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Office of the Water Authority

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Distribution : To all Licensed Plumbers and Authorised Persons

Dear Sirs,

**WSD Circular Letter No. 4/2003  
Amendments to the Hong Kong Waterworks  
Standard Requirements (HKWSR)**

Your attention is drawn to the following amendments to the HKWSR which will be effective on all first submission of new plumbing proposals on or after 1 June 2003 :

- (I) HKWSR Chapter 1 Clause 1.4, Chapter 2 Clause 2.3, Chapter 3 Clause 3.2 and Charter 7 Clause 7.7 are amended to read :

When the applicant submits the vertical plumbing line diagrams (VPLD), he/she will also be required to submit the layout and elevation plans of the meter rooms/boxes with dimensions, including the width and height of the entrances (door openings in case of meter boxes) for the Water Authority's approval. All water meters, including vacant meter positions and check meter positions, shall be arranged in groups and housed in meter rooms or meter boxes. The meter rooms/boxes shall be used solely for housing water meters to protect them against exposure to weather, falling objects and other undue external interferences. They shall not be used as store rooms/boxes, etc. No other building services such as drainage systems, fire hoses, E&M installations (equipment, cables and ducting, etc.) shall pass through or be placed inside the meter

rooms/boxes except lighting, ventilation and drainage, etc. solely to facilitate meter reading and maintenance of water meters. Unless otherwise accepted by the Water Authority, a typical meter room/box shall comply with the following requirements:

- (a) the minimum horizontal working clearance inside a meter room shall be 1000mm. The working clearance means the distance between the outward face of the meter group and the wall/door directly opposite the meter group;
- (b) the clear width and height of the door entrance to the meter room shall not be less than 800 mm and 2000 mm respectively. The arrangement of the meter position(s) and the door opening of the meter box shall be arranged in such a manner that staff of the Water Authority would not be required to lean inwards to take meter readings or carry out maintenance works. For meter boxes, the clear depth measured from the outside face shall not be more than 800mm;
- (c) when the meter room is occupied for taking meter readings and/or maintenance of water meters, the illumination shall not be less than 120 lux at meter positions and the mechanical ventilation shall not be less than 6 air-changes per hour;
- (d) an entrance located at communal area for safe, free, and uninterrupted access to the meter room/box shall be provided;
- (e) provision of adequate drainage inside the meter room and the meter box positioned at floor level shall be made;
- (f) The door(s) to the meter room/box shall not be equipped with any self-closing device;
- (g) the outside of the door(s) to the meter room/box shall be clearly marked 「水錶」, "Water Meters" in both Chinese and English of font size not less than 28 pt for easy identification;
- (h) If there are more than one water meter room/box inside a building block, master-key locks shall be used at all meter rooms/boxes and a duplicate master key for the Water Authority or his/her staff's sole use shall be kept at the

management office. In case there are more than 300 water meters or 30 meter rooms/boxes, two duplicate master keys shall be kept for the sole use of the Water Authority.

- (i) for high-rise building blocks, water meters shall be installed in meter rooms/boxes. For low-rise buildings with fenced-off area, water meters shall be installed in meter room(s)/box(es) located at the boundary and shall be accessible from the public area;
- (j) meter rooms/boxes inside market/commercial complex shall be positioned in areas with clear access and with no risk of being obstructed by hawkers, etc.

- (II) HKWSR Chapter 1 Clause 1.4A, Chapter 2 Clause 2.3A and Chapter 3 Clause 3.2A are added to read :

Upon completion of the water meter installation inside a meter room/box, the Licensed Plumber (LP) shall install a permanent display board at the wall/door inside the meter room/box showing the location and elevation of the meter positions. The top of the board shall not be higher than 1500 mm above the floor level and the bottom of the board shall not be lower than 500 mm for an individual meter above the floor level. This display board shall be constructed of durable plastic or corrosion-resistant plate engraved with words and diagrams in black on light colour background. The wordings should be of font size not less than 18 pt. Details of this display board shall be submitted by the applicant as part of the VPLD for the Water Authority's approval. This requirement can be waived for small meter boxes accommodating 3 meters or less.

- (III) HKWSR Chapter 1 Clause 1.4B, Chapter 2 Clause 2.3B and Chapter 3 Clause 3.2B are added to read :

Within two weeks after completion of the water meter installation, the LP shall submit as-built plans of the meter arrangements, the completed Meter Installation Table (MIT) and Part IV of the Form WWO 46 where amongst others the LP undertakes the correctness of the meter positions. The applicant/developer and the Authorised Person shall also countersign in Part IV of the Form WWO 46 to indicate their satisfaction of the correctness of the meter positions.

- (IV) HKWSR Chapter 1 Clause 1.5, Chapter 2 Clause 2.6 and Chapter 3 Clause 3.6 are amended to read :

For meters arranged in groups, no meter position shall be lower than 300 mm nor higher than 1500 mm above the floor level. This requirement is also applicable for water meters installed inside meter boxes. For Housing Department estates where corridor meter arrangement is chosen and accepted, individual meter positions shall be at a suitable height not less than 750 mm but not more than 1500 mm above the floor level.

- (V) HKWSR Chapter 1 Clause 1.9B and Chapter 7 Clause 7.18 are amended to read:

The meter position of a building supply to a construction site shall be provided within a meter room or meter box located at the hoarding recess area so that reading and maintenance of the meter can be carried out outside the construction site. Safe, free and uninterrupted access to the meter room/box should be provided and maintained at all time. The door of the meter room or meter box shall be made of chicken-wire or provided with see-through glass panel. Details of the meter room or meter box are subject to the approval of the Water Authority.

- (VI) HKWSR Chapter 1 Clause 1.10 is added to read:

For a meter installed in a landscape area, it should be installed above ground level with a clear working headroom not less than 2m. A safe pedestrian access to the meter position should be provided.

For amendment of (III) above, Part IV of the Form WWO46 is also amended accordingly as attached.

Yours faithfully,



(CHAU Chi Wai, David)  
for Water Authority

(with Chinese translation)