

Appendix 5

Useful Information for Building Management

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(i) Fire Safety Checklist

To facilitate building owners to carry out self-inspection on fire safety provisions of their buildings, Home Affairs Department published a Fire Safety Checklist (FSC) in September 1998 for use of owners of private buildings.

The checklist can be collected from any District Office or downloaded from the Web Site : www.info.gov.hk/had/



Appendix 5 Useful Information for Building Management

(ii) List of Useful Information

- (1) Deed of Mutual Covenant
- (2) Latest revision of general building plans approved by Building Authority
- (3) Latest revision of structural plans approved by Building Authority
- (4) Latest revision of foundation plans approved by Building Authority
- (5) Latest revision of site formation plans approved by Building Authority
- (6) Latest revision of drainage plans approved by Building Authority
- (7) Latest revision of plumbing plans approved by Water Supplies Department
- (8) Written confirmation concerning the modification or exemption and related conditions issued by Building Authority under Section 42 of Buildings Ordinance
- (9) Alterations & Additions plans approved by Building Authority
- (10) As-built fire services system and pipeworks layout drawings
- (11) As-built underground drains, drainage system and pipeworks layout drawings
- (12) As-built water supply system and pipeworks layout drawings
- (13) As-built electricity supply system and wiring drawings
- (14) As-built public lighting system and wiring drawings
- (15) As-built broadcasting systems diagrams
- (16) As-built gas supply system and pipeworks drawings
- (17) As-built air-conditioning, ventilation system and associated pipeworks drawings
- (18) Testing records and certificates required under Fire Service (Installations and Equipment) Regulations
- (19) Testing records and certificates required under Building (Ventilating Systems) Regulations
- (20) Testing and inspection records and certificates required under Lifts & Escalators (Safety) Ordinance
- (21) Testing records and certificates required under Electricity (Wiring) Regulations
- (22) User manual, maintenance certificate, installation contract, etc. of the building services