

民政事務總署  
牌照事務處  
香港鰂魚涌英皇道 979 號  
太古坊康和大廈 14 樓



**HOME AFFAIRS DEPARTMENT**  
OFFICE OF THE LICENSING AUTHORITY  
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The Owner & Management of Hotels and Guesthouses

Dear Sir/Madams,

### **Fire Safety in Hotels and Guesthouses**

I am writing to seek your cooperation to protect your premises against the perils of fire especially during dry season by following few simple basic rules below:-

- (i) reduce the source of ignition by ensuring that the 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 and 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 the rubbish frequently, for example, 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 catches 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.

I look forward to receiving your cooperation. Should you require any amplification of our advice, please do not hesitate to contact Mr. Patrick YEE at 2881 7496 during office hours.

Yours faithfully,

(Signed)

( LEUNG Yuen Yee )

for Chief Officer (Licensing Authority)

Office of Licensing Authority