



FIRE SERVICES DEPARTMENT

Fire Safety Requirements for Private Columbaria

A. Restrictions on Location

The premises shall not be located :-

- (a) In any part of building designed for emergency use such as buffer or refuge floor;
- (b) In any industrial building;
- (c) In industrial portion of an industrial-office building.

B. Standard Requirements

1. All fire service installations and equipment provided for the premises shall be retained and maintained in efficient working order. For all maintenance, alterations and additions, such works shall be carried out by a Registered Fire Service Installation (FSI) Contractor who shall issue Certificate(s) of Fire Service Installations and Equipment (FS 251) to the owner with copies forwarded to the Director of Fire Services via the respective Regional Office of the Licensing and Certification Command within 14 days after completion of the works. A Certificate of Compliance (FSI/314A or FSI/314B as appropriate) shall also be submitted by the responsible Registered FSI Contractor to the Director of Fire Services via the respective Regional Office of the Licensing and Certification Command for the alteration and addition works.
2. A sprinkler system shall be provided in premises occupying an area exceeding 230m² **and** indoor incinerator(s) / furnace(s) is / are provided.
3. Portable firefighting equipment of the approved type shall be provided as follows :-
 - 3.1 _____ x 9 L water type fire extinguisher(s) at _____
 - 3.2 _____ x 4.5 kg CO₂ gas type fire extinguisher(s) at _____
 - 3.3 _____ x 9 L water type fire extinguisher(s) near the incinerator/furnace/ burner (Internal reference: Placement of 2 nos. of fire extinguishers for each incinerator/ furnace/burner)
 - 3.4 _____ x 9 L water type fire extinguisher(s) at the Store Room

3.5 _____ x 2 kg dry powder fire extinguisher(s) at _____

4. Emergency lighting shall be provided for the entire premises. The emergency lighting shall be installed in accordance with the Code of Practice for Minimum Fire Service Installations and Equipment or comply with the attached requirements for Self-contained Luminaires Emergency Lighting System [PPA/104(A) 4th revision].
5. A ventilation/air-conditioning control system shall be provided to the premises if applicable and the attached Requirements for Ventilation/Air-conditioning Control Systems for columbarium premises shall be complied with.
6.
 - 6.1 All exits shall be suitably indicated by illuminated signs, in the form of either characters exit signs, combined graphical symbol and characters exit signs, or graphical symbol exit signs, installed in accordance with the requirements set out in the Code of Practice for Minimum Fire Service Installations and Equipment as published from time to time by the Director of Fire Services.
 - 6.2 If the exit signs are out of sight to any location within the premises, suitable directional signs in same dimensions as the exit signs shall be provided to assist the patron to identify the exits in the event of an emergency.
7.
 - 7.1 All combustible materials used as altars, false ceilings, partitions or wall furnishings inside the columbarium premises should conform to British Standard 476 : Part 7 Class 1 or 2 Rate of Surface Spread of Flame, or to another standard acceptable to the Director of Fire Services, or should be brought up to any of those standards by treating with a fire retardant paint or solution acceptable to the Director of Fire Services. In the latter case, the work shall be carried out by a Class 2 Registered Fire Service Installation Contractor and a certificate (FS251) to this effect from the Contractor shall be forwarded to this Department as documentary proof of compliance. For maintenance, the work shall be periodically retreated to the standard subject to the manufacturer's advice.
 - 7.2 All decorative materials including curtains, draperies and other textile hangings hung over the altar should have a clearance of at least 1.2 metres from burning joss sticks and candles.
 - 7.3 All draperies and curtains, if installed, shall comply with the following requirements :-
 - (a) They shall be made of fire resistant material and conform to British Standard BS 5867: Part 2 (Type B performance requirements) when tested in accordance with BS EN ISO 15025:2002 or to any other standard acceptable to the Director of Fire Services, or shall be brought up to any of those standards by treating with a fire retardant solution acceptable to Director of Fire Services. In the latter case, the work shall be carried out by a Class 2 Registered Fire Service Installation Contractor and a certificate (FS251) to this effect from the Contractor shall be forwarded to this Department as documentary proof of compliance.

- (b) When hanging across exit routes, they shall be parted in the centre and raised so as to clear the floor by not less than 75mm.
- 8.
 - 8.1 All polyurethane (PU) foam filled mattresses and covering material used for fabrication of mattresses shall conform to British Standard 7177 (for use in medium hazard premises/building); or Flammability Test Procedure for Mattresses for Use in High Risk Occupancies (Technical Bulletin Number 121) or Flammability Test Procedure for Mattresses for Use in Public Buildings (Technical Bulletin Number 129) as issued by the Bureau of Home Furnishings and Thermal Insulation, Department of Consumer Affairs, State of California; or to other standard acceptable to the Director of Fire Services.
 - 8.2 All PU foam filled upholstered furniture and covering fabric used for fabrication of the furniture shall conform to British Standard 7176 (for use in medium hazard premises/building); or Flammability Test Procedure for Seating Furniture for Use in Public Occupancies (Technical Bulletin Number 133) as issued by the Bureau of Home Furnishings and Thermal Insulation, Department of Consumer Affairs, State of California; or to other standard acceptable to the Director of Fire Services.
 - 8.3 Each PU foam filled mattress and upholstered furniture conforming to British Standard 7177 (for use in medium hazard premises/building) and British Standard 7176 (for use in medium hazards premises/building) respectively shall bear an appropriate label (Appendix).
 - 8.4 Invoices from manufacturers/suppliers and test certificates from testing laboratories indicating that the PU foam filled mattresses and/or furniture items have complied with the specified standards shall be produced for verification. Test certificate shall be issued by a testing laboratory accredited to conduct test according to the specified standard, and be authenticated by the company's stamp of manufacture/supplier.
- 9. If incinerator/furnace/burner is used, the following provisions should be observed :-
 - 9.1 All burning of joss paper to be confined to fixed incinerators/furnaces/burners constructed of non-combustible material; they should be positioned not less than 6 m away from all combustible materials, gangways and exits.
 - 9.2 Incinerator/furnace/burner should be attended whenever being used.
 - 9.3 Built-in incinerator/furnace/burner should be swept and inspected for structural faults at regular intervals.

Remarks :

- i) Access route should be provided for Fire Services appliances to reach the site. If not, additional fire safety requirement may be imposed.
- ii) Water supplies (e.g. street fire hydrant) for fire-fighting should be available from the site. If there is no available water supply for fire-fighting in the vicinity, additional fire safety requirements may be imposed.
- iii) Should the applicants have insurmountable difficulties in complying with the prescribed requirements, they can submit alternative proposal to Fire Services Department for consideration.

C. Fire Safety Precautions

10. Means of Escape

10.1 The following are deemed by the Director of Fire Services as means of escape within the meaning of Section 2 of the Fire Services (Fire Hazard Abatement) Regulation, Cap 95F, Laws of Hong Kong:

10.1.1 All exits giving onto the open area;

10.1.2 All exits/doors giving onto any corridor leading to the open or directly giving onto the open.

10.2 All means of escape should be kept free from obstruction. In particular:-

10.2.1 No article or thing may be left in the area as defined at para. 10.1 above at any time when the premises is occupied; and

10.2.2 All exits/doors should be kept openable from the inside without the use of a key. All metal gates and shutters, where installed, should be kept in the open position at any time when members of public are present in the premises.

10.3 Failure to observe these precautions may result in the operator being prosecuted under Section 14 and 15 of the Fire Services (Fire Hazard Abatement) Regulation without prior warning.

11. Fire Service Installations and Equipment

All fire service installations and equipment provided should be :

11.1 Kept clear from any obstruction;

11.2 Clearly indicated as regard to their locations and methods of operation;

11.3 Maintained in efficient working order at all times; and

11.4 Inspected at least once every twelve months.

12. Premises

12.1 No naked flame is allowed inside the premises except lighted joss sticks, candles and/or oil lamps with the compliance of the following fire safety measures:

12.1.1 A clearance of not less than 1.2m away from all other combustible materials, gangways and exits should be maintained;

12.1.2 Altars for burning of joss sticks and/or candles to be constructed of non-combustible material unless wooden ones have been suitably surfaced with sheet metal;

- 12.1.3 The oil lamps should be placed inside a non-combustible container or a containing device which is large enough to contain lamp oil; and
- 12.1.4 The lighted joss sticks, candles and/or oil lamps should be attended by staff of the private columbaria. They should remove the joss sticks and/or candles from altars at a regular intervals or whenever necessary.
- 12.2 A suitable store room or cabinet should be provided for the storage of joss materials.
- 12.3 Kerosene and lamp oil should be kept in metal containers away from naked flame and confined to a kitchen or a suitable store room.
- 12.4 No storage of any dangerous goods exceeding the exempt quantity in accordance with the Dangerous Goods (General) Regulations, Chapter 295B, Laws of Hong Kong, shall be allowed.
- 12.5 No cooking activities shall be conducted on the premises other than in a kitchen.
- 12.6 An emergency evacuation plan shall be prepared and all staff should be conversant with such plan so that they can assist patrons in evacuation in case of emergency.

Fire Services Department

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