

Appendix F1 – Sample Checklist on Housekeeping

Table F1 provides a sample checklist on housekeeping. It provides general guidelines and suggested actions that should be taken for the upkeep of fire safety provisions installed in a building. The list is not exhaustive.

Table F1: Sample Checklist on Housekeeping

Items	Action	Yes	No	N/A	Follow-up Action
1 - Means of Escape					
1.1	Exit routes are free from obstructions at all times.				
1.2	No unauthorized alteration(s) along the exit route.				
1.3	Metal gate or roller shutter is not installed across the exit routes.				
1.4	Doors or gates within common areas are readily openable from the inside without the use of a key.				
1.5	Doors or gates do not swing onto the exit routes reducing the effective width of the exit routes.				
1.6	Fire rated doors are self-closing and be kept closed at all times.				
1.7	Combustible linings are not installed within the exit routes.				
1.8	Adequate lighting is provided for the exit routes and is kept in good condition.				
1.9	Adequate signs are provided along the exit routes.				
1.10	The balustrades and handrails in the required staircases and along the exit routes are maintained in good condition.				
1.11	Any hold-open devices to all fire rated doors are tested for ensuring they are in good condition. (Particular attention is given to check any obstructions nearby the fire rated doors that are held open by hold-open devices in normal times.)				
1.12	All temporary refuge spaces are free from obstruction.				
1.13	Closed-circuit television and intercom link for the temporary refuge spaces are kept in good condition.				
2 - Fire Resisting Construction					
2.1	Fire rated doors for protected exits, fireman's lift lobbies, required staircases, plants rooms etc. are kept in good condition including the ironmongeries and glazed panels, if any.				

Items	Action	Yes	No	N/A	Follow-up Action
2.2	Fire rated doors and doors with smoke seal are kept in the closed position.				
2.3	Fire rated doors and doors with smoked seal have not been removed or replaced by doors of lower FRR than the approved ones.				
2.4	No unauthorized alteration(s) have been made to the fire resisting constructions.				
2.5	Fire barriers are kept in good condition and free of unprotected openings. The FRR is maintained.				
2.6	Non-emergency services such as electric cables and similar installations in required staircases are adequately enclosed by fire barriers. The fire barriers are kept in good condition. All access panels are kept in closed position.				
2.7	No unauthorized openings are formed in protected exits, in particular required staircase walls.				
2.8	No penetrations are made through a fixed light.				
2.9	Fire shutters are not obstructed.				
2.10	Vision panels to fire rated doors remain intact.				
2.11	Penetrations within fire barriers are sealed with fire seals or fire stops.				
2.12	No exhaust fans, air-conditioning units or similar installations are installed in a protected exits, in particular required staircases.				
2.13	Smoke vents at basement and their outlets are not obstructed / blocked. Basement smoke extraction system is regularly inspected and checked by registered fire service installation contractor.				
3 – Access for Firefighting and Rescue					
3.1	Access to fireman's lifts is unimpeded from the street.				
3.2	The walls of fireman's lift lobby are kept in good condition and free of unprotected openings. The FRR is maintained.				
3.3	EVA is free from obstructions and is kept in good condition.				
4 – Others					
4.1	No change in Use Classification that may have fire safety implications.				
4.2	If open kitchens are provided, smoke detectors, sprinkler, other active fire safety provisions installed are not obstructed and can function				

Items	Action	Yes	No	N/A	Follow-up Action
	properly. The fire rated wall adjacent to the flat exit door remains intact.				
4.3	Fire safety seminars and fire drills are organized regularly.				
4.4	Electrical installations in the building are inspected and checked by registered electrical contractors regularly.				
4.5	Appropriate fire safety precautionary works are provided when carrying out alterations, additions and repair works ² .				

Notes:

1. N/A means "Not applicable".
2. When carrying out alterations, additions and repair works, appropriate fire safety precautionary works should be provided in accordance with Clause F5.6 or F5.7, as the case may be. Specific checklist should be formulated based on these two clauses for ensuring the fire safety of the occupants.