

Guide to Household/Storey Shelter for Owner & Managing Corporation

Background

Since 1996, every new flat is provided with a household shelter, or a storey shelter for the residential units at the same storey level.

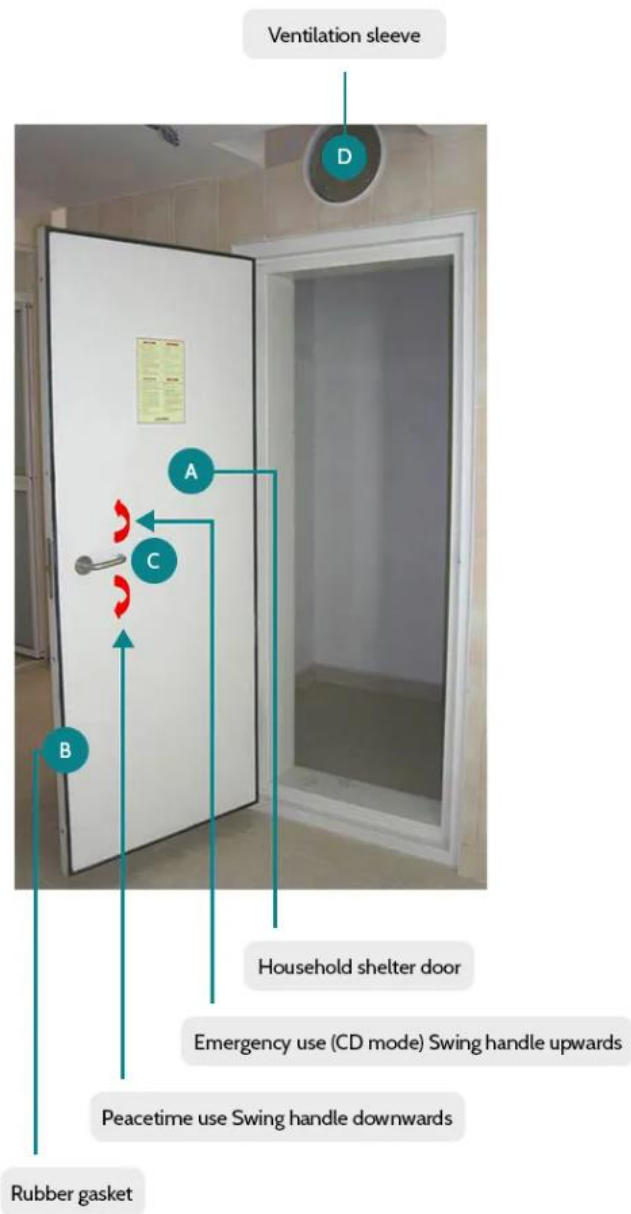
Designed to protect you during an emergency, the household/storey shelter has strengthened walls, floor, ceiling, and a specially designed door. These must not be hacked or drilled.

Certain finishes and fixtures are not permitted as they cannot be easily removed and may become hazards during an emergency. Lighting, power point, telephone point, and TV/ radio outlet points are also provided in the shelter so that you can communicate with those outside the shelter.

Components of Household Shelter

The household shelter consists of:

- **Door**
The door is designed to protect you against the blasting effect of weapons during an emergency. It also provides an air-tight closure to the shelter.
- **Rubber gasket at the door and ventilation sleeve**
The rubber gasket serves to provide an air-tight environment to the shelter and prevent seepage of toxic gases during an emergency.
- **Door handle**
The door handle has a dual purpose. During peacetime, the handle is swung downwards to open the door. In an emergency situation, the handle is lifted and swung upwards in Civil Defence mode to ensure that the shelter is air-tight.
- **Ventilation sleeve**
During peace time, the fragmentation plate is held in open position by 4 M8 stainless steel screws connected to the ventilation sleeve. In an emergency, the plate is tightened using the 4 screws against the sleeve and compressing the 'O' ring rubber gasket to provide an air-tight shelter. Regular checks are necessary to ensure that the 'O' ring rubber gasket is intact and the screws are oiled to facilitate easy tightening during an emergency.



Fixing Household/Storey Shelter Door Issues and Maintenance Guidelines

The door may not open or close properly, causing scratch marks on the door frame.



- Why it happens:
 - When the door is repeatedly swung open, it knocks against the skirting tiles. This induces stress to the door hinges and may cause the screws to loosen or the hinges to break. This causes the door to sag
- Solutions:
 - Tighten the loosened screws
 - Engage an approved supplier for household/storey shelter steelworks for replacement of broken hinge or an on-site assessment, if required
- Maintenance tips:
 - Hold on to the door handle when you open the door. The door should not be hitting the skirting tiles, which can cause it to sag

Door latch cannot retract when the handle is pressed



- Why this happens:
 - Connecting screws in the lockset (the hardware making up the locking mechanism) may have dropped off or loosened, causing the latch to jam
 - Mechanical parts inside the lockset may be damaged or worn out
 - Rust could have formed on the parts inside the lockset because of moisture entering during regular cleaning of the door
- Solutions:
 - Spray oil lubricant onto the latch and press the door handle downwards
 - Engage an approved supplier for household/storey shelter steelworks if the problem cannot be resolved with lubricant
- Maintenance tips:
 - Oil all movable parts, such as the door latch, hinges, locking bolts, and handle to ensure that they function smoothly
 - Ensure that no water gets into the lockset when cleaning the door with a wet cloth. After cleaning the door, wipe the damp area with a dry cloth

Rubber gasket loosens and dangles from the ventilation sleeve

The 'O' ring rubber gasket is sealed to the rim of the sleeve by adhesives to ensure air-tightness when the plate is tightened against the sleeve during an emergency.



You may find that the rubber gasket has loosened and dangles from the rim of the ventilation sleeve.

- Why this happens:
 - The adhesive may have dried up, causing the rubber gasket to become loose
- Solution:
 - Use adhesives to glue the 'O' ring rubber gasket to the recessed space of the ventilation sleeve
- Maintenance tips:
 - Glue the 'O' ring rubber gasket to the recessed space of the ventilation sleeve if you notice a slight debonding. This is to prevent it from being dislodged.

Please submit feedback to SCDF at this [link](#) if you require further clarification or assistance.