

# 辦公室小型維修服務

## OFFICE MAINTENANCE SERVICES

只需一個電話  
即可擁有一站式專業辦公室維修服務  
為你解決各種疑難

We provide one-stop professional and quality maintenance services that solve your needs

### 服務條款

Terms of Service

- ① 維修服務不包括清潔，保護及搬運工作。如需本公司處理上述工作，則需另行報價。  
We provide common office maintenance works. More services such as general office cleaning, movement protection and relocation of office facilities, please feel free to contact us for a quotation.
- ② 顧客需自備合適的木梯供技工工作維修用途。如有需要，本公司有售多款木梯，歡迎查詢。  
Ladder for maintenance works should be provided by client. Purchase of ladder is available upon request in advance.
- ③ 維修服務只限於樓底3米以下的高度。  
No work at height above 3 meters is included.
- ④ 換燈服務僅限於一般辦公室的燈飾產品。特式燈飾產品 (例如：水晶燈及設計件等) 的維修服務，則需要另行報價。  
Ordinary office lighting fixing is included. Separate quotation for special decor lighting fixing is available upon request.
- ⑤ 如發現燈飾的其他部份 (例如：電子火牛等) 損毀並需要更換，則需另行報價。  
Separate quotation for replacement of associated lighting items other transformer is necessary upon request.
- ⑥ 維修範圍附近如有貴重物品 (例如：牆畫、古董等)，請顧客先自行保護，本公司並不負責相關損毀的賠償。  
Any fragile or valuable items e.g. antique & wall painting should be well protected or removed before commencement of maintenance works. HELIX is not responsible for the related loss and damage.
- ⑦ 服務時間：星期一至五 (上午10時至下午5時)  
Our normal service hours: Monday to Friday, 10am to 5pm.
- ⑧ 如服務當日天文臺發出黑色暴雨警告或八號或以上的颱風訊號，服務則自動延期。  
If Black Rainstorm Warning or Typhoon Signal No. 8 or above is in force on the day before the start of works, all works would be postponed.
- ⑨ 送貨材料設最低消費，歡迎查詢。  
There is a minimum consumption for materials delivery, enquiries are welcome.
- ⑩ 師傅上門後，客戶臨時取消預約，師傅到場後等候15分鐘仍未能進行維修，或檢查過後發現項目需另行報價，一概會收取\$58到場最低消費。  
If the customer cancels the appointment when our handyman arrives, if the waiting time exceeds 15 minutes after arrival, or if upon inspection it is found that additional quotation is required, a minimum charge of \$58 will be applied for on-site services.
- ⑪ 若檢查項目非目測可解決，需要進行其他工作包括打開天花/爬高/檢查櫃底等，需要收取\$330/15分鐘額外時間及難度維修費。  
If the problem cannot be identified by visual inspection, and requires actions including opening the ceiling, climbing to a height, or checking under a cabinet etc., an additional fee of \$330 per 15 minutes will be charged for extra time and difficulty during repairs.
- ⑫ 如有任何爭議 ● 本公司保留最終決定權 ●  
All disputes are subject to the final decision of HELIX.

預約分段時間: 上午 10:00至12:00, 中午 12:00至14:00, 下午 14:00 至 17:00 | 指定的工作時間 [請預早一天] 或 緊急檢查 只需 \$800 | 假日嘈音工作將另行報價

Appointment time slots: 10:00-12:00, 12:00-14:00, 14:00-17:00  
Specified working hours [one day in advance notice required] or emergency inspection: \$800 extra |  
Separate quotation for noisy construction works during holidays

# 辦公室小型維修服務

## Office Maintenance Services

最新修訂：2024年01月

分類 Category	項目 Item	供應價 Supply	安裝價 Install
電燈類 Lighting	PHILIPS - 石英燈膽 / Halogen (12V/20W/35W/50W)	\$20	\$58
	PHILIPS - LED 射燈火牛 / LED Transformer	\$70	\$105
	PHILIPS - LED 射燈燈膽 / LED Sport Light (5W)	\$150	\$58
	ENLITE - LED 射燈燈膽 / LED Spot Light (5W)	\$110	\$58
	PHILIPS - 2針/4針筷子管 / 2P/4P Fluorescent Tube (13W/18W/36W/55W)	\$30 - \$110	\$58
	PHILIPS - T5/T8 光管 (1'-4'長) / T5/T8 Fluorescent Tube (1'-4')	\$25	\$58
	PHILIPS - Starter	\$15	\$58
	PHILIPS - 燈盤火牛 / Light Box Transformer	\$250	\$330
	T5/T8 燈盤火牛 (低於40W 1-4呎) / T5/T8 Lighting Panel Transformer (<40W 1-4 ft.)	\$250	\$330
	LED圓形扁燈/平板燈 / LED Flat Light/Panel Light	\$275	\$180
水喉類 P&D	清洗污水缸 / Sump Tank Cleaning	-	\$550
	更換水龍頭 (簡易安裝) / Faucet (Simple Fixing)	-	\$880
	更換隔器 / U-Trap (Replacement)	-	\$330
	檢查水泵系統 / Sump Pump System Checking	-	\$330
安裝類 Hardware	櫃門鎖 / Cabinet Door Lock	\$150	\$190
	櫃門手抽/櫃門鉸 / Cabinet Handle/Hinge	\$150	\$190
	推拉牌/掛衣勾 / Hanging Coat Hook/Push-Pull Stick	\$150	\$190
	安裝鍵盤托 (不用組合) 3M / Human Scale / Keyboard Tray (Simple Fixing)	-	\$330
	安裝油畫/白板/水松板/証書架(A4)/商業證書架 (≤5kg)	-	\$190
	Hanging Whiteboard/Artwork/A4 Cert./BR (≤5kg)	-	\$330
	安裝油畫/白板/水松板 / Hanging Whiteboard/Artwork (≤10kg)	-	\$330
	維修玻璃門手抽 / Glass Door Handle	-	\$330
	安裝木門手抽 / Install Solid Door Handle	-	\$330
	調較木門明/暗氣鼓 / Adjust Door Closer/Concealed Door Closer	-	\$700
	更換玻璃門地鉸 (標準重量) / Glass Door Hinge (Standard Weight)	\$1850	\$3500
	更換方塊地毯 (每件) / Carpet (Tile/Piece)	-	\$58
	安裝電腦掛臂(單臂) / Install Computer Monitor Arm (Single)	\$600	\$300
	安裝電腦掛臂(雙臂) / Install Computer Monitor Arm (Dual)	\$1300	\$500
	安裝電腦掛臂(四臂) / Install Computer Monitor Arm (Quad)	\$1500	\$800
	1拖1無線門鈴 / Wireless Door Bell 1 to 1	\$600	\$300
	1拖2無線門鈴 / Wireless Door Bell 1 to 2	\$900	
安裝天花生口 / Install Ceiling Assess Panel	歡迎查詢 / Please Contact		
翻新油漆 / Refurbished Paint	歡迎查詢 / Please Contact		
翻新牆紙 / Rehangng Wallpaper	歡迎查詢 / Please Contact		
地台調整 / Flooring Adjustment	歡迎查詢 / Please Contact		

廣告招牌 / 磨砂貼紙 / 訂製收納 / 隔音物料 / 各式窗簾 / 電熱水爐 / 電視掛牆 / 電腦掛臂 / 改善燈光  
改建設施 / 房號名牌 / 公司字體 / 噴畫藝牆 / 通道防撞 / 還原單位 / 測量空間 / 升降傢俬 / 訂製梳化

\*\*\*項目種類太多未能盡錄, 請來電查詢

Test-Fit / Reinstatement / Facilities renovation / Lighting improvements / All kinds of curtains /  
Soundproofing materials / Printing wallpaper / Room number signage / Signboard/Frosted sticker /  
TV wall mount / Electric water heater / Monitor arms / Corridor anti-collision / Adjustable-Height desk  
/ Custom made sofa / Custom made storage / Logo

\*\*\*For items not listed above, please contact us for more info.

Workflow  
服務  
流程



致電維修百科服務熱線  
查詢及預約時間  
Enquiry and booking



委派專職同事上門  
檢查或進行維修  
Inspection  
and repair



根據要求提供報價  
Quotation  
upon request



完成後在記賬單上  
蓋章確認  
Confirmation of  
delivery note



以月結的方式  
付款  
Monthly payment  
settlement



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