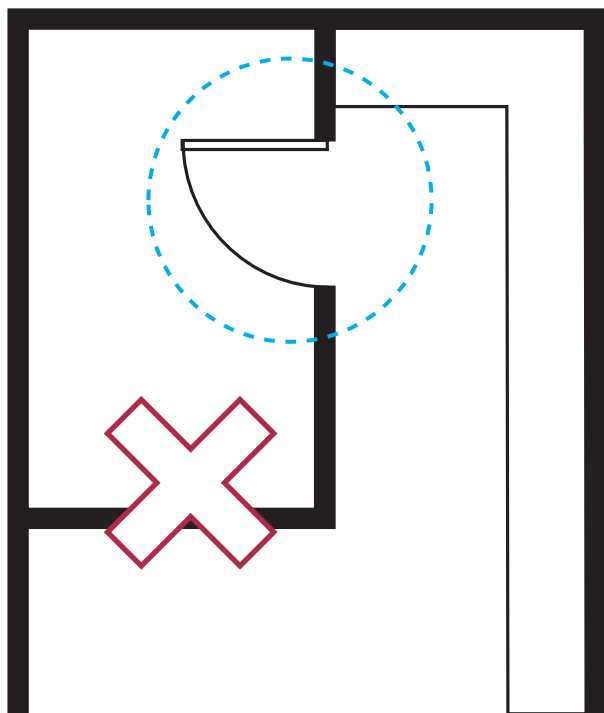
## B3 Double Swing Doors Design 雙掩門設計

**Tips 錦囊**

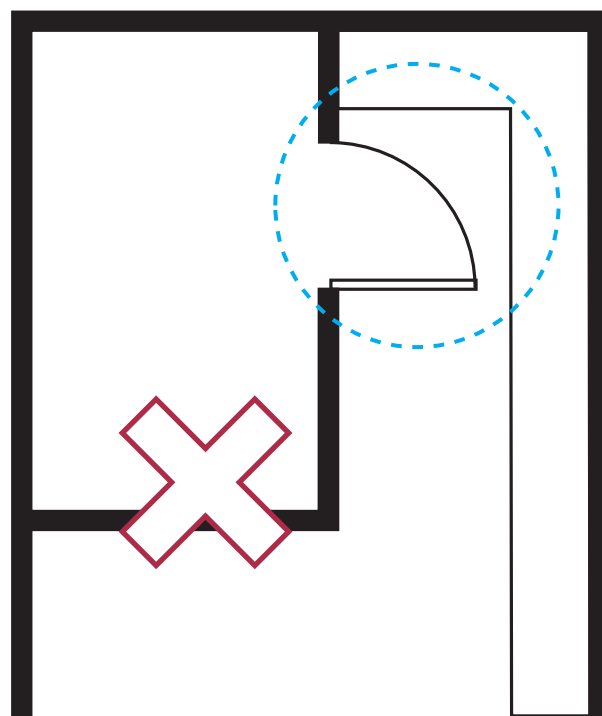
For safety reasons, a minimum width of 600mm is required for each door in the event of a double swing doors design.

基於安全理由，如果儲物室採用雙掩門設計，每道門需要至少闊600毫米。

## B4 Utility Room (Storage Area) Design 儲物室（儲物空間）設計



Swing in doors is not preferred  
不宜採用向內開設計



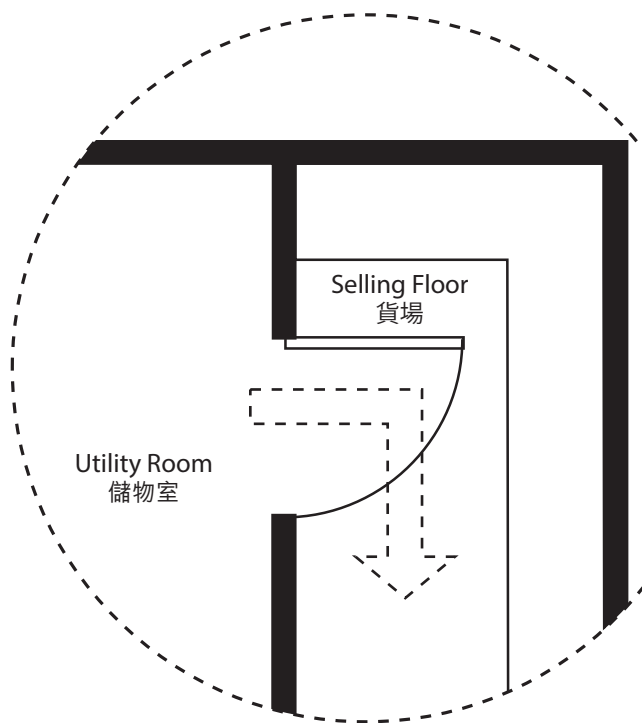
Escape path was blocked because of the wrong  
direction for door open  
開門方向錯誤導致逃生通道受阻



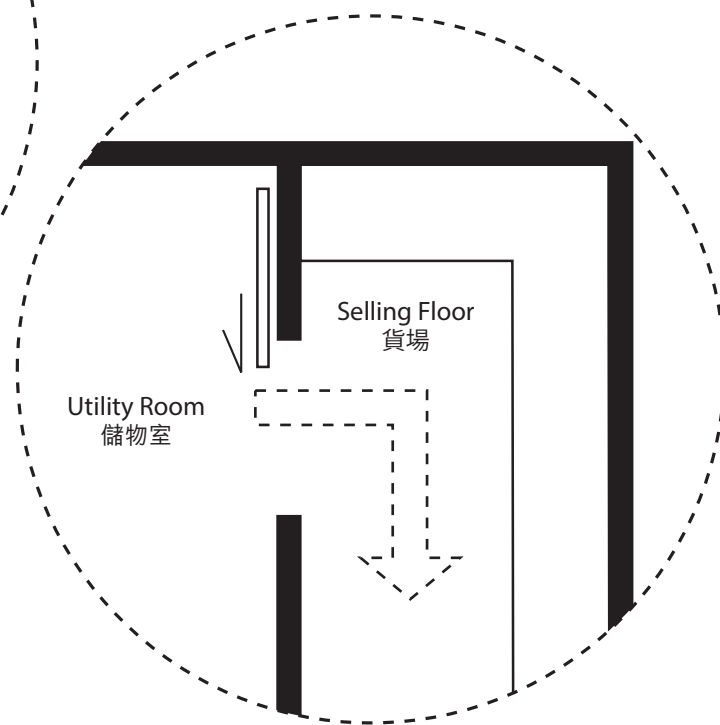
### Tips 錦囊

For safety reasons, swing in doors design should not be used and emergency exits should not be blocked.  
基於安全理由，掩門不應採用向內開設計，亦不應阻塞逃生通道。

## B5 Utility Room (Storage Area) Design 儲物室（儲物空間）設計



Door swing out and keep a clear escape path  
門向外開，保持逃生通道暢通



Use sliding door to release more space for the shop  
採用趟門設計增加店舖空間



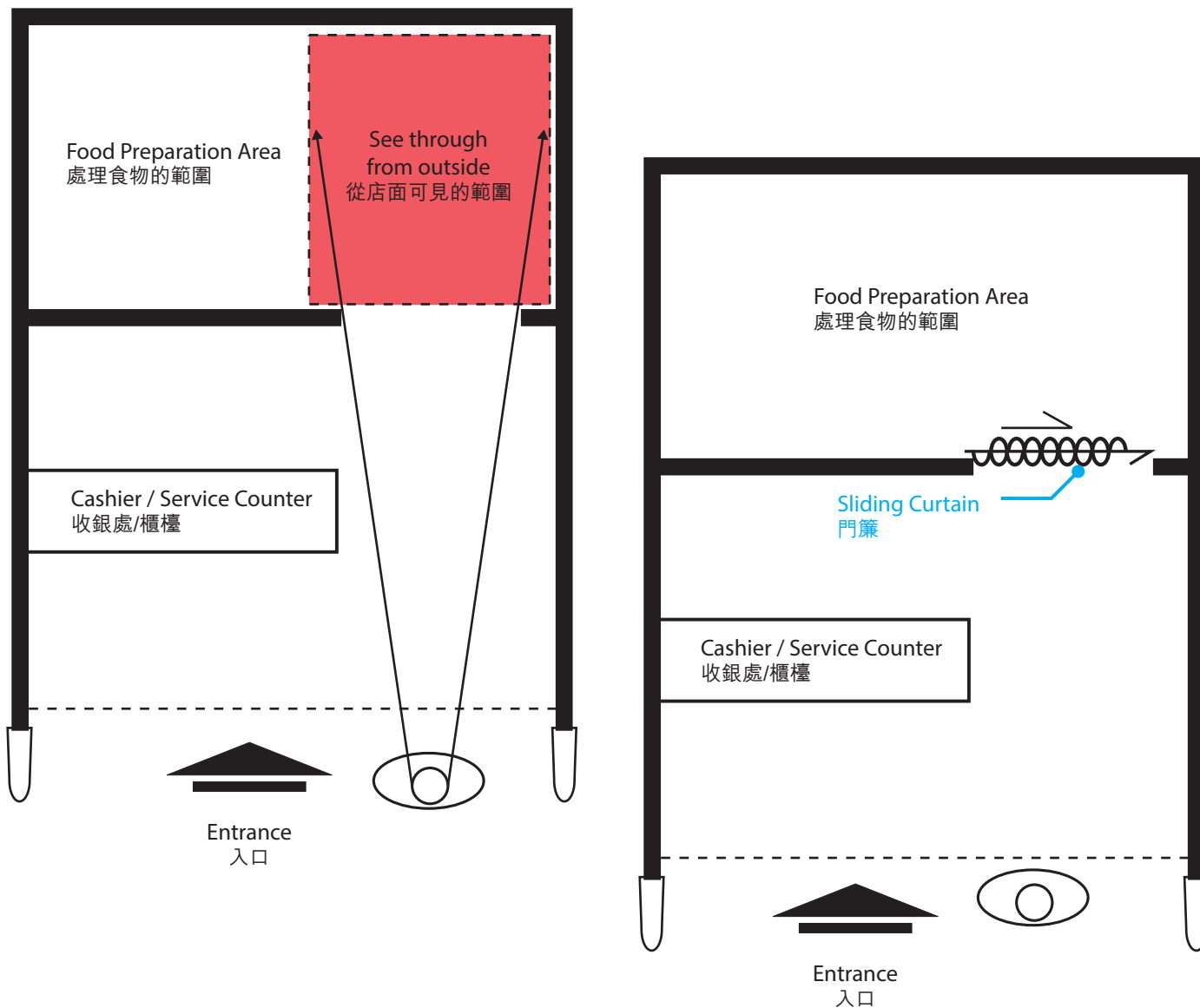
### Tips 錦囊

To ensure emergency exits are obstruction-free, swing out door is preferred. However, the use of sliding door is another alternative that can ensure emergency exits are free of obstructions and to maximise the public space of the shopping.

為保持逃生通道暢通，如果儲物空間有需要安裝掩門，掩門適宜向外開。商戶亦可選擇安裝趟門，設計不但可以保持逃生通道暢通，亦可增加店面的使用空間。

## B6 Entrance of Food Preparation Area (Store Room)

處理食物範圍（儲物室）的入口

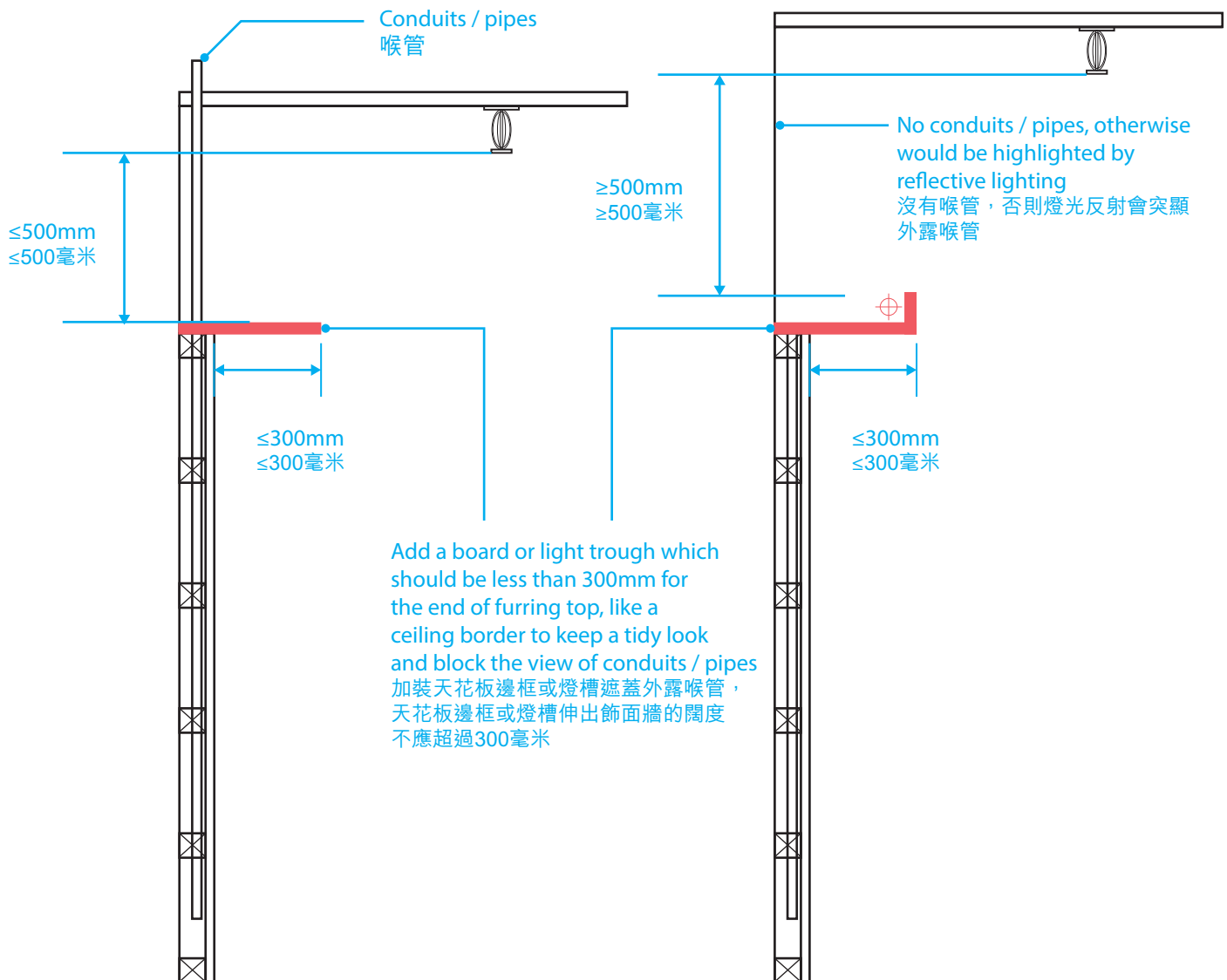


## Tips 錦囊

To project a neat and tidy impression and to ensure emergency exits are obstruction-free, a sliding curtain can be used to cover up overstocked stuff and equipment.

廚房門口位置可加裝簡單門簾，遮蔽囤積物品及設備，給人乾淨整潔的印象之餘，亦可保持逃生通道暢通。

## C1 Handling the exposed conduits / pipes (Opening Ceiling) 處理外露喉管（開放式天花）



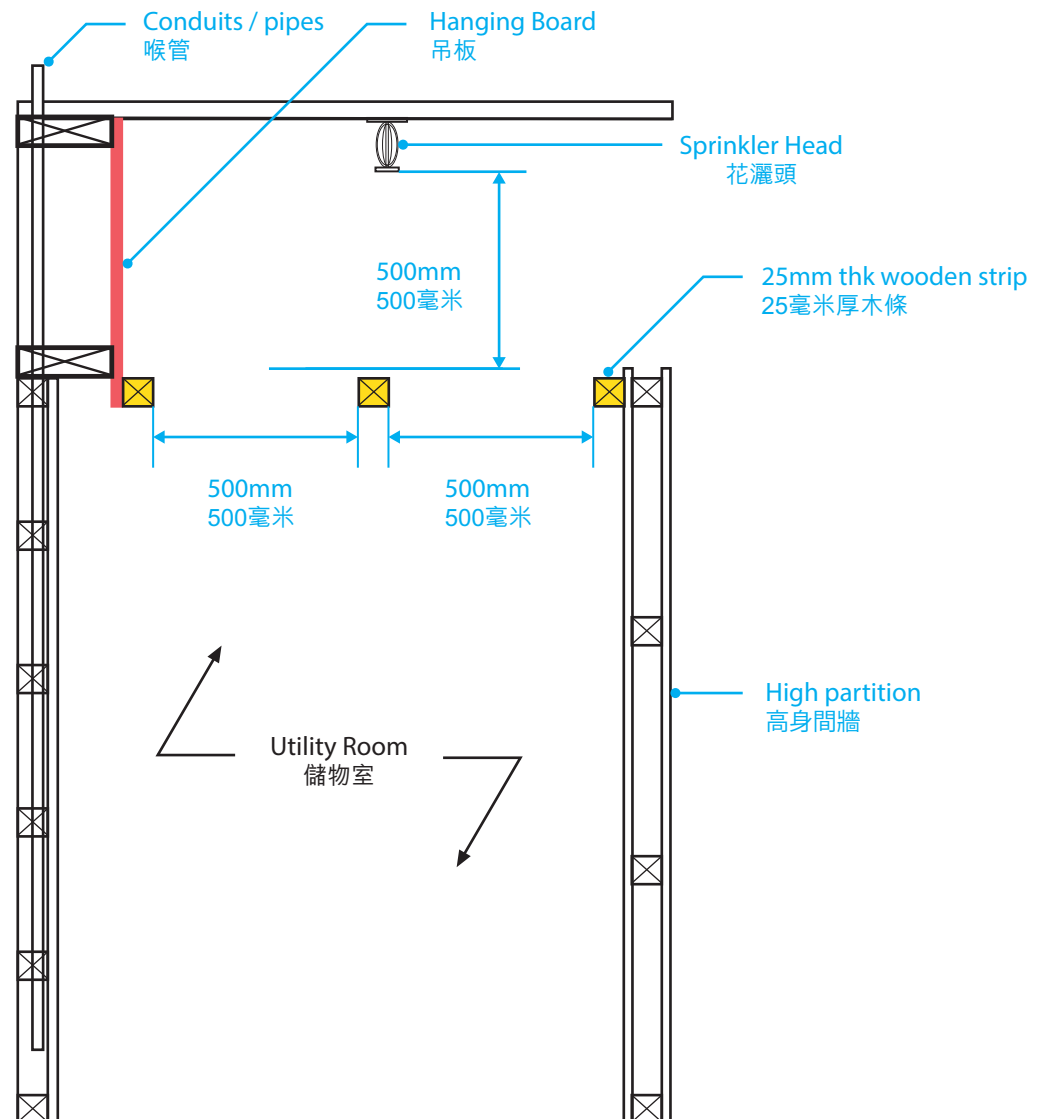
### Tips 錦囊

Consider adding a board which should be within 300mm in width for the furring to serve as a ceiling border in an open ceiling setting. This could be a solution to conduits / pipes being exposed. A light trough can also create a more attractive shopping ambience. However, it must have a minimum 500mm height clearance from the deflector of sprinkler heads.

採用開放式天花的店面可加裝天花板邊框遮蓋外露喉管，而伸出飾面牆的闊度不應超過300毫米。燈槽亦可令店面更美觀，加裝時要注意燈槽與花灑頭的高度距離須預留至少500毫米。

## C2 Handling the exposed conduits / pipes with Utility Room and maintain the store room ceiling (Open Ceiling)

處理儲物室的外露喉管及天花（開放式天花）



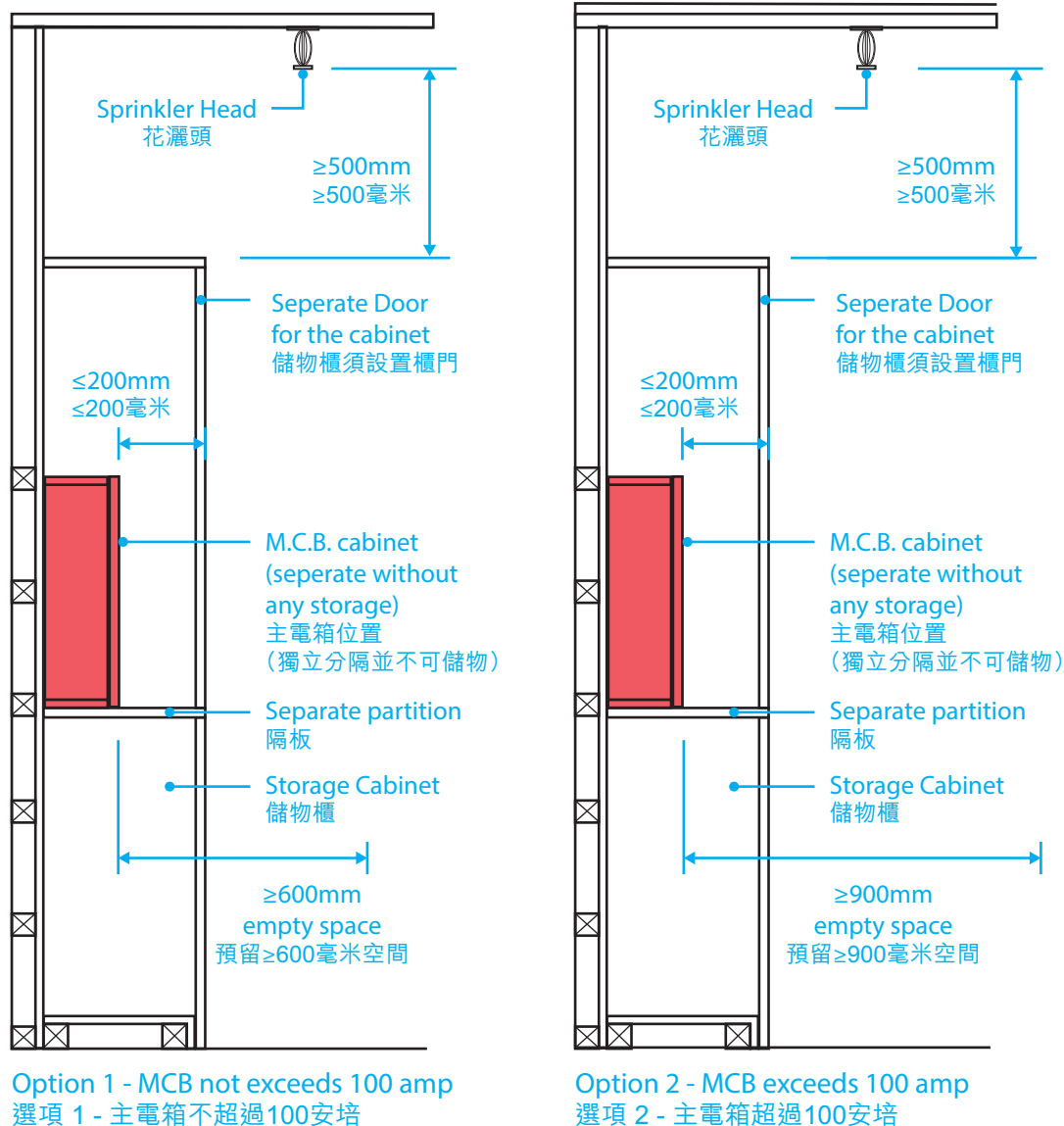
### Tips 錦囊

Consider adding a hanging board to cover up conduits / pipes being exposed at the back of the store room. Besides, wooden rods (each being 500mm apart) should be added to the tall partition wall of the store room.

加裝吊板遮蓋儲物室後方的外露喉管。另外，該儲物室的天花位置應加設木條（木條間距為500毫米）。

## D1 MCB Box Design to maintain a storage usage area

## 於主電箱位置加設儲物空間

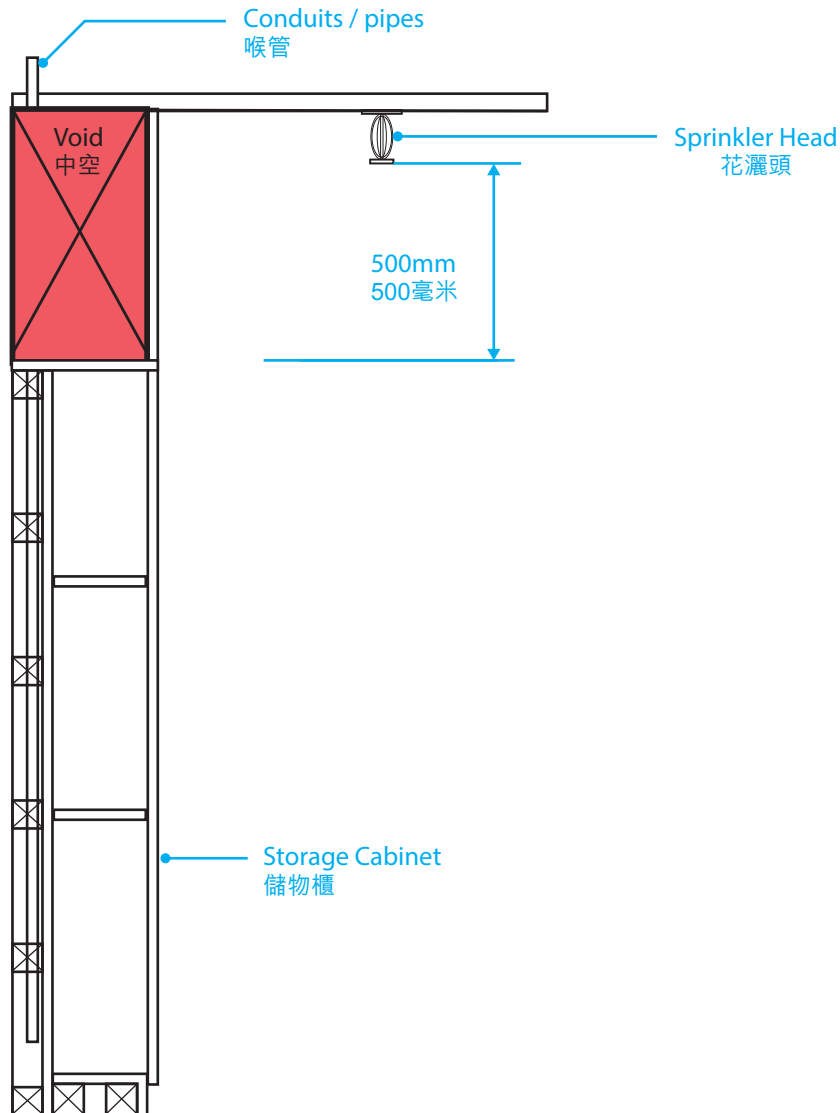


## Tips 錦囊

A storage cabinet can be installed at the location of the MCB to increase storage space. However, any such storage space must be underneath the MCB for storage and separated from the MCB with partition boards. The cabinet should have doors.

主電箱位置可加設儲物櫃以增加儲物空間，唯儲物空間必須位於主電箱下方，並以層板隔開儲物空間及主電箱位置。主電箱位置須設置獨立櫃門。

## D2 Handling exposed conduits / pipes (with False Ceiling) 處理外露喉管（假天花）

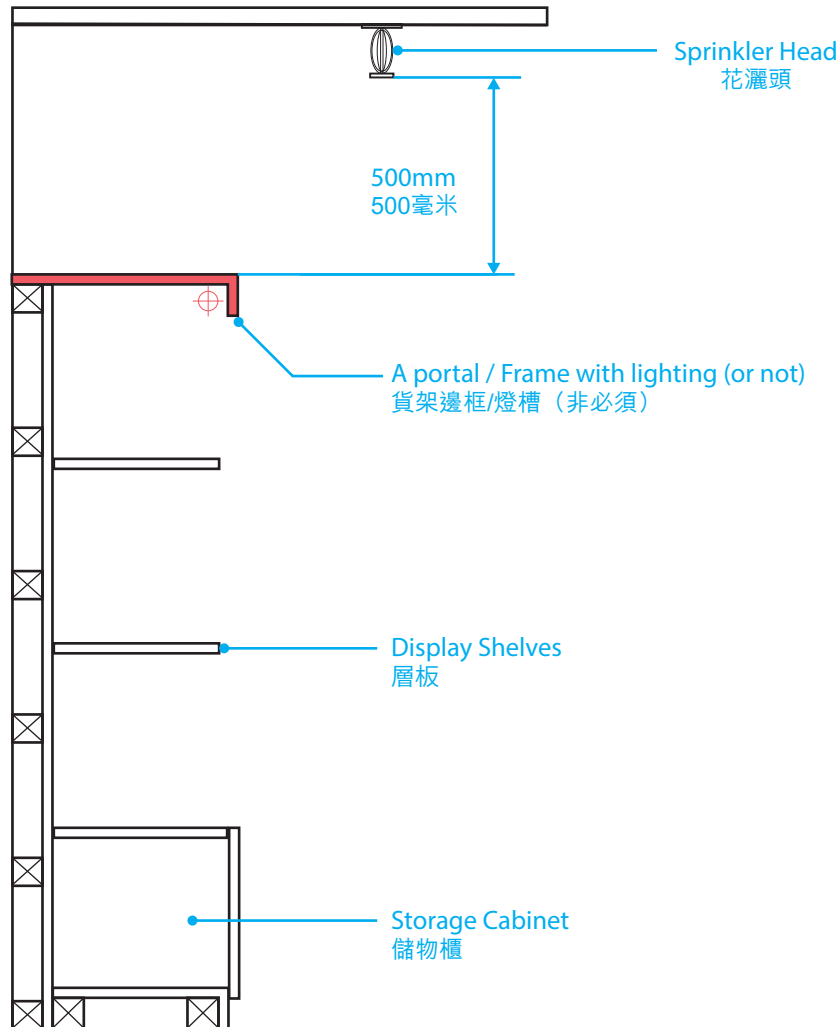


### Tips 錦囊

To extend the visual height and integrated into tenancy design, a full height cabinet can be built up to false ceiling and 500mm distance on the top should be enclosed as a dead void area (void inside). 儲物櫃的高度可緊貼假天花，並將櫃頂與假天花之間的500毫米中空部份密封，這有助伸延視覺高度，並將儲物櫃融入鋪面牆壁的設計。



### D3 Maintaining 500mm clearance (to maintain the minimum clearance of product display to the ceiling) 確保陳列貨品距離天花至少500毫米

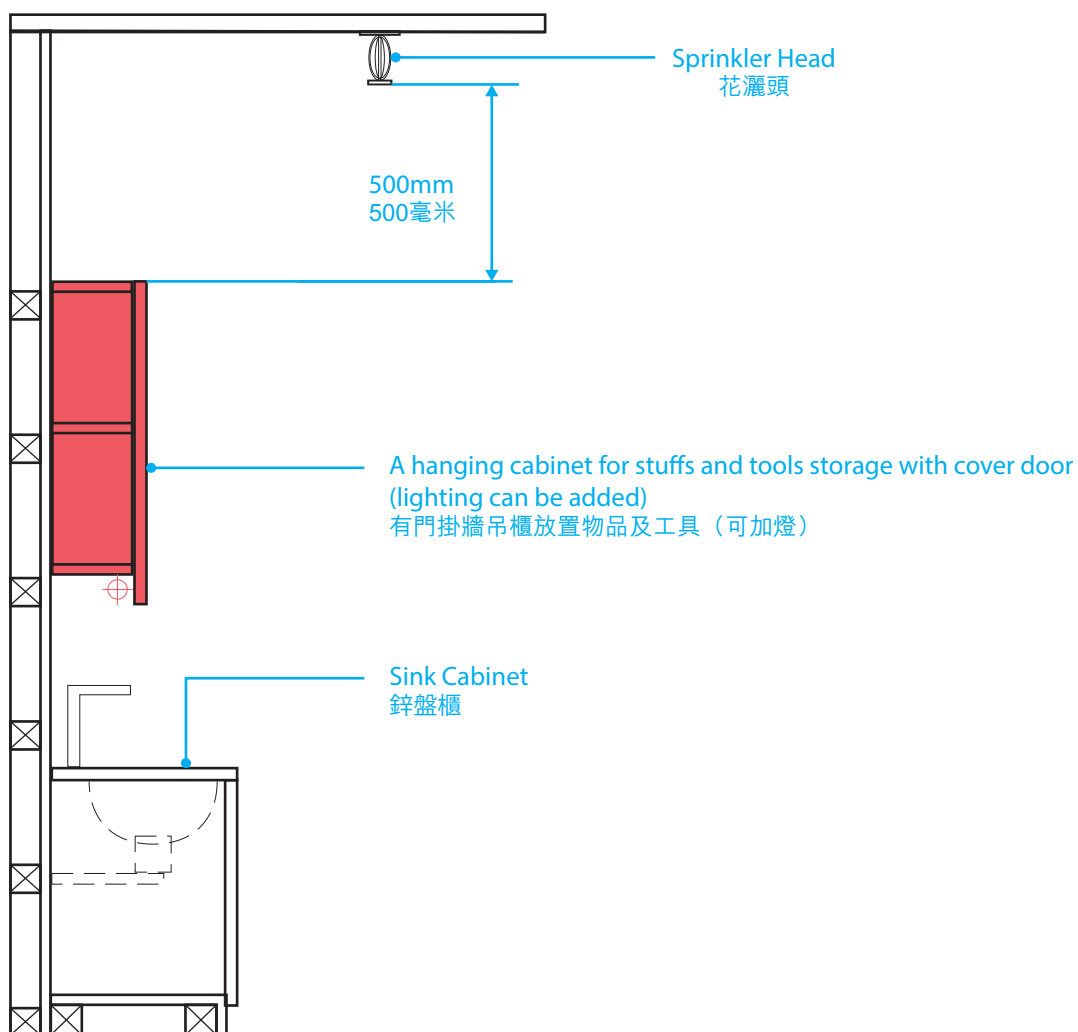


#### Tips 錦囊

To create a portal / frame as a guideline to control the product display which can't stack over the boundary and easy to define those product exceed the display area or not.  
於陳列貨架頂部加裝邊框/燈槽作為高度指引，確保陳列貨品即使疊起後亦不會超出限制高度。

## D4 Maintaining cleanliness and tidiness of work stations at F&B shops

### 保持餐飲店舖工作檯整潔



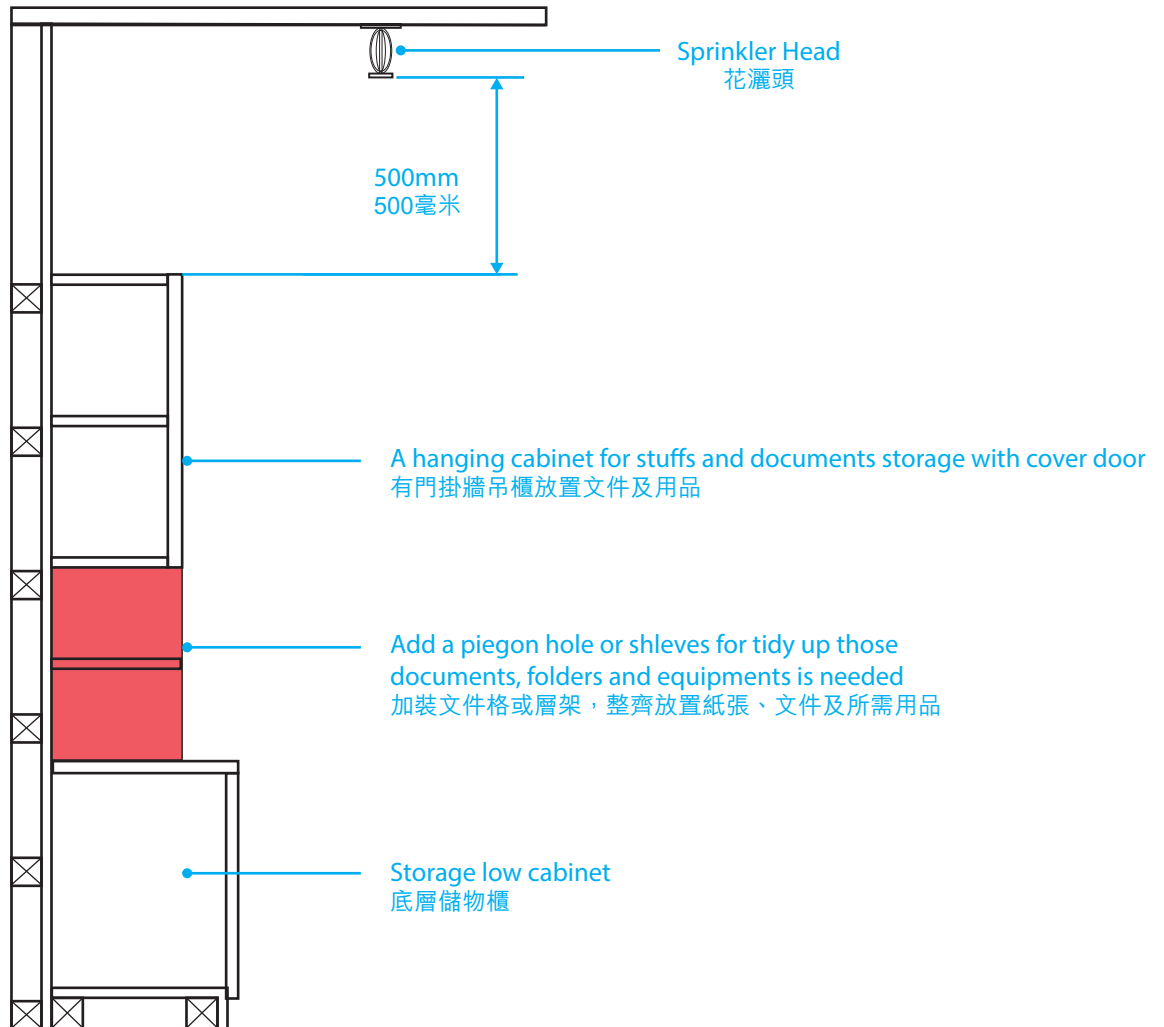
#### Tips 錦囊

Consider a hanging cabinet (with doors) for the food preparation areas of F&B shops. No tools and cleaning items shall be exposed.

清潔劑或抹布等工具及物品必須收藏起來。因此，餐飲店舖內的食物準備區，其工作台可考慮安裝設有櫃門的掛牆吊櫃。

## D5 Maintaining cleanliness and tidiness of cabinets at Property Agency shops

### 確保物業代理商舖櫃檯整潔

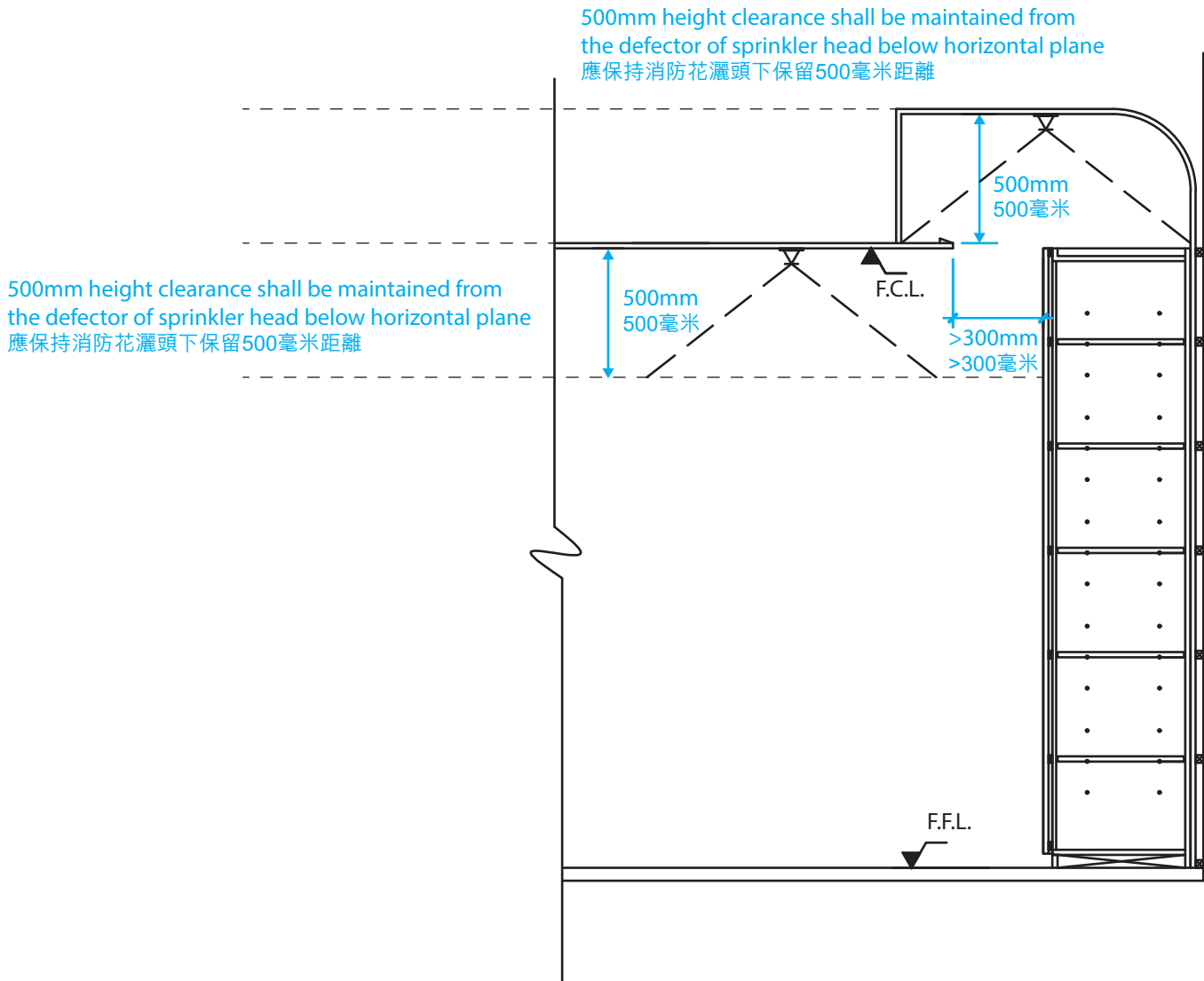


### Tips 錦囊

Consider a pigeon hole or shelves (with or without doors) as the storage cabinet at the back of work counter in Property Agency shops in order to maintain a clean and tidy outlook.  
物業代理商舖應於櫃檯後方加裝文件格或層架（有或無櫃門亦可），以保持店面整潔。

## D6 Maintaining 500mm clearance with full height cabinet with false ceiling

帶有假天花的全高櫥櫃需保持500毫米的間隙

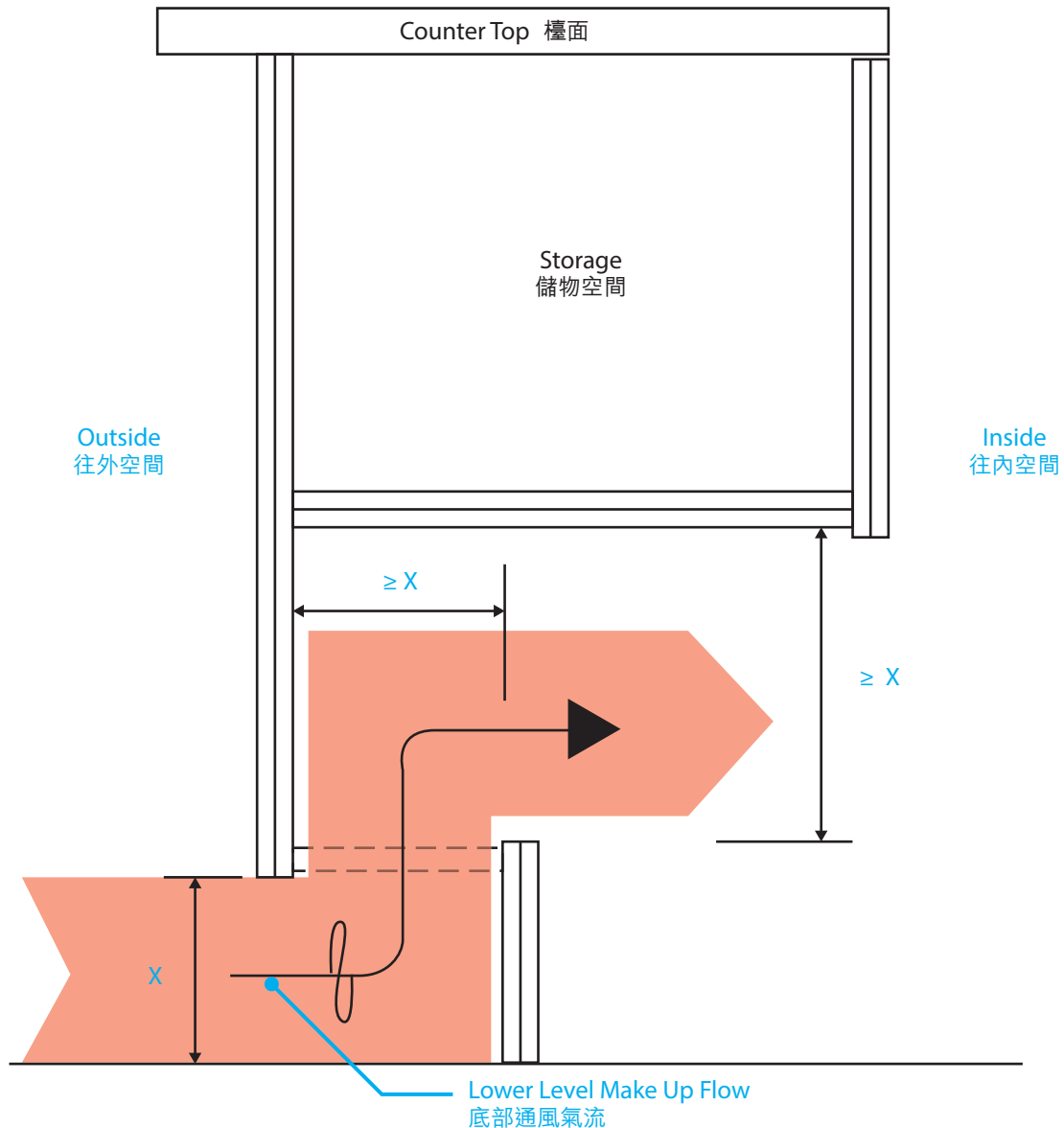


### Tips 錦囊

To extend the visual height, fully utilize the display area or storage and integrated into tenancy design, full height cabinet can be built up to false ceiling level. 500mm height clearance should be maintained from the upper level deflector of sprinkler head below horizontal plane. 300mm open ceiling should be maintained from the vertical level of the cabinet. Such installation can be also applied to the cabinet around the pillar (if any).

在商舖設計中，應盡量使用商品展示範圍或儲存位置，包括建置高度達假天花位置之全高櫥櫃，務求提升視覺高度。但應保持消防花灑頭下預留500毫米距離。開放式天花須與櫥櫃之垂直面保持最少300毫米距離，而此類設計亦可應用於圍繞柱子而裝置之櫥櫃（如適用）。

## E1 Lower Level Make Up Design for Cashier / Service / Food Counter 收銀處/櫃檯/食物工作檯採用通風設計

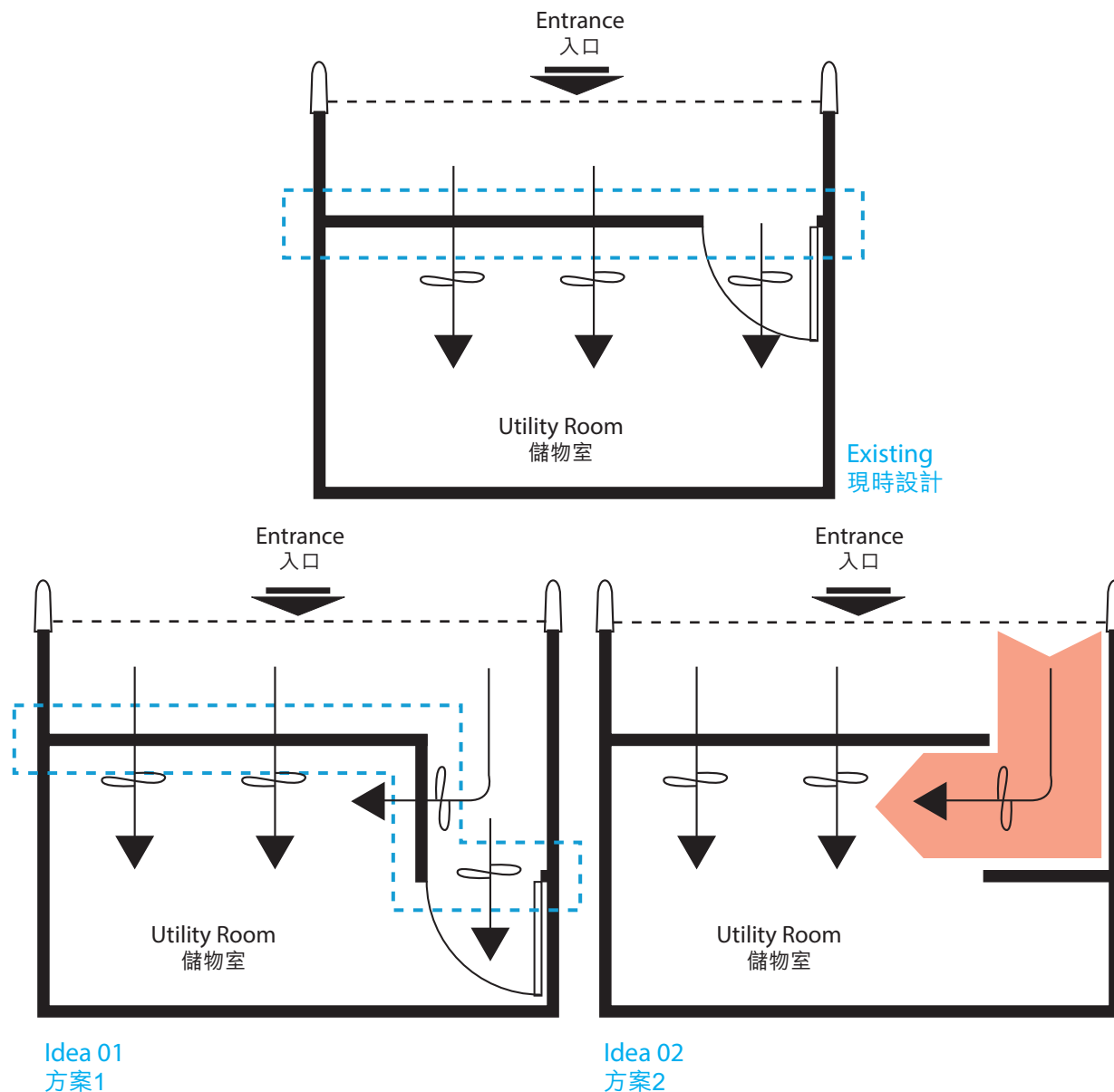


### Tips 錦囊

For shops with smoke extraction systems, space must be reserved to maximise air flow and Venetian blinds must be installed on wall panels. Any ventilation designs under the cashier / service / food counter can be regarded as perforation.

所有需要排煙系統的店舖均須預留空間以保持空氣流通，牆板亦須裝有通風百葉。收銀處/櫃檯/食物工作檯底部的設計亦可視作通風之用。

## E2 Increasing Make Up area for shops with smoke extraction systems 設有排煙系統的商舖需增加通風空間

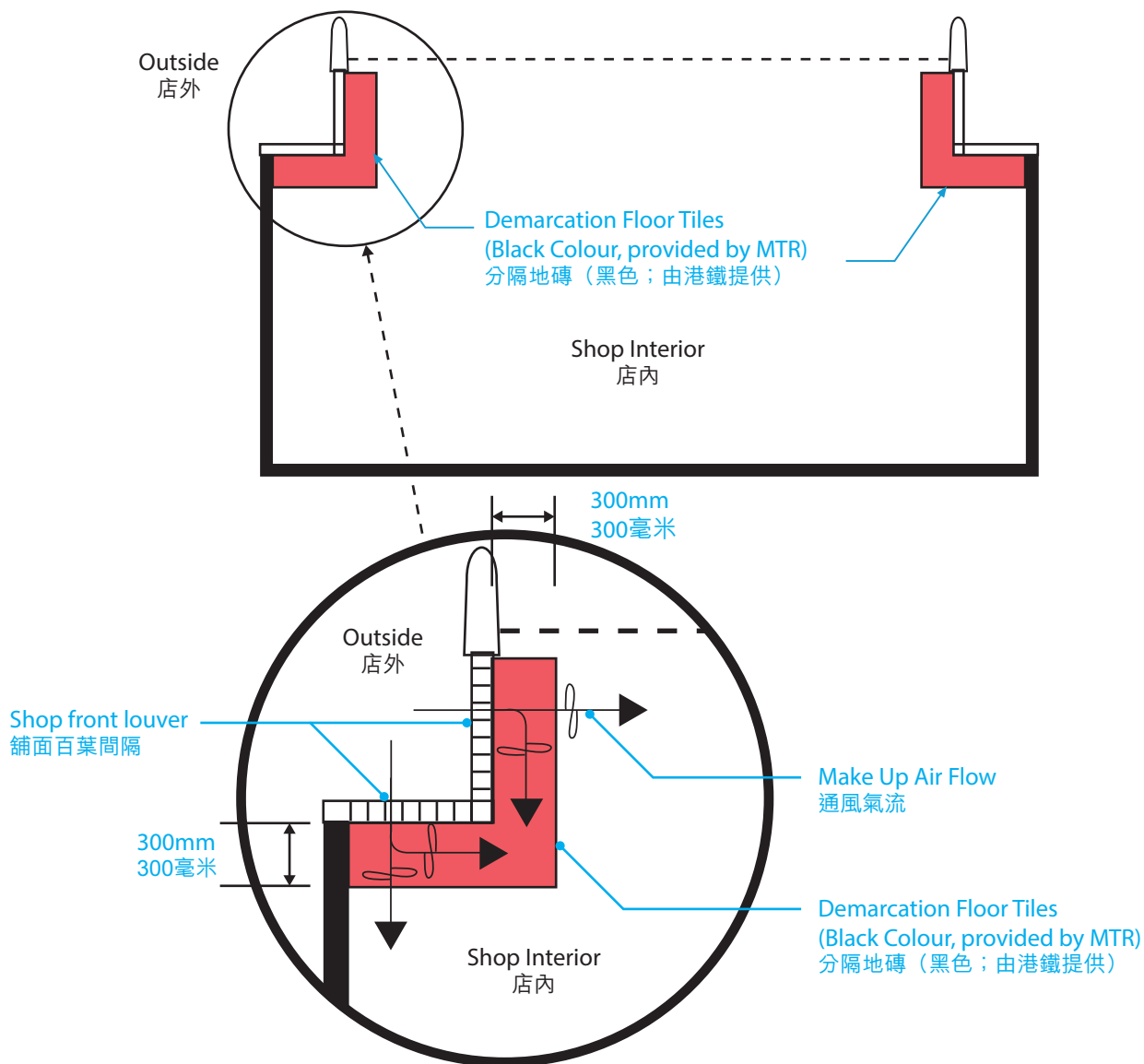


### Tips 錦囊

For shops with smoke extraction systems, consider moving the entrance inward to create a side panel (see Idea 01) or move wall panels inward without adding a door to create an air flow without using Venetian blinds (see Idea 02). The setup can also prevent items in the storage room being directly seen by customers.

要增加設有排煙系統商舖的通風空間，可考慮將門往內移，從而製造側壁（參見方案1）；或直接將部份牆身間隔往內移，不加設門，做到不加裝百葉位置亦能增加空氣流量的效果，同時遮擋視線，以免顧客看到儲物室內的物品（參見方案2）。

### E3 Demarcation Floor Tiles (for Kowloon Station Shops only) 分隔地磚（只適用九龍站商舖）



#### Tips 錦囊

A 300mm demarcation black floor tiles would be provided by MTR for every shop in the Kowloon Station (KOW), serving as a reminder to tenants to reserve space behind the Venetian blinds for ventilation purposes. For safety reasons, no objects, including temporary promotional items or exhibits, should be placed on the black floor tiles.

港鐵會為九龍站每間商舖提供300毫米闊的黑色分隔地磚，提醒商戶須於舖面百葉間隔後預留位置作通風之用。基於安全理由，租戶不得於地磚範圍上擺放任何物品，包括臨時展品。

According to our Shop Design Criteria for Standard Shops part 2.0 Shopfront item 2.4 - All shopfront are for the display of merchandise only and are not to be obstructed by the Tenant's fixtures and fittings, no items such as poster, storage shelf, sticker, TV, window blind etc. were allowed without prior approval from landlord.

To upkeep clean & tidy outlook of MTR shops, we would consider using TV panel as display media to replace the traditional printed material.

Below is the TV installation guidelines and tenant **MUST** fulfill all the requirements before they apply for using TV as display media. The following serve as guidelines and tenant's application shall be reviewed by the corporation on case by case basis according to the shop's layout, size and trade category.

根據我們的《車站商舖設計標準》第2.0部分的規定，舖面項目2.4-所有舖面僅用於商品展示，請勿被租戶的固定裝置和配件所阻擋，海報、儲物架、貼紙、電視、窗簾等，未經業主預先批准，均不能使用。

為了維持港鐵商舖的整潔外觀，我們會考慮使用電視作為顯示媒體，以取代傳統的印刷品。

以下是電視的安裝指引，租戶必須滿足所有要求，然後才能申請將電視用作顯示媒體。以下為使用要求，租戶的申請應由港鐵公司根據商舖的佈局、規模和行業類別作個別審批。

## F1 TV Size 電視機尺寸

The normal range for the depth of retail area in MTR shops is approximate 2600mm - 3500mm. The display of TV can be considered according to shop size-

<40 sq.m. - Max. TV size is 42" (visible dimension)

≥40 sq.m. - Max. TV size is 55" (visible dimension)

According to the different shape of shop and design layout, the size of TV usage would be adjusted case by case but not more than 55" (visible dimension).

Remarks: \*The factor is made reference with "Suitable TV Viewing Distance"

港鐵商舖零售區深度的正常範圍約為2600mm-3500mm。電視的顯示可以根據商店大小來考慮 —

<40平方米 — 最大 電視尺寸為42英寸（可見尺寸）

≥40平方米 — 最大 電視尺寸為55英寸（可見尺寸）

由於商舖的形狀和設計佈局有所不同，電視使用的大小將按照有關情況進行調整，但不得超過55英寸（可見尺寸）。

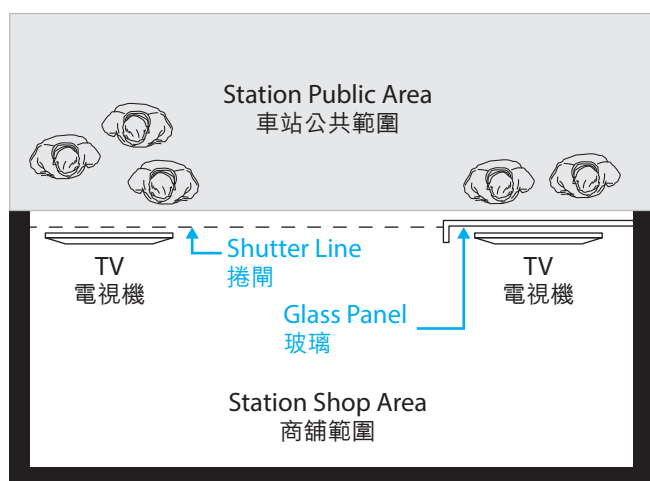
備註：\*參考「合適電視觀賞距離」



## F2 Location 安裝位置

Considering the high passenger flow MTR stations, TV units should not be installed at the shop front parallel to the glass panel or shutter line. Consider installing a TV at side wall panels or the interior area of a shop.

考慮到車站人流頻繁，商舖不應在貼近鋪面玻璃間隔或捲閘線後安裝用於商舖運營的電視。可考慮安裝電視於兩側牆身或位於商舖內部較後位置。



Rejected TV Location  
不獲接受的電視機安裝位置



Preferred TV Location  
電視機理想安裝位置

### F3 Visual Distance 視距

All TV units used shall be concisely located so they can be easily and comfortably viewed by customers. A suitable visual distance is therefore required. Consider referencing the following formula for the suitable TV size:

**For 16:9 Widescreen TV units -**

Viewing distance in inches (within the station shop)  $\div$  2.5\* = Suitable TV size (Diagonal)

**For 4:3 Standard TV units -**

Viewing distance in inches (within the station shop)  $\div$  3.5\* = Suitable TV size (Diagonal)

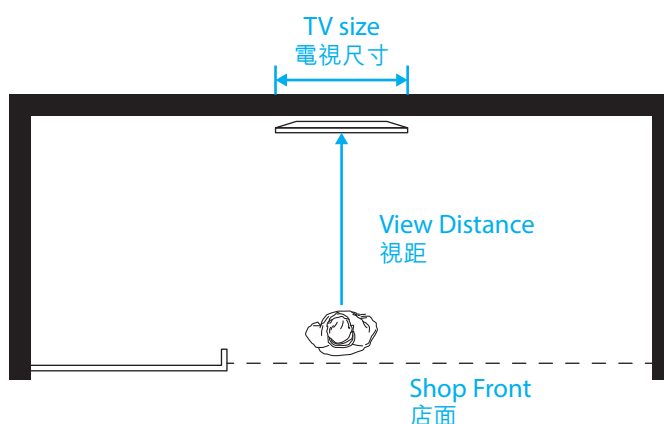
電視機應安裝於顧客能輕鬆及舒適地觀看的位置，並預留合適的視距。商舖可參考以下公式，計算出合適的電視觀看距離：

16:9電視機：

商舖內可用視距（英寸） $\div$  2.5 \* = 合適的電視尺寸（對角線）

4:3電視機：

商舖內可用視距（英寸） $\div$  3.5 \* = 合適的電視尺寸（對角線）



Example:

If 138 inches (3.54M depth of shop) are the View Distance, then 55 inches is Suitable TV size for the 16:9 Widescreen TV (138 inches  $\div$  2.5) and 40 inches is Suitable TV size for the 4:3 Standard TV (138 inches  $\div$  3.5)

例子：

如商舖內可用視距為138英寸（店內深度為3.54米），則55英寸型號是16：9電視機的理想尺寸（138英寸 $\div$  2.5），而40英寸型號是4：3電視機的理想尺寸（138英寸 $\div$  3.5）

### F4 Sound 聲響

No sound is allowed in order not to affect the station's broadcast system

任何時候均不允許播放任何聲響，以免影響車站內的廣播

### F5 Content 播放內容

No 3rd parties information shall be displayed at the TV as it's a media for displaying tenant's product only  
商舖應播放有關其產品的內容，不得顯示任何第三方信息



PDF of this Fitting Out Works Guide Book  
商舖裝修錦囊 PDF



**mtrshops**