

-Explanatory Notes for Fire Safety Checklist

Purpose of the Checklist

1. The purpose of this Checklist is to facilitate building owners/occupants 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 to be used by an ordinary person. The items for inspection are common but essential on fire safety.
3. The building owners may co-ordinate themselves to inspect the buildings on a regular basis. District Offices would assist owners in the formation of Owners' 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 smoking stop doors properly, etc. The building owners/occupants should rectify such irregularities immediately on the spot.
6. If there is doubt in rectifying the irregularities, building owners/occupants may consult relevant professionals or to seek advice/information from relevant government departments as indicated at para. 9 below.
7. The Checklist only provides a general guidance, 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 :-

Home Affairs Department	2835 1532	(Request for Fire Safety Checklist)
Building Management Resource Centre	2332 9113	(for general, technical and management matters)
Buildings Department	2626 1947	(for general construction requirements)
Fire Services Department	2170 9625	(for fire safety legislation and control)
Electrical & Mechanical Services Department	2882 8011	(for electrical installations)

Fire Safety Checklist

Types of Deficiencies

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

	Staircase	Common Corridor	Building Entrance/Exit		
(A) <u>Management of Smoke Stop Doors</u>					
1. Missing or defective smoke stop doors, defective door hinges or broken glazing.	☐	☐		☐	☐
Floor : _____					
2. Smoke stop doors wedged open or not in a properly closed position.	☐	☐		☐	☐
Floor : _____					
(B) <u>Management of Means of Access</u>					
3. Gates swing out onto exit routes and causing obstruction.	☐	☐		☐	☐
Floor : _____					
4. Doors/gates in common parts installed with locking device which cannot be openable from inside without the use of a key.	☐	☐	☐	☐	☐
Floor : _____					
5. Doors to main roof are locked up.	☐	☐		☐	☐
6. Staircase wall openings formed for installation of exhaust fans, air-conditioners, doors or windows.	☐			☐	☐
Floor : _____					

Types of Deficiencies

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

	Staircase	Common Corridor	Building Entrance/Exit		
7. Unauthorized structures such as cabinets, shelves or stores in exit routes.	☐	☐	☐	☐	☐
Floor :	_____	_____			
8. Refuse, waste furniture or similar obstructions in exit routes.	☐	☐	☐	☐	☐
Floor :	_____	_____			
9. Lightings in exit routes are damaged or exit routes are not illuminated.	☐	☐	☐	☐	☐
Floor :	_____	_____			
10. Exit signs are damaged or not illuminated.	☐	☐	☐	☐	☐
Floor :	_____	_____			

(C) Maintenance of Fire Service Installations

11. Extinguishers provided in the building are missing.	☐	☐	☐	☐	☐
Floor :	_____	_____			
12. Manual fire alarm call points are obstructed by other objects.	☐	☐	☐	☐	☐
Floor :	_____	_____			

(P.T.O.)

Types of Deficiencies

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

	Staircase	Common Corridor	Building Entrance/Exit		
13. Hose reels and fire hydrants are obstructed or damaged.	☐	☐	☐	☐	☐
Floor : _____	_____	_____			
14. Letters illustrating the location of hose reels or hose reel cabinets are illegible.	☐	☐	☐	☐	☐
Floor : _____	_____	_____			
15. Fire service inlets at main entrance of buildings are obstructed by the swing of metal gates or other materials.			☐	☐	☐
16. All items of fire service installations without annual inspection by a registered fire service contractor.	☐	☐	☐	☐	☐
Floor : _____	_____	_____			

(D) Maintenance of Electricity System

17. Damaged or untidy electric wires.	☐	☐	☐	☐	☐
Floor : _____	_____	_____			

Name of Building : _____

Responsible Person : _____

Date : _____