

**THE UNIVERSITY OF HONG KONG**

**Guideline on the Provision of Vending Services in the University Campus**

1. Introduction

- 1.1. The purpose of this guideline is to provide members of the University with information and points to note on the provision of vending services, typically the installation of new automatic vending machines (AVMs) or the replacement of existing AVMs for the sale of food (including bottled beverage) and non-food items, in the University premises.
- 1.2. The guideline is also applicable to all existing AVMs which are installed in area within the purview of the respective administering parties and communal space in the University premises.
- 1.3. This guideline is drawn by the working group on vending machine formed under the Committee on Catering, a sub-committee of the Committee on Students Affairs. Please refer to Annex I for the terms of reference and membership of the working group.

2. Stakeholders

2.1 Stakeholders involved in the installation of automatic vending machines (AVMs)

- Administering party (user)
- Vendor (i.e. provider of vending services)
- Servicing departments of the University

2.1.1 Roles and responsibilities of stakeholders

2.1.1.1 Administering party (user)

This refers to offices or student bodies of the University in need of vending services. The user should follow this guideline and liaise with the vendor on provision of the service required. Before concluding any formal agreement with the vendor, the administering party should submit a proposal to and secure the endorsement of the relevant University Committee(s) via the working group on vending machine.

2.1.1.2 Vendor

This refers to the AVM provider(s). Apart from honoring its responsibilities as stipulated in the service agreement, the vendor

should as far as practicable cooperate with the administering party on implementation of good practices on service enhancement.

#### 2.1.1.3 Servicing departments of the University

This refers to University departments providing support to the operation of these vending services, including but not limited to the Estates Office, Safety Office, University Health Service and the Centre of Development and Resources for Students (CEDARS). The servicing departments would advise the administering party on the rules and regulations relating to technical, safety and health aspects of AVM operations within the University premises. The working group on vending machine is formed by representatives of these servicing departments.

### 3. Guideline

- 3.1 Proposal for installation of any new automatic vending machine (AVM) in the University premises should be submitted by offices or student bodies of the University to the working group on vending machine via the Centre of Development and Resources for Students (CEDARS).
- 3.2 New application for installation or replacement of AVM in the communal space of the University premises after January 1, 2017 is subject to a one-off “application fee” of HK\$2,000, payable by the respective administering parties to the Finance and Enterprises Office.
- 3.3 It is the responsibility of the administering party to identify a feasible location for any new AVM and approach the vendor for full details on the types of vending service provision, range of products and the specifications of the AVM (i.e. electrical specifications, dimensions, weight, etc.) before submitting a proposal to the working group on vending machines for its consideration.
- 3.4 The proposed location of the AVM should be sheltered with appropriate electrical provision (e.g. available electrical sockets, provision of weather-proof socket, etc.) and subjected to conditions stated in the Part II of Annex II. The use of multi-socket electrical adaptor is prohibited.
- 3.5 The AVM should also comply with the safety checklist as advised by the Safety Office of the University (Annex II).
- 3.6 Reference should be made to the health suggestions as advised by the University Health Service (UHS) on the selection of food and beverage products to be sold by AVM (Annex III).
- 3.7 The following standard clauses should be included in the service agreement with the vendors. Wordings could be revised as appropriate without altering the fundamental principle of the standard clauses. While existing AVMs can retain the current

agreements with the vendors, administering parties of the respective AVMs are strongly encouraged to review the existing agreements and include the following clauses as appropriate:-

- 3.7.1 On product range and sales (or relevant clauses) – *“any change in the selection of products and pricing should be subjected to mutual consent of both the user and the vendor”*
  - 3.7.2 On damage to property, premises or injury (or relevant clauses) – *“the vendor should have the vending machine operation covered by a public liability insurance, whilst the vendor should indemnify the University against any claims of damages to property, premises or injury arising from the operation of the vending machine”*
  - 3.7.3 On termination of agreement (or relevant clauses) – *“either party may terminate this agreement for any reason by giving thirty-day (or as mutually agreed, suggested to be no more than sixty-day) written notice in advance”*
  - 3.7.4 On repairs, maintenance, relocation, replacement, or related clauses on the agreements – *“the vendor is responsible for carrying out regular inspection to the vending machine on all functional and safety aspects, and maintaining the vending machine in good repair and condition. A service log of such inspection should be maintained by the vendor.”*
- 3.8 Concerning the sale of non-food items by means of AVM, the requesting administering party should provide adequate proof to justify the need and demand for such product by the University community in their proposal submission.
- 3.9 The administering party should be the principal contact point with the vendor of the respective AVM. All AVMs should have the name of the administering party clearly marked on the body of the machine alongside with the contact information of the vendor for ease of identification by the machine users and the Estates Office in the event of operation failure of the AVMs (e.g. malfunction of machine), or any other emergency situation. Please refer to Annex IV (a) for a sample of the notice (in A5 size 148mm x 210mm).
- 3.10 All vending services provided in the University premises are regarded as an ancillary provision for Staff and Students of the University. All AVMs should have such a notice clearly marked on the body of the machine as an indication. Please refer to Annex IV (b) for the sample of the notice (in A5 size 148mm x 210mm).
- 3.11 The administering party and/or the vendor should acquire appropriate statutory licenses or permits for the respective provision of vending services.
- 3.12 For all existing AVMs (i.e. installed before January 1, 2017), the respective administering parties should review the terms of agreements as far as practicable and ensure that the above guidelines, in particular 3.5, 3.6, 3.7, 3.9, 3.10 and 3.11 are being complied with.

#### 4. Procedures

4.1 For administering parties in the University who wish to install new AVMs or replace existing AVMs, they should:

4.1.1. submit a proposal with the following information to the working group on vending machine via the Centre of Development and Resources for Students (CEDARS)

- Proposed location of the AVM
- Specifications of the AVM
- Proposed products to be sold

4.1.2. arrange a site visit to the proposed location with the related servicing departments

4.2 If the working group on vending machine is satisfied with the proposal provided by the administering party, the proposal would be forwarded to the relevant Committee(s) for consideration.

4.3 Once approval has been sought from the relevant Committee(s), the administering party can arrange for installation or replacement of AVM with the vendor.

4.4 For existing AVMs whether they are installed in area within the purview of administering parties and communal space of the University, the administering parties should:

4.4.1 request the vendor to conduct a safety check on all functional and safety aspects of the AVM as soon as practicable and submit a report to the working group on vending machine within 6 months after the implementation of this guidelines. Regular and preferably annual inspection of the AVMs thereafter is required. Administering parties are expected to have the AVMs removed from the existing site if they failed to comply with this requirement without a good reason; and

4.4.2 review the existing clauses on the current service agreement drawing reference to this guideline as appropriate.

#### 5. Contact

For inquiries and proposal submission, please contact the Centre of Development and Resources for Students (CEDARS) – Campus Life at [cedars@hku.hk](mailto:cedars@hku.hk). Tel: 2859 2285

January 2017

**Working Group on Vending Machine**  
(A Working Group under the Committee on Catering)

TERMS OF REFERENCE

I. POWERS AND DUTIES

1. To advise the Committee on Catering on the operation of vending services (Note1) within the University and related matters.
2. To provide feedback on the implementation of policies and guidelines on operation of vending services within the University.
3. To draw up policies and general guidelines on the management and administration of vending machine services, and to revise them from time to time as needs arise.

II. MEMBERSHIP

1. Mrs. Sylvia Wong, Director of Campus Life (Chair)
2. Dr. Edmund Hau, Director of Safety
3. Ms. Eva Tam, Assistant Director of Estates
4. Ms. Elizabeth Wong, Nursing Officer, University Health Service
5. Mr. Ernest Lau, Vice-President(Internal), HKU Students' Union 2016-17
6. Mr. Sam Poon, Catering Manager (Secretary)

(Note 1 : Vending services referred to the operation of automatic vending machines provided and installed by vending service supplier at the locations as delineated by an administering party within the University)

September 2016

## **Safety Checklist for Vending Machines on Campus**

### **Part I - The Machine**

- The machine, if powered by electricity, should meet all the statutory requirements of electricity, to be declared by the vendor.
- The machine should be free of sharp edges, extreme hot or cold surfaces.
- The machine should be physically stable (e.g. appropriate centre of gravity) to minimise the risk of toppling as a result of strong winds or accidental knocking. If possibility of toppling cannot be ruled out, the machine should be mechanically anchored to the floor or wall subject to approval of the Estates Office.
- The designed operating inside temperature and humidity (if controlled) of the machine must be known, labelled and displayed on the body of machine.
- The machine should be of such a design as to prevent the entry and infestation of pests.
- All items for sale inside the machine must be compatible with the design of the machine in accordance to the manufacture's specifications.
- The machine should be regularly inspected (at least annually) by the vendor on all functional and safety aspects, and maintained in good conditions. A log of inspections should be kept by the vendor. Existing machine should be inspected by the vendor upon the request of the respective administering party, and continue the regular inspection annually thereafter as far as practicable.

### **Part II - The Location**

- The machine should be shielded from the elements of weather as far as possible.
- The machine should only be placed on level and even ground, where the possibility of flooding is minimal.
- The machine should be kept at a distance from all heat sources.
- The power supply should be as close to the machine as possible to reduce the required length of power cord.
- The machine should not be located in an area that may affect pedestrian circulation or block the Means of Escape (MoE).
- The machine should not be too close to existing utilities / equipment / installations (e.g. fire shutter, switch room, sprinkler, hose reel, break glass, etc.) as to affect their normal operations.

Sugar Intake			Sodium Intake		Total Fat Intake
WHO (WHO guideline for adults and children) (4/3/2015)	(明醫網 郭詠觀醫生- 15/6/2015)	建議成年人和兒童將 每天攝取的「游離糖份」(free sugars)減至每天攝取總熱量的10% (For 2000cal Diet: 即約每天50克、大約十二茶匙) 若能減至5% (約每天25克、大約六茶匙), 將會為健康帶來額外的好處。(provide additional health benefits in the form of reduced dental caries)  游離糖份是指由生產商、廚子或享用食物的人在飲食內加入的「單糖」 (monosaccharides, 如葡萄糖glucose、果糖fructose)和 「雙糖」(disaccharides, 如蔗糖sucrose或食糖table sugar)、 或天然存在蜜糖、糖漿、果汁和濃縮果汁內的糖。  世界衛生組織的指引並不包括天然存在奶、及新鮮水果和蔬菜內的糖, 因為沒有研究數據顯示食用這些糖份會為健康帶來不良的後果。	Choice (Jan 2016) (WHO guideline for adults includes individuals ≥16 years of age: helps prevent hypertension and reduces the risk of heart disease and stroke in the adult population)	2000mg Sodium= 5000mg Salt = 1 tsp Salt 667mg Sodium= 1/3 tea spoon of Salt  Daily intake: < 2000 mg of sodium < 5000mg salt = <1 tsp of salt)	<b>WHO (Healthy Diet)(Sept 2015)</b> Less than 30% of total energy intake from fats Unsaturated fats (e.g. found in fish, avocado, nuts, sunflower, canola and olive oils) are preferable to saturated fats (e.g. found in fatty meat, butter, palm & coconut oil, cream, cheese, ghee and lard)  <b>Industrial trans fats</b> (found in processed food, fast food, snack food, fried food, frozen pizza, pies, cookies, margarines and spreads) are <b>not part of a healthy diet.</b>  <b>American Heart Association (7/10/2015)</b> Trans fats raise your bad(LDL) cholesterol levels & lower your good (HDL) cholesterol levels. Eating trans fats increases your risk of developing heart disease and stroke. It's also associated with a higher risk of developing type 2 diabetes.
Nutritional Guidelines on Snacks for Students For Use in Primary & Secondary Schools (Dec 2014)	Department of Health 12/2014	Choose more: ≤ 5.0g /100ml; ≤ 5.0g /100g Choose in moderation: >5.0g to ≤ 7.5g /100ml; >5.0g to ≤ 15.0g/100g Choose less: >7.5g /100ml; >15.0g /100g	Nutritional Guidelines on Snacks for Students For Use in Primary & Secondary Schools (Dec 2014)	<b>Per 100ml or 100g</b> Choose more: ≤ 120mg of Na Choose in moderation: >120mg to ≤ 600mg of Na Choose less: >600mg	<b>Total Fat Per 100g</b> Choose more: ≤ 3g Choose in moderation: >3.0g to ≤ 20.0g Choose less: >20.0g
Food and Drugs(Composition and Labelling) Regulation	Choice 11/2015	No sugar: ≤ 0.5g /100ml Low sugar: ≤ 5.0g /100ml			<b>USA (Per RACC- Established by FDA)</b> <b>Trans-fat: 0g (&lt;0.5g) for individual foods</b> (RACC= Reference Amounts Customarily Consumed)
Nutritional Guidelines on Snacks for Students For Use in Primary & Secondary Schools	Choice 11/2015	High sugar: >7.5g /100ml			

210mm  
(8.3")

如售賣機運作出現問題，請聯絡

Please contact the following party if the machine is malfunctioned

148mm  
(5.8")

**[NAME OF VENDOR]**

**(852)** \_\_\_\_\_

此自動售賣機由 \_\_\_\_\_ 負責管理

This automatic vending machine is administered by \_\_\_\_\_



210mm  
(8.3")

此自動售賣機提供輔助服務予香港大學職員及學生

148mm  
(5.8") This automatic vending machine is an ancillary provision for  
HKU Staff and Students



# 如售賣機運作出現問題, 請聯絡

Please contact the following party if the machine is malfunctioned

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此自動售賣機由 \_\_\_\_\_ 負責管理

This automatic vending machine is administered by \_\_\_\_\_

此自動售賣機提供輔助服務予香港大學職員及學生

This automatic vending machine is an ancillary provision for HKU Staff and Students



香港大學

THE UNIVERSITY OF HONG KONG