申请可作为学校用途的楼宇安全证明书时必须提供的资料

向消防处及屋宇署/房屋局常任秘书长办公室独立审查组递交已填妥的申请书之前，申请人必须检视下列事项是否已经办妥 –

1. 有否将申请书上要求提供的所须资料全部填妥。

2. 有否随每份申请书夹附足够数目的图则。

3. 每份图则上是否有下列资料：

   a. 勾划拟用作校舍的注册范围；

   b. 注明校名、校址、申请日期、申请人的姓名及签署；

   c. 指出各课室、走廊、门口、走火通道、防火门、出口路线/出口门及房产内其他部份的用途(例如：洗手间、办公室等)的位置及其尺寸(以毫米为单位，而图则比例通常须为 1:50 或 1:100)；

   d. 列明各房间的用途及课室编号；

   e. 显示每个课室最高可容纳的人数(老师和学生的数目)及将要容纳的学校教职员总数；

   f. 列明任何拟用作间隔墙和出口门的建造物料(如有)；

   g. 指示任何改建的工程(如有)；

   h. 校舍内提供儿童睡觉的地方(如有)；及

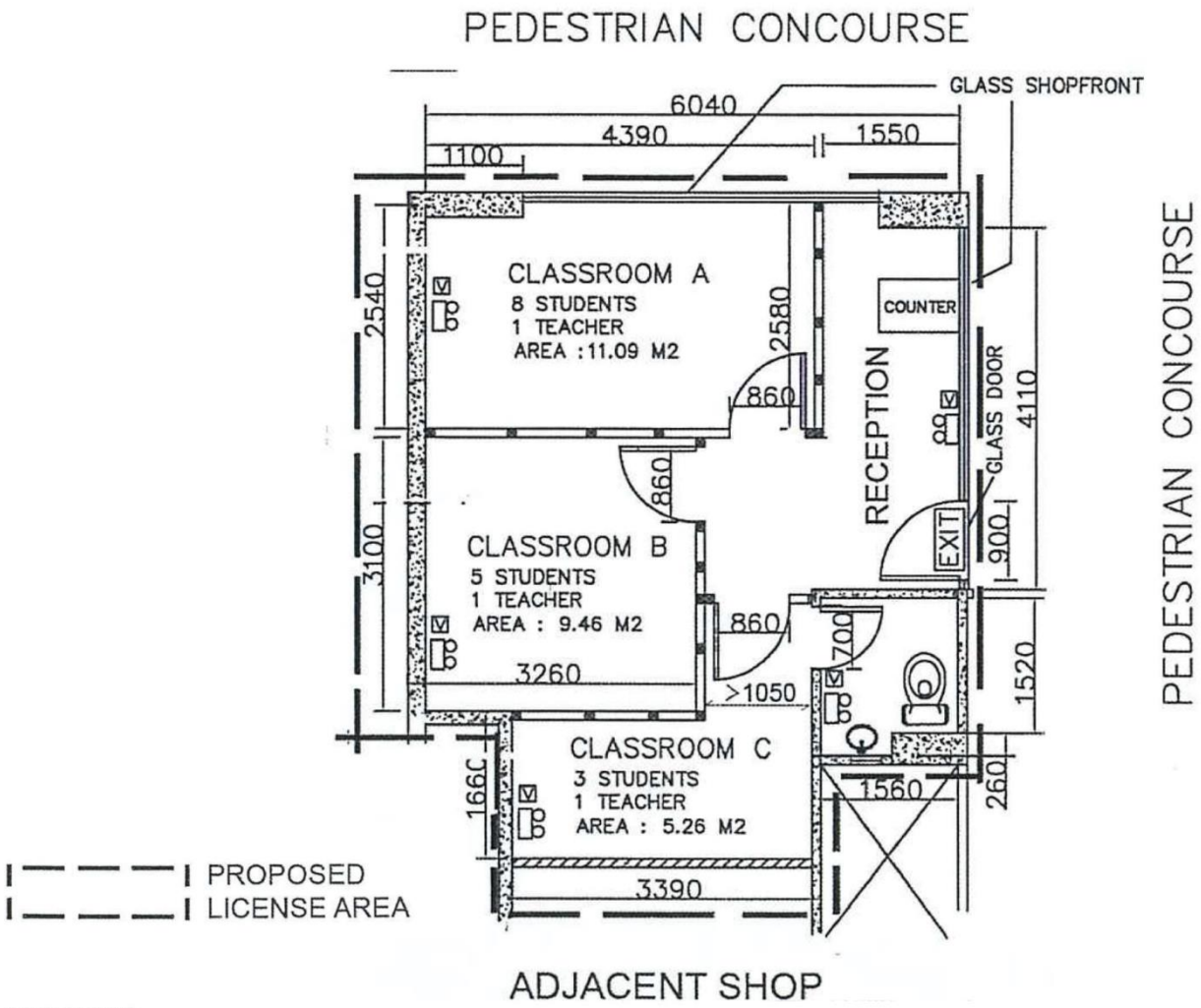
   i. 校舍内现有消防装置及设备的描述。

SAMPLE

SCHOOL NAME:
SCHOOL ADDRESS:
CORRESPONDENCE ADDRESS:
CONTACT PERSON & NUMBER:

APPLICANT NAME:
APPLICANT'S SIGNATURE:
APPLICATION DATE:
DRAWING NUMBER:

PROPOSED SCHOOL LAYOUT PLAN (SCALE 1 : 100 @ A3 PAPER)



REMARKS :

- EXISTING WALL PARTITION / COLUMN AS PER APPROVED BUILDING PLAN
- EXISTING SOLID CONCRETE BLOCK WALL
- NEW LIGHT WEIGHT GYPSUM BOARD WALL PARTITION (ABOUT 80MM TH)
- 860 – TIMBER HOLLOW CORE DOOR OF WIDTH 860MM WITH VISION PANEL UNLESS OTHERWISE STATED
- NEW EMERGENCY LIGHTS INSTALLED AT H/L WITH RECHARGABLE BATTERY
- NEW CEILING–TYPE VISUAL FIRE ALARM
- EXIT – NEW EXIT SIGN AT H/L WITH RECHARGABLE BATTERY

	NO. OF STUDENTS	NO. OF TEACHERS
CLASSROOM A (11.09 M2)	8 NOS.	1 NO.
CLASSROOM B (9.46 M2)	5 NOS.	1 NO.
CLASSROOM C (5.26 M2)	3 NOS.	1 NO.

PROPOSED STUDENT NOS. = 16
PROPOSED TEACHER NOS. = 3
TOTAL POPULATION = 19 PEOPLE

NO EXTRA POPULATION SHALL BE GENERATED AT RECEPTION