



**Singapore Civil Defence Force**

**Fire Safety Checklist**  
**for**  
**Building Plan Submissions**  
First Edition

Update as of 1 June 2023

## **Preface**

The checklist aims to assist the Qualified Person (QP) with their building designs prior to plan submissions to SCDF. It intends to help QPs avoid common mistakes during plan submission.

As situation and context may vary for each project, the checklist serves as a reference (only) and is by no means exhaustive. QP is strongly advised to seek SCDF consultants for clarity on matters pertain to Fire Code, standards, and circulars. The checklist reference is in accordance with the Fire Code 2018

SCDF will continue to work closely with the building practitioners to solicit feedback/suggestions on ways to improve the checklist i.e., it will continuously be reviewed for further improvements.

We would like to extend our appreciation to QPs who have given valuable inputs and work relentlessly to produce the Fire Safety Checklist for Building Plan Submissions (First Edition).

Afternote: For feedbacks and enquiries on this checklist, please contact CPT Nur Hazwan Bin Amin ([nur\\_hazwan\\_amin@scdf.gov.sg](mailto:nur_hazwan_amin@scdf.gov.sg)) and/or Mr. Md Riduan Bin Abu Bakar ([md\\_riduan\\_abu\\_bakar@scdf.gov.sg](mailto:md_riduan_abu_bakar@scdf.gov.sg)).

## Instruction

### Introduction:

The checklist serves as a valuable tool for the Qualified Person (QP) during the project's design planning stage. By utilizing the checklist, the QP can ensure that all necessary considerations are considered, ultimately leading to a well-designed and compliant project.

### Using the Checklist:

The checklist is designed to be user-friendly and efficient. Under the "Description" section, relevant keywords are provided as quick references for the QP. For detailed information on each clause, the QP should refer to the corresponding provision in the Fire Code, conveniently listed under the "Chapter" section, in the left column of the table.

### Self-Tracking:

To facilitate easy progress tracking, the QP is advised to mark the appropriate column as either "Yes" or "No" for each checklist item. This simple action allows the QP to monitor completed tasks and identify areas that require further attention.

### Example:

Chapter	Description	Yes	No	NA
<b>Means of Escape</b>				
2.3.3.d (2)	Treads for circular staircase			
2.3.6	Hardwood staircase			
2.3.7	Spiral staircase			

## **General Requirement**

QP to indicate the information below, for plan submission.

- 1 Project title shall state clearly if the proposed works involved new erection, addition and alteration, extension, change of use, retention works etc. For M&E submissions, the proposed fire protection shall also be specified.
- 2 Quote all SCDF reference nos. of all related (notice of approval, waivers, consultations) applications on the application form.
- 3 All CAD files shall be named in accordance with SS CP 83:2001 or CP for BIM e-submission. Where there are many files, QP shall provide a drawing list for ease of reference.
- 4 Details of approved/ conditionally approved waivers shall be indicated on plan.
- 5 Amendment and addition/ alteration works shall be drawn in accordance with CP83 or CP for BIM e-submission guidelines.
- 6 A complete legend of symbols, abbreviations and/or colour scheme of fire doors/ shutters and fire protection installations.
- 7 QP's endorsement to Fire Code, Singapore Standards/Code of Practice, NFPA etc.
- 8 Where Addition & Alteration works are carried out to an existing performance-based (PB) building, QP shall obtain a letter of no objection from a FSE to ascertain if proposed works affect PB design. QP shall also certify on the A/A plans if PB design is affected or declare that there is no PB design for the building.
- 9 Appropriate metric scale of each drawing shall be used and stated clearly on plan. Followings are appropriate scales for reference:
  - Key/ Site Plan – 1:1000
  - Site Plan – 1:500
  - Floor Plans – 1:100, 1:150, 1:200 (1:500 is not acceptable)

- Elevations/ Sections: As appropriate
- 10 Location/ Site plans identifying subject site.
- Site boundary
  - Relative to neighbouring lots
  - Access to site indicating clearly provision of fire engine accessway/ access road
  - Provide calculation to show the perimeter required for fire engine accessway/ access road
  - Distance between buildings and to relevant lot boundaries.
  - Hydrant(s) location
  - Any other feature/ installation on or in the vicinity that poses fire safety risk or cause obstruction to firefighting operations
- 11 Floor plans shall be drawn complete with appropriate gridline and dimensions.
- Usages of all rooms/ spaces
  - Proposed or existing use of room/ spaces
  - Fire resistance ratings of all elements of structure, fire doors, shutters and fire safety measures
  - Details of all openings, voids and floor penetrations
  - Design occupant load and exit capacity for each storey
  - Means of escape and staircase discharge at grade level
  - Location of wet/ dry riser landing valves and hose reels.
  - Mode of ventilation for smoke free lobby/ firefighting lobby and exit staircases
  - Endorse type of fire protection systems, emergency voice communication system, smoke control systems , if required
- 12 Sections and Elevations shall be drawn complete with appropriate gridline and dimensions
- Storey height and total building height
  - Habitable height
  - Clear height of all structures or projections directly above the access for firefighting appliances
  - Clear distance of external wall from firefighting appliances, boundary, adjacent buildings and other structures.
  - Provision of fireman access openings on the external walls

- Materials used on walls, floors, roof, ceilings and other parts of the building
- Show detail calculation of unprotected openings and setback computation

13 Relevant SCDF circulars:

- “Discipline of Qualified Person of Building Plan submission” dated 7 Jan 2005
- “Naming of files for Corenet’s E-submission” dated 5 Sep 2011
- “Checklists for Submissions of New and Addition/ Alteration Fire Safety Works” dated 5 May 2009
- “Extent of responsibilities of QP in Addition/ Alterations works” dated 5 Feb 2010

## **SCDF Design Checklist for Purpose Group I Building Plan**

Tick where applicable

<b>Chapter</b>	<b>Description</b>	<b>Yes</b>	<b>No</b>	<b>NA</b>
<b>Means of Escape</b>				
2.3.3.d (2)	Treads for circular staircase			
2.3.6	Hardwood staircase			
2.3.7	Spiral staircase			
Table 2.2A	Minimum width of stairs and corridors			
9.1.1a	Means of escape			
<b>Structural Fire Precautions</b>				
Table 3.3A	Minimum periods of fire resistance			
3.15.18	Timber floors			
Annexe 3B, Table 1	Limits of unprotected openings			
9.1.1b.	Structural fire precautions			
<b>Site Planning &amp; External Firefighting</b>				
4.2.2	Fire engine access road			
Table 4.2A				
4.4	Fire hydrant			
<b>Firefighting Systems</b>				
6.3.6	Home Fire Alarm Device (HFAD)			

## **SCDF Design Checklist for Purpose Group II Building Plan**

Tick where applicable

<b>Chapter</b>	<b>Description</b>	<b>Yes</b>	<b>No</b>	<b>NA</b>
<b>Means of Escape</b>				
2.2.13	Smoke-free approach to exit staircase			
2.3.3c	Discharge			
2.3.3d	Minimum width and capacity			
2.3.6	Hardwood staircase			
2.3.7	Spiral staircase			
2.3.12	Remoteness of exits			
9.2.1a	Means of Escape			
Table 2.2A	Exit Requirement			
<b>Structural Fire Precautions</b>				
3.2.5	Areas requiring compartmentation			
3.3.2	Fire rating			
Table 3.3A	Minimum periods of fire resistance			
3.8.8	Lift shaft			
3.8.9	Protected shaft containing other services installations			
Table 3.13A/B	Minimum Flame-Spread			
3.15.18	Timber floors			
Table 3.15.20	UPVC window frame			
Annex 3B, Table 1	Limits of unprotected Openings			
9.2.1b	Structural fire precaution			
9.2.2a	Refuge floor			
<b>Site Planning &amp; External Firefighting</b>				
4.2.2a	Fire engine accessway and access road			
Table 4.2A				
4.4.1	Provision of private fire hydrant			
4.4.2	Water Supply & Storage Requirements			
Table 4.4A				
<b>Firefighting Systems</b>				
6.2.1	Rising mains			
6.3.1b	General - PG II mixed occupancy			
6.3.6	Home Fire Alarm Device (HFAD)			
6.4.1c	Fire Sprinkler			
6.4.5	Car park			
Table 6.4A	Special Purpose Rooms			
Table 6.4B	Fire alarm system in aboveground car parks			



<b>Chapter</b>	<b>Description</b>	<b>Yes</b>	<b>No</b>	<b>NA</b>
6.6.3	Emergency power supply for lifts			
6.6.4.b & c	Fire lifts			
9.2.2b				
6.6.5b	Evacuation lift			
6.2.8	Hose reels			
6.8	Redundancy for Fire Pumping System			
<b>Mechanical Ventilation &amp; Smoke Control System</b>				
7.2.1.c	Pressurisation For Exit Staircase			
7.5	Redundancy for MV & Pressurisation systems			
<b>Emergency Lighting &amp; Voice Communication System</b>				
8.2.2	2-way emergency voice communication system			

## SCDF Design Checklist for Purpose Group III Building Plan

Tick where applicable

Chapter	Description	Yes	No	NA
<b>Means of Escape</b>				
2.2.13.c (2)	Smoke-free approach to exit staircase			
2.3.12	Remoteness of exits			
2.4.1	Person with Disabilities (PWD)			
Table 2.2A	Exit Requirement			
9.3.2	Healthcare occupancy			
9.3.3	Workers' dormitory			
9.3.4	Temporary workers' quarter in uncompleted permanent buildings on construction sites			
Table 9.3A	Staircase Landing Width/Depth			
<b>Structural Fire Precautions</b>				
3.2.5	Areas requiring compartmentation			
3.3.2	Fire rating			
3.8.9	Protected shaft containing other services installations			
Table 3.3A	Minimum periods of fire resistance			
Table 3.13A/B	Minimum Flame-Spread			
Table 3.15.20	UPVC window frame			
Annexe 3B	Limits of unprotected Openings (Open sided Car Parking decks)			
9.8.2	Coldroom			
<b>Site Planning &amp; External Firefighting</b>				
4.2.2	Fire engine accessway and access road			
Table 4.2B				
4.2.3	Fire access opening			
4.4.2	Private fire hydrant			
Table 4.4A	Water Supply & Storage Requirements			
<b>Firefighting Systems</b>				
6.2.1	Rising mains			
6.2.2.c	Provision for landing valves and standby fire hoses			
6.3.1.a	General - PG III to VIII occupancies			
6.3.11	Video Image Fire Detection System (VIFDS)			
Table 6.3A	Provision of Fire Alarms			
6.4.5	Car park			
Table 6.4A	Special Purpose Rooms			

Chapter	Description	Yes	No	NA
Table 6.4B	Fire alarm system in aboveground car parks			
6.6.3	Emergency power supply			
6.6.5	Evacuation lift			
6.2.8	Hose reels			
6.8	Redundancy for Fire Pumping System			
<b>Mechanical Ventilation &amp; Smoke Control System</b>				
7.2.1.c	Pressurisation For Exit Staircase			
7.5	Redundancy for MV & Pressurisation systems			
<b>Emergency Lighting &amp; Voice Communication System</b>				
8.2.1	One-way emergency voice communication system			
8.2.2	2-way emergency voice communication system			

## SCDF Design Checklist for Purpose Group IV Building Plan

Tick where applicable

Chapter	Description	Yes	No	NA
<b>Means of Escape</b>				
2.2.5	Determination of travel distance			
2.2.13	Smoke-free approach to exit staircase			
2.3.3d(2)	Minimum width and capacity			
2.3.12	Remoteness of exits			
Table 2.2A	Exit requirement			
2.4.1	Person with Disabilities (PWD) holding point			
9.4.1a	Means of escape			
<b>Structural Fire Precautions</b>				
3.2.5	Areas requiring compartmentation			
Table 3.3A	Minimum periods of fire resistance			
3.3.6	Fire-rated board			
3.5.4	External wall finishes			
3.8.9	Protected shaft containing other services installations			
3.13.5	Flame spread			
Table 3.13A/B	Minimum Flame-Spread			
3.15.2d	Intumescent paint			
Table 3.15.20	UPVC window frame			
Annexe 3B, Table 1	Limits of unprotected Openings			
9.8.2	Coldroom			
<b>Site Planning &amp; External Firefighting</b>				
4.2.2a	Fire engine accessway and access road			
Table 4.2.B				
4.2.3	Fire access opening			
4.4.1	Private fire hydrant			
4.4.2	Water Supply & Storage Requirements			
Table 4.4A				
<b>Firefighting Systems</b>				
6.2.1	Rising mains			
6.2.2.c	Provision for landing valves and standby fire hoses			
6.3.1.a	General - PG III to VIII occupancies			
6.3.11	Video Image Fire Detection System (VIFDS)			
Table 6.3A	Provision of Fire Alarms			

<b>Chapter</b>	<b>Description</b>	<b>Yes</b>	<b>No</b>	<b>NA</b>
6.4.5	Car park			
Table 6.4A	Special Purpose Rooms			
Table 6.4B	Fire alarm system in aboveground car parks			
6.6.3	Emergency power supply			
6.6.5b	Evacuation lift			
6.2.8	Hose reels			
6.8	Redundancy for Fire Pumping System			
<b>Mechanical Ventilation &amp; Smoke Control System</b>				
7.2.1.c	Pressurisation For Exit Staircase			
7.5	Redundancy for MV & Pressurisation systems			
<b>Emergency Lighting &amp; Voice Communication System</b>				
8.2.1	One-way emergency voice communication system			
8.2.2	2-way emergency voice communication system			

## SCDF Design Checklist for Purpose Group V Building Plan

Tick where applicable

Chapter	Description	Yes	No	NA
<b>Means of Escape</b>				
2.2.5	Determination of travel distance			
2.3.3d	Minimum width and capacity			
Table 2.2A	Exit Requirement			
2.4.1	Person with Disabilities (PWD)			
9.5.1	Means of escape			
<b>Structural Fire Precaution</b>				
3.2.5	Areas requiring compartmentation			
Table 3.3A	Minimum periods of fire resistance			
3.3.6	Fire-rated board			
3.5.4	External wall finishes			
3.8.9	Protected shaft containing other services installations			
3.13.5	Flame spread			
Table 3.13A/B	Minimum Flame-Spread			
3.15.2d	Intumescent paint			
Table 3.15.20	UPVC window frame			
Annexe 3B	Limits of unprotected Openings (Open sided Car Parking decks)			
9.5.2	Outdoor Display Areas (ODAs)			
9.8.2	Coldroom			
<b>Site Planning &amp; External Firefighting</b>				
4.2.2	Fire engine accessway and access road			
Table 4.2.B				
4.2.3	Fire access opening			
4.4.2	Private fire hydrant			
Table 4.4A	Water Supply & Storage Requirements			
<b>Firefighting Systems</b>				
6.2.1	Rising mains			
6.2.2.c	Provision for landing valves and standby fire hoses			
6.3.1.a	General - PG III to VIII occupancies			
6.3.11	Video Image Fire Detection System (VIFDS)			
Table 6.3A	Provision of Fire Alarms			
6.4.5	Car park			
Table 6.4A	Special Purpose Rooms			

<b>Chapter</b>	<b>Description</b>	<b>Yes</b>	<b>No</b>	<b>NA</b>
Table 6.4B	Fire alarm system in aboveground car parks			
6.6.3	Emergency power supply			
6.6.5	Evacuation lift			
6.2.8	Hose reels			
6.8	Redundancy for Fire Pumping System			
<b>Mechanical Ventilation &amp; Smoke Control System</b>				
7.2.1.c	Pressurisation For Exit Staircase			
7.5	Redundancy for MV & Pressurisation systems			
<b>Emergency Lighting &amp; Voice Communication System</b>				
8.2.1	One-way emergency voice communication system			
8.2.2	2-way emergency voice communication system			

## SCDF Design Checklist for Purpose Group VI Building Plan

Tick where applicable

Chapter	Description	Yes	No	NA
<b>Means of Escape</b>				
2.3.3.d (4)	Minimum width and capacity			
Table 2.2A	Exit Requirement			
2.4.1	Person with Disabilities (PWD)			
9.6.1	General			
<b>Structural Fire Precautions</b>				
3.2.5	Areas requiring compartmentation			
Table 3.3A	Minimum periods of fire resistance			
3.3.6	Fire-rated board			
3.5.4	External wall finishes			
3.8.9	Protected shaft containing other services installations			
3.13.5	Flame spread			
Table 3.13A/B	Minimum Flame-Spread			
3.15.2.d	Intumescent paint			
Table 3.15.20	UPVC window frame			
Annexe 3B	Limits of unprotected Openings (Open sided Car Parking decks)			
9.6.1a(2)	Mezzanine floor			
9.6.2	Petroleum service stations			
9.6.3	High containment facilities			
9.6.4	Farm buildings (Refer to Farm Buildings Checklist)			
9.6.5	Fuel dispensing system			
9.6.6	Waste management and recycling premises involved in processing of flammable liquid waste			
9.6.7	Electrical transformer room in underground structures			
9.8.2	Coldroom			
<b>Site Planning &amp; External Firefighting</b>				
4.2.2	Fire engine accessway and access road			
Table 4.2.C				
4.2.3	Fire access opening			
4.4.2	Private fire hydrant			
Table 4.4A	Water Supply & Storage Requirements			
<b>Firefighting Systems</b>				
6.2.1	Rising mains			



<b>Chapter</b>	<b>Description</b>	<b>Yes</b>	<b>No</b>	<b>NA</b>
6.2.2.c	Provision for landing valves and standby fire hoses			
6.2.8	Hose reels			
6.3.1.a	General - PG III to VIII occupancies			
6.3.11	Video Image Fire Detection System (VIFDS)			
Table 6.3A	Provision of Fire Alarms			
6.4.5	Car park			
Table 6.4A	Special Purpose Rooms			
Table 6.4B	Fire alarm system in aboveground car parks			
6.6.3	Emergency power supply			
6.6.5	Evacuation lift			
6.2.8	Hose reels			
6.8	Redundancy for Fire Pumping System			
<b>Mechanical Ventilation &amp; Smoke Control System</b>				
7.2.1.c	Pressurisation For Exit Staircase			
7.5	Redundancy for MV & Pressurisation systems			
<b>Emergency Lighting &amp; Voice Communication System</b>				
8.2.1	One-way emergency voice communication system			
8.2.2	2-way emergency voice communication system			

## SCDF Design Checklist for Purpose Group VII Building Plan

Tick where applicable

Chapter	Description	Yes	No	NA
<b>Means of Escape</b>				
2.2.5	Determination of travel distance			
2.2.13	Smoke-free approach to exit staircase			
2.2.13c(2)				
2.3.3d(2)	Minimum width and capacity			
2.4.1	Person with Disabilities (PWD) holding point			
Table 2.2A	Exit Requirement			
9.7.2	Hotels, boarding houses, serviced apartments, hostels, backpacker hotels & capsule hotels & staff quarters			
9.7.3	Assembly occupancy			
Table 9.7.3a-b				
<b>Structural Fire Precautions</b>				
3.2.5	Areas requiring compartmentation			
Table 3.3A	Minimum periods of fire resistance			
3.8.9	Protected shaft containing other services installations			
3.13.5	Flame spread			
Table 3.13A/B	Minimum Flame-Spread			
3.14.2	Roof not exceeding four storeys			
Table 3.15.20	UPVC window frame			
Annexe 3B Table 1	Limits of unprotected Openings			
9.7.4	Outdoor Refreshment Areas (ORAs)			
9.8.2	Coldroom			
<b>Site Planning &amp; External Firefighting</b>				
4.2.2	Fire engine accessway and access road			
Table 4.2B				
Table 4.2.2A.(6)				
4.2.3	Fire access opening			
4.4.2	Private fire hydrant			
Table 4.4A	Water Supply & Storage Requirements			
<b>Firefighting Systems</b>				
6.2.1	Rising mains			
6.2.2.c	Provision for landing valves and standby fire hoses			

<b>Chapter</b>	<b>Description</b>	<b>Yes</b>	<b>No</b>	<b>NA</b>
6.2.8	Hose reels			
6.3.1.a	General - PG III to VIII occupancies			
6.3.11	Video Image Fire Detection System (VIFDS)			
Table 6.3A	Provision of Fire Alarms			
6.4.5	Car park			
Table 6.4A	Special Purpose Rooms			
Table 6.4B	Fire alarm system in aboveground car parks			
6.6.3	Emergency power supply			
6.6.5	Evacuation lift			
6.2.8	Hose reels			
6.8	Redundancy for Fire Pumping System			
<b>Mechanical Ventilation &amp; Smoke Control System</b>				
7.2.1.c	Pressurisation For Exit Staircase			
7.5	Redundancy for MV & Pressurisation systems			
<b>Emergency Lighting &amp; Voice Communication System</b>				
8.2.1	One-way emergency voice communication system			
8.2.2	2-way emergency voice communication system			

## SCDF Design Checklist for Purpose Group VIII Building Plan

Tick where applicable

Chapter	Description	Yes	No	NA
<b>Means of Escape</b>				
2.3.3.d (4)	Minimum width and capacity			
Table 2.2A	Exit Requirement			
2.4.1	Person with Disabilities (PWD)			
9.8.1	General			
<b>Structural Fire Precautions</b>				
3.2.5	Areas requiring compartmentation			
Table 3.3A	Minimum periods of fire resistance			
3.3.6	Fire-rated board			
3.5.4	External wall finishes			
3.8.9	Protected shaft containing other services installations			
3.13.5	Flame spread			
Table 3.13A/B	Minimum Flame-Spread			
3.15.2.d	Intumescent paint			
Table 3.15.20	UPVC window frame			
Annexe 3B	Limits of unprotected Openings (Open sided Car Parking decks)			
9.8.1a(2)	Mezzanine floor			
Table 9.8A	Compartment Size & Storage Height for General Warehouse			
9.8.2	Coldroom			
Table 9.8.2c.(2)	Toxicity Emission and Smoke Density			
9.8.3	General Warehouse			
9.8.4	Chemical/HazMat warehouses			
9.8.5	Fully Automated Mechanised Car Parks (FAMCPs)			
Table 9.8.5e/g				
Table 9.8B	Smoke Control			
<b>Site Planning &amp; External Firefighting</b>				
4.2.2	Fire engine accessway and access road			
Table 4.2C				
4.2.3	Fire access opening			
4.4.2	Private fire hydrant			
Table 4.4A	Water Supply & Storage Requirements			
<b>Firefighting Systems</b>				
6.2.1	Rising mains			

<b>Chapter</b>	<b>Description</b>	<b>Yes</b>	<b>No</b>	<b>NA</b>
6.2.2.c	Provision for landing valves and standby fire hoses			
6.3.1.a	General - PG III to VIII occupancies			
6.3.11	Video Image Fire Detection System (VIFDS)			
Table 6.3A	Provision of Fire Alarms			
6.4.5	Car park			
Table 6.4A	Special Purpose Rooms			
Table 6.4B	Fire alarm system in aboveground car parks			
6.6.3	Emergency power supply			
6.6.5	Evacuation lift			
<b>Emergency Lighting &amp; Voice Communication System</b>				
8.2.1	One-way emergency voice communication system			
8.2.2	2-way emergency voice communication system			

## SCDF Design Checklist for Farm Buildings

Tick where applicable

Chapter	Description	Yes	No	NA
<b>General</b>				
9.6.4.a (1)	Habitable height			
9.6.4.a (2 & 3)	Building usage			
9.6.4.a (4)	Fire Load Energy Density (FLED)			
<b>Fire Safety Requirements</b>				
9.6.4.b (1)	Occupant Load			
9.6.4.b (2)	Width of corridor			
9.6.4.b (3)	Travel distance			
9.6.4.b (4)	Fire engine accessibility			
9.6.4.b (5)	Compartment size			
9.6.4.b (6)	Sprinkler system			
9.6.4.b (7)	Smoke control system			
9.6.4.b (8)	Setback distance due to unprotected openings			
Table 9.6.4b (8)				
9.6.4.b (10)	External wall construction			

**SCDF Design Checklist for Conservation and Buildings built before 1969**

Tick where applicable

Chapter	Description	2-Story Shophouse	3-Story Shophouse	4-Story Shophouse
<b>Means of Escape</b>				
9.9.1.g	Means of escape for all shophouses			
9.9.1.i	Covering of rear courtyard for all shophouses			
9.9.1.j	Direction of door swing for all shophouses			
9.9.1.k	Electrical/water/gas meters, telecoms trunking and hose reel pipes for all shophouses			
<b>Structural Fire Precautions</b>				
9.9.1.b	Timber floor joists and boards without addition of new attic			
9.9.1.c	Timber floor joists and boards with addition of new attic			
9.9.1.d	Protection of exit staircases			
9.9.1.e	Air well and covering over air well			
9.9.1.f	Amalgamation of shophouse units			
9.9.1.i	Retention of timber floor in main building to be conserved with new rear extension of reinforced concrete floors			
<b>Electrical Fire Alarm System</b>				
9.9.1.h	Alarm system for all shophouses			

## **SCDF Design Checklist for Minor Alterations or Additions (MAA)**

Full Submission is required i.e., not under MAA, when the work involves the following:

<b>Paragraphs</b>	<b>Description</b>
<b>Minor Alterations or Additions</b>	
4 (a)	Fire resistance of any element of structure
4 (b)	Erection or installation of any form of, fire compartmentation
4 (c)	Pose additional fire hazard to the building
4 (d)	Wet or dry riser or landing valve
4 (e)	Change of use except ancillary usage as a pantry, a toilet, a store room
4 (f)	Increase in floor area
4 (g)	Conservation projects.
5	Any partition works or internal partition works (>200 sqm)
<b>Air-conditioning or mechanical ventilation system</b>	
6 (a)	Exit staircases and internal exit passageways
6 (b)	Pressurisation of internal corridors
6 (c)	Smoke-free lobbies
6 (d)	Fire pump rooms, generator rooms, Fire Command Centre or rooms involving storage or use of flammable and explosive substances
6 (e)	Engineered smoke control systems
6 (f)	Smoke purging systems
<b>Fire protection system or fire alarm system</b>	
7 (a)	Sprinkler classified under OH3S or high hazard
7 (b)	More than 9 sprinkler heads
7 (c)	Sprinklers or detectors along any common area of a building with sleeping risks such as hospitals, hotels and worker dormitories



## **SCDF Design Checklist for Minor Alterations or Additions (MAA)**

Tick where applicable

<b>Paragraphs</b>	<b>Description</b>	<b>Yes</b>	<b>No</b>	<b>NA</b>
<b>Individual Unit (Replacement, Relocation or Addition)</b>				
1 (a)	Partition Works			
1 (b)	Electromechanical Locking Device			
1 (c)	Roller shutter, swing or sliding door			
1 (d)	Raised floor			
1 (e)	False ceiling			
1 (f)	Kitchen fire suppression system			
1 (g)	Flammable material cabinet			
1 (h)	Pipeline that conveys any flammable or combustible liquid or gas			
1 (i)	Fire alarm subpanel			
1 (j)	Internal partition works			
<b>Interior of a Building (Replacement, Relocation or Addition)</b>				
2 (a)	Portable fire extinguisher, hose reel, exit sign or emergency lighting			
2 (b)	Fire alarm bell, manual call point, detector and strobe light			
2 (c)	One-way emergency voice communication component			
2 (d)	Fire Alarm Panel			
2 (e)	Dedicated fire hose reel pump or water tank			
2 (f)	Sprinkler			
2 (g)	Air-conditioning or mechanical ventilation duct and fan			
<b>Outside of a Building (Construction)</b>				
3 (a)	Open-sided linkway			
3 (b)	Standalone pedestrian underpass			
3 (c)	Overhead bridge			
3 (d)	Installation of any solar panel at the roof of a building only			
3 (e)	Outdoor display area			

Note: The (non-exhaustive) checklists related to MAA matters above, are based on Fire Safety (Building and Pipeline Fire Safety) Regulation 4(4)