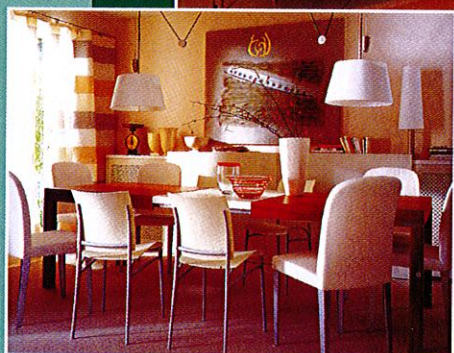




業戶手冊 OWNERS' HANDBOOK





理想家居就在翠豐臺  
A DREAM HOME AT SUMMIT TERRACE



# WELCOME 歡迎

歡迎您成為翠豐臺的新業主，萬寶物業管理有限公司感到非常榮幸獲委聘為大廈經理人，為著您的到來，我們已安排了一套完善的管理服務，提供高質素及時尚的生活模式。為使閣下更了解本屋苑的居住環境和各項設施的應用，我們特別為住戶設計了本業主手冊，透過內容認識自己的權益及所承擔之責任，若手冊內之資料有任何刪改更新，我們會把改動部份發出通告及放到您的信箱內，謹請細閱本手冊並妥為保存。日後如對屋苑管理事項有任何寶貴意見，歡迎隨時與客戶服務中心職員聯絡。

謹祝您們生活安康，身心愉快。

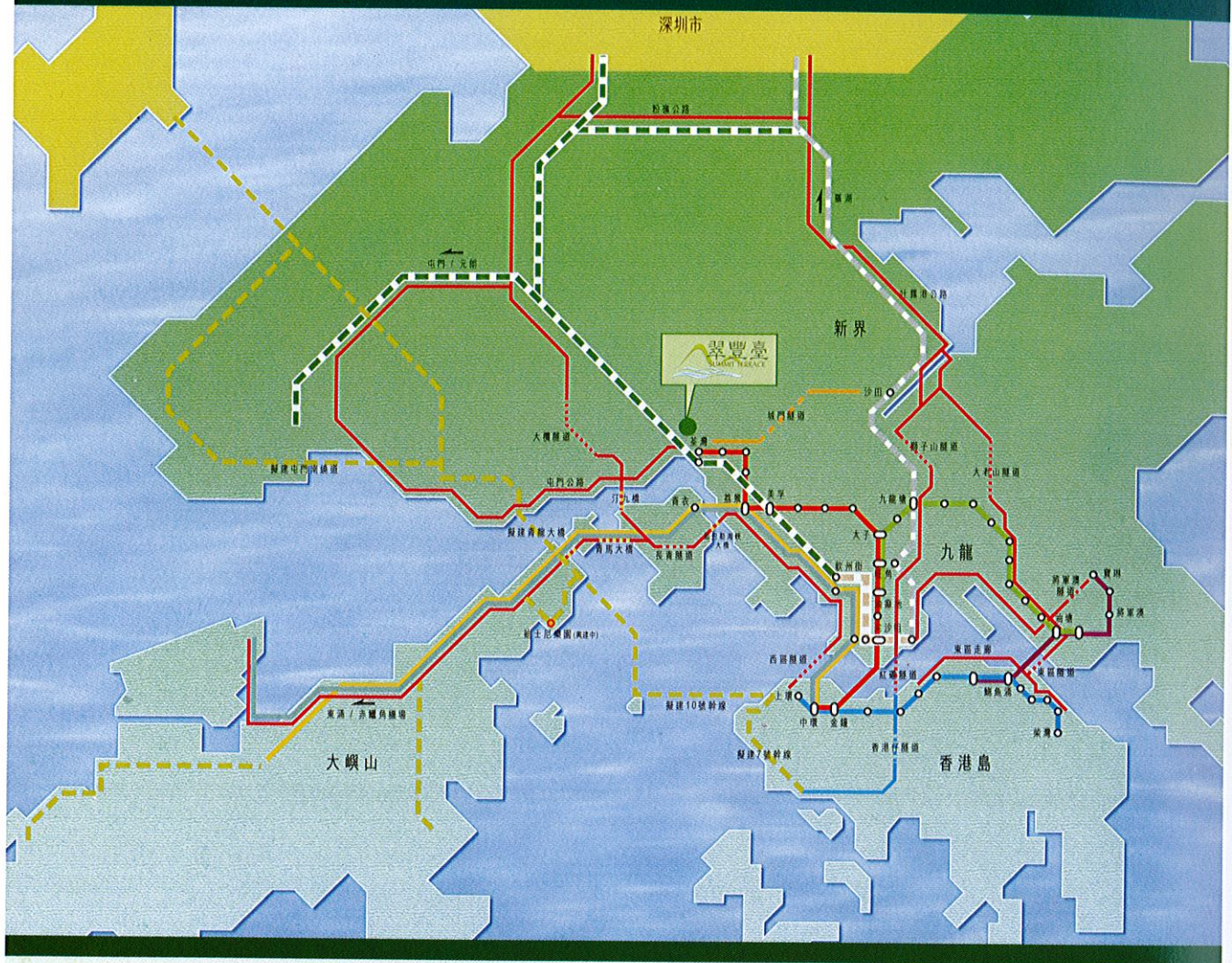
We would like to express our warmest welcome to you. Vineberg Property Management Limited is honoured to be appointed as the Manager of Summit Terrace. To assist you to become familiar with the Development and its environment, the Customer Services Centre has prepared this Owners' Handbook. Also, by reading through the Owners' Handbook, owners should be able to learn more about the rights and obligations of various parties concerned. We will from time to time update this Owners' Handbook by notice and / or delivering to you the most updated sections. Please therefore keep this Owners' Handbook in an easily accessible place. If you have any suggestions towards management services, please feel free to contact our staff members or approach to the Customer Services Centre. We shall always be happy at services to you.

Wishing you the joy of living with your family at Summit Terrace.





# 屋苑位置 ESTATE PLAN



地鐵全線圖





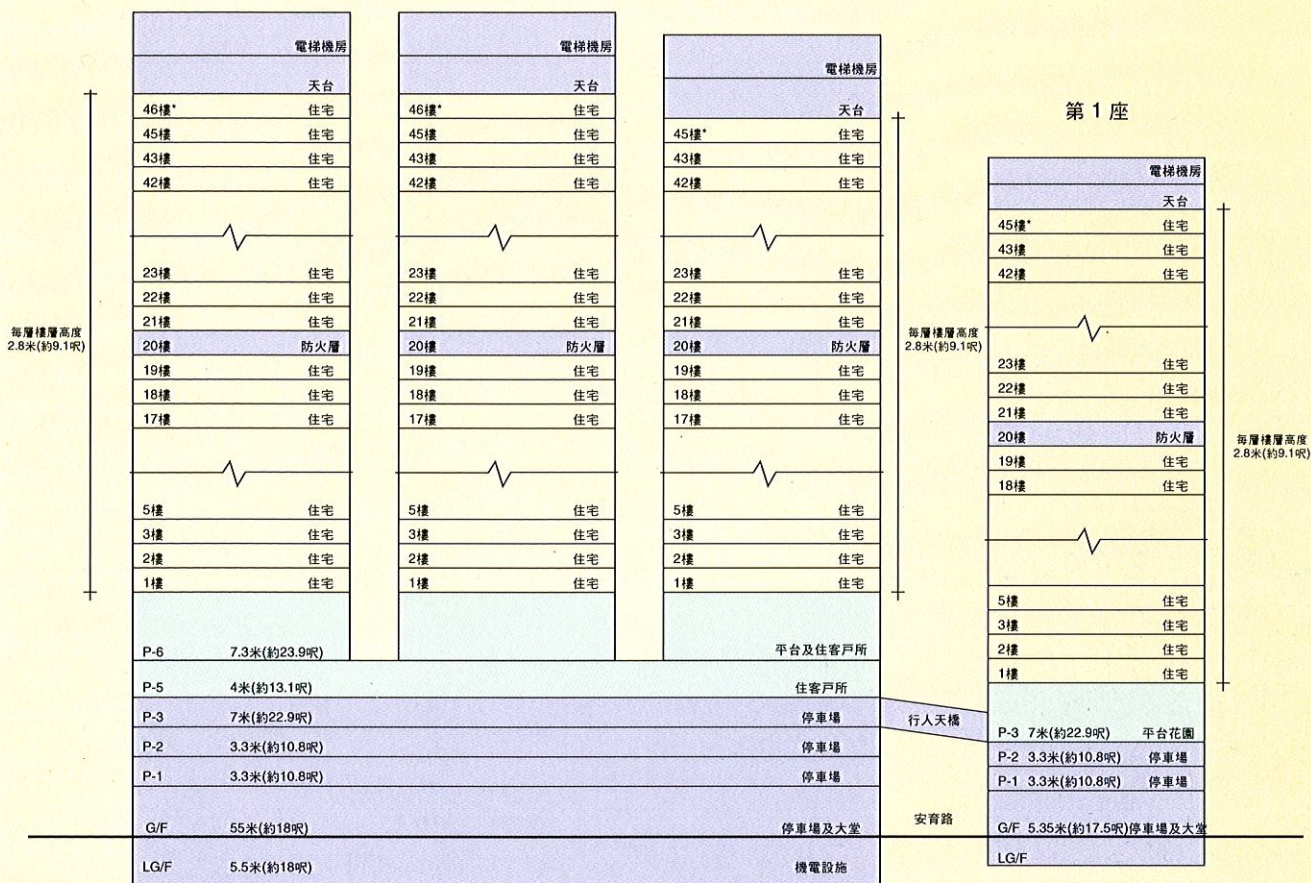
# 大廈剖面圖 SECTION PLAN

第 5 座

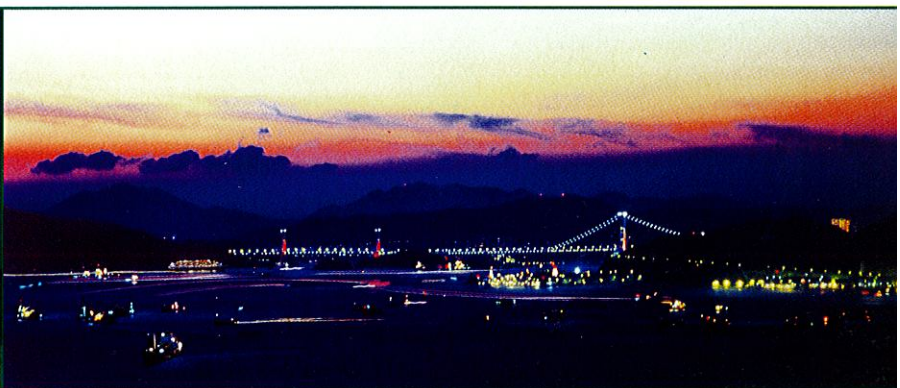
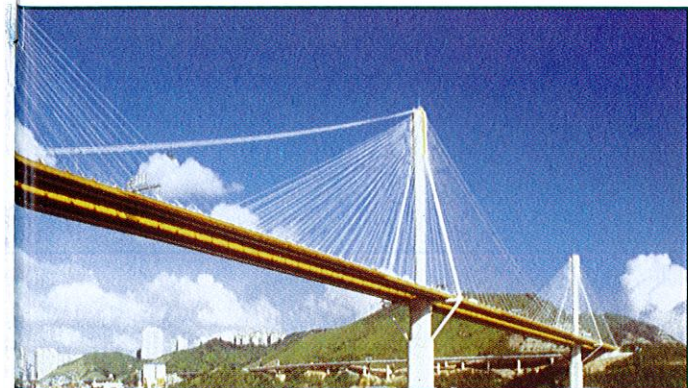
第 3 座

第 2 座

第 1 座



\*第1、2座45樓，第3、5座46樓：客廳部份樓層高度為4米(約13.1呎)





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# 物業管理 PROPERTY MANAGEMENT

## 管理公司

萬寶物業管理有限公司被委任為翠豐臺之物業管理公司，負責提供各項物業管理服務，使屋苑每項設施維持正常運作，為業戶提供愉快生活之居所。

本公司提供之服務包括二十四小時專業保安服務，清潔屋苑公共地方，公共設備維修保養，購買保險及管理會所等服務。屋苑服務職員隨時樂意為閣下解答有關各項服務之疑問，歡迎隨時致電2413 8222與我們聯絡。

## Management Company

Vineberg Property Management Limited is appointed as the Manager of Summit Terrace to undertake the management, operation, servicing, renovation, improvement and security of the Development so as to maintain a pleasant living environment for all Owners / Residents. Vineberg Property Management Limited, staffed by experienced professionals, is obliged to provide services to maintain common areas and facilities, including cleansing service to common areas, 24-hour professional security services, maintenance of insurance on the development's common areas to insure against various perils, and operation of the club house facilities.

Our management services staff members are always available to discuss any matters with you which you may be of concern. Please feel free to contact us at 2413 8222 or visit us at the Customer Services Centre.

## 客戶服務中心地址，電話及辦公時間如下：

地址：荃灣安育路1及2號翠豐臺P5會所

電話：2413 8222 傳真：2413 8382

辦公時間：星期一至五：上午九時至下午六時

(午膳時間：下午一時至二時)

星期六：上午九時至下午一時

星期日及公眾假期休息

在非辦公時間，如遇緊急事故，可致電2413 8007，24小時保安控制中心，與當值保安員聯絡。



## Customer Services Centre Address, Telephone and Office Hours:

Address: P5, Club House, Summit Terrace, 1&2 On Yuk Road, Tsuen Wan

Tel: 2413 8222 Fax: 2413 8382

Office Hours: Mon to Fri : 9:00a.m. to 6:00p.m.

(Lunch : 1:00p.m. to 2:00p.m. )

Saturday : 9:00a.m. to 1:00p.m.

Closed on Sundays and Public Holidays



In case of emergencies arising outside normal office hours, you may contact our 24 hours Security Control Centre at 2413 8007 or any security guard on duty.



## 管理公司職權(以下簡稱經理人)

根據大廈公共契約(以下簡稱大廈公契),管理公司須每月向各業戶收取管理費,用作支付日常之營運費用,如員工薪酬,水電費,保安,清潔維修等;此外,管理公司亦可制訂,修改及增刪管理服務規則,僱用員工;並就有關翠豐臺之管理事宜,有絕對權力,代表各業戶與政府機關和公共服務公司進行磋商,包括律師或專業人士,承辦商等等,管理公司亦有權執行大廈公契之規定,拆除任何未經批准之加建或改建工程等;對任何違例事件進行訴訟;向有關業戶收取任何由違約而引致之一切費用(包括訴訟費等),並可向法庭申請追討賠償。

為提供有效率管理服務,經理人或其代理人可按實際環境需要,制定或修改大廈守則,各業主及住戶務請遵守,以達睦鄰之道及保持大廈之優美居住環境。

## Powers & Obligations of Vineberg Property Management Ltd (Hereinafter called The Manager)

The Manager is empowered in accordance with the Deed of Mutual Covenant of Summit Terrace to collect management expenses from all owners; to make, amend and revoke House Rules; to appoint staff; and has the full and exclusive right to represent all owners in all dealings with the Government, Institutions and Public Utilities, etc in connection with the management of Summit Terrace. It is also empowered to remove any unauthorized addition and alteration; to commence proceedings against any breach; and to recover damages and expenses incurred in the enforcement of any of the terms in the Deed of Mutual Covenant and House Rules. It is the obligation of the Manager to pay all costs towards management of Summit Terrace; to repair and maintain all common facilities to the highest possible standard; and to keep the Development clean and tidy.

In order to provide efficient management service, the Manager may make or amend house rules according to different circumstances. Owners and Residents are requested to obey these house rules so as to maintain good relationship with neighbours and a pleasant living environment.

## 管理人員

屋苑內各管理人員隨時為您提供優質的管理服務,他們絕不容許向業戶索取任何賞賜或利益,另外,謹請各業主及住戶請勿私自任用本苑之員工作任何私人服務,而導致該員工疏於日常職守。

## Management Staff

Our management staff are ready to serve you to the best of their abilities. They are strictly forbidden to ask any tips or any other advantages from Owners / Residents.

Owners / Residents are not permitted to engage our management staff for carrying out any private duties as this may conflict with their normal duties. Co-operation from all concerned would be highly appreciated.





## 保安服務

翠豐臺之主要出入通道均由配備無線電對講機之客戶服務助理及保安員廿四小時駐守當值。此外，保安人員亦會在屋苑內進行巡邏，盡力保障各業主及住戶安全，防止罪案或意外發生。訪客及車輛必須登記後方可進入屋苑。另住客均配有智能卡進出本屋苑。

## Security Services

Our security personnels would be on duty 24 hours a day at different posts of the Development. They are equipped with tele-communication equipment and will do their best to maintain a high standard of security surveillance. Visitors and vehicle drivers will be requested to register their identification before entering the Development. Besides, owners are issued with SMART CARDS for convenient access.

## 業權轉讓

若有任何業權的轉讓，業主須於一個月內以書面方式通知客戶服務中心。舊業主仍須負責轉讓前一切有關之費用。於業權轉讓後，管理費按金將撥歸新業主名下，故賣方應向買方收回上述的按金。

## Change of Ownership

Owners must notify the Manager in writing for any changes in ownership within one month from the date of the assignment. The outgoing owner shall remain liable for all management expenses until the Manager receives such notice and all payments made up to the date of completion of the sale and purchase of the unit.

On re-assignment of property, the management deposit will be transferred to the new owner. Therefore, the vendor should recover the deposit from the purchaser accordingly.

## 查詢、建議及投訴

客戶服務中心隨時歡迎業戶就有關管理作出查詢、建議及投訴。各業戶可親臨客戶服務中心或致電2413 8222與我們職員直接聯絡。

## Enquiries, Suggestions & Complaints

For any enquiries, suggestions or complaints, you are welcomed to visit us in person or contact us at 2413 8222 during office hours.





# 管理費及有關費用 MANAGEMENT FEE & MISCELLANEOUS PAYMENTS

## 管理費

### 繳交管理費

根據翠豐臺的大廈公契，管理費須按月上期繳交，管理公司希望業戶於繳付管理費時盡量採用自動轉賬服務，以避免因忘記交管理費導致的利息罰款。此外，業主亦可以劃線支票方式繳付管理費，抬頭寫上 "萬寶物業管理有限公司" 或以繳費靈繳付。

## Management Fee

### Payment of Management Fee

Management Fee is to be paid monthly in advance under the Deed of Mutual Covenant. Owners are encouraged to use "Auto-Pay" method to avoid interest charges caused by late payment. In addition, payment can also be made by crossed cheques payable to "Vineberg Property Management Limited" or by Payment by Phone Service (PPS).

### 收支賬目

管理公司承諾將會妥善管理收入與支出之賬目，並於最少每三個月內準備收支賬目表張貼於各大堂通告板。

### Management Income / Expenditure Account

The Manager shall keep proper accounts of all income received and expenditure incurred and prepare summaries of income and expenditure at least every three (3) months and publish in the tower lobby for a reasonable period of time.

### 管理支出項目

屋苑內各項主要支出如下：

公共地方保險；維修費；清潔；保安；公共地方水、電費；屋苑範圍之道路；行人路；公共地方；斜坡；渠道水管及公共設備之維修及保養費用；園藝草木；大廈員工薪津；後勤支援員工薪金；會計服務費及經理人酬金等。

### Major Expenditure

Expenditure includes but not limited to :

Insurance premium, cost of maintenance, repair, cleansing, upkeeping and lighting of all roads, pavements, pedestrian ways, gardens, open spaces, slopes and other common areas, cost of operation, maintenance and repair of water pipes, common utility services equipment, security, refuse collection services and building staff remuneration, headquarter supporting staff salary, accounting service charge and manager's remuneration.



## 逾期繳交管理費

管理費是採用上期預繳方法。逾期繳費三十天者，管理公司有權收取不多於結欠款項約10%作為行政費用，與及有關利息(匯豐銀行最優惠利率加年息2厘)。此外，管理公司亦可採取法律行動追收所欠款項，一切有關之法律費用，概由欠費者負責。

## Default in Payment of Management Fee

Management Fee is to be paid monthly in advance. If any Owner fail to pay the management fee within Thirty (30) days of demand, he will be liable to pay an overdue interest at the rate of 2% per annum above the best lending rate from time to time quoted by The Hongkong and Shanghai Banking Corporation Limited from the date of payment (such collected interest shall be credited to the Management Fund) plus collection charge at the rate not exceeding 10% of the whole amount outstanding. He may also face legal proceedings and liable expenses thus incurred.



# 管理費及有關費用 MANAGEMENT FEE & MISCELLANEOUS PAYMENTS

## 財政預算

翠豐臺之財政年度將由每年五月一日開始，客戶服務中心每年均會諮詢業主或業主委員會意見，釐訂來年之財政預算，草案將張貼於屋苑內供業戶閱覽。

## Annual Budget

The financial year shall commence on the 1st day of May each year. The Manager shall prepare a draft budget setting out the proposed management expenses for the financial year and a copy of the draft budget will be presented to all Owners and the member of the Owners' Committee for comments. The draft budget will be displayed at a prominent place in the Development for review by the Owners.

## 管理費按金

所有業主均須繳交相當於三個月管理費之管理費按金。該管理費按金會於樓宇轉讓時自動轉予新業主而不發還予舊業主，舊業主須自行與新業主辦理對數手續。

## Management Fee Deposit

Each Owner shall pay a Management Fee Deposit which is equivalent to Three (3) months' management fee to the Manager. The Management Fee Deposit in respect of such Unit shall only be transferable to the account of the new owner and that the previous Owners shall not have right to claim for such refund from the management.

## 管理賬目

一般收支賬目由管理公司根據屋苑之大廈公契設立，客戶服務中心所收取之管理費是用以支付屋苑日常管理工作開支。

## Management Fund

The fund is established and maintained by the Manager under the Deed of Mutual Covenant which is to pay for expenses and charges incurred for the exercise of the Manager's duties and obligations in managing the Development.

## 大廈基金

此基金由管理公司根據屋苑之大廈公契設立，所有業主均須繳交相當於兩個月管理費作為成立大廈基金，而有關基金乃用以支付資產項目及管理人非能預知之帳項，此基金將不可轉予新業主及不會發還予舊業主。

## Sinking Fund

The fund is established and maintained by the Manager which is equivalent to Two(2) months Management Fee and are paid by the Owners under the Deed of Mutual Covenant. The fund is intended to settle payment of expenses of a capital nature or of a kind not expected by the Manager to be incurred annually. Such fund is non-transferable and non-refundable.





# 屋苑守則 HOUSE RULES & REGULATIONS

屋苑守則乃根據本屋苑之大廈公契訂立，懇請各業戶細心閱讀及遵守。

The House Rules contained in this handbook are laid down by the Manager in accordance with the provisions in the Deed of Mutual Covenant. Owners are therefore recommended to read through the relevant sections in the Deed of Mutual Covenant for their understanding.

## 建築物外牆

為維持建築物外貌整體美觀，業戶不得擅自於室外更改或加建鐵籠、簷蓬、天線、曬衣架或一切伸展出室外之僭建物。

## Exterior Appearance

To maintain an attractive and uniform exterior appearance of the Development, Owners / Residents shall not make any alterations or additions to any part of the exterior or common areas or erecting cages, shades, awnings, aerials or any other projections or structures extending outside the building which may affect the exterior appearance.

## 廣告 / 宣傳標誌安裝

屋苑內絕對禁止業戶在其單位內或外牆懸掛或安裝任何廣告、宣傳裝置或張貼宣傳單張。

## Advertising Signs

No owners shall erect, affix or install any advertising or other signs on the external walls of any units or posting of any advertising poster.

## 冷氣機安裝及維修

冷氣機已安裝在指定位置，請勿擅自更改位置於窗戶或外牆，同時，業戶應定期檢查及維修其單位之冷氣機，防止冷凝水滴及發出噪音。

## Air-Conditioner Installation & Maintenance

Air-conditioner has been installed at specified location of the units. Please do not relocate the air-conditioner. Owners / Residents shall keep and maintain the air-conditioners in good repair and do not produce excessive condensation or noise.





# 屋苑守則 HOUSE RULES & REGULATIONS

## 電視及收音機天線安裝

任何私人電視及收音機天線均不可安裝或延伸於大廈之外牆及公共地方。

## Private TV/Radio Aerial Installation

No Owners / Residents shall affix or install any private aerial on the common areas or any exterior parts of the Development.

## 晾曬衣物

各業戶嚴禁於外牆/公共地方晾曬衣物，以免影響大廈外觀。



## Laundry

No Owners / Residents shall use any part of the external wall / the common areas for the purpose of drying or hanging laundry.

## 天台使用

除天台業主外，其他業主請勿使用天台。天台業主亦不能在天台作任何形式蓋搭加建。

## Roofs

No Owners / Residents other than those occupying the roof floor shall use the roofs. No temporary or permanent structures shall be erected on the roofs.

## 走火通道

為保持走火通道暢通無阻，各業戶請勿於走火通道，走火出口或天台安裝或加建任何障礙物。  
除天台業主外，各業主均不能使用天台，但緊急逃生除外。



## Fire Passage

No partitioning shall be erected or installed in any part of the Development which blocks the access for fire exits. No Owners / Residents (except the owners or occupiers of the relevant roofs) shall have the right to use the Roof or the Upper Roof of the Residential Towers except for the purposes of escape only in the event of fire or emergency.



# 屋苑守則 HOUSE RULES & REGULATIONS

## 阻礙公共地方

業戶不可將雜物或任何物件放置在公共地方，如走廊及樓梯等。一經發現，客戶服務中心職員會立即將雜物搬走而不預先作任何警告，而物主需繳付所有搬運及所需費用。

## Obstruction

No Owners / Residents are allowed to cause obstruction or leave any articles in the common areas. Such articles may be removed by the management staff without prior notice and cost of removal will be charged to the Owners / Residents concerned.

## 垃圾收集服務

本屋苑將定時安排清潔工人替各業戶收集垃圾，請各業戶用垃圾袋包紮好家居垃圾，並於指定時間放置於指定地方，以便清潔工人按時清理。(客戶服務中心將另行通知垃圾收集時間)。



## Domestic Refuse Collection Service

Owners / Residents are advised to tie up the refuse bags properly and place them at the designated area for removal by the cleaners (Collection schedule will be posted to notify all Owners / Residents by the Customer Services Centre).

## 大型垃圾/裝修廢料

所有較大型之垃圾及裝修廢料，必須自行放到指定之大型垃圾收集處，各業主或住戶如需協助，可與客戶服務中心聯絡。

## Bulky Refuse/Decoration Debris

All bulky refuse and decoration debris must be disposed of at the designated "Debris Collection Point". If Owners / Residents need assistance, please contact our staff at the Customer Services Centre.

## 神位

各業戶不得在單位大門外或公共地方設置神位及燃點香燭或祭品。

## Shrines

The setting up of shrines at the unit entrance or in the common areas is not permitted, neither is the burning of joss-sticks in these areas.



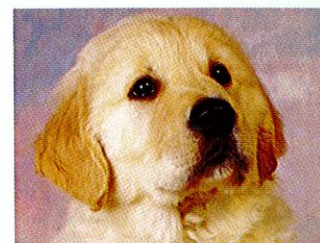
# 屋苑守則 HOUSE RULES & REGULATIONS

## 飼養寵物

為保持環境衛生及避免對其他業戶構成滋擾，業戶應盡量避免在屋苑內飼養狗隻或其他寵物，客戶服務中心如接獲兩名或以上業戶作出有關投訴，本中心將禁止有關業戶繼續於本屋苑內飼養狗隻或寵物。

## Keeping Pets

It is in the interest of all residents to avoid keeping dogs or pets which may cause annoyance to others or cause hygiene problems. Keeping of dogs or pets in any units in the Development will be forbidden if two or more complaints are received by the Customer Services Centre towards such dogs or pet.



## 危險物品存放

為安全理由，各業戶切勿在單位內貯存超過家庭用量之易燃氣體或危險物品。

## Dangerous and Prohibited Goods Storage.



No Owners / Residents shall store or permit to be stored in any unit any hazardous, dangerous, explosive or combustible goods or materials except such as may be reasonably required for the purpose of domestic cooking and heating.

## 滋擾及噪音

業戶絕對不可作出或准許屋內住客或任何人士在單位內或公共地方作出任何滋擾行為，以免對屋苑內其他人士造成騷擾或不便。根據環境保護條例，不可在任何時間內發出過量噪音。

## Nuisance

Owners / Residents should not do or permit any act or thing in his premises or the common areas so as may be or become a nuisance or a cause of annoyance to any other Owners / Residents of the Development.

According to the Environmental Protection Ordinance, excessive noise nuisance is prohibited at any time of the day.



# 屋苑守則 HOUSE RULES & REGULATIONS

## 保險

管理公司已為本屋苑公共地方及公共設施購買保險。

## Insurance

All the common areas and facilities have been insured by the Manager.

## 屋苑交通規則

業戶應遵守屋苑內之交通標誌及道路使用守則。

## Carpark Regulations

Owners / Residents shall observe the traffic signs, regulations and arrangement of the Development.

## 單位用途

各單位只能用作私人住宅用途。單位內禁止一切非住宅、不道德、商業、打齋或非法之用途。

## Use of Premises

No Owners / Residents shall use or permit or suffer the part of the Development owned by him to be used for any immoral, commercial, performance of the ceremony known as "Tai Chai" (打齋) or illegal purposes.

## 住宅保養

各業戶有責任保養室內設備及保持其住宅單位一切狀況良好，以達致與翠豐臺高級的形象和質素一致。

## Repair and Maintenance

All Owners / Residents are required to maintain and keep the interior of their premises in good condition, and in a manner consistent with the image and quality of Summit Terrace as a high-class residential development.

\* 如以上守則與大廈公契有差異，一律以公契原文為準。

In case of any discrepancies between the above rules and the Deed of Mutual Covenant, the latter shall prevail.





# 收樓須知 TAKING-OVER YOUR PREMISES

## 遺漏工程

當閣下收樓時，倘若發現單位尚未盡完美之處，請於簽收鎖匙起三天內填妥工程修理單交回客戶服務中心，以便承建商能早日進行執漏工程。於一般情況下，發展商將不會接受保養期後呈報之遺漏工程。

## Building Defects

When you take over the premises, you may find some minor defects or irregularities. Please submit the defect list to the staff of Customer Services Centre within three days and they will liaise with the contractor for the remedial actions promptly. Please be reminded that the Developer would not accept any request for defect rectification which made after the expiry of Defect Liability Period.



## 電錶轉名

發展商已代閣下申請電錶，閣下請於收匙後核對電錶度數，及填妥收樓時所派發之電錶轉名表格予客戶服務中心代為辦理轉名手續。

## Change of Consumership of Electricity Meter

In order to ensure the supply made available to the premises beforehand, the Developer has already applied the electricity meter for the premises. Please complete and return the form attached to the Customer Services Centre for change of the registered name.

## 水錶轉名

發展商已替閣下申請水錶，閣下只須核對水錶度數，及填妥收樓時所派發水錶轉名表格，客戶服務中心將代為辦理轉名手續。

## Change of Consumership of Water Meter

The Developer has also applied water meter for the premises. You are therefore advised to fill in the form attached and return to Customer Services Centre for change of the registered name.



# 收樓須知 TAKING-OVER YOUR PREMISES

## 煤氣服務

閣下如欲申請煤氣服務，請致電香港中華煤氣有限公司，辦理有關煤氣供應事宜。

## Town Gas Supply

Should you decide to commence the gas supply to your premises, please call the HK & China Gas Company Ltd. for the connection of gas supply.

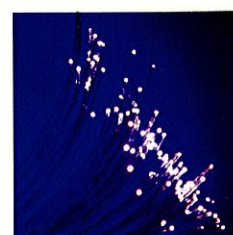


## 電話服務

各單位已鋪設電話線，閣下只需向電訊公司申請駁線手續，便可立即使用電話服務。

## Telephone Service

Phone jacks have already been installed in the premises. All you have to do is to apply to the telecom company for the service.

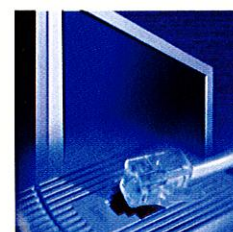


## 本港電視及衛視天線

各單位已裝置公用天線及衛星電視插座等設施。

## Local TV and Satellite TV

There are communal TV and Satellite TV points installed in your premises.



## 郵遞地址

荃灣安育路1及2號翠豐臺\_\_\_\_\_座\_\_\_\_\_樓\_\_\_\_\_室

註：以上地址以差餉物業估價署最後公佈為準。

## Postal address

Flat \_\_\_\_\_, Floor \_\_\_\_\_, Tower \_\_\_\_\_, Summit Terrace, 1 & 2 On Yuk Road, Tsuen Wan, N.T.

Remarks : Subject to the final approval from the Rating and Valuation Department.





## 裝修登記

業戶可聘用合格之裝修承造商進行裝修工程，工程進行前業戶必須填妥指定之室內裝修及設備表格，連同室內裝修承諾書及裝修按金一併交回客戶服務中心，獲批准後方可正式施工，客戶服務中心將發出裝修工作證予裝修工人。各業戶請督促其裝修工人，必須將一切裝修廢料清理妥當及確保一切公共設施不受損毀。另於本屋苑工作期間，必須佩帶裝修工作證，並遵守客戶服務中心訂立之裝修守則。

## Registration for Decoration

Owners / Residents should complete the registration and undertaking for any decoration works, and apply to the Customer Services Centre for the Decoration Permits for their decoration contractors. Owners / Residents should also instruct their contractors to observe all the Rules and Regulations for decoration that they must not leave behind any decoration debris or materials at common areas, and must not cause any damage to common facilities. Also the staff and other representative of the contractor must wear the Decoration Permits at all times while working in the Development.



## 室內改裝

業戶可依照意願自行裝修單位內部，但必須確保不影響建築物之結構，如需要更改室內牆壁，請先向客戶服務中心提交裝修圖則審閱，以免因拆除或更改主力牆而構成危險。

## Internal Alterations

Owners / Residents shall ensure that no alterations or additions are made to affect the structure or service system of the building. Some walls are constructed for load-bearing that any alterations to these walls will seriously jeopardize the safety structure of the building. Owners / Residents are strongly advised to submit decoration plans to the Customer Services Centre for approval before commencing any changes to the walls.

## 廢物處理

請勿將裝修垃圾或物料棄置於公共地方，以致阻塞走火通道及招致火警發生。同時，請指示所聘用之裝修承辦商將廢物搬離屋苑範圍。違例者，客戶服務中心將代行搬走有關廢物，而所有費用將由有關業戶承擔，屋苑入伙初期，裝修廢物可搬到屋苑內指定泥頭站。

## Debris Removal

Decoration debris or materials if left in common areas will be hazardous to other Owners / Residents in case of fire. Please ensure that all the debris should be removed by your decoration contractor from the Development. Otherwise, the Customer Services Centre will make necessary arrangement to remove it and the cost will be back charged to the Owners / Residents concerned. During the in-take period, debris collection points will be designated for Owner's / Resident's use.

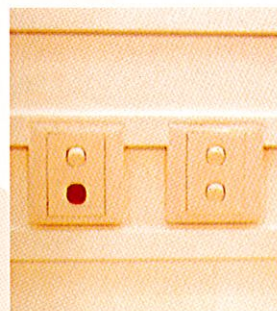


## 更改室內對講機/公共天線

所有室內公共天線插座之移位及修理工程，必須由客戶服務中心指定承辦商進行，費用由業戶自行繳付。否則，如屋苑之接收系統因此受影響而引致不正常操作或單位室內有插座失效時，有關業戶必須承擔所有修理費用。

## Relocation of Intercom System/Communal Antenna Socket

The relocation and repairing works of the intercom system/antenna socket in your premises must be carried out by the contractor as nominated by the Customer Services Centre at the owners' expenses. Otherwise, the entire system may be affected and the Owner / Resident concerned will be responsible for all the subsequent repairing costs.



## 窗花

所有窗花必須安裝在窗之內側，屋苑之窗框均為鋁合金製造，安裝窗花時，務請小心。

為保持屋苑的外觀一致，所有加裝之窗花，應選用我們所建議之款式及顏色。

## Window Grilles

Window grilles should only be installed in the internal frame of the windows. The window frames are made of aluminium and therefore great care should be taken during the installation of grilles.

To prevent the spoiling of the uniformity of general appearance of the Development, please choose the pattern recommended by the Customer Services Centre.



## 室內裝修噪音管制

為免裝修工程造成滋擾，逢星期一至五晚上7時至翌晨9時，星期六下午1時起，及星期日和公眾假期全日均限制進行裝修，並禁止使用機動工具及進行發出大量噪音的人手操作工序。

## Noise Control

To preserve quiet enjoyment of your neighbours, no mechanical machine or noise nuisance which arising from decoration works shall be allowed to carry out between 7:00p.m. and 9:00a.m. from Mondays to Fridays and from 1:00p.m. onwards on Saturdays. No such work shall be carried out during the whole day on Sundays and Public Holidays.

## 裝修守則

業戶應督促承造商遵守下列規則：

所有裝修承造商及其工人必須出示身份證明文件予保安員登記，並佩戴由客戶服務中心簽發之裝修工作証始可獲准進入本屋苑工作。業主只需填妥室內裝修承諾書，連同有關承造商之資料，一併交回客戶服務中心辦理手續。

每張裝修証按金為港幣叁拾元正，業戶或裝修承造商可於工程完竣後交還有關工作証予客戶服務中心辦理退還按金手續，如有遺失或破爛，按金將不會發還，至於延期或更改裝修日期，業戶或承造商須事前親身到客戶服務中心辦理延期手續。

裝修承造商必須聘請有責任感之管工，實地監督所承辦之裝修工程。

裝修承造商必須監管其僱用之判頭及工人。

所有室內間格改動及設備更改須先獲屋宇署及服務中心批准，方可進行。

於搬運工具時務請小心，以免損壞公共設施。

所有裝修廢料必須立即清理妥當及搬離屋苑（入伙初期，裝修廢料可放置於屋苑內之泥頭站），切勿放於樓梯或走廊等逃生通道。

嚴禁非法接駁電源。

裝修期間必須小心防火，裝修工程須在室內進行。同時，單位大門必須保持關閉，防止噪音及塵埃滋擾鄰居。

嚴禁將本屋苑職員牽涉入其生意交易內。

客戶服務中心職員有權阻止任何未經許可及未辦妥裝修手續之人士進入本屋苑內。

客戶服務中心不會負責承造商或其工人在工程進行時，對建築物或他人造成之傷害，並所引起之法律責任。

業戶於裝修自己所屬單位時，若對公共地方或公共設施造成損壞須負上賠償責任，客戶服務中心保留追究的權利。





# 裝修事項 DECORATION MATTERS

## Rules & Regulations for Decoration

All Owners / Residents should inform his contractors to strictly observe the following rules:-

All decoration contractors and /or sub-contractors requiring access to the Development must provide the identity document to our security staff for registration. They should bring along with valid Decoration Permit that issued by the Customer Services Centre during the whole decoration period. Such Permit is available subject to the completion of the application form and signing of such undertaking by the Owner / Resident.

Security deposit for every Decoration Permit is HK\$30 (refundable). Owners or Decoration Contractor can apply for refund of the said deposit after the completion of the decoration works. If the Permit is lost or damaged, such deposit would be forfeited. Should the decoration fails to be completed on time, the Owner or Contractor has to apply for an extension.

A responsible foreman on behalf of the Owner / Resident is required to supervise the decoration works on site.

The main decoration contractor must be responsible for the control of their sub-contractors whilst working within the Development.

All proposed alterations to partition walls or service systems must be submitted to the Buildings Department and the Customer Services Centre for prior approval.

Decoration contractors and / or sub-contractors should take special care in the transportation of tools and equipment in order to avoid damaging to any common facilities.

All decoration refuse must be removed out of the Development immediately and properly. (During the in-take period, debris collection point will be designated for Owners / Residents use). Nothing being left at or along the staircase, lobby or means of escape.

Illegal tapping of electricity is strictly prohibited.

Decoration contractors should try their best to avoid creating fire hazard. All decoration works must only be carried out inside the premises and front doors must be kept closed during the course of decoration works in order to prevent from causing nuisance or annoyance to neighbours.

Decoration contractor and/or sub-contractors should not involve the management staff including management, maintenance, care-taking and security in any aspects to their business dealings.

The Customer Services Centre reserves the right to prohibit any unauthorized persons from entering into the Development.

The Customer Services Centre will not be responsible for any liability, loss, claim of proceedings in respect of any injury or damage whatever to any property or person, as such injury or damage arising out of or in the course of the execution of the decoration works in the Development.

The Customer Services Centre reserves the right to demand for compensation from the Owners / Residents concerned for any damages of common areas or for any damages of common facilities arising from the decoration work.





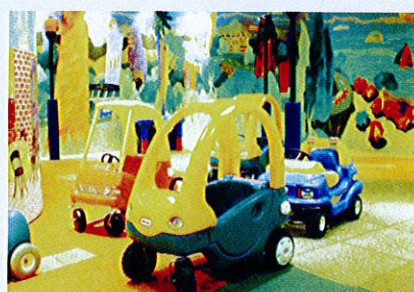
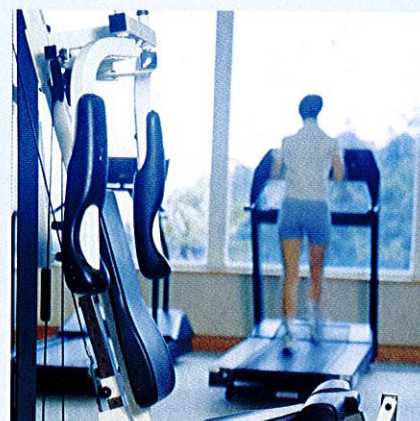
# 會 所 CLUB HOUSE

翠豐臺的業戶均可以申請成為會所會員，始能使用會所設施：

All Owners / Residents of Summit Terrace can apply for the Club House Membership before using the Club House facilities.

會所設施包括 Club House Facilities:

- 麻雀室 Mahjong Room
- 閱讀室 Reading Room
- 自修室 Study Room
- 鋼琴練習室 Musical Training Room
- 網球場 Tennis Court
- 室外兒童遊樂場 Outdoor Children Playroom
- 室內兒童遊樂場 Indoor Children Playroom
- 遊戲室 Games Room
- 音樂室 Music Room
- 美式桌球室 American Pool Room
- 室內多用途運動場 Indoor Sports Centre
- 壁球室 Squash Court
- 宴會廳 Function Room
- 多用途房 Multi Function Room
- 乒乓球室 Table Tennis Room
- 健身室 Gymnasium
- 舞蹈室 Aerobics Room
- 休閒雅座 Sitting Area
- 兒童泳池/嬉水池 Children Swimming Pool
- 泳池 Swimming Pool
- 水力按摩浴池 Jacuzzi
- 蒸氣浴室 Steam Room
- 桑拿浴室 Sauna Room
- 救護室 First-Aid Room





# 會所 CLUB HOUSE

以下規章為翠豐臺經理人規定，以確保會所能妥善管理，凡使用本會所設施之人士必須遵守。經理人有權隨時就實際需要修訂規章。

The following rules and regulations are made by the Manager of Summit Terrace for smooth management of facilities at the Club House and should be observed by Owners / Residents and their guests when using the facilities. These rules and regulations may be altered, amended or added from time to time when the Manager deems fit.

## 入場

本會所專供翠豐臺住戶使用，住戶進入會所時必須出示有效住戶證或智能咭，此外訪客亦須有智能咭之住戶陪同方可進入會所範圍。客戶服務中心有權向使用會所設施之人士收費。

## Entrance

The Club House is intended for exclusive enjoyment by Owners / Residents of Summit Terrace. Smart Cards must be presented for inspection when entering the Club House. No guest will be admitted to the Club House unless accompanied by a valid Smart Card holder. The Customer Services Centre may levy charges for person using the facilities in the Club House.



## 開放時間

會所開放時間暫定為每日上午8時至晚上10時。客戶服務中心有權在發出通告後，更改開放時間。如因維修或天氣影響各類設施之使用，客戶服務中心可暫時停止開放此等設施，有關通告將張貼於會所佈告版。

## Opening Hours

The opening hours for the Club House is tentatively from 08:00a.m. to 10:00p.m. The opening schedule may be changed at the discretion of the Customer Services Centre and the details of such changes will be posted on the notice board of the Club House. If, in the opinion of the Customer Services Centre, the facilities are unfit for use on account of routine maintenance or poor weather, they will be closed and notice will be put up on the notice board.

## 收費表

各項設施收費，請參閱會所接待處之收費表。

## Schedule of Fee

Please refer to the fee schedule at the reception counter of the Club House.





## 預訂場地

1. 租用原則為『先到先得』，所有場地只接受7天之預訂，每次不可連續預訂超過兩節。
2. 預訂場地時須出示個人之有效智能咭及即時繳付場地費用。
3. 同一住戶單位，每天最多只可預訂或使用同一設施之其中兩節時段(除即場訂場外)。
4. 同一住戶單位，在同一時段內，不可預訂多過一項會所設施(除即場訂場外)。
5. 住戶須親自出示智能咭及場地使用證方可使用設施。
6. 晚上10時後停止辦理預訂手續。
7. 住戶可透過屋苑網站預訂場地，但必須於確認後48小時內到會所繳付場地費用。
8. 所有即日之場地預訂，住戶必須親身到會所預訂場地及繳妥有關費用，以確認場地。
9. 預訂場地時間及日期後，不得更改。
10. 已繳付之場地費用，概不退還。
11. 倘若住戶未能在開場後15分鐘內到會所辦理領取場地手續，會所有權將該場地轉租予其他正在輪候的住戶使用。
12. 客戶服務中心有權預留各種場地以為本邨業戶等舉辦比賽、訓練班或其他活動，而毋須另行通知。
13. 所有已預訂之場地皆不能轉讓予他人使用。
14. 如天文台懸掛8號風球或以上或黑色暴雨訊號，場地將會暫停開放，住戶須親身到會所辦理改期手續。新訂時間須為暫停日之後14天內及於同等收費時段。

## Booking

1. Booking is on a first-come-first-serve basis. Advance reservation for the Club House facilities can be made 7 days in advance. No booking can be made for more than two consecutive sessions of each club facility.
2. At the time of booking, Owner / Resident must present his/her Owner Card or Smart Card and pay the fee in advance.
3. Each household unit can only book a maximum of two sessions for each club facility on any single day (except walk-in booking).
4. Each household unit can only reserve or use one single club facility at each time (except walk-in booking).
5. The right to use the facilities is subject to the presentation of one's Smart Card and booking receipt.
6. Booking service is available up to 10:00p.m.daily.
7. Advance booking is also available through the Development web site. However, payment of fee must be made within 48 hours after confirmation of booking.
8. For same-day booking, Owners / Residents must complete the full payment in person in order to confirm their booking.
9. Once the time and date is confirmed, no change will be allowed.
10. Payment made is non-refundable under all circumstances.
11. If Owners / Residents do not show up within the first 15 minutes of the scheduled time, the Management may release the reservation to others without prior notice.
12. The Customer Services Centre reserves the right to retain any club facilities for tournaments, training courses or other activities which are organised for the Owners / Residents of Summit Terrace without prior notice.
13. All club facilities reserved are not transferable and fees are not refundable.
14. All facilities will be closed when Typhoon Signal No. 8 or above or Black Rainstorm Warning Signal is hoisted. Change at time is allowed for any session at the same charges within 14 days. Postponement must be made in person when making an alternative booking.



## 在會所內行爲

1. 所有使用人士須穿著整齊。
2. 嚴禁在會所內進行未經翠豐臺經理人或客戶服務中心許可之活動。
3. 倘若住戶對其他住戶或會所職員不滿，可口頭或書面通知客戶服務中心。
4. 除得會所客戶服務中心事前批准外，會所嚴禁進行拍攝、錄影及錄音。
5. 除事先獲客戶服務中心批准外，使用人士不得預留會所設施用作舉辦訓練課程或進行商業活動。
6. 會所活動範圍內不准飲食(除指定之地方外)及吸煙。



## Conduct in the Club House

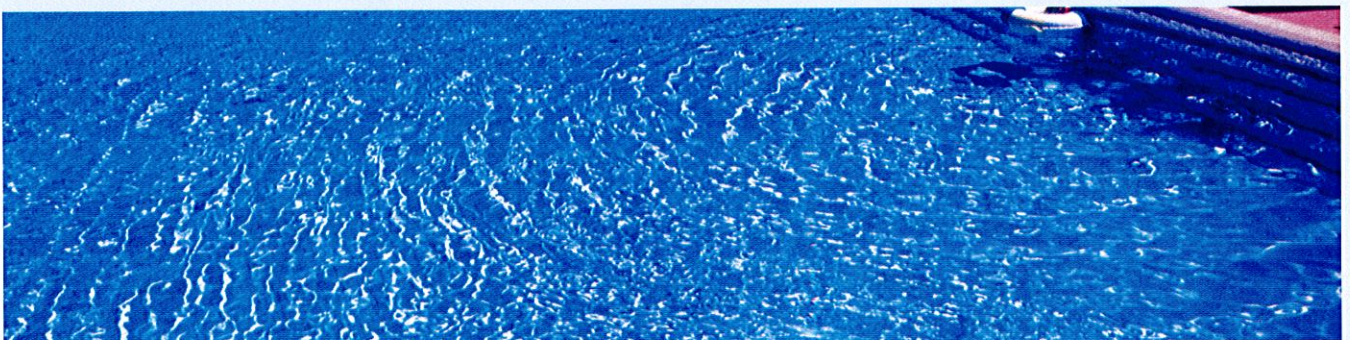
1. All Club House users should be properly dressed.
2. No activity prohibited by the Manager or the Customer Services Centre is allowed in the Club House.
3. For any complaint about other Owners / Residents or the Club House Staff, it should be referred verbally or in writing to the Customer Services Centre.
4. No photo-taking, video or voice recording are allowed in the Club House unless approved by the Customer Services Centre in advance.
5. The User shall not reserve the Club House facilities for offering training courses, or other commercial or business activities unless prior approval of the Customer Services Centre is obtained.
6. Neither eating, drinking (other than in the designated area) nor smoking is allowed in any part of the Club House premises.

## 意外事件

所有意外導致住戶或訪客傷亡，無論是否因為經理人、代理人、客戶服務中心職員或其他人士之疏忽所引致，經理人、其代理人、客戶服務中心職員概不負責。

## Accidents

The Manager, its agent or the Customer Services Centre staff, will take no responsibility for occurrence of any accident or injury sustained by the Owners or Residents or Guests, in any part of the Club House premises, whether or not such accident or injury is caused by the negligence of the Manager, its Agents, the Customer Services Centre Staff or any other authorized persons.





## 損毀設施

倘若住戶或其邀請之訪客損毀本會所內任何設施，無論是蓄意或意外，該名住戶必須承擔一切責任。

## Damages

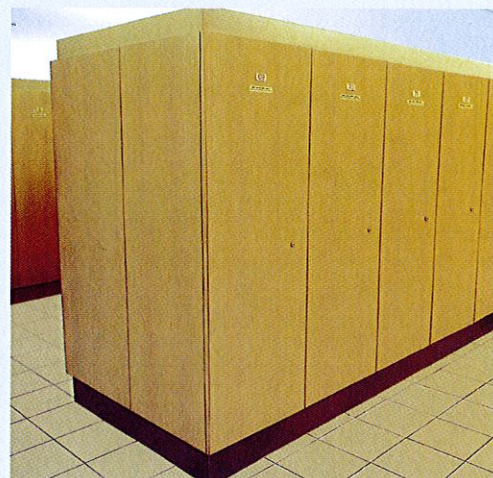
Owners / Residents will be held responsible for the cost of making good any damage caused by themselves or their Guests, whether willfully or accidentally, towards any kind of facilities or property of the Club House.

## 私人物件處理

1. 住戶或訪客所攜帶之財物，無論是放在公共地方或是放在貯物箱內，倘若被竊或損毀，客戶服務中心概不負責。
2. 雜物或物品應存放在鎖好之貯物箱內，方可離開。
3. 倘若住戶或訪客委托會所辦事處職員看管物品，翠豐臺經理人或客戶服務中心概不承擔任何責任。
4. 所有物品不准在本會所內存放過夜。

## Personal Belongings

1. The Customer Services Centre will take no responsibility for the loss, theft or damage of the belongings brought into the Club House premises by Owners or Guests, whether they are left in public areas or in the lockers provided.
2. Owners or Guests should keep their belongings in the lockers provided and should ensure that the lockers are properly locked before leaving.
3. The Manager or the Customer Services Centre will take no responsibility for the valuables and belongings entrusted to the care of any Club House Staff.
4. No article is allowed to be stored overnight in the Club House.





# 停車場使用守則 CAR PARK REGULATIONS

任何進入或使用停車場或其部份之人士（簡稱使用人士）必須嚴格遵守下列由管理公司所訂定及執行之守則。

1. 車主須在汽車擋風玻璃的左上角張貼上有效泊車証，以資識別。
2. 在停車場內車速不得超過每小時8公里。
3. 除送貨外，所有貨車，重型車輛及高度超過限制之車輛均不得進入本屋苑。
4. 使用人士只限停泊車輛於停車場內個別劃界及編號之停車位。
5. 使用人士必須遵照停車場職員指示停泊車輛。
6. 使用人士不得違反停車場內指示標誌，並不得將車輛停泊於指定車位界線以外。
7. 使用人士不得將會對人或對其他車輛構成危險之車輛，或載有可能會引起此種危險貨物的車輛，停泊於停車場內。
8. 使用人士不得干擾停車場內之其它車輛/車主。
9. 使用人士不得在停車場內維修車輛，除非預先經停車場職員同意所指定之方式進行。
10. 使用人士不得於停車場內洗車，除非預先經停車場職員同意及所指定之方式進行。
11. 在停車場內或地面卸貨區上落貨物，必須依照停車場職員之指示進行。
12. 任何人士不得在停車場內遊蕩。
13. 對停車場及其管理之投訴可向客戶服務中心提出。
14. 管理公司或其代理人有權於合理情況下(如緊急情況或停車場進行維修)拒絕任何人等成為停車場之使用人士而毋需解釋理由。
15. 所有使用人士及司機使用停車場時須遵守道路交通法則之第三七四章及其附屬法例。
16. 所有使用人士及司機須遵守停車場職員的指示，不得隨意亂泊其他車位或阻塞通道及車路，如有違反指示，當作違例泊車處理，並將車輛扣鎖，車主需繳付港幣320元才可領回車輛。
17. 客戶服務中心亦有權扣鎖任何未經准許停泊的車輛，該車主須負責全部有關的費用。因扣鎖引致任何損壞，客戶服務中心及其僱員概不負責。
18. 車位祇作泊車用途，不可放置雜物。
19. 訪客車輛在進入本屋苑前必須在入口大閘處登記，及只可停泊由客戶服務中心指定的車位。
20. 本屋苑道路是禁止作為學習駕駛車輛場地。
21. 車主若遺失泊車証，須向就近警署報失，連同報案紙及手續費到客戶服務中心申請補領，車主若遺失泊車票，需要繳付港幣20元正行政費及所停泊時間之費用。
22. 使用人在停泊車輛或使用本車場時，須自行負責其本身及車輛之安全，本車場業主、本公司、本公司之僱員及代理人對在本車場內所發生之任何損壞、傷亡及失竊，概不負責。
23. 客戶服務中心擬指定清潔公司以合理的價錢為業戶提供抹車服務。為杜絕閒雜人等及保安理由，客戶服務中心將禁止未獲批准的抹車工人在停車場內工作，有關該等清潔公司的資料請向客戶服務中心查詢。
24. 客戶服務中心可隨時增加、刪除或修改有關停車場守則而毋須事先通知。





# 停車場使用守則 CAR PARK REGULATIONS

This section contains contractual terms and conditions for the use of the car park.

Any person entering or using the car park or any part thereof ("the User") shall only be allowed to do so subject to the strict compliance with the following rules and regulations laid down and enforced by the Manager.

1. The User shall display valid car park permit at the upper left corner of the windscreen.
2. Speed shall not exceed 8 km per hour within the car park area.
3. All vehicles above height restriction shall not be allowed to enter the car park.
4. The User shall only park his car in the allocated car parking space.
5. The User shall comply with the instruction(s) (if any) of the car park attendants while parking.
6. The User must follow all traffic signs in the car park, and cannot park his car outside his allocated car parking space.
7. The User shall not park in the car park a vehicle which is , or is likely to be, in such condition as to be dangerous to any person or other vehicles in the car park, or which carried goods or article(s) likely to cause any such danger.
8. The User shall not interfere with other user(s) and vehicle(s) in the car park area.
9. The User shall not carry out any maintenance or repair work to any car in the car park except in emergency cases and with the prior permission of the car park attendants.
10. The User shall not wash car in the car park except with the prior permission of and as directed by the car park attendants.
11. No loading or unloading shall be carried out by the User in the car park except under the direction of the car park attendants.
12. No loitering shall be allowed within the car park.
13. Any complaint concerning the car park and its management shall be made to the Customer Services Centre.
14. The Manager or its Agent shall have the authority to refuse any person to become User of the car park on reasonable grounds (such as emergencies) and during such time when it is necessary to do so (such as when repairing work is in place) without giving any reasons.



# 停車場使用守則 CAR PARK REGULATIONS

15. All Users and drivers must follow the rules laid down by the Road Traffic Ordinance Cap 374 and its sub-legislation and by-laws.
16. The Customer Services Centre may impound any vehicle if its driver does not obey the instruction of the duty officer, does not observe parking regulation or violate the Private Road Traffic Ordinance Cap 374, the impounding charge is \$320.
17. The Customer Services Centre may impound vehicles parked without authorization or obstructing the Estate road and will only release them after payment of a prescribed fee. The Management Staff and/or Agents shall not under any circumstances be liable to any loss or damage to any vehicle howsoever caused.
18. The parking space shall be used for carpark only and under no circumstance should it be used as a storage space for articles.
19. All vehicles without valid Parking Permit shall register at the main gate before entering the Development and shall park the vehicle at space designated by the Customer Services Centre from time to time.
20. The Estate road is not allowed for car learners using as driving venue.
21. In the event of loss of the Yearly Parking Permit, the car park user has to report the case to the Police and pay the administrative charge together with the Police's Loss Report Certificate to the Customer Services Centre for issue of new Parking Permit. For loss of car park ticket, an administration fee of \$20 shall be imposed plus charges of total parking.
22. The User shall park his or her car and otherwise use this car park at his own risk. Neither the Manager nor the Owner(s) of the car park nor the Manager's employees nor its Agents shall in any circumstances be liable to the User or any other person whomsoever in respect of any loss or damage or injury to property or person sustained by the User or any other person in the car park including but not limited to damage to or theft of the User's car or anything therein or thereof.
23. For more efficient management of car cleaning in the Development, the Customer Services Centre has nominated contractors to provide car-cleaning services for residents. For security reasons, unauthorised car cleaners are therefore not encouraged to operate in the Development. Details of the approved contractors are available at the Customer Services Centre.
24. The Customer Services Centre shall have the right to add, amend and delete any regulations from time to time without prior notice.





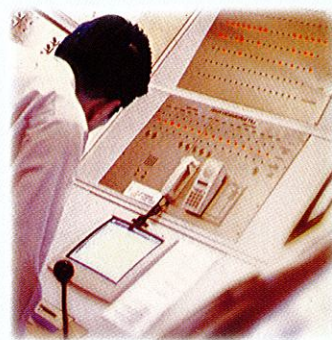
# 保安、緊急事故及安全措施 SECURITY, EMERGENCIES AND SAFETY MEASURES

## 保安人員及設備

本屋苑有保安員按時巡邏，保安控制中心廿四小時有保安員當值，屋苑更設有各項保安系統以保障業戶及其財產得到周全之保護。所安裝之保安系統包括設置閉路電視，大門防盜密碼鎖及對講機。

## Security Staff and Equipment

The Development is provided with security guards on duty 24 hours. Regular patrols of the Development and installation of security systems, including closed circuit surveillance equipment, secret code intercom / entry panel and door phone system are provided to enhance security control.



## 防止罪案

- 當遇見任何可疑人士，應立刻向大廈保安員報告。
- 在未清楚訪客的身份前，千萬不可隨意開啓入口大門。
- 凡遇見稱為公共機構或政府人員，必須查驗清楚其證件。
- 避免將貴重財物放在家中。
- 外出時將所有門戶關閉，晚上外出時屋內更應亮著一盞燈。
- 出外旅遊前，取消訂閱報章雜誌及其他派送物品，勿在門外留下「戶主外出」字樣，以免竊匪乘虛而入。

## Crime Prevention

- Please inform the Management Staff immediately if you see or hear anything of a suspicious nature.
- Do not press the release button for the main door before establishing the caller's identity.
- Examine identity documents of any persons claiming to be employees of Utility Companies, Government Departments and etc.
- Avoid keeping valuables at home.
- Keep all doors and windows closed when going out and leave a light on when you go out at night.
- Cancel all newspaper delivery and other goods delivery before you go aboard for vacation. Do not leave a note on your door that you are away in order to prevent from any possibility of burglary case.

## 訪客

管理公司祈能提供業戶安居樂業之地方，所有大廈管理人員及保安人員，已受訓示查詢所有進入本屋苑內之陌生人士身份，請各業戶通知貴親友此等措施，管理公司對於查詢時所引起不便之處，先致歉意，敬希各業戶明白。

## Visitors

The Manager endeavours to provide a safe and secure environment for your enjoyment. All Management and Security Staff have been instructed to verify the identification of all the Visitors when entering into the Development. We would appreciate it if Owners / Residents could advise their Guests of this measure. We anticipate our thanks for your cooperation and apologize for any inconvenience that might be caused in such respect.

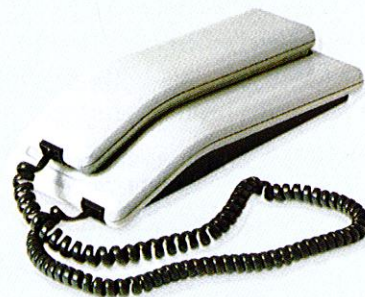


## 緊急聯絡人

建議所有業戶向管理公司提供聯絡人之姓名及電話號碼，以便緊急時客戶服務中心能即時與業戶聯絡，請到客戶服務中心索取有關表格，即時填妥並交回客戶服務中心，有關資料將會絕對保密。

## Emergency Contact

All Owners / Residents are advised to provide the Customer Service Centre with contact persons' names and telephone numbers for emergency contact purposes. The form is available at the Customer Services Centre upon request. Please fill in the form and return to Customer Services Centre. We will keep this in strictly confidential.



## 防火演習

管理公司將定期舉行防火演習和試驗各項防火設備，屆時將會張貼通告各業戶。

## Fire-drill

Fire-drill and testing of fire equipment will be carried out by the Manager at regular intervals. Notice will be posted by the Customer Services Centre to remind Owners / Residents at the same time.

## 防火措施

為避免發生火災，業戶應留意並教導家人留意下列各項：

- a) 切勿使電制負荷過量。
- b) 切勿在單位內存放任何危險或易燃物品，同時亦切勿貯存過量的燃料。
- c) 凡火柴及打火機等危險性物品應放置在兒童不能觸及的地方。
- d) 離開單位時，請關掉火爐，暖爐等電器用品，以免發生意外。
- e) 切勿在走廊、樓梯及其他公共地方燃點香燭或冥蠟。
- f) 要熟悉附近的火警出口、樓梯，以及其所通往的地方。
- g) 要熟悉火警警鐘掣和消防喉的位置。
- h) 請經常保持樓梯間之防煙門關閉。
- i) 任何時間內，均不應放置雜物阻塞通道及樓梯。

## Fire Prevention / Precaution

To prevent from the chance for outbreak of fire, you and your family members are reminded of the following important aspects:-

- a) Do not overload electrical power points.
- b) Do not keep any dangerous or inflammable goods, or store excessive quantities of fuel in your premises.
- c) Do not allow children to play with matches or lighters which should be kept out of their reach.
- d) Do not leave stoves and electrical equipment such as heaters unattended.
- e) Do not burn joss stick and paper in the lift lobbies, staircases and other common areas.
- f) Be familiar with the nearby exits, stairs and other means of escape for emergency purposes.
- g) Be familiar with the locations of fire alarm switches and hose reels.
- h) Keep all lobby smoke doors closed at all times.
- i) Passage-ways, staircases and common areas must be kept clear of obstruction at all times.



## 火警時應採取之行動

遇到火警時請保持鎮靜及在沒有危險情況下遵照以下步驟行事：

- a) 打破走廊之消防警鐘玻璃，及高呼通知鄰居盡快逃離現場。
- b) 保持鎮定，立即撥999報警或通知本屋苑保安控制中心。
- c) 在安全情況下，關閉電力及氣體總掣。
- d) 關閉所有門窗另防煙門必須關閉，以免火勢及濃煙迅速蔓延。
- e) 如遇有濃煙，應盡量貼近地面行走，並以濕毛巾蓋臉，有助呼吸。
- f) 切勿使用升降機，必須用樓梯逃生，隔火層設在各座20樓。

## In case of Fire

In case of fire, please keep calm and take the following actions:

- a) Break the glass cover of the fire alarm provided in the lift lobby, and alert neighbours by shouting.
- b) Dial 999 or inform the Security Control Service Centre. Do not assume that other person has done so.
- c) Switch off the main switches of the gas and electricity supplies.
- d) Close all doors and windows. Check that the smoke lobby doors are closed to stop the fire and smoke from spreading.
- e) In case of excessive smoke, keep close to the floor and cover your face with a wet towel and leave the scene.
- f) Only use staircase for evacuation - DO NOT USE THE LIFTS. The refuge floor is set at 20/F of each tower.



## 防風措施



當懸掛風球時，颱風訊號牌將放置於大廈入口大堂，提醒業戶正懸掛颱風。同時業戶應立即：

- a) 確保所有窗戶穩固關閉。
- b) 除掉或固定所有不堅固及容易受損的物件。
- c) 檢查渠口位不受阻塞。
- d) 宜將窗戶玻璃貼上膠貼，防止吹破後碎片四散，引起危險。
- e) 勿在玻璃門，窗附近停留。

若需要時，可向天文台諮詢颱風消息。（有關電話號碼，請另參閱封底內頁。）

## Typhoon Precautions

When typhoon signal is hoisted, typhoon signboard will be displayed at the main entrance lobby to remind residents. Owners / Residents should immediately carry out the following actions:-

- a) Make sure that all windows are properly closed and secured;
- b) Remove and/or secure all loose objects and any objects susceptible to damage from strong wind;
- c) Ensure all drainage points are free from blockage;
- d) Protect window panes with adhesive tape to prevent flying glass pieces in case of breakage;
- e) Do not stay close to glass windows or doors so as to avoid injury.

Furthermore, you can contact Hong Kong Observatory for typhoon enquiries. (For telephone numbers, please refer to the inner page of back-cover.)



# 保安、緊急事故及安全措施 SECURITY, EMERGENCIES AND SAFETY MEASURES

## 煤氣洩漏

假如閣下懷疑有洩漏煤氣的情況，請立即：

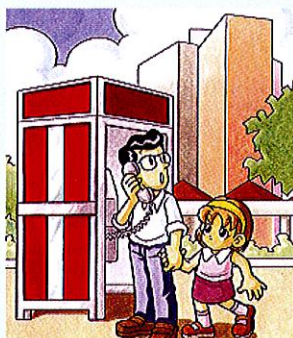
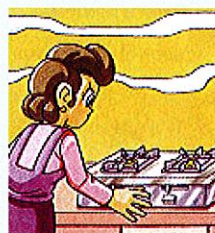
- 關掉煤氣的供應總掣。
- 打開窗戶讓空氣流通。
- 切勿開動或關掉任何電器，傳呼機，手提電話，與及不可使用電話或門鐘，因為有可能會引起火花，以致造成爆炸。
- 盡快離開洩漏煤氣單位，並立即通知客戶服務中心、消防處及煤氣公司，以便有關部門作出適當安排。



## Gas Leakage

If you suspect a gas leak, the immediate actions are:-

- Turn off the main gas supply;
- Open all windows for ventilation;
- Do not switch on /off any electrical appliances, pager, mobile phone or use the telephone / door bell as such actions may cause a spark which may in turn trigger an explosion;
- Evacuate to a safe place, and then report the incident to the Customer Services Centre, Fire Services Department and Hong Kong & China Gas Company Limited.



## 電梯困人

電梯困人，並非罕見，若閣下萬一被困時，不應驚惶失措，要保持冷靜，並按動警鐘求救。客戶服務中心人員會立刻採取必要和恰當的行動，幫助閣下脫險，業戶切勿強行將電梯門打開，因為此舉會危及被困者及自己的生命。如小童乘電梯時，應有成年人陪同。

## Lift Trapping

It is not uncommon to encounter lift trapping to people who rely heavily on lift transportation in tower blocks. However, passenger should not be scared when being trapped. Keep calm and maintain a clear head. Press the alarm button for assistance. The Customer Services Centre Staff will immediately take necessary and appropriate rescue actions. Owners / Residents should however not to attempt to force open the lift door as this will endanger the life of the trapped. Once again, it is important to note that children should be accompanied by adults when using lifts in order that the children are being cared in case of trapping.



## 地板

- 避免太多水份接觸地板，應迅速將水份抹乾，以免引致發漲或發黑。
- 應在窗門裝上窗簾，以避免陽光長時間暴曬地板，引致地板變形。
- 應在室內門口放置隔塵地氈，以避免從戶外將沙泥帶進屋內。
- 定期打掃或吸塵以清除灰塵及沙粒。
- 揩掉任何未乾及有黏性的污漬，如有需要，請用品質良好的專門清潔劑沾在清潔的布上，以便清除污漬。
- 在傢俱底部放置保護物保護木板。
- 在潮濕的環境下，用冷氣機或風扇來保持室內空氣流通。
- 為整體地板清潔，噴灑少量品質良好的專門清潔劑在海棉上，作清潔地板之用，惟避免用量過多。
- 幼細高跟鞋會造成極大的動態重量，刺破地板的表面或使其凹陷。



## Wooden Floor

- Water can lead to swelling and blackening of the wooden floor. If there is water on the floor, please clean it at once.
- To avoid distortion of the wooden floor caused by lengthy exposure to sunshine, installation of curtains on the windows is recommended.
- Put a mat by the door inside your flat to protect the wooden floor from being scratched by sand and debris.
- Sweep or vacuum clean the floor regularly to remove dust and grit.
- Wipe up any spills quickly before they become sticky or dry. Remove spills with a clean cloth dampened only with a good quality specialist cleaner.
- Use floor protectors under the feet of furniture.
- In humid conditions, ensure airflow is maintained by using air-conditioners or fans.
- For total cleaning, lightly spray a sponge mop with a good quality specialist cleaner. Avoid over-wetting.
- Remember, stiletto heels produce extremely high dynamic loads and will certainly indent or puncture the timber surface.

## 冷氣機

- 每年最少洗一次機身。
- 必須經常維修及清潔，以免閉塞隔塵網，增加發動機的負荷。
- 開關時間最好相距3分鐘。
- 不要拉扯電源軟線。
- 不要將小線及手放入通風口。

## Air-conditioner

- Wash the air-conditioner at least once a year.
- Keep proper maintenance on the air-conditioner regularly to avoid excessive loading on the motor.
- Switch ON / OFF time should be 3 minutes apart.
- Do not pull the power cord.
- Do not insert your hands or a stick into the air vents.



## 抽油煙機

- 煮食前須開啓抽油煙機，才可開啓煮食爐，以防高溫損壞抽油煙機。
- 可按需要而獨立開關抽油煙機的風扇。
- 定時使用抽油煙機專用清潔劑，以清潔抽油煙機內外及油杯。

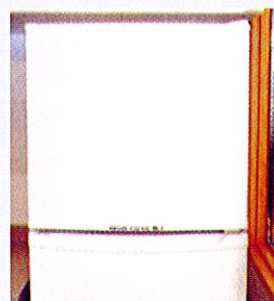


## Ventilator

- Turn on the ventilator first before you cook in order to protect the ventilator from high temperature.
- Turn on the fans of the ventilator according to your needs.
- Clean the ventilator regularly and may use clean detergent specialized for ventilator.

## 雪櫃

- 定期將雪櫃插頭拔出，清除馬達壓縮機部分的塵埃。
- 機後排氣的雪櫃，應離牆放置，以保持空氣流通。



## Refrigerator

- Place the refrigerator slightly away from the wall to ensure proper air circulation.
- Clean up the dust gathered at the motor and compressor of the refrigerator at a regular interval and remember to remove the plug before cleaning up.

## 電視

- 機後要預留空間，以保持空氣流通。
- 長時間不用時應將插頭拔出。

## Television Sets

- Do not put the sets too close to the wall; leave sufficient space for air circulation.
- Remove the plugs when not in use for a long time.

## 洗衣乾衣機

- 根據衣物標籤，揀選合適的洗衣及乾衣程序。
- 洗衣乾衣程序完成後，等待2分鐘才可開啓機門。
- 參照洗衣程序表，揀選所需洗衣程序水溫及脫水轉速。
- 應定期清洗洗衣劑盛載格。



## Washing and Drying Machine

- Refer to care labels of clothes and choose the appropriate machine programme.
- Wait for 2 minutes for the door lock be released after completion of wash / dry programme.
- Refer to the programme chart, choose the appropriate temperature and spin speed.
- Cleanse the detergent dispenser regularly.



## 教育資訊

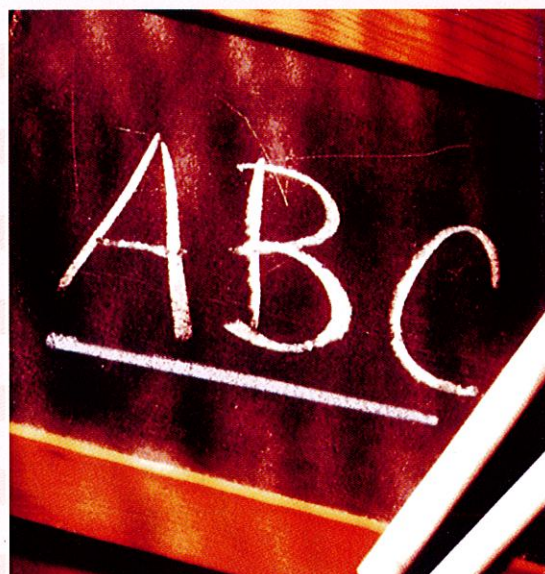
### 區內幼稚園

荃威幼稚園	荃灣聖安德中英文幼稚園
天主教領報幼稚園	荃灣聖多明尼幼稚園
麗城中英文幼稚園	荃灣聖德肋撒幼稚園
迦南國際幼稚園	荃灣慧中(中英文)幼稚園
迦南幼稚園	維德幼稚園
卓英幼稚園	
全完堂幼稚園	
啓思幼稚園	
福來邨錦全幼稚園	
福來邨幼稚園	
香港道教聯合會圓玄幼稚園	
綠楊幼稚園	
滿樂幼稚園	
旭輝幼稚園	
新一代英文幼稚園	
救世軍吳國偉紀念幼稚園	
聖公會中英文幼稚園	
荃灣浸信會幼稚園	
荃灣聖母幼稚園	

## Education

### Kindergarten

Allway Kindergarten	Tsuen Wan ST Andrew Anglo-Chinese Kindergarten
Annunciation Catholic Kindergarten	Tsuen Wan ST Dominic Savio Kindergarten
Belvedere Anglo-Chinese Kindergarten	Tsuen Wan ST Teresa Kindergarten
Cannan International Kindergarten	Tsuen Wan Wisdom (Anglo-Chinese) Kindergarten
Cannan Kindergarten	Victor Kindergarten
Chek Ying Kindergarten	
Chuen Yuen Church Kindergarten	
Creative Kindergarten	
Fok Loy Estate Kam Chuen Kindergarten	
Fok Loy Estate Kindergarten	
HKTA Yuen Yuen Kindergarten	
Luk Yeung Kindergarten	
Moon Lok Kindergarten	
Morning Sun Kindergarten	
New Generation English Kindergarten	
SA Ng Kwok Wai Memorial Kindergarten	
ST Monica's Anglo-Chinese Kindergarten	
Tsuen Wan Bap Church Kindergarten	
Tsuen Wan Our Lady Kindergarten	





## 區內小學

海霸街官立小學  
 荃灣角天主教小學  
 靈光小學  
 香港道教聯合會石圍角小學  
 路德會聖十架學校  
 中華基督教會基慧小學  
 寶血會伍季明紀念學校  
 天佑小學  
 荃灣天主教小學  
 荃灣信義學校  
 荃灣官立小學  
 中華基督教會全完第一小學  
 葵涌公立學校  
 舊色園主辦可信學校  
 香港浸信會聯會小學  
 梨木樹天主教小學  
 天主教石鍾山紀念小學  
 荃灣潮州公學  
 聖公會主愛小學  
 荃灣公立學校

## 區內中學

荃灣官立中學  
 可風中學  
 路德會呂明才中學  
 保良局姚連生中學  
 聖公會李炳中學  
 荃灣公立何傳耀紀念中學  
 仁濟醫院林百欣中學  
 博愛醫院歷屆總理聯誼會梁省德中學  
 廖寶珊紀念書院  
 保良局李城璧中學  
 寶安商會王少清中學  
 荃灣聖芳濟中學  
 紡織學會美國商會胡漢輝中學

## Primary School

Hoi Pa Street Government Primary School  
 Chai Wan Kok Catholic Primary School  
 Emmanuel Primary School  
 HK Taoist Assn Shek Wai Kok Primary School  
 Holy Cross Lutheran School  
 CCC Kei Wai Primary School  
 Kwai Ming Wu Memorial School of Precious Blood  
 Mary of Providence Primary School  
 Tsuen Wan Catholic Primary School  
 Tsuen Wan Lutheran School  
 Tsuen Wan Government Primary School  
 CCC Chuen Yuen First Primary School  
 Kwai Chung Public School  
 Ho Shun Primary School  
 Hong Kong Baptist Convention Primary School  
 Lei Muk Shue Catholic Primary School  
 Shak Chung Shan Mem Catholic Primary School  
 Tsuen Wan Chiu Chow Public School  
 SKH Chu Oi Primary School  
 Tsuen Wan Public School

## Secondary School

Tsuen Wan Government Secondary School  
 Ho Fung College  
 Lui Ming Choi Lutheran College  
 PLK Yao Ling Sun College  
 SKH Li Ping Secondary School  
 Tsuen Wan Public Ho Chuen Yiu Memorial Secondary School  
 YCH Lim Por Yen Secondary School  
 AD & FDPOH Leung Sing Tak College  
 Liu Po Shan Memorial College  
 PLK Lee Shing Pik College  
 Po On Comm. Assn. Wong Siu Ching Secondary School  
 St Francis Xavier's School, Tsuen Wan  
 Textile Int. Acc Woo Hon Fai Secondary School



## 區內康樂及社區設施

- 大窩口體育館
- 荃灣公共圖書館
- 荃灣民政事務處
- 荃灣大會堂
- 蕙荃室內運動場
- 雅麗珊社區服務中心
- 楊屋道市政大樓

## Recreation & Facilities

- Tai Wo Hau Sports Centre
- Tsuen Wan Public Library
- Tsuen Wan District Office
- Tsuen Wan Town Hall
- Wai Tsuen Sports Centre
- Princess Alexandra Community Centre
- Yeung Uk Road Municipal Services Building





# 巴士路線 BUS ROUTES

路線號碼	起點站	終站	途經
30	荃威花園	長沙灣	荃灣 - 葵涌 - 荔枝角
30X	荃威花園	黃埔花園	荃灣 - 荔枝角 - 長沙灣 - 深水埗 - 旺角 - 紅磡
E31	荃灣愉景新城	東涌逸東邨	荃灣市中心 - 長亨邨 - 東涌
N31	荃灣愉景新城	機場	大河道 - 長亨邨 - 東堤灣畔
33A	荃灣市中心	旺角(柏景灣)	沙咀道
34	灣景花園	葵盛(中)	荃景園 - 大涌道 - 大窩口 - 葵盛邨
34M	灣景花園	荃灣地鐵站	荃灣
39A	荃威花園	新荃灣碼頭	荃灣
39M	荃威花園	荃灣地鐵站	荃灣
48X	灣景花園	禾輦	荃灣 - 葵涌 - 沙田中
53	荃灣(如心廣場)	元朗(東)	安育路 - 油柑頭 - 深井 - 黃金海岸一帶 - 屯門 - 洪水橋 - 流浮山 - 元朗
58M	葵芳地鐵站	良景邨	荃景園 - 屯門市廣場
59M	荃灣地鐵站	屯門碼頭	荃景園 - 新屯門中心
68M	荃灣地鐵站	元朗(西)	荃景園 - 大欖隧道 - 大棠路
69M	葵芳地鐵站	天瑞邨	荃景園 - 大欖隧道 - 天水圍
234B	荃灣(如心廣場)	浪翠園	安育路 - 油柑頭 - 深井村
234X	灣景花園	尖沙咀(漢口道)	荃景園 - 美孚地鐵站 - 長沙灣 - 深水埗 - 旺角 - 佐敦 - 尖沙咀中
243M/P	美景花園	愉景新城	青盛苑 - 青衣邨 - 沙咀道 - 富華街
848	葵芳	沙田馬場	大河道天橋
934	灣景花園	灣仔	錦豐園 - 西隧 - 中環 - 金鐘 - 灣仔

Route	Starting Point	Terminal Point	Via
30	Allway Garden	Cheung Sha Wan	Tsuen Wan - Kwai Chung - Lai Chi Kok
30X	Allway Garden	Whampoa Garden	Tsuen Wan - Lai Chi Kok - Cheung Sha Wan - Shamshuipo - Mongkok - Hunghom
E31	Discovery Park	Tung Chung Yat Tung Estate	Tsuen Wan - Cheung Hang Estate - Tung Chung
N31	Discovery Park	Airport	Tai Ho Road - Cheung Hang Estate - Seaview Crest
33A	Tsuen Wan	Mong Kok	Sha Tsui Road
34	Bayview Garden	Kwai Shing	Tsuen King Circuit - Tai Chung Road - Tai Wo Hau - Kwai Shing Estate
34M	Bayview Garden	Tsuen Wan MTR Station	Tsuen Wan
39A	Allway Garden	New Tsuen Wan Pier	Tsuen Wan
39M	Allway Garden	Tsuen Wan MTR Station	Tsuen Wan
48X	Bayview Garden	Wo Che	Tsuen Wan - Kwai Chung - Shatin (Centre)
53	Tsuen Wan (Nina Tower)	Yuen Long (East)	On Yuk Road - Yau Kam Tau - Sham Tseng - Gold Coast - Tuen Mun - Yuen Long
58M	Kwai Fong MTR	Leung King Estate	Tsuen King Circuit - Tuen Mun Town Plaza
59M	Tsuen Wan MTR	Tuen Mun Pier	Tsuen King Circuit - Sun Tuen Mun Centre
68M	Tsuen Wan MTR	Yuen Long (West)	Tsuen King Circuit - Tai Lam Tunnel - Tai Tong Road
69M	Kwai Fong MTR	Tin Shui Estate	Tsuen King Circuit - Tai Lam Tunnel - Tin Shui Wai
234B	Tsuen Wan (Nina Tower)	Sea Crest Vila	On Yuk Road - Yau Kam Tau - Lido Beach - Sham Cheng
234X	Bayview Garden	Tsimshatsui (Hankow Road)	Tsuen King Circuit - Mei Foo MTR - Cheung Sha Wan - Shamshuipo - Mongkok - Jordan - Tsimshatsui (Central)
243M/P	Mayfair Garden	Discovery Park	Ching Shing Court - Tsing Yi estate - Sha Tsui Road - Fu Wah Street
848	Kwai Fong	Shatin Race Course	Tai Ho Road Bridge
934	Bayview Garden	Wanchai	Kam Fung Garden - Western Harbour Crossing - Central - Wanchai



# 專線小巴路線 PUBLIC LIGHT BUS ROUTES

路線號碼	起點站	終站	途經
49S(通宵服務)	兆康苑	分域街	屯門 - 荃灣 - 灣仔
95A(循環線)	荃德花園	荃灣地鐵站	翠豐臺
96	龍如路	海霸街	青龍頭 - 深井 - 荃灣
96A(循環線)	油柑頭村	荃灣地鐵站	荃灣地鐵站 - 汀九及油柑頭 - 荃灣
96B(循環線)	麗城花園	荃灣地鐵站	荃灣
96M	龍如路	荃灣地鐵站	青龍頭 - 深井 - 荃灣
302(循環線)	豪景花園	興芳路	青龍頭 - 深井 - 汀九及油柑頭 - 荃灣 - 葵涌

Route	Starting Point	Terminal Point	Via
49S(Overnight Bus)	Siu Hong Court	Fenwick Street	Tun Mun - Tsuen Wan - Wanchai
95A(Circular)	Tsuen Tak Gardens	Tsuen Wan MTR Station	Summit Terrace
96	Lung Yue Road	Hoi Pa street	Tsing Lung Tau - Sham Tseng
96A(Circular)	Yau Kam Tau	Tsuen Wan MTR Station	Ting Kau & Yau Kam Tau
96B(Circular)	Belvedere Garden	Tsuen Wan MTR Station	Tsuen Wan
96M	Lung Yue Road	Tsuen Wan MTR Station	Tsing Lung Tau - Sham Tseng
302(Circular)	Hong Kong Garden	Hing Fong Road	Tsing Lung Tau - Sham Tseng - Ting Kau & Yau Kam Tau - Tsuen Wan - Kwai Chung





## 常用電話及網址 USEFUL TELEPHONE NUMBERS AND WEB SITES

客戶服務中心 Customer Services Centre	2413 8222	<a href="http://www.summit-terrace.com">http://www.summit-terrace.com</a>
保安控制中心 Security Control Centre	2413 8007	
緊急事故 (警察局/消防局/救護車) Emergency (Police Station, Fire Station, Ambulance)	999	
消防總處 Fire Department	2723 2233	
防火總區24小時熱線	2723 8787	
荃灣消防局 Tsuen Wan Fire Station	2499 5044	
荃灣救護車 Ambulance	2416 2751	
荃灣警署 Tsuen Wan Police Station	2417 5200	
水務處 Office of Water Authority	2824 5000	<a href="http://www.info.gov.hk/wsd">http://www.info.gov.hk/wsd</a>
中華電力有限公司 CLP Power Co., Ltd.		<a href="http://www.clpgroup.com.hk">http://www.clpgroup.com.hk</a>
查詢 Enquiry	2678 2678	
緊急事件處理 Emergency	2728 8333	
香港中華煤氣有限公司 H.K. & China Gas Co., Ltd.		<a href="http://www.hkcg.com">http://www.hkcg.com</a>
查詢 Enquiry	2880 6988	
緊急事件處理 Emergency	2880 6999	
地下鐵路 Mass Transit Railway	2881 8888	<a href="http://www.mtr.com.hk">http://www.mtr.com.hk</a>
九廣鐵路 Kowloon Canton Railway	2468 7788	<a href="http://www.kcrc.com">http://www.kcrc.com</a>
輕便鐵路 LTR	2468 7788	<a href="http://www.kcrc.com">http://www.kcrc.com</a>
九龍巴士 KMB	2745 4466	<a href="http://www.kmb.com.hk">http://www.kmb.com.hk</a>
城巴 City Bus.	2873 0818	<a href="http://www.citybus.com.hk">http://www.citybus.com.hk</a>
新巴 First Bus	2136 8888	<a href="http://www.nwfb.com.hk">http://www.nwfb.com.hk</a>
電訊盈科有限公司 PCCW	1000	<a href="http://www.pccw.com">http://www.pccw.com</a>
查詢電話號碼 Directory Enquiries	1083	
維修電話號碼 Telephone Repair Service	109	
九倉電訊 Wharf T&T Ltd.	121 000	
新世界電話 New World HK Ltd.	1238	<a href="http://www.newworldtel.com">http://www.newworldtel.com</a>
和記環球電訊 Hutchison Tele-communication Ltd.	1220	<a href="http://www.hutchnet.com.hk">http://www.hutchnet.com.hk</a>
郵政局 General Post Office	2921 2222	
荃灣(石圍角) Tsuen Wan Office (Shek Wai Kok)		
運輸署 Transport Department	2804 2600	<a href="http://www.info.gov.hk/td">http://www.info.gov.hk/td</a>
交通投訴組 Transport Complaints Unit	2889 9999	<a href="http://www.info.gov.hk/tcv">http://www.info.gov.hk/tcv</a>
路政署 Highway Department	2926 4111	<a href="http://www.hyd.gov.hk">http://www.hyd.gov.hk</a>
差餉物業估價處 Rating & Valuation Department	2152 2152	<a href="http://www.info.gov.hk/rvd">http://www.info.gov.hk/rvd</a>
天文台 H.K. Observatory	1878 2000	<a href="http://www.weather.gov.hk">http://www.weather.gov.hk</a>
天氣查詢 Weather Enquiries	18503	
颱風詢問熱線 Typhoon Enquiry Hotline	2835 1473	
環境保護署 Environmental Protection Department	2838 3111	<a href="http://www.info.gov.hk/epd">http://www.info.gov.hk/epd</a>
屋宇署 Buildings Department	2626 1616	<a href="http://www.info.gov.hk/bd">http://www.info.gov.hk/bd</a>
食物環境衛生署 Food & Environmental Hygiene Department	2868 0000	<a href="http://www.info.gov.hk/fehd">http://www.info.gov.hk/fehd</a>
荃灣區環境衛生辦事處	2212 9701	
Food & Environmental Hygiene Department-Tsuen Wan District Office		
仁濟醫院 Yan Chai Hospital	2417 8383	
荃灣港安醫院 Tsuen Wan Adventist Hospital	2276 7676	

## 電器維修熱線 ELECTRICAL APPLIANCE MAINTENANCE HOTLINES

冷氣機 Air-conditioner	樂聲牌 National	2406 5666
煮食爐 Gas Cooker	西門子 Siemens	2565 6151
微波爐 Microwave Oven	西門子 Siemens	2565 6151
抽油煙機 Exhaust Hood	西門子 Siemens	2565 6151
雪櫃 Refrigerator	西門子 Siemens	2565 6151
洗衣機 Washing Machine	西門子 Siemens	2565 6151
煤氣熱水爐 Gas Water Heater	煤氣 Town Gas	2880 6988
抽氣扇 Exhaust Fan	香港通用電器 Gelec	2919 8333
電熱水爐 Water Heater	電寶實業有限公司 Hot Pool Industrial Limited	2614 6798



萬寶物業管理有限公司  
Vineberg Property Management Limited

荃灣安育路1及2號翠豐臺

Summit Terrace, 1 & 2 On Yuk Road, Tsuen Wan, N.T.

Tel: 2413 8222 Fax: 2413 8382

遷出時請轉交此手冊予新業主/住戶  
When moving out, please transfer  
this handbook to new Owner/Resident.

本手冊僅供參考之用，一切以大廈公契作準  
THIS HANDBOOK IS FOR REFERENCE ONLY  
If there is any contradiction, the Deed of Mutual Covenant shall prevail.

本手冊為翠豐臺客戶服務中心編印  
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