



FAMILY SERVICES DIVISION
MINISTRY OF COMMUNITY DEVELOPMENT, YOUTH & SPORTS

Guide on Application for CDC Financial Grant for VWO Child Care / Student Care Centre

*A comprehensive info-guide on capital grant and
cyclical maintenance grant available for
child care/ student care centre*

Toll-Free Line: 1800-2585812

Fax: 6354 8236

Email: MCYS_Child_Care_Link@mcys.gov.sg

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CDC FINANCIAL GRANT FOR SETTING UP CHILD CARE CENTRES

1 INTRODUCTION

The Co-operatives, societies and approved non-profit or voluntary welfare organisations (VWO), which are interested in setting up child care centres as a community service, can apply through the respective Community Development Councils (CDC) for financial support to develop and extend their child care centres. Details of the various types of financial support are given below.

2 FUNDING PRINCIPLES

Community-Based Child Care Centres

The CDCs will identify suitable HDB void decks or other premises, and invite proposals through Open Selection Process (OSP)¹ to operate the premises as a community service.

To facilitate applications, the Ministry has developed a web-based portal on Child Care Link (www.childcarelink.gov.sg) for such organisations to register for a VWO account, and submit proposals online. (Refer to the 'User Manual on OSP Online').

Successful applicants are eligible for the following grants:

a) Capital Grants² for Conversion Costs

The quantum of capital grants disbursed for conversion costs is equivalent to 20% of the norm cost of S\$527 per m² of converting the premises, or the actual cost incurred, whichever is lower.

The formula for calculating the amount of conversion funding is:

Let the gross floor area³ of centre be A m²

Conversion Funding is: 20% x A x \$527 per m²

¹ From January 2004, all organisations seeking funding from the Ministry of Community Development, Youth and Sports (MCYS) to run any of the MCYS' approved facilities will be evaluated based on the Open Selection System (OSP).

² Funding of capital grants will include Goods and Services Tax (GST).

³ The gross floor area used in the calculation must be in m² and is capped at 350 m².

b) Capital Grants for the Purchase of Furnishings and Equipment

The quantum of capital grant disbursed will depend on the licensed capacity of the centre, or the total sum of the approved invoices submitted, whichever is lower.

The organisation will be given a capital grant of \$27,000/- for the first 30 places. Each additional place will be funded additional grant of \$300.00/. A list of the furnishings and equipment which can be funded is at Annex A.

CDC FINANCIAL GRANT FOR SETTING UP STUDENT CARE CENTRES

1 INTRODUCTION

Student care centres provide an alternative form of day-care arrangement for school-going children aged 7 - 14 years during before and after school hours. The Government, through the CDC, provides financial support to voluntary welfare organisations and non-profit organisations for the development and expansion of school-based Student Care Centres (SCCs). The types of financial assistance available to the school-based SCCs are:

- (a) Capital grant for conversion or renovation of premises;
- (b) Capital grant for purchase of furnishings and equipment

SCCs can apply for Student Care Fee Assistance (SCFA) scheme for children from low-income families. This is to ensure that SCCs are within the reach of parents who need to place their children in SCCs but are unable to afford the fees.

For more details on SCFA, please visit the MCYS website at www.mcys.gov.sg (look for 'ComCare' under Quick Links).

2 FUNDING PRINCIPLES

a) Capital Grant⁴ for Conversion/Renovation of Premises

(i) Built-in in New School Premises

The capital funding for the centre, which is built in tandem with the new school, is 90% of the CPG Facilities Management Pte Ltd (CPG FM) [Formerly PWD EMS Pte Ltd] approved cost of conversion.

(ii) Current School Premises to be converted

If the proposed SCC is to be located in existing school premises (such as an existing CCA room), the grant is based on 90% of CPG FM assessed costing. This conversion funding will only be provided if the school authority requires the VWO to bear the construction cost of the room.

⁴ Funding of capital grants will include Goods and Services Tax (GST).

iii) Purchase of Container

If the proposed SCC is to be located in a container, then the grant is S\$13,500.00/- for the purchase of the container.

iv) Modular-type classroom

If the SCC is constructed as a modular-type classroom (an alternative form of construction that assembles building using pre-fabricated building components to overcome site constraints), the capital funding for modular type classroom is based on 90% of the actual cost of conversion or 90% of norm cost of \$527.00/- per m², whichever is lower.

Note: For SCCs at non-governmental premises, for example, religious or private premises, the VWO is only entitled to furniture and equipment funding.

b) Capital Grant for the Purchase of Furnishings and Equipment

The quantum of capital grant for the purchase of furnishings and equipment will depend on the capacity of the school-based centre.

(i) Built-in In New School Premises and Conversion of Current School Premises

A capital grant of 90% of the actual cost for purchase of furniture and equipment if applicable will be given. This grant will be subjected to a cap of \$9,000.00/- for purchase of furnishings and equipment.

(ii) Use of container

A capital grant of 90% of the actual cost for purchase of furniture and equipment and purchase of container if applicable will be given. This grant will be subjected to a cap of \$9,000.00/- for purchase of furnishings and equipment for a classroom.

(iii) Modular-type classroom

A capital grant of 90% of the actual cost for purchase of furniture and equipment will be given up to a cap of \$24,300.00/- for the first 30 places and \$270.00/- (90% funding) for each additional place thereafter.

The calculation of furniture and equipment funding is based only on the **capacity per session** of the centre. Funding will only be released after the organisation has raised 10% of the capital cost. However, in the event where the non-profit organisation is unable to raise the 10% of the capital cost, they may put up an appeal to the CDC for progressive funding.

CYCLICAL MAINTENANCE FOR CHILD CARE/ STUDENT CARE CENTRES

1 INTRODUCTION

The Ministry works with the Community Development Councils (CDC) to process applications and to provide funding to eligible organisations for cyclical maintenance works. To facilitate applications, the Ministry has developed a web-based portal hosted on Child Care Link (www.childcarelink.gov.sg) for all Voluntary Welfare Organisation (VWO) Child Care Centre (CCC) and Student Care Centre (SCC) operators to apply for Cyclical Maintenance (CM) grants online. (Refer to “User Manual on Application of CM Online”)

2 CYCLICAL MAINTENANCE SCHEME

a) Eligibility Criteria for CM Grants

Only applications received from the VWO/non-profit organisations which meet the following criteria are eligible for the grant:

- i) organisations which have received capital funding under the Government Financial Assistance Scheme for setting up the facility;
- ii) the facility must have been in operation for at least 5 years; and,
- iii) organisations which had not received CM funding for the past 5 years for the facilities proposed for the CM works

b) Scope of Works

Cyclical Maintenance (CM) is carried out to spruce up, repair and renew an element or component necessitated from frequent breakdown, obsolescence and expiry of its serviceable life.

Cyclical works will generally include:

- i) repainting of premises in 5-year cycle internally and externally (internally only for HDB premises as external painting and common property are maintained by Town Councils);
- ii) structural repairs caused by fair wear and tear;
- iii) replacement of building elements that have outlived their economic lifespan or are beyond economic repair, e.g. electrical re-wiring, replacement of roof membrane.

Please refer to Annex C for the list of the possible CM works to allow self-assessment of premises before seeking the quotations.

c) Exclusions

Cyclical maintenance funding will not cover:

- i) improvement works such as upgrading;
- ii) renovations such as conversion of use;
- iii) additions such as building extensions and new structures;
- iv) minor repairs and replacements (these must be carried out regularly under general housekeeping); and,
- v) replacement of furniture and equipment.

3 ASSESSMENT OF COST

The organisation is to submit at least 3 quotations for the proposed cyclical maintenance works. The consultant appointed by the CDC will verify all the quotations. The current appointed consultant⁵ is:

The CPG Facilities Management Pte Ltd (formerly PWD EMS Pte Ltd)
238B Thomson Road
#17-00 Tower B Novena Square
Singapore 4909022
Tel: 6325 8880
Fax: 6325 8881
Email: cpghm@cpghm.com.sg

The lowest quotation, which is verified by the consultant to be fair and necessary, will be used to compute the grant. The VWO will be advised to appoint the contractor who offers the lowest cyclical maintenance quotation to carry out the works.

4 FUNDING

The government capital grant shall be based on 90% of the costs as assessed by the appointed consultant to be fair and necessary, or 90% of the total sum of the approved invoices submitted, whichever is lower.

5 CONDITIONS FOR RECEIPT OF CM GRANT

Upon acceptance for financial support for CM, the organisation is required to enter into an agreement with the Ministry to continue operating the centre according to the conditions specified in Annex B-3.

⁵ Correct as at FY2007, till Mar 2008

ANNEX A

**LIST OF FURNISHINGS & EQUIPMENT
WHICH CAN BE FUNDED FOR A CHILD CARE CENTRE**

FURNISHINGS & EQUIPMENT ITEMS		
I. OFFICE		
Table Chair Cupboard	Personal computer Photocopier	Filing cabinet Calculator Printer
II. SICK BAY		
Sofa bed, Mattress	Pillow, Blanket	First Aid Kit
III. WAITING/ RECEPTION AREA		
Sofa set, bulletin board	Wastepaper Basket	Door Mat
IV. WASHROOM		
Mirrors, water heater Washing machine	Hand towels Shower curtains	Soap dispenser Toilet roll holder
V. KITCHEN		
Pantry shelves Kitchen cabinet Crockery, Cutlery & Utensils	Cooker Cooker hood Refrigerator	Trolley Oven Rice cooker
Forks, spoons, cups, plates, bowls pots, frying pan, kettle chopsticks	Knives Sieve, containers Chopper, chopping board Grater, peeler	Drying rack Steamer Ladle, trays Can opener
VI. GROSS MOTOR ACTIVITY AREA		
Rocking horse Quadro set Tricycles, bicycles Blocks	Water play equipment Sand play equipment Giant scrambler Bean bags, hoops	Swing, slide, climbing frame, tunnel trampoline (small) stompers, balls,
VII. MUSIC & MOVEMENTCUM-REST ROOM		
Television set Magnetic white board Musical instruments	Video cassette tape Video player & tapes Radio cassette recorder & tapes	Piano, guitar Storage cabinet

FURNISHINGS & EQUIPMENT ITEMS		
VIII. CLASSROOM		
<u>(A) General</u> Weighing scale Height measurement chart Storage cabinet Table / chair (adult & child sized)	White board Markers, magnets, eraser Cubby holes Book display rack Display board	Wastepaper basket Floor mats Softboard partitions
<u>(B) Interest Corners</u> <u>Dramatic</u> Refrigerator Kitchen store, sink Cooking utensils e.g. Wok, frying pan, ladle	Plates, cups, forks, Spoons Plastic fruits/vegetables Combs, clips	Dress up cupboard with appropriate clothing Ironing set Dolls, toy telephone Toy Bed
<u>Manipulative/Block</u> Stacking toys Lego set Threading equipment	Dough Puzzles Stringing beads	Hollow blocks Blocks of different Shapes, sizes & colours
<u>Science/Maths</u> Plants Charts on life cycle of plants, animals, body parts	Live animals Abacus Containers of different shapes, sizes & colours	Weighing scale Charts on mathematical Concepts e.g. shapes, numbers, colours
<u>Art</u> Easel boards, paintbrushes Poster colours, crayons, Pencils, rulers, sharpeners	Scissors (child-sized), Glue, scotch-tapes Colour paper, crepe paper	Vanguard Scrap materials e.g. straws, egg cartons
<u>Library</u> Age appropriate books that cover a wide area of interest	Carpets, cushions Flannel board	Puppets Picture Charts
IX. GENERAL		
Fire extinguishers Venetian blinds (including installation) Wall clocks Ceiling wall fans Curtains & tracks	Locks Door bell Name tags Cleaning equipment - pails, buckets, brooms, mops, brushes, dustpan	Potty Extension cord 2-way plug Hangers Shoe rack Lockers / cubby holes

LIST OF FURNISHINGS & EQUIPMENT WHICH CAN BE FUNDED FOR CHILD CARE CENTRE EXTENSIONS FOR INFANT/TODDLER CARE

FURNISHINGS & EQUIPMENT ITEMS		
<u>OFFICE</u>		
♦ Table	♦ Computer	♦ Calculator
♦ Chair	♦ Printer	♦ Filing cabinet
♦ Cupboard	♦ Photocopier	
<u>SICK BAY</u>		
♦ Sofa bed, PVC mattress	♦ Pillow & blanket	♦ First aid kit
<u>WAITING/ RECEPTION AREA</u>		
♦ Sofa set	♦ Wastepaper basket	♦ Door mat
♦ Bulletin board		
<u>TOILET/SHOWER AREA</u>		
♦ Mirrors	♦ Hand towels dispenser	♦ Infant Care sink
♦ Water heater	♦ Diapering station/potty chairs	
♦ Washing machine	♦ Soap dispenser	
<u>KITCHEN</u>		
♦ Pantry shelves	♦ Cooker	♦ Trolley
♦ Kitchen cabinet	♦ Cooker hood	♦ Oven
♦ Crockery, Cutlery & Cooking Utensils	♦ Refrigerator	♦ Rice cooker
<u>GROSS MOTOR ACTIVITY /RESTING AREA</u>		
♦ Infant Feeding Chair	♦ Strollers	♦ Trampoline (small)
♦ Baby Cot	♦ Sand/water play equipment	♦ Stompers, balls
♦ Tricycle, bicycle	♦ Giant scrambler	♦ Swing, slide, climbing frame, tunnel
♦ Blocks	♦ Bean bags, hoops	
<u>MUSIC & MOVEMENT CUM REST ROOM</u>		
♦ Television set	♦ CD player	♦ Piano
♦ Magnetic white board	♦ Video player	♦ Guitar
♦ Musical instruments	♦ Radio/cassette recorder	♦ Storage cabinet

FURNISHINGS & EQUIPMENT ITEMS		
<u>CLASSROOM</u>		
<u>General</u>		
♦ Weighing scale	♦ White board	♦ Wastepaper basket
♦ Height measurement chart	♦ Markers	♦ Floor mats
♦ Storage cabinet	♦ Magnets	♦ Softboard partitions
♦ Table/chair (adult & child size)	♦ Eraser	♦ Book display rack
♦ Cubby holes	♦ Display board	
<u>Interest Corners Dramatic</u>		
♦ Refrigerator	♦ Plates, Cups, forks, spoons	♦ Ironing set
♦ Kitchen store	♦ Plastic fruits & vegetables	♦ Toy telephone
♦ Sink	♦ Combs	♦ Toy bed
♦ Cooking utensils	♦ Clips	♦ Dress up cupboard with appropriate clothing
<u>Manipulative/Block</u>		
♦ Stacking toys	♦ Dough	♦ Hollow blocks
♦ Lego set	♦ Puzzles	♦ Blocks of different shapes, sizes & colors
♦ Threading equipment	♦ Stringing beads	
<u>Science/Maths</u>		
♦ Plants	♦ Live animals	♦ Weighing scale
♦ Charts on life cycle of plants, animals, body parts	♦ Abacus	♦ Charts on mathematics concepts e.g. shapes, numbers & colors
♦ Containers of different shapes, sizes & colors		
<u>Art</u>		
♦ Easel boards, paintbrushes	♦ Scissors (child-sized)	♦ Scrap materials e.g. straws, egg cartons
♦ Poster colours, crayons	♦ Glue, scotch-tapes	
♦ Pencils, rulers, sharpeners	♦ Colour paper, crepe paper	

Library

- | | | |
|-------------------------|---------------------------|------------------|
| ◆ Age appropriate books | ◆ Cushions | ◆ Picture charts |
| ◆ Flannel board | ◆ Puppets (teaching aids) | |

GENERAL

- | | | |
|----------------------|----------------------|-----------------------|
| ◆ Fire extinguishers | ◆ Locks | ◆ Extension cord |
| ◆ Venetian blinds | ◆ Door bell | ◆ 2-way plug |
| ◆ Wall clocks | ◆ Name tags | ◆ Hangers |
| ◆ Ceiling wall fans | ◆ Cleaning equipment | ◆ Shoe rack |
| ◆ Curtain & tracks | ◆ Potty | ◆ Lockers/cubby holes |

Annex B-1

**CONDITIONS FOR THE RECEIPT OF
GOVERNMENT FINANCIAL SUPPORT FOR
THE DEVELOPMENT AND EXPANSION OF CHILD CARE CENTRES**

Organisations which receive Government financial support for the development and expansion of **child care centres (CCC)** are expected to abide by the following conditions:

- (i) to apply the money for the purposes for which it is given;
- (ii) to operate the said CCC for a period of not less than five years from the date of operation or from the date stipulated by the Ministry of Community Development, Youth and Sports (MCYS);
- (iii) to open the centre to all members of the public, regardless of race, language or religion;
- (iv) to provide the standards of care and programmes which meet the statutory requirements, rules/regulations and/or other guidelines prescribed by the MCYS for the operation and/or management of CCC; and,
- (v) to refrain from proselytizing in the CCC.

2 In the event that the organisation fails to operate the CCC for the minimum stipulated period, the organisation will be expected to refund to the Government the total capital grant or such proportion of the grant as determined by the ratio of the difference between the stipulated minimum period of five years and the actual completed years of operation to the stipulated minimum period of five years.

3 The entire capital grant will have to be refunded if the organisation breaches any of the conditions stipulated in (i), (iii), (iv), and (v).

4 The Government reserves the right to reject any application for financial support, and the reason/s for which the application is rejected may not necessarily be disclosed.

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## **ANNEX B-2**

### **CONDITIONS FOR RECEIPT OF COMMUNITY DEVELOPMENT COUNCIL CAPITAL GRANT FOR STUDENT CARE CENTRES**

Any organisation which receives capital grant from Community Development Council (CDC) for the setting up of a **Student Care Centre (SCC)** is expected to abide by the following conditions:

- (i) to apply the money for the purpose for which it is given;
- (ii) to operate the said SCC for a period of not less than 5 years from the date of operation or from the date stipulated by the Ministry of Community Development, Youth and Sports (MCYS);
- (iii) to open the centre to members of the public regardless of race, language or religion;
- (iv) to provide adequate standard of care and programmes which meets the guidelines and regulations prescribed by MCYS for the operation of SCC;
- (vii) to refrain from proselytizing in the SCC;
- (iv) to charge fees in accordance to the guidelines set by MCYS for SCC;
- (v) to give consideration to and set aside places (the number to be agreed upon with CDCs) for the enrolment of children from low income families;
- (viii) to ensure that the SCC is open throughout the year except on Sundays and gazetted public holidays<sup>6</sup>; and,
- (ix) to ensure that the SCC is open from:
  - (a) 7.30 am or earlier to 6.30 pm or later, Mondays to Fridays; and
  - (b) 7.30 am or earlier to 1.30 pm or later, Saturdays.

2 In the event that the organisation fails to operate the SCC for the minimum stipulated period, the organisation will be expected to refund to the CDC the total capital grant or such proportion of the grant as determined by the ratio of the difference between the stipulated minimum period of 5 years and the actual completed years of operation to the stipulated minimum period of 5 years.

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<sup>6</sup> Centres are allowed to observe half-days on the eves of Christmas, New Year and Chinese New Year. In addition, centres are allowed to close for another 5½ days in a year.

3 The entire capital grant will have to be refunded if the organisation breaches any of the conditions stipulated in (i), (ii), (iii), (iv), (v), (vi), (vii), (viii) and (ix) of paragraph 1.

4 The CDC reserves the right to reject any application for capital grants, and the reason(s) for which the application is rejected may not necessarily be disclosed.



**ANNEX B-3**

**CONDITIONS FOR THE RECEIPT OF GOVERNMENT GRANT  
FOR THE CYCLICAL MAINTENANCE OF  
CHILD CARE AND STUDENT CARE CENTRES**

1 The organisation, which received Government financial support for the cyclical maintenance of child care or student care centre (the Facility) shall not use the grant for:

- (a) improvement works such as upgrading or modernisation;
- (b) renovations such as conversion of purpose;
- (c) additions such as building extensions and new structures;
- (d) minor repairs and replacements;
- (e) replacements of furniture and equipment; or
- (f) emergency works

2 The organisation shall undertake to abide by the following conditions:

- (a) to use the cyclical maintenance grant for the purposes for which it is given and in accordance with the scope of works listed in Annex C;
- (b) to operate the Facility for a minimum period of 5 years from the licensed/start date of operation ('the minimum period');
- (c) to open the Facility to all Singapore citizens or permanent residents regardless of race, language or religion;
- (d) to provide the standard of care and programmes which meets the prevailing statutory requirements, rules, regulations, guidelines and/or service model prescribed by the Ministry of Community Development, Youth and Sports for the operation and/or management of the Facility;
- (e) not to proselytise at the Facility.
- (f) to use and occupy the premises site only for the Facility and for no other purpose, unless approved in writing by the Ministry; and

3 If the organisation is in breach of any undertakings in Clauses 2(a) to (f) the Ministry shall give written notice of the breach to the organisation, whereupon:

- (i) the organisation shall refund within a period of one year, the cyclical maintenance grant or such proportion of the grant as pro-rated by the stipulated minimum period in accordance with this Agreement and the actual completed years of operation of the Facility up to the time the Ministry gives notice of the organisation's breach of agreement;
- (ii) all money refundable shall be payable in one lump sum unless otherwise agreed in writing between the Ministry and organisation and; and
- (iii) the Ministry will not be liable for any debts or liabilities incurred by the organisation.

## **ANNEX C**

### **SCOPE OF CYCLICAL MAINTENANCE WORKS**

Cyclical Maintenance (CM) is to carry out repairs to the internal, external and common areas of existing buildings, infrastructure, facilities or capital assets to keep them in good working order or restore them to their original condition within the stipulated period. The current standard internally for carrying out CM is 5 years

Some examples of Cyclical Maintenance Works are:

- a) Non-Structural Concrete Work  
Example: Repair Vertical Expansion joint, bitumen expansion, hollow block wall, wall (internal and external wall), brick pavement, staircase / steps and damaged tiles
- b) Existing Flooring and Wall Tiling Work  
Example: Relaying of new tile to match existing
- c) Existing Aluminum, Steel and Iron Work  
Example: Replace aluminum, steel and iron casement windows to match existing; Replacement of steel and galvanized steel railing to match existing; Repair / refix / replace existing worn out handrail, nosing and balustrades back to the original position; Repair / replaced the corroded metal gates and to match existing.
- d) Carpentry and Joinery Work  
Example: Repair all decayed or damaged doors or frame including accessories to match existing; Replace new door to match the existing.
- e) Plumbing Work  
Example: Replace / repair water pipe to good working condition; Making good to all leaking joints.
- f) Glazing Work  
Example: Replace all existing broken glass sheet, or louvers to vent window and etc to match existing.
- g) Electrical Work  
Example: Repair / replace / refix PVC trucking, PVC conduit and loose wiring to their original condition; Repair / Replace / Refix electrical lightning protection system, distribution board, wiring and etc.

- h) Roofing Work  
Example: Replace / refix / Repair the roofing tiles including accessory to match the existing or replace with new tiles.
- i) Structural Concrete Work  
Example; Reconstruction of concrete drain, sunken bin bay, flooring, scupper drain and etc; Supply and install additional support brackets for external pipes and main riser due to statutory requirement; Re-render concrete screed to apron / floor and footpath; Replace existing cast iron pipe, main soil pipe and waste pipe;
- j) Repainting Work  
Example: Repaint the internal, external and common area to the original colour of building (internally only for HDB premises as external painting and common property are maintained by Town Councils)
- k) Mechanical Work  
Example: One to one replacement of approved air-conditional system, horsreel pump, fire protection system, sprinkler and automatic fire alarm system, and etc.

**Examples of works that cannot be considered under cyclical maintenance**

- a) Construction, improvement, upgrading, relocation or extension of buildings or premises.  
Examples: institutional buildings and office buildings
- b) Construction of infrastructures.  
Examples: lighting systems, sewerage systems, drainage systems, monuments and public parks.
- c) Purchase of additional fixed assets.  
Examples: Air condition system.
- d) Rebuilding or reconstruction of buildings/infrastructures including demolition costs that are incidental to the project.
- e) Purchase of office equipment (major and minor), furniture, fixtures or fittings that are incidental or arise from the construction or replacement of the building.
- f) Purchase and/or replacement costs of major office equipment.  
Examples: computer terminals, mechanised shelving systems, heavy printers and copier machines.

- g) Retrofitting of buildings, vehicles or equipment which results in an improvement, extension or enlargement of a buildings or improvement to any equipment. Such activities should be non-recurrent, durable and represent growth of the spending agency.  
Example: providing a capital asset with parts, devices, or equipment not in existence or available at the time of original manufacture.
- h) Preliminary or feasibility studies, surveys, research and development or investigations prior to the construction, acquisition, improvement, extension, enlargement or replacement of fixed assets or for the formation of any plan or scheme for the development or improvement of resources.  
Example: Site surveying.
- i) Development, replacement and upgrading of computer software, hardware and IT systems to enhance their functional capabilities.
- j) Land acquisition and reclamation.  
Legal costs arising from the carrying out of the cyclical maintenance.

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