



本署檔號 Our Ref. () in HAD/LA/1/2/6

來函檔號 Your Ref.

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17 November 2025

Owner & Management of Hotels and Guesthouses

Dear Sir / Madam,

Fire Safety in Hotels and Guesthouses

I am writing to appeal for your cooperation to protect your premises against the perils of fire, especially during dry season, by following a few simple basic measures below:-

- (i) reduce the source of ignition by ensuring that all electrical installations are not overloaded and smoking, if still exempted by law, is properly controlled in the premises. These are the two main causes of fire which can be prevented by employing competent electricians to carry out whatever maintenance works required and by being particularly vigilant against disposing of lighted cigarette ends indiscriminately;
- (ii) reduce the quantity of combustibles in the premises by clearing rubbish frequently, say, several times a day. In this connection, I would like to point out that rigid foam packaging materials, when set on fire, will burn severely and produce large volume of toxic smoke;
- (iii) avoid massive use of combustible materials such as plastic, softwood or paper for decoration, which once catch fire will burn fiercely and generate intense heat and flames. Naked flame in the vicinity of combustible decoration shall be strictly prohibited and the fire safety standard of all electrical installations such as decorating lights shall also be properly observed;
- (iv) avoid overcrowding. This can be achieved by properly controlling the number of persons entering your premises;
- (v) make sure the fire service installations and equipment in your premises are kept free from obstruction and in efficient working order. Your staff should be well conversant with their operation; and
- (vi) do not obstruct passage or lock any exits.

Your cooperation is much appreciated. Should you require any amplification of our advice, please do not hesitate to contact our office at 2881 7034 during office hours.

Yours faithfully,

(MUI Yin-wai)
for Chief Officer (Licensing Authority)