

16 March 2026

To : All Authorized Persons
Registered Structural Engineers
Registered Geotechnical Engineers
Registered Inspectors
Registered General Building Contractors
Registered Specialist Contractors
Registered Minor Works Contractors

Dear Sir/Madam,

**Fire Safety Precautionary Measures to be Taken
During Large Scale Building Repair Works**

To ensure the safety of large scale repair works (including alteration and addition, renovation, maintenance, repair or minor works) in buildings and protect their occupants, you are required to formulate appropriate works arrangements, take suitable precautionary measures, and strictly supervise the works in accordance with the requirements stipulated under relevant legislations, technical memoranda, codes of practice, practice notes, etc.

2. To safeguard fire safety when carrying out the abovementioned works, this letter serves to remind you and all concerned parties carrying out the works under your supervision to observe and comply with the relevant fire safety requirements set out in the Code of Practice for Fire Safety in Buildings (“FS Code”)¹. Your particular attention is drawn to the items to be observed when carrying out alteration, addition, renovation and repair works as listed in Clause F5.6 of the FS Code, including the following:

- (a) All means of escape should be maintained at all times. They should be free from obstruction and provided with adequate signs and lighting.
- (b) All fire rated doors along the means of escape should be maintained in good condition and kept closed at all times.
- (c) All fire barriers (e.g. fire rated doors or fire rated fixed lights) should be maintained.
- (d) Practicable and effective alternative measures for ensuring compliance with fire safety standards should be provided if any means of escape are to be temporarily blocked. Where any fire barriers, including those for escape staircases or

¹ https://www.bd.gov.hk/doc/en/resources/codes-and-references/code-and-design-manuals/fs_code2011.pdf

protected lobbies (e.g. fire rated doors or fire rated fixed lights), are to be replaced, new ones should be installed immediately after the old ones have been removed. Otherwise, any escape doorway or opening should be protected by a temporary fire barrier with a fire rating property equivalent to that of the original provision.

- (e) Fire retardant protective nets/screens/tarpaulins/plastic sheeting meeting the recognised standards should be used for scaffolding erected around the building. Please follow and comply with the latest provisions and requirements regarding the fire retardant performance of protective nets, screens, tarpaulins and plastic sheeting installed on scaffolding of external walls as stipulated in Practice Note for Registered Contractors 85². Contractors should arrange for sampling and testing of the abovementioned protective materials, which should be installed on scaffolding only when results meeting the recognised standards of fire retardant performance are obtained. Please also note and observe the Code of Practice on the Mandatory Building Inspection Scheme and the Mandatory Window Inspection Scheme³, the Technical Guidelines on Minor Works Control System⁴, and Practice Note for Authorized Persons, Registered Structural Engineers and Registered Geotechnical Engineers APP-70⁵.
- (f) Any inflammable and combustible materials to be kept in buildings and renovation sites should be stored under safe custody and accumulation should be avoided, so as to prevent fire outbreaks or the spread of fire. In particular, combustible materials (e.g. foam boards) must not be installed on external walls and windows.
- (g) Windows should not be covered (except for temporary covering at localised areas affected during the course of work tasks such as chiselling) to avoid obstruction of lighting and occupants' visibility, which may hinder detection in the event of a fire.
- (h) Dangerous goods (DG) (e.g. paint, thinner, diesel, oxygen, and acetylene) in excess of the exempt quantity stipulated in the Dangerous Goods Ordinance (Cap. 295) should be stored in DG stores licensed by the Fire Services Department (FSD). No DG exceeding the exempt quantity should be kept or used at work sites; and DG must be returned to DG stores when they are not in use.
- (i) All matters regarding the management and shutdown of fire service installations and equipment should be conducted in accordance with FSD's requirements⁶.
- (j) Firefighting and first-aid equipment (including fire extinguishers and fire blankets) should be located where it is readily accessible. Training should be provided to all workers on the operation of the equipment.

² <https://www.bd.gov.hk/doc/en/resources/codes-and-references/practice-notes-and-circular-letters/pnrc/Pnrc85.pdf>

³ https://www.bd.gov.hk/doc/en/resources/codes-and-references/code-and-design-manuals/CoP_MBIS_MWISe.pdf

⁴ <https://www.bd.gov.hk/doc/tc/resources/codes-and-references/code-and-design-manuals/MW/MWTGc.pdf> (Chinese version only)

⁵ <https://www.bd.gov.hk/doc/en/resources/codes-and-references/practice-notes-and-circular-letters/pnap/APP/APP070.pdf>

⁶ Please refer to FSD's Circular Letters: https://www.hkfsd.gov.hk/eng/fire_protection/notices/circular.html

- (k) An emergency plan should be established and communicated to building owners and occupants, and appropriate training should be provided to them and all workers.

3. You are reminded that under sections 3 and 16 of the Building (Construction) Regulation, all materials used in building works must be of a nature and quality suitable for their intended use or purpose and adequately tested by recognised tests; appropriate construction methods and procedures must be adopted, and appropriate precautionary measures must be taken in carrying out building works. Any person directly concerned with building works who permits or authorises the use of materials which are defective, or carries out the works, or authorises or permits the carrying out of the works in such manner (including any contravention of the items to be observed as listed in the FS Code) as is likely to cause a risk of injury to any person or damage to any property is liable to prosecution under the Buildings Ordinance or disciplinary action by the Buildings Department.

4. Furthermore, prior to commencing the works, you should undertake a detailed safety risk assessment (including fire safety risks) to appropriately plan and determine the works arrangements and details. For instance, when large scale repair works in developments involve more than one building, you may consider carrying out the repair works on external walls in phases to mitigate the risk of fire propagation in the event of a fire.

5. Effective fire safety management can reduce potential fire danger and assist occupants in reaching the ultimate place of safety in case of fire. With reference to Part F of the FS Code, you should advise and assist owners in formulating an appropriate fire safety management plan for implementation and regular checking of fire safety provisions by owners and property management personnel to ensure that such provisions are maintained in good workable conditions. Moreover, registered building professionals and contractors should strictly comply with the fire safety measures and guidelines issued by FSD⁶ and the Labour Department (LD)⁷.

Yours faithfully,



(CHEUNG Yuk-ching, Karen)
Assistant Director/Mandatory Building Inspection
for Director of Buildings

c.c. Property Management Services Authority
The Real Estate Developers Association of Hong Kong

⁷ Please refer to LD's Codes of Practice and Guidance Notes on occupational safety:
https://www.labour.gov.hk/eng/public/content2_8.htm