



本署檔號 Our Ref. HAD/LA/1/2 Pt.X

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2 May 2012

Hotel Licence Holders

Dear Sir/Madam,

**Hotel and Guesthouse Accommodation Ordinance (Cap. 349)
Fire Safety in Hotels**

I would like to draw your attention that fire safety in hotels should be addressed holistically. It includes adequate provisions of fire service installations and equipment (FSI), means of access for firefighting and rescue, fire resisting constructions and means of escape for the premises, proper maintenance of these provisions, effective fire safety management¹ and cultivation of a fire safety culture.

To prevent your premises from the perils of fire, you should:

- (a) keep the FSI in efficient working order and free from obstruction;
- (b) appoint a registered FSI contractor to inspect the FSI at least once every 12 months;
- (c) appoint competent electricians to carry out maintenance of electrical installations;
- (d) maintain the layout of your hotels in accordance with the plans registered by the Hotel and Guesthouse Accommodation Authority (the Authority). The Authority's written agreement should be sought before commencing alteration, addition, renovation or redecoration. Should these works be subject to the Buildings Ordinance and Building (Minor Works) Regulation (Cap. 123), they should be supervised and carried out by registered building professionals; and
- (e) keep the means of escape free from obstruction at all times, and the refuge floors and exit staircases with their associated protected lobbies should not be used for any other purpose.

To promote and enhance fire safety of hotels, this Office will conduct fire safety inspections of hotels shortly. Please make immediate arrangements to facilitate staff of this Office to carry out these inspections and inform your frontdesk staff accordingly.

I look forward to receiving your co-operation and support in maintaining the high fire safety standard of your hotels to protect the hotel guests and people using your premises. Should you require further advice on this matter, please contact the case Building Surveyor and Senior Station Officer, whose contact details have been provided in my previous correspondence to you on issue of licence.

Yours faithfully,

Signed

(T. C.YU)
Chief Officer (Licensing Authority)
Office of the Licensing Authority

c.c. Management of Licensed Hotels

¹ Effective fire safety management refers to carrying out routine inspections and maintenance of fire safety provisions at regular intervals for rectifying and identified irregularities in accordance with a fire safety management plan. Reference can be made to Part F of the Code of Practice for Fire Safety in Buildings 2011 issued by the Buildings Department.