

Layman's Guide on Compliance with Fire Safety Directions

1 Receive Directions from Buildings Department (BD)#

- Read the Directions carefully



2 Arrange fire safety improvement works

- 1 year of compliance period for common areas in general
- 6 months of compliance period for individual premises in general



4 Ascertain scope of service

- Scope of inspection
- Recommendations on the required fire safety construction and demolition works (if necessary)
- Application for approval of alterations and additions works (if necessary)
- Supervision of the fire safety improvement works

3 Select registered building professionals

- Browse the list of Authorized Persons / Registered Structural Engineers on the BD's website
- Liaise with other owners / Owners' Corporations
- Select registered building professionals through tenders / "Smart Tender" under Urban Renewal Authority



5 Confirm fire safety improvement works

- Liaise with other owners / Owners' Corporations to confirm such as the location for installing a fire service water tank
- In case of technical difficulties, submit alternative proposal for fire safety improvement works to BD

6 Select registered contractors

- Browse the list of registered contractors on the website of BD
- Select registered contractors through tenders / "Smart Tender" under Urban Renewal Authority



8 Confirm completion

- Inform BD upon completion of works
- Submit copies of certificates / test reports / assessment reports for fire rated doors, fixed lights and fire rated enclosures, etc.



7 Carry out fire safety improvement works

- Ensure registered building professionals supervise the fire safety improvement works

9 Enquiry and Report

- Refer to the back cover of this Guide

Note: Fail to complete works within specified period

- Apply in writing to BD for an extension of time with supporting documents such as:
 - minutes of meeting of Owners' Corporation
 - tender documents
 - works schedule
 - tenancy agreement
 - evidence of works commencement

The Buildings Department and the Fire Services Department are the enforcement authorities of the Fire Safety (Buildings) Ordinance (Cap. 572). They will separately issue Fire Safety Directions under the Ordinance according to their respective purviews.

Typical Fire Safety Construction Improvement Works

Replacement of fire rated doors* for escape staircases

A typical fire rated door



* The design details of different brands of wooden or glass fire rated doors may vary but they should be constructed in accordance with all requirements, including dimensions, ironmongery works and intumescent strip, as stipulated in the test reports before it can be accepted.

Fire rated doors should have the required fire resistance period and should not obstruct the escape route.

Exempted Building Works



Recommend to appoint a Registered Building Professional to follow up

Enclosures for services in escape staircases



Services inside escape staircases, e.g. electrical cables and meters, should be enclosed by fire rated materials to prevent the spread of fire from such services. No enclosures are required for optical fiber wires, water valves and water meters.

Replacement of windows in escape staircases

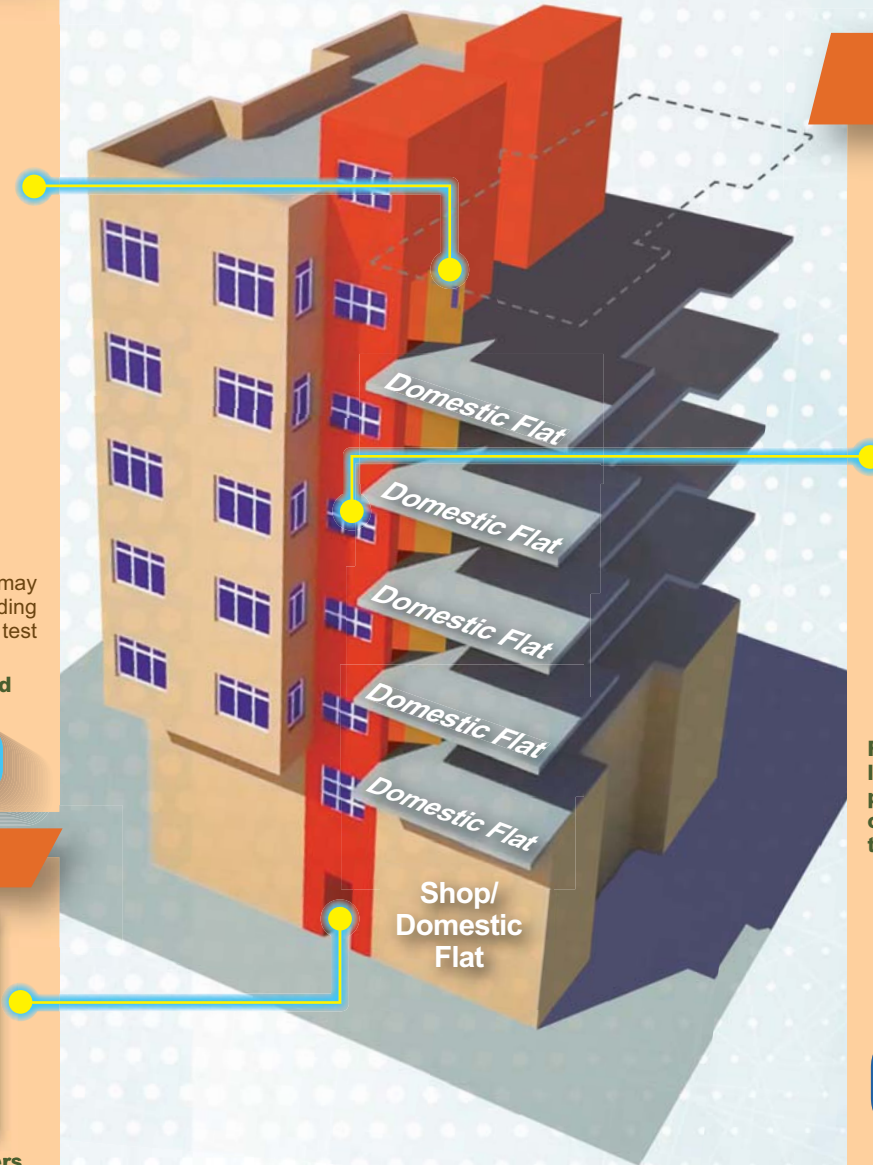


Fixed lights with fire resistance period of not less than half an hour shall be provided to prevent the spread of fire from the windows of adjoining buildings or other windows of the same building.

Minor Works



Appoint a Prescribed Registered Contractor and a Prescribed Building Professional (if applicable)



Enquiries

Postal Address	Fire Safety Section, Buildings Department 14/F Pioneer Centre, 750 Nathan Road, Mongkok, Kowloon, Hong Kong
Email	enquiry@ bd.gov.hk
Hotline	2626 1616 (handled by “1823”)
Website	www.bd.gov.hk/en/safety-inspection/fire-safety/ /index.html

Reports

Buildings Department	Misrepresentation, carrying out works deviated in any material way from any works shown in the approved plan
Hong Kong Police Force	Intimidation, using false instrument
Independent Commission Against Corruption	Corruption
Hong Kong Customs and Excise Department	Unfair trade practices
Consumer Council	Unfair trade, failure to deliver what has promised, late completion, dissatisfaction with services
Competition Commission	Price-fixing, bid-rigging
Relevant trade unions/associations/ professional institutions/ registration boards	Professional misconduct, violation of industry conduct

Technical and Financial Assistance

Buildings Department	Urban Renewal Authority
<ul style="list-style-type: none"> • Lists of Authorized Persons, Registered Structural Engineers, Registered General Building Contractors and Registered Minor Works Contractors are available on BD's website • District Fire Safety talks • Building Safety Loan Scheme 	<ul style="list-style-type: none"> • Common Area Repair Works Subsidy • Home Renovation Interest-free Loan • “Smart Tender” Building Rehabilitation Facilitating Services • Fire Safety Improvement Works Subsidy Scheme • Building Maintenance Grant Scheme for Needy Owners
2626 1616 www.bd.gov.hk	3188 1188 www.ura.org.hk

Reference Materials

Please scan the QR codes below or download from the BD's website:

- "Tips on Fire Safety" videos



- An Introduction to Fire Safety on BD's Website



- Fire Safety (Buildings) Ordinance (Cap.572)



- An Introduction to the Fire Safety (Buildings) Ordinance

