

## **CHECK LIST FOR SELF-APPRAISAL OF FIRE SAFETY IN HOTELS**

**(IS:13716:1993, and NBC Provisions of Part IV)**

Hotel: Building or buildings under the same Management, in which more than 15 sleeping accommodation for hire, primarily used by transients who are lodged with or without Meals.

1	Name of the Hotel and Owner's Name	
2	Address of the Hotel	
3	Address of the Owner/Occupier with Telephone No.	
4	No. of Floors	
5	Height of the building	
6	Covered area	

S.No.	Question on Fire Safety measure	Yes	No	NA
*1	Whether the width of entry gate of the building is 4.5m and height 5m clearance?	Yes	No	--
*2	Whether the Fire Vehicle can approach the building?	Yes	No	--
3	If the height is more than 15m whether Fire vehicle/hydraulic Platform can operate all round the building ? Open spaces all around the building as per MSBR 1981 (as per Regulation 10 of MSB regulations, 1981) a) Whether the Open Space on Northern side is provided as per MSBR, 1981. b) Whether the Open Space on Eastern side is provided as per MSBR, 1981. c) Whether the Open Space on Southern side is provided as per MSBR, 1981. d) Whether the Open Space on Western side is provided as per MSBR, 1981. ( 15 Mts and above – 6 Mts., 16 Mts. – 6.4 Mts., 19Mts. – 7.4 Mts., 22 Mts. 8.4 Mts. 25 Mts. – 9.4 Mts., 25 Mts. - 30 Mts – 10 Mts.	Yes	No	NA
*4	Whether the following Fire safety Measures are provided as per IS 13716 : 1993 and NBC Part IV 1983 as per the requirement of Fire Safety.			
*	i) Hose reel	Yes	No	--
	ii) Hydrant system	Yes	No	NA
	iii) Wet riser System	Yes	No	NA
*	iv) Down Comer system	Yes	No	--
	v) Automatic Sprinkler system	Yes	No	NA
	vi) Automatic detection and Alarm	Yes	No	NA
*	vii) Manual Alarm system (MCP)	Yes	No	--
	viii) Fire pumps Jockey / Main / Diesel pumps	Yes	No	NA
*	ix) Public Address system	Yes	No	--
*	x) Underground sump of 50,000/1,00,000/1,50,000 Lit.	Yes	No	--
*	xi) Terrace Tank of 10,000/20,000 Lit.	Yes	No	--
*	xii) Emergency lighting with battery backup in Corridors and Stair cases.	Yes	No	--
*	xiii) Exit Fire Escape Sign boards is provided	Yes	No	--
*	xiv) Portable Fire Extinguishers in accordance with IS 2190:1992. (With Travel distance 22.5 Mts.)	Yes	No	--
*	xv) Whether Fire extinguishers in kitchen in required Number provided?	Yes	No	--

<b>S.No.</b>	<b>Question on Fire Safety measure</b>	<b>Yes</b>	<b>No</b>	<b>N.A.</b>
5	Whether Yard hydrant system for buildings above 15 M height Hotels provided?	Yes	No	NA
*6	Whether Hotel Management has issued a written statement of its policy regarding Fire safety and fire loss control to its employees?	Yes	No	--
7	Whether the Management is screening in Cable T.V. The fire precautions to be observed, using of Gas Mask, location of Fire exits etc.?	Yes	No	N.A.
8	If sleeping accommodation is more than 300, whether a qualified Fire Officer is appointed ?	Yes	No	N.A.
*9	Whether all employees are trained to raise alarm in case of fire ?	Yes	No	--
*10	Whether all employees are trained in the usage of Fire extinguishers and other Fire safety systems.	Yes	No	--
*11	Whether permanently posted Fire safety instructions are mounted in guest rooms at the innerside of entrance door ? (The instructions shall contain floor map showing the location of the room in question, escape route to stair cases and clear instructions as to what the guests should do in an emergency).	Yes	No	--
*12	Whether all employees are made familiar with evacuation plan, and their individual role in assisting guests to escape to place of safety, to control the growth of fire and other actions that lead to life safety?	Yes	No	--
*13	Whether the responsibility of summoning Fire Services and also guiding the firemen is assigned to any employee? (Safety Manager)	Yes	No	--
14	Whether Management has kept close watch to see ;that			
*	i) No escape routes are blocked	Yes	No	--
	ii) All fire doors are kept in closed position	Yes	No	N.A.
*	iii) House keeping is good and no hazardous and Special situation arises	Yes	No	--
*15	Whether preventive inspection, testing and maintenance programme of all Fire Protection and fire fighting systems, all machinery, equipments, which may cause fire is being done?	Yes	No	--
16	Whether the system of Hot work permit system and work permit system for outside contractors to work inside the Hotel are observed and it is carried out under Senior Officer/ Supervisor	Yes	No	NA
*17	Whether all furnishings and decoration Materials used on escape routes have Class I Flame Spread/ raising and shall not generate toxic and asphyxiating gases on burning of furniture?	Yes	No	--

S.No.	Question on Fire Safety measure	Yes	No	N.A.
*18	Whether no furnishings or decorative materials are erected so as to	Yes	No	--
	i) Not to obstruct access to an exit from any room	Yes	No	--
	ii) Not to obstruct the use of an escape route	Yes	No	--
	iii) Not to render invisible or inaccessible notices, signs, Communication equipment or extinguishing equipment.	Yes	No	--
	iv) not to obstruct the movement of the door	Yes	No	--
	v) No mirrors/reflecting surfaces or hangings used on any escape route, which may create confusion in the minds of people.	Yes	No	--

### CONTAINMENT OF SMOKE

*19	Whether the construction of the hotel is fire resistive material?	Yes	No	--
*20	Whether compartmentation is observed ?	Yes	No	--
21	Whether all hotels housed in buildings of height 15 m or above are of Type I construction conforming to NBC of India 1983 (Part IV) Fire Protection ?	Yes	No	NA
*22	Whether all hotel buildings of height below 15m are of minimum Type II construction in accordance with IS 1642:1989 ?	Yes	No	--
23	Whether all false ceilings, false floors are of non-combustible materials of Class I Flame Spreading	Yes	No	N.A.
24	Whether all wall panels, draperies, furniture and decorations are such that flames spread rating shall conform to Class I surfaces as specified in NBC of India 1'983 (Part IV), Fire Protection?	Yes	No	N.A.
*25	Whether all vertical shafts/ducts meant for installing drainage pipes, plumbing wiring and cabling etc. are effectively sealed at each floor?	Yes	No	--
*26	Whether all vertical chutes shafts/ducts including refuse chutes are enclosed by 2 hr. Fire resisting enclosure?	Yes	No	--
27	Whether inspection doors/windows of vertical shafts ducts are of one hour fire rating confirming to NBC (Part IV)?	Yes	No	N.A.
28	Whether lifts and enclosures are conforming to NBC 1983 (Part IV) Fire Protection and IS 1642:1989?	Yes	No	N.A.
*29	Whether basements are conforming to NBC (Part IV) and IS 1642:1989.	Yes	No	--
30	Whether kitchen rooms, laundry, linen stores, furniture storage rooms are provided one hour fire resistant self-closing doors	Yes	No	N.A.
*31	Whether Transformer bays, H.T. & L.T. Supply rooms, A.C. plant systems and boiler rooms are in separate fire resisting construction and confirming to NBC (Part IV)?	Yes	No	--
32	Whether special hazards due to LPG are in accordance with provisions of NBC (Part IV)	Yes	No	N.A.

S.No.	Question on Fire Safety measure	Yes	No	N.A.
33	Whether air conditioning systems conforming to IS 1642:1989 and NBC	Yes	No	N.A.
34	Whether A.C. System is linked to fire detection system to automatically cut the respective floor Air Handling unit in case of fire i.e., when an automatic detector or sprinkler activate?	Yes	No	N.A.
35	Whether there are adequate arrangements of Smoke/fire venting and enclosure of service ducts of A.C. system ?	Yes	No	N.A.
36	Whether Fire dampers are installed in the A.C. System as per NBC (Part	Yes	No	N.A.
*37	Whether all electrical equipment including cables, light fittings, gauges etc., are conforming to the relevant Indian Standards and designed for proper load?	Yes	No	--
*38	Whether every room is provided with overload trips/MCBS and earth leakage circuit breakers outside it?	Yes	No	--
39	If boiler is provided, whether it is conforming to provisions A1-18 of NBC (Part IV)?	Yes	No	N.A.

**MEANS OF EGRESS**

*40	<b><u>Whether exit requirements are complying with Clause 8 of NBC Part IV and IS 1644:1988</u></b> <u>Occupancy</u> a) Residential -- -- 1 Mtr. b) Assembly and Institutional -- 2 Mtrs. c) All other Buildings. -- 1.5 Mtrs. <u>Note:</u> For buildings above 15 M height, there should be minimum 1 external Fire exit stair case of 1 M. width.	Yes	No	--
*40(A)	Whether one stair case provided for a travel distance of 22.5 Mtrs.	Yes	No	--
*41	Whether the corridors and passage width leading to staircases is 1.5 m or more?	Yes	No	--
42	In floors where dance halls/banquets are located, whether the corridor/passage width is 2 m or more?	Yes	No	N.A.
42(A)	Whether no basements are used as banquet halls or dance halls unless entire side of such basement opens up directly to the open or such building are fully sprinkled.	Yes	No	N.A.

**STAIR CASES:**

43	Whether all provisions as per IS 1644:1988 and Clause 8 of NBC Part IV are observed in provision of Stair cases (Number & location)	Yes	No	
44	Whether exits are illuminated with emergency power supply derived from diesel generator or Self-contained emergency lights.	Yes	No	
45	Whether the floors of exits are illuminated at all points including furnishing points, intersections of corridors, and passage ways, stair cases, landings and discharge exit of ground level.	Yes	No	
46	Whether lights recessed in walls and floors about 30 cm above the floor level are provided?	Yes	No	
47	Whether standby power supply is provided to meet the following requirements.	Yes	No	
	a) Emergency illumination of all corridors, Staircases, basement, exit signages.			
	b) Fire lifts.			
	c) Mechanical ventilation for basement or in case of centrally A.C. building.			
	d) Fire pumps operation			
	e) Other emergency automatic systems for fire fighting.			

Date :

**Signature of the Owner/Occupier**

