

家居維修小貼士 Maintenance Tips

A. 家居電器安全須知 Electric Appliance Safety

電的發明令我們的生活質素得到大大的改善，而各式各樣的電器亦為我們帶來莫大的方便，但若使用不當，便會影響日常生活，甚至危害自身及公眾安全。以下特別為大家介紹各種家居電器的安全小貼士：

Electricity improves our quality of live. Different kinds of electric appliances bring great convenience to us. However, if they are not used properly, our daily life will be affected, even danger to all people's safety. We recommend the following safety tips of using electric appliances to you:



不正確的做法 Inappropriate Practices:

- a) 使用不合規格的電器裝置
Use substandard electrical appliances
- b) 自行維修、改動或安裝供電裝置
Maintain, alter or uninstall electrical installations on your own
- c) 將有充電功能的電器或充電電池進行長時間充電並超越指定之充電時間
Over-charged electrical appliances or batteries
- d) 將電器長期置於備用狀態下
Switch the electrical appliances to standby mode for a long period.

引致後果 Consequences:

- a) 容易因接觸不良而產生電弧及電火
Electric arc and spark will be created due to unsatisfactory contact.
- b) 容易因接駁不正確而導致電流過載發熱及產生電火
Electric spark will be generated due to overload of electricity and overheat (as a result of unsatisfactory contact)
- c) 充電電池會因充電時間過長而發。除了電池本身的壽命會受損外，此舉亦很容易引致爆炸及火警
Batteries will be overheat if the charging period is too long. Apart from diminishing the life cycle of the batteries, such practice would also pose the potential danger of explosion and fire.
- d) 當電器置於備用狀態下，電器的電源降壓電路仍處於工作狀態中。這不但對電器本身造成損耗及浪費電力，更有可能會因故障而產生電火。
The power transformation electric circuit is still working when the electrical appliances are in standby mode. Such practice would not only damage the electrical appliances and consume electricity, but also pose the danger of electrical spark creation due to the mal-function of electrical appliances.



建議 Suggestions :

- a) 選用符合安全規格的電器裝置

Use electrical appliances which comply with the safety requirements

- b) 安排合資的電工進行有關工程

Employ qualified electrical workers to carry out the said works.

- c) 電器或電池於充滿電後應立即拔離電源

Unplug the electrical appliance or batteries immediately after they are fully charged

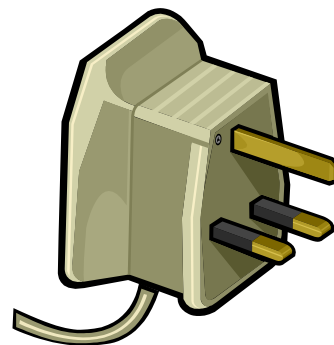
- d) 於電器使用完畢後即關上電源掣，並於電器使用完畢後即關上電源掣，並盡量避免用遙控器關機而令電器置於備用狀態

Switch off the electrical appliances when they are not in use. Avoid using remote control to switch on/off the electrical appliances while keeping the electrical appliances in standby mode.

1. 電器及電路 Electrical Appliances and Electric Circuits

必須選用合規格的電器。注意電路及電線的保護，避免電器負荷過重，避免在同一插座上使用多於一個萬能蘇及切勿將過多的電掣連接於同一插座上，不要使用有裂縫、有過熱跡象(如變色、焦黑、變形)或有鬆脫現象的插頭。

Choose certified electrical appliances. Pay attention to electric circuits and circuit protection. Avoid overloading electrical circuits and plugging more than one adapter into the same socket. Also, never connect too many plugs to the same socket. Don't use sockets with cracks, signs of overheating (e.g. discolouration, being burnt black or distortion) or loosening.



2. 電線 Electric wiring

不可隨便使用延長電線。避免將電線置於行人來往的地方或傢具之下，亦不應將電線鋪設在地氈下面。扭曲或打結的電線較易引起火警。無論何時，應以乾手移動插座、開關及插頭。養成經常檢查電線的習慣，或每年最少應檢查家中的全部電器裝置一次。

Extension cords and the cords of lamps and appliances should not be abused. Avoid locating them where they will be subjected to foot traffic or the weight of furniture. Do not run them under rugs and carpets. Always handle power points, switches and plugs with dry hands. Make a habit of checking all the installations regularly or having them checked at least once a year.

3. 照明設備 Lighting facilities

定期檢查固定電力照明裝置，確保沒有損壞和操作正常。若發現異常情況，例如過熱、閃光、強光閃爍不定等，便應把有關裝置關掉，然後召喚註冊電業工程人員前來檢查。在無需照明時應把有關裝置關掉。至於使用中的照明裝置，則應遠離可燃物料，同時不要妨礙照明裝置的散熱功能。



Inspect fixed electrical lighting installations regularly to ensure that they are fault free and in working order. If abnormal conditions are noted in any lighting installation, such as overheating, blinking, unsteady glaring etc, switch it off and call a registered electrical worker to inspect it. Lighting installations not in use should be switched off, while those in use should be kept away from flammable materials and heat should be allowed to dissipate.



4. 插頭 Plug

必須選購及使用符合安全規格的三腳插頭。三腳插頭必須適當地標示地線、中性線及火線的位置，另外，亦需標示所符合的標準、電流值以及電壓值的資料。

Only buy and use 3-pin plugs which comply with the safety requirements. 3-pin must be marked with Earth, Neutral and Line. Also, the plug should be labeled with complying standard, rated current and rated voltage.



5. 電視機及其他影音器材 Television and other AV appliances

避免將影音器材放置於潮濕、多塵、高溫或受到陽光直接照射的位置。

Avoid placing any AV product in a humid, dusty or hot environment or under direct sunlight.



6. 抽油煙機的保養及維修 Maintenance and repairing of cooker hoods

a) 清潔前，務必要切斷電源。

Always disconnect from power supply before cleaning.

b) 定期清潔抽油煙的內外，可以令抽油煙機更長壽。切勿使用腐蝕性清潔劑。

Clean both exterior and interior of the hood at regular intervals for longer life span. Do not use abrasive cleanser.

c) 清洗扇葉保護網：只須用螺絲批鬆脫螺絲，便可拆卸下來沖洗。完成後，必須重新裝回原位。

Fan protection grille can be detached for cleaning by removing the screws with a screwdriver. It must be reinstalled back after cleaning.



- d) 清洗保護網下的盛油器：只須按逆時針方向旋轉，便可拆卸下來沖洗。完成後，按順時針方向旋轉，即可重新裝回原位。

Oil retainers on the grille can also be detached for cleaning by turning it in anti-clockwise direction, and re-install at clockwise direction.

- e) 抽油煙機中央或左右的盛油杯亦須拆卸下來作定期清潔。

The oil cup in the centre of the hood for holding grease can be detached and should be cleaned regularly.

- f) 在開啟煮食爐前，建議先啟動抽油煙機，可避免廚房溫度過高。

Make a habit to turn on the hood before cooking to avoid over heating in the kitchen.

7. 安全使用洗衣機 Washer Safety

- a) 應按照說明書上的指示使用洗衣機，並確保洗衣量不會超過說明書所規定的上限，以免因洗衣量過大或洗衣時間過長，引致機件過熱。

Adhere to the instructions given in the user manual to operate the washer. Do not exceed the loading capacity as specified in the manual because overloading or over washing time may lead to overheating of the washer.

- b) 於洗衣前清理衣物內的雜物(例如錢幣)及定期清理洗衣排水系統的雜物，以免雜物積聚令水泵馬達過熱。洗衣機不應放置在潮濕的地方，亦不應在洗衣機上放置盛了水的容器。

Remove items (such as coins) inside the clothes before washing and remove foreign items in its drainage system periodically. Accumulation of foreign items causes overheating of the motor. Washer should not be placed in a humid environment and container containing water should not be placed on top of the washer.

- c) 若洗衣機放置在廚房工作台下，要慎防工作台上的水到洗衣機面上，導致洗衣機內部的零件因受潮或水份滲入而引致漏電及火警。

If the washer is placed under the stage of the kitchen, avoid water from the stage drops onto the washer. Moist inner components of the washer may cause electric leakage and fire.



B. 定期檢查、保養及維修家居沖廁設施

Proper maintenance and repair of water piping system

為減慢廁所水箱配件老化而引致咸水湧出造成財物損失，建議住戶可定期檢查水箱，如發現配件出現老化或有漏水現象，應盡快尋找專業水喉師傅進行維修。此外，如遇服務處清洗咸水缸，建議住戶關上水閘掣，並於咸水恢復供應時，先注滿水箱，然後慢慢開啟水閘掣，以便保養水箱配件。



To avoid the overflow of water cistern and cause property loss, it is recommended all residents to have regular check of cistern. If there are aging of parts or leakage, please contact professional plumber for repairing. On the other hand, residents are advised to turn off the water valve upon cleansing of flushing water tank carried out by Management Services Office. In order to maintain the parts inside the cistern, you are also advised to fill up the cistern and then slowly turn on the water valve when the supply of flushing water returns to normal.

C. 妥善保養排水渠和 U 型隔氣裝置

Proper Maintenance of Drainage Pipes and U-Traps

U 型隔氣的功用是阻隔臭味、污穢物質和細菌，經污水渠進入單位內。若 U 型隔氣水份乾涸或有損毀，便會失去它應有的功能。因此，住戶應定期在單位內所有排水口注水以灌滿 U 型隔氣。為達消毒效果，住戶可先將 1:99 稀釋家用漂白水倒進排水口，隔數分鐘後再以清水沖灌。

此外，住戶亦應定期檢查單位的渠管、U 型隔氣和有相關的設施，如有發現損毀便須馬上安排合資格的承辦商進行維修，以免影響環境衛生。

保持排水設施清潔非常重要，須定期把清水倒進排水口，以確保 U 形隔氣能正常運作。這個動作輕而易舉，並有助防止臭氣和昆蟲進入浴室及廚房。

大家必須妥善保養家居設施，如 U 形隔氣有損壞，或排水口發出臭味，應立即安排檢查及維修。未經批准，切勿擅自將渠道改道。



The function of U-traps is to stop smells, unhygienic substances and bacteria in the drainage system from entering the living area. Since defective or dried U-traps cannot function properly, so residents are advised to pour water regularly to all drainage discharge points of your premises in order to fill the U-traps. To attain sterilization effect, residents can pour 1:99 diluted household bleach solution to the drainage discharge points first and then rinse with fresh water after a few minutes.



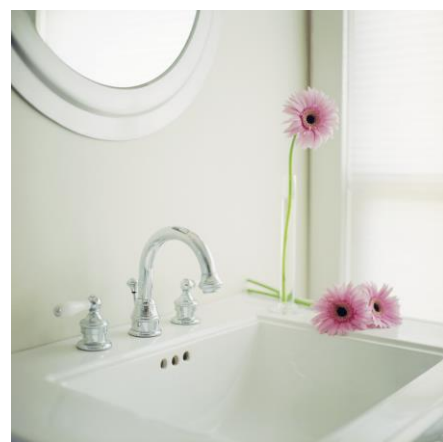
In addition, residents should conduct regular checking on the drainage pipes, U-traps and sanitary fittings of your premises, and arrange qualified contractors to perform maintenance immediately if damage was found, so as to prevent adverse impacts on environmental hygiene.

It is important for owner/ residents to ensure the proper functioning of the U-traps by filling them with water regularly. Such a simple act will help prevent putrid air and insects in the soil pipe from entering our bathrooms and kitchens.

Keep your homes well maintained. If there is a defect in the trap or the smell of foul air is coming from the drain outlet, please arrange inspection and repair immediately. Do not alter your drains and pipes without prior authorization.

D. 預防浴室滲漏 Prevention of Water Seepage at the Bathroom

家居室內出現滲水問題，確實令人煩厭，而浴室滲漏則最為常見。如非單位的供水管或排水管破裂，或雨水經由大廈外牆滲入，則浴室滲漏很可能是由浴室防水層、浴缸或洗手盆封邊(防水膠邊)出現殘損而引起。住宅內的浴室牆壁設計一般應有防水層。業主在進行室內裝修工程時，承辦商要小心避免破壞原本的設計。至於浴缸或洗手盆周圍的防水膠邊，業主如發現防水膠邊出現老化或脫落的情況，應安排將之剷去並重新塗上一層防水膠。施工時必須注意手工質素，這樣應可避免浴室滲漏的情況。



The occurrence of water seepage is common at the bathroom and it is annoying to owners. If neither leakage of water supply or drainage pipes were occurred in your flat, nor seepage of water through the building's external wall was found, then the water seepage problem at the bathroom would most probably due to the deteriorated waterproofing layer of the bathroom, or fading bathtub or basin seals (waterproofing sealant).



Originally, the walls of bathroom should have waterproofing layers. When owners arrange to carry out interior renovation work, contractors should take extra care to avoid any damages to the original waterproofing design of the bathroom. Regarding the waterproofing sealant around the bathtub or basin, if deterioration or shedding occurs, new waterproofing sealant should be re-applied properly after removing the deteriorated one, and attention should be paid to ensure the quality of workmanship. In this way, water seepage at the bathroom could be prevented.

E. 愛護鋁窗 安全至上 Check your windows, keep them safe

若鋁窗缺乏妥善維修或使用不當，會容易鬆脫，並從樓宇墮下，後果十分嚴重。業主必須認識正確使用和妥善保養鋁窗的方法，以確保公眾的安全。

Aluminium windows in multi-storey buildings if not properly used or maintained, may dislodge and cause serious consequences. To ensure public safety, building owners are advised to acquaint themselves with the proper way of using and maintaining their aluminium windows.

正確使用鋁窗 Proper way to use aluminium windows

a) 不要將物件掛在窗上

Do not hang any object on window sashes

b) 抹窗須小心

Exercise caution when cleaning

c) 不要強行打開窗門

Do not force open a window

d) 不要用窗扇借力

Do not impose additional load on window sashes



勤驗鋁窗常保養:

Regular inspection and maintenance of windows:

- a) 清理窗鉸及鉸槽上的污垢和沙塵
Clear the bar hinges and tracks of dust and dirt
- b) 定期在鉸位加添適量潤滑劑
Lubricate the hinges regularly
- c) 洗抹鋁窗時宜用清水
Use fresh water to clean the windows
- d) 避免鉸槽及窗扇頂部積水
Keep the track and the upper part of the sash dry

小癥狀反映大問題，業主住戶齊注意

Look out for small signs, rectify the problem in its bud

- a) 窗鉸、鉸槽、螺絲和拉釘若呈配灰白色粉狀物質，表示鋁質已受侵蝕
Greyish white powder appearing at the hinges, tracks, screw and/ or rivets, indicating corrosion of the aluminium
- b) 螺絲或拉釘鬆脫
Loose or missing screws/rivets
- c) 窗扇開關過緊
Windows sashes too stiff to open or close
- d) 窗邊出現漏水
Water leakage between window frame and sash