

23 June 2026

Education Bureau Circular No. 12/2026

Fire Service Installation or Equipment of School Premises

[Note: This Circular should be read by

- (a) Supervisors and Heads of all aided schools (including special schools), schools under the Direct Subsidy Scheme, caput schools and private schools – for action; and
- (b) Heads of Sections – for information.]

Summary

This circular serves as a reminder to all aided schools, schools under the Direct Subsidy Scheme (DSS), caput schools and private schools about the requirements of keeping fire service installation or equipment (FSI) in good condition. Heads of schools are requested to pay attention to this circular and remind all staff involved in the inspection and maintenance of school premises to familiarise themselves with this circular and relevant requirements.

Background

2. As the party primarily responsible for upkeeping the condition of school premises, schools are obliged to comply with the relevant fire safety requirements. In accordance with regulation 39 of the Education Regulations (Cap. 279A), the principal of every school shall ensure that all FSI in the school premises is kept in good condition at all times. Furthermore, schools must keep FSI of their school premises in efficient working order at all times and have such FSI inspected by a registered fire service installation contractor (registered FS contractor) at least once in every 12 months (annual FS inspection) as stipulated in regulation 8 of the Fire Service (Installations and Equipment) Regulations (Cap. 95B). **If any defect in FSI is found at any time, including during annual FS inspections, schools must follow up immediately and restore the FSI to efficient working order as soon as possible.**

Aided Schools

3. If there is any defect in FSI, aided schools may use the recurrent subventions, such as the School and Class Grant under Expanded Operating Expenses Block Grant / Operating Expenses Block Grant, provided by the Education Bureau (EDB) to carry out small-scale repair works as appropriate. For repair works of larger scale and more complicated nature which require additional funds and professional input, schools can, in accordance with the prevailing emergency repairs (ER) mechanism, apply for non-recurrent subvention to have the required repair works carried out by consultants and contractors appointed by the EDB.

4. If the ER mechanism is pursued to rectify defects identified in annual FS inspections, the corresponding “Certificate of Fire Service Installation and Equipment” (FS251) endorsed by the registered FS contractor **must** be provided together with the application. The school and the registered FS contractor engaged for the annual FS inspection should conduct joint site inspection with representatives of the School Premises Maintenance Section (SPMS) to confirm the defects.

5. Upon completion of annual FS inspection or repair works for defects, the school should obtain the endorsed FS251 from the registered FS contractor and display the certificate at a conspicuous location in the school premises for inspection by the Fire Services Department (FSD).

6. If a “Fire Service Installations and Equipment Shutdown Notice” is sent to the FSD by the registered FS contractor, the school **must** inform the respective Regional Education Office (REO) and the SPMS with a copy of the Shutdown Notice within 24 hours. Once operation of the FSI is resumed, the school should inform the FSD via the registered FS contractor. The respective REO and the SPMS should also be informed at the same time.

DSS Schools, Caput Schools and Private Schools

7. If there is any defect in FSI, DSS schools, caput schools and private schools should promptly arrange their own repair works for the defective FSI. For DSS schools and caput schools, relevant expenses are covered in subsidies disbursed to schools. The school **must** inform the respective REO / Infrastructure and International School Section within 24 hours of sending a “Fire Service Installations and Equipment Shutdown Notice” to the FSD, and upon subsequent resumption of operation of the FSI.

Enquiry

8. For enquiries on the arrangement of maintenance and repairs works at aided schools, please contact respective Maintenance Surveyor of your district. For DSS schools, caput schools and private schools, please contact the respective Senior School Development Officer / officers of the Infrastructure and International School Section of your school.

(Andrew NGAN)
for Permanent Secretary for Education