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**LICENSING AND CERTIFICATION COMMAND**  
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24 September 2021

To: Recipients of FSD Circular Letters

Dear Sir/Madam,

**FSD Circular Letter No. 8/2021**

**Additional Requirements for the Pressurization of Staircases**

This Circular Letter serves to announce the additional requirements for staircase pressurization systems (SPSs), supplementary to those stated in the Code of Practice for Minimum Fire Service Installations and Equipment (the FSI Code). To give firefighters a clear picture on the availability and operational status of SPS(s) at scenes of building fire and facilitate their formulation of operational strategies, provision of 'Notice Plate' as the additional requirements are to be put in place.

Currently, the design and installation of SPSs shall comply with relevant requirements set out in Section 5.21 of the FSI Code and the modifications for local application as stipulated in the FSD Circular Letter No. 2/2006. One of the requirements is the provision of indicator lights displaying the status of any pressure differential systems protecting the firefighting access and the means of escape in buildings at each fire service access point or supervisory panel located in F.S. control room. The additional requirements laid down in this letter serve to augment this clause.

Clear and accurate information of buildings, including location(s) of staircase(s) protected by SPS(s) and the operational status of the system(s), is crucial for firefighters at scene. In view of the increasing use of SPSs in recent developments, to make information about SPSs immediately available to firefighters, the FSD considers it necessary to impose additional requirements for SPS by the introduction of 'Notice Plate'. Its specifications and locations are as follows:

**Specifications of 'Notice Plate'**

- a) The notice plates shall be bilingual bearing the words 'Staircase Pressurization Class A/B\*' and '樓梯增壓 A/B 類\*' with letter height not less than 50 mm as shown in Figure I at Annex. The characters shall be painted in red on a white or stainless steel background.

*\* Specify Class A or B according to the type of SPS installed.*

- b) The notice plates shall bear a red indicator light (as shown in Figure I at Annex) which shall be on while the supply fan of the SPS protecting the staircase is in operation.

- c) The notice plates shall be either illuminated by emergency lighting or internally illuminated, backed up by emergency power supply.

Locations of 'Notice Plate'

- d) The notice plates shall be provided at every staircase protected by SPS and shall be firmly affixed at a conspicuous position at the following locations as illustrated in Figure II at Annex:
- i) Outside the final exit; and
  - ii) Both inside and outside the exit on the top floor.
- e) For buildings installed with SPS(s) and with provision of refuge floor(s), notice plates shall also be firmly affixed at a conspicuous position both inside and outside the exit/entrance of the staircase(s) on the refuge floor(s).

These additional requirements shall be applicable to all developments with initial building plan submissions received by this Department on or after 1 January 2022. Developments with initial building plans submitted before 1 January 2022 are welcome to voluntarily adopt these additional requirements. These additional requirements are also recommended for submissions on amendment or alteration to existing buildings installed with SPS(s).

For enquiries, please contact the Fire Service Installations Division at 3961 5217.

Yours faithfully,

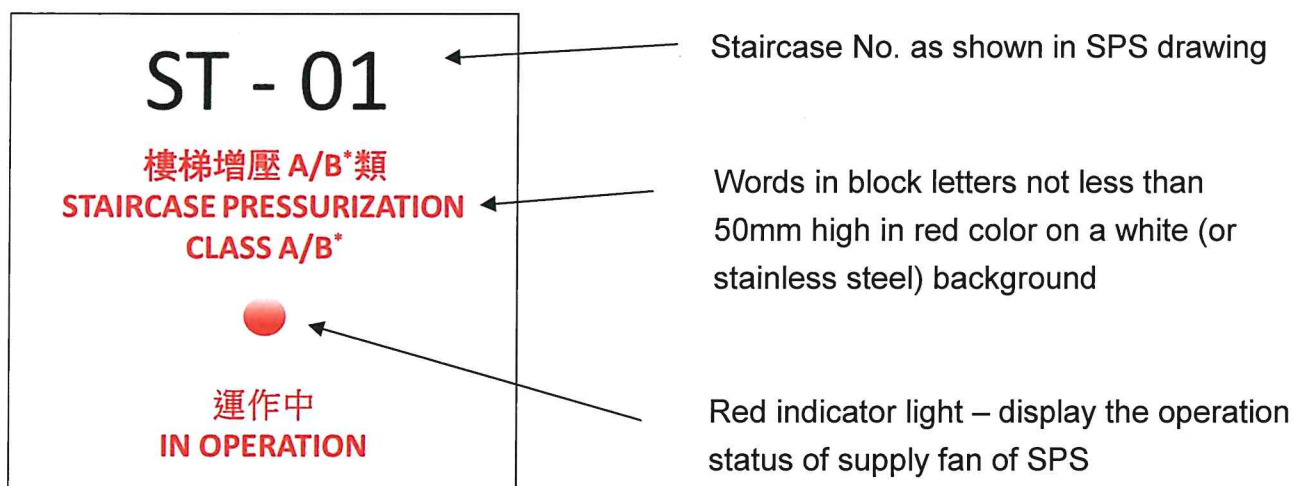
A handwritten signature in black ink, appearing to read 'Leung Kwun-hong', written over a horizontal line.

(LEUNG Kwun-hong)

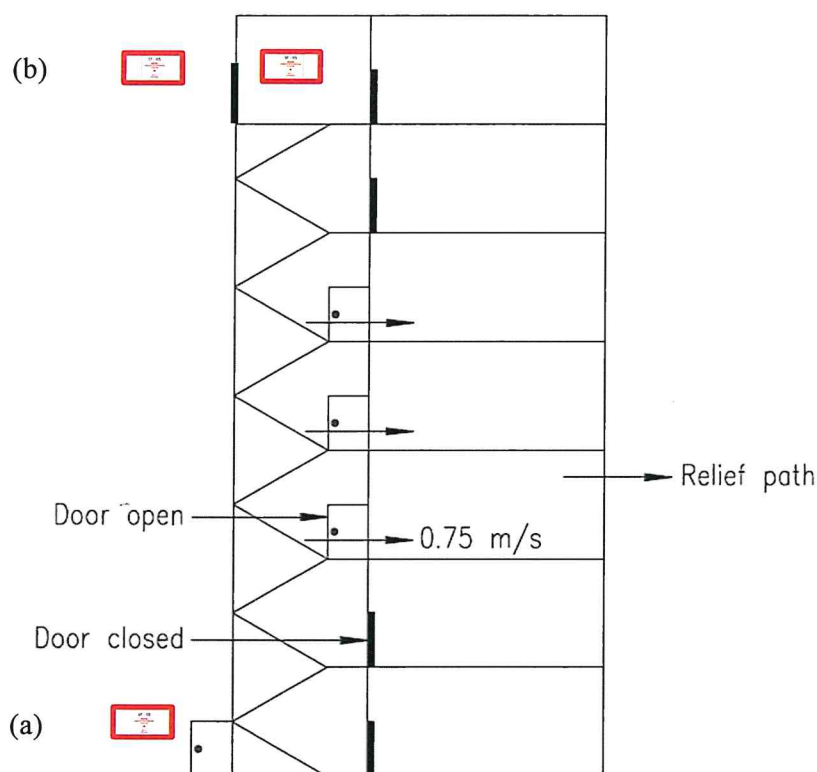
for Director of Fire Services

Encl.

**Specifications of 'Notice Plate'**



**Figure I – Sample of Notice Plate**



- (a) Notice Plate installed outside the final exit
- (b) Notice Plate installed inside and outside the exit on the topmost floor, i.e. roof floor exit or refuge floor exit

**Figure II – Locations of Notice Plate**