

## Fire Services Department

### General Fire Safety Requirements

#### A. Restrictions on Location

Converted school premises shall not be located : -

- (a) in any premises designed for residential use;
- (b) in any industrial building, warehouses, cinemas or premises whereby the undertakings therein may endanger the lives or safety of pupils;
- (c) in any premises situated at a height of 30m above ground level

(Not applicable to those premises used for conducting courses for adults under the Education Ordinance);

- (d) in any premises located vertically above/below a restaurant/club.

#### B. Standard Requirements

The following fire safety requirements have been uploaded to FSD's home page for the reference of applicants.

[https://www.hkfsd.gov.hk/eng/fire\\_protection/licensing/premises\\_school.html](https://www.hkfsd.gov.hk/eng/fire_protection/licensing/premises_school.html)

- (a) Fire Safety Requirements for Converted School Premises (SCH/102)
- (b) Fire Safety Requirements for Laboratory (SCH/101)
- (c) Fire Safety Requirements for Design & Technology / Art Room (SCH/104)
- (d) Fire Safety Requirements for Computer Classroom (SCH/107)

#### C. Fire Safety Precautions

##### 1. Fire Service Installations and Equipment

All fire service installations and equipment provided shall be :

- 1.1 Kept clear from any obstruction;
- 1.2 Clearly indicated as regard to their locations and methods of operation;
- 1.3 Maintained in efficient working order at all times; and
- 1.4 Inspected at least once every twelve months.

Works related to para. 1.4 above shall be carried out by a Registered FSI Contractor who shall issue Certificate(s) of Fire Service Installations and Equipment (FS251) to the owner with copies forwarded to the Director of Fire Services within 14 days after completion of the

works. Failure to observe the fire safety precautions in para 1.3 and 1.4 may result in the owner of the installations being prosecuted under Regulation 8(1) of the Fire Services (Installations and Equipment) Regulations (Cap.95 sub. leg. B).

Whenever the fire service installations and equipment provided involve:

- 1.5 Maintenance/inspection/modification/repair work(s) to be carried out overnight or for more than 24 hours continuously;
- 1.6 Extension of FSI shutdown;
- 1.7 Resumption of FSI; or
- 1.8 Termination of FSI work(s);

the Registered FSI Contractor employed shall follow and pay special attention to the procedures in the course of submission of “Notification of FSI Shutdown” as stipulated in Fire Services Department Circular Letter No. 1/2021.

## 2. Means of Escape

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

- 2.1 No article or thing shall be left in the means of escape at any time (if in a domestic building) / at all times when persons are present in the building (if in a commercial building); and
- 2.2 All exits/doors shall be kept openable from the inside without the use of a key and all metal gates and shutters, where installed, shall be kept in the open position at all times when members of the public are present in the premises.

Failure to observe these precautions may result in the operator being prosecuted under Sections 14 and 15 of the Fire Services (Fire Hazard Abatement) Regulation (Cap. 95 sub. leg. F) without prior warning.

- 2.3 All smoke stop doors provided in the premises shall be kept in closed position at all times.

## 3. Dangerous Goods

No storage of any dangerous goods in excess of the exempt quantity within the meaning of the Dangerous Goods (Application and Exemption) Regulation (Cap. 295 sub. leg. E) is permitted without a licence or approval granted by the Director of Fire Services.

**Inspection Procedures by the Fire Services Department  
for the Registration of a New School  
(For Premises Not Designed and Constructed as a School)**

