

CHECK LIST FOR SELF-APPRAISAL OF FIRE SAFETY IN FUNCTION HALLS

GENERAL INFORMATION:

1	Name and address of the function Hall			
2	Name and address of the owner with Tel.No.			
3	Area of the site (a) covered area	Sq.mtrs Sq. mtrs		
4	Type of structure:	Permanent: (RCC roof)/Semi permanent (Asbestos/G.I.sheet roof)		
5	No. of floors:			
6	Height of the building with height of each floor: (Buildings above 30 metres height are not permissible)			
7	Particulars of Clearances/ License/ fire safety measures.	Yes	No	N.A
8	Whether the Fire vehicle has access to the function hall	Yes	No	
9	Whether the structure is not containing any thatch/ hay stack/ cloth tents which are highly flammable	Yes	No	
10	Whether the function hall is provided with required open space on all sides (for buildings of 15 Meters and above as per MSBR 1981, and for buildings of less than 15 m height as per building by laws. Open space provided on North mtrs East mtrs South mtrs West mtrs	Yes	No	
11	If the height of the building is 15 mtrs and more, whether fire vehicle can be operated on all sides of the premises on times of emergency.	Yes	No	N.A
12	Whether entry/exit gate has a minimum width of 4.5 mtrs and head clearance of 5 Meters	Yes	No	
13	Whether minimum two exit doors with minimum 2 Meters width are provided for the function hall. (Cl.8 of NBC)	Yes	No	
14	Whether sufficient No. of internal staircases @ one for every 30 Mtrs travel distance with minimum 2 Mtrs width are provided of the building has more than one floor (cl.8 of NBC)	Yes	No	N.A
15	Whether minimum one external staircase of 1 metre width is provided if the building height is 15 Mtrs and above.	Yes	No	N.A
16	Whether the exits / aisles and stair cases are maintained free of obstructions (Cl.8.2.3 of NBC part IV)	Yes	No	

::2::

17	Whether emergency lighting with a minimum 2 mtrs battery backup is provided for the escape route i.e corridors, exits, stair cases etc.,	Yes	No	
18	Whether electrical safety is ensured as per IS 1646: 1982 (installation & Maintenance)	Yes	No	
19	Whether Miniature circuit Breakers are provided to prevent short circuits.	Yes	No	
20	Whether the kitchen area is segregated from the function hall to prevent spreading of fire.	Yes	No	
21	Whether first and fire extinguishers and fire buckets are provided at suitable locations as per Is:2190:1992.	Yes	No	
22	<u>Class A:</u> Whether Two Nos. of water type fire extinguishers of 9 liters capacity each per 600m ² or part with minimum 4 Nos. per compartment / floor are provided (Extinguishers should be so located as to be available within 25 m radius).	Yes	No	
23	<u>Class B (for Kitchens)</u> Whether minimum 2 DCP extinguishers of 5Kg capacity are provided in the kitchen.	Yes	No	
24	Whether minimum 2 DCP extinguishers of 5 kg capacity are provided near the gas Bank.	Yes	No	
25	Whether minimum, two co2 extinguishers of 4.5 kg. capacity are provided near the electrical mains	Yes	No	
26	If basement is provided with an area of 200m ² or more, whether automatic sprinkler are provided	Yes	No	NA.
27	For buildings of height below 15m, whether the following fire safety measures are provided	Yes	No	
(i)	Hose reel	Yes	No	
(ii)	Wet riser (for two storeys & above)	Yes	No	NA.
(iii)	Down comer (If seating capacity is more than 1000)	Yes	No	NA.
(iv)	Automatic sprinkler system (in case seating capacity is 1000 persons min. or covered area above 1500m ² or in case of basement area 200m ² or more)	Yes	No	
(v)	Automatic detection and alarm system (where sprinklers are not installed)	Yes	No	NA.
(vi)	Whether underground sump of 50,000 liters capacity is provided.	Yes	No	
(vii)	Terrace tank of 500 Litres for hose reel in case of sprinklers in basement and down corner.	Yes	No	
(viii)	One electric and one diesel pump of 1620 LPM and one electric pump of 180 LMP near underground sump.	Yes	No	NA.
(ix)	One electric pump of 450 LPM in case of hose reel, 900 LPM in case of down comer and 1620 LPM in case of sprinkles.	Yes	No	

::3::

28.	For buildings of height 15m & above whether following fire safety measures are Provided ?		
i)	Hose reel	Yes	No
ii)	Wet riser	Yes	No
iii)	Yard hydrant	Yes	No
iv)	Automatic sprinkler system (in case seating capacity exceeds 1000 persons or area above 1500 m2 or in case of basement area exceeding 200 M2)	Yes	No
v)	Manually operated electric Fire Alarm system	Yes	No
vi)	Automatic Detection and alarm system	Yes	No
vii)	Under ground static water storage tank of 1.00 lakh litres	Yes	No
viii)	Terrace Tank of 10,000 litres.,	Yes	No
ix)	One electric and one diesel pump of 2850 LPM and one electric pump of 180 LPM near underground static water tank	Yes	No
29	Whether all the emergency telephone Nos. are displayed at prominent places and office room.	Yes	No
30	Whether the staff/security personnel are trained in usage of fire extinguishes/fire safety systems.	Yes	No
31	Whether fire drill is conducted once in 6 months to make all employees well versed in emergency plan of action.	Yes	No
32	Whether dos and don'ts in case of fire are prominently displayed at conspicuous places	Yes	No
33	Whether transformer Fire Safety is ensured.	Yes	No NA.

Date :

Signature of the Owner/Occupier