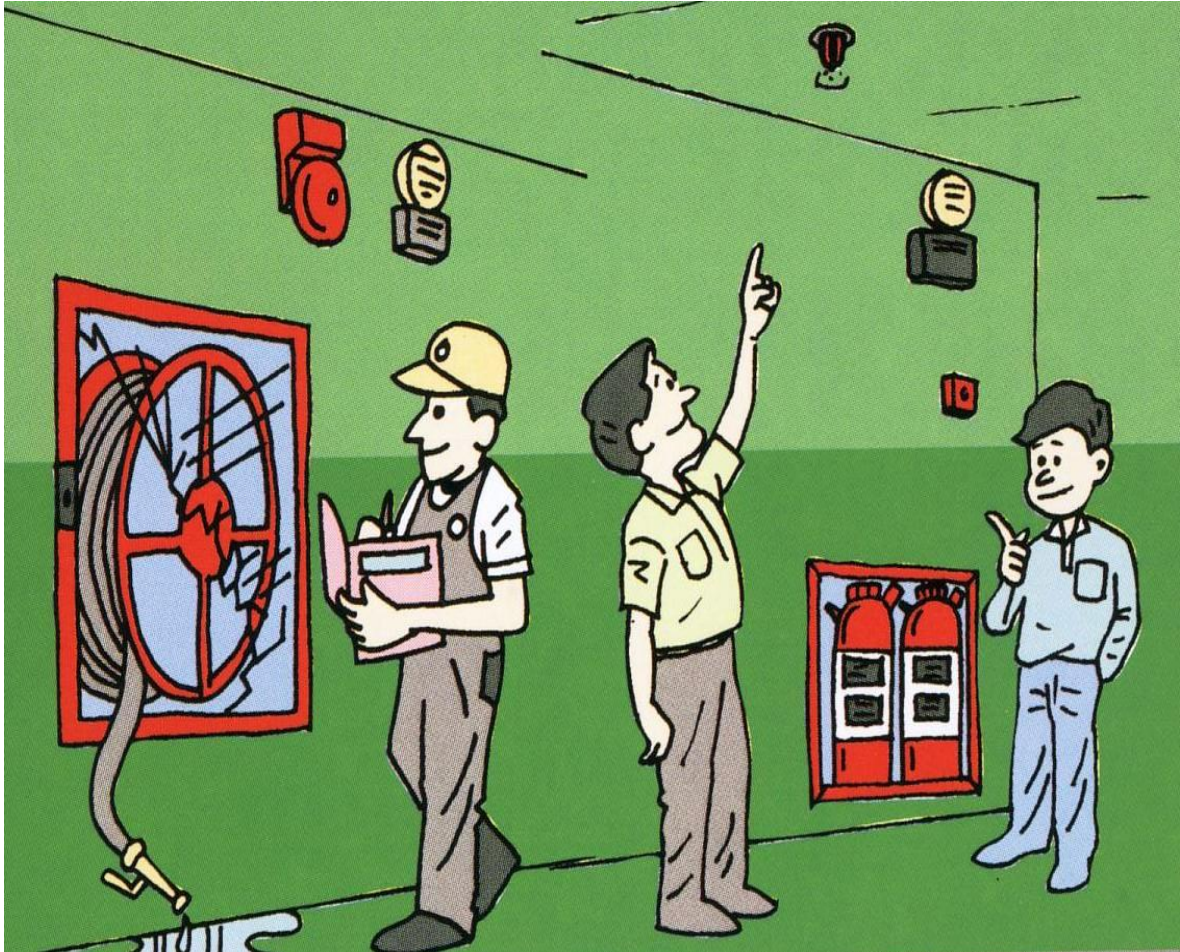


Fire Safety Checklist



Fire Services Department

Explanatory Notes for Fire Safety Checklist

Purpose of the Checklist

1. The purpose of this Checklist is to facilitate building owners/occupiers to carry out routine inspections on fire safety provisions of their own buildings, and to rectify minor irregularities identified. This would enhance their awareness on fire safety, and is the most effective and immediate means to protect their lives and properties.

The Checklist

2. The Checklist is devised for the general use of building owners/occupiers. The items for inspection are common but essential on fire safety.
3. The building owners/occupiers may co-ordinate themselves to inspect the buildings on a regular basis. District Offices would assist owners in the formation of Owner's Corporations or Mutual Aid Committees if necessary.
4. If any of the items in the Checklist is 'Yes', it implies that fire safety of the building is adversely affected. The locations of the irregularities should be duly recorded by the inspection personnel.
5. Most of the items could be dealt with easily e.g. removal of obstructions in the staircases, closing the smoke stop doors properly, etc. The building owners/occupiers should rectify such irregularities immediately on the spot.
6. If there is doubt in rectifying the irregularities, building owners/occupiers may consult relevant professionals or seek advice/information from the relevant government departments as indicated at para.9 below.
7. The Checklist serves as a general guidance only, it is always a good practice to appoint a professional to check the building conditions regularly.
8. The Checklist should be kept by the building owners for necessary follow-up actions and future reference.

Enquiries

9. For any enquiries, please contact the following departments:-

Fire Services Department	2272 9112	(for building fire safety measures)
	2170 9630	(for Fire Safety Checklist)

Home Affairs Department	2123 8399	(for formation of Owner's Corporations or Mutual Aid Committees)
-------------------------	-----------	--

Buildings Department	2135 2416	(for general construction requirements)
----------------------	-----------	---

Electrical and Mechanical Services Department	1823	(for electrical installations)
---	------	--------------------------------

Fire Safety Checklist

Types of Deficiencies

_____ Yes _____ No N/A

(If Yes, please put a "✓" in the appropriate box)

	Staircase	Common Corridor	Building Entrance/Exit	
--	-----------	--------------------	---------------------------	--

(A) Management of Smoke Stop Doors

1. Missing or defective smoke stop doors, defective door hinges or broken glazing.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
--	--------------------------	--------------------------	--------------------------	--------------------------

Floor : _____

2. Smoke stop doors wedged open or not in a properly closed position.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
---	--------------------------	--------------------------	--------------------------	--------------------------

Floor : _____

(B) Management of Means of Escape

3. Unit gates swing out onto escape routes and causing obstruction.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
---	--------------------------	--------------------------	--------------------------	--------------------------

Floor : _____

4. Doors/gates in escape routes, common areas installed with locking device which cannot be openable from inside without the use of a key.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
--	--------------------------	--------------------------	--------------------------	--------------------------

Floor : _____

5. Lock-up of the door to main roof with a locking device which cannot be openable from inside without the use of a key.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
--	--------------------------	--------------------------	--------------------------	--------------------------

Floor : _____

6. Staircase wall openings for installation of exhaust fans, air-conditioners, doors, windows, etc.	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>
---	--------------------------	--	--------------------------	--------------------------

Floor : _____

Types of Deficiencies

_____ Yes _____ No N/A
(If Yes, please put a "✓" in the appropriate box)

	Staircase	Common Corridor	Building Entrance/Exit		
7. Unauthorized structures such as cabinet, shelves or stores in escape routes.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Floor :	_____	_____			
8. Refuse, waste furniture or similar obstructions in escape routes.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Floor :	_____	_____			
9. Emergency lighting in escape routes or exits are damaged or not illuminated.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Floor :	_____	_____			
10. Exit signs are damaged or not illuminated.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Floor :	_____	_____			

(C) Maintenance of Fire Service Installations

11. Extinguishers provided in the building are defective, damaged, missing or lack of maintenance.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Floor :	_____	_____			
12. Manual fire alarm call points are defective, damaged or obstructed by other objects.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Floor :	_____	_____			

Types of Deficiencies

_____ Yes _____ No N/A
(If Yes, please put a "✓" in the appropriate box)

	Staircase	Common Corridor	Building Entrance/Exit		
13. Fire hydrants / hose reels system are defective, damaged or obstructed.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Floor :	_____	_____			
14. Signs of Fire Service Inlets / Sprinkler Inlets / Hose Reels or Hose Reel cabinets are illegible or missing.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Floor :	_____	_____			
15. Obstruction to Fire Service Inlets of the building, such as a metal gate in the course of swinging, fixtures, etc.			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
16. Obstruction to Sprinkler heads by storage racks, goods, fixed structures such as cockloft, cabinet, etc, such that the clearance below each individual sprinkler head is less than 500mm.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Floor :	_____	_____			
17. Unauthorized tampering with the Fire Service installations such as the shut-down of the control valves of sprinkler system rendering the system not in efficient working order.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Floor :	_____	_____			
18. Fireman lift sign is illegible or missing.			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
19. The Fire Service Installations is lack of maintenance or not inspected by a Registered Fire Service Installation Contractor annually.			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Types of Deficiencies

_____ Yes _____ No N/A
(If Yes, please put a "✓" in the appropriate box)

**Staircase Common Building
Corridor Entrance/Exit**

20. The building Ventilating System is lack of maintenance or not inspected by the Registered Specialist Contractors (Ventilation Works) annually.

.		.
---	--	---

Main Lobby

21. The Certificate of Annual Fire Service Installations Inspection is not displayed at the prominent position of the building.

.	.	.
---	---	---

(D) Maintenance of Electricity System

22. Damaged or untidy electric wires.

.
---	---	---	---	---

Floor : _____

Name of Building : _____ Responsible Person : _____

Address of Building : _____ Date : _____