

***Schedule of works for a three storey + HMO with a typical entrance hallway, single staircase layout with rooms leading off the main hallway and landing areas***

**To provide Adequate Means of Escape in case of Fire**

**1.0 Fire Doors**

- 1.1 Provide and fix a half hour fire resisting door (FD30S) to any room (other than a bathroom or WC) which opens onto the main entrance hallway or any landing area, conforming to BS 476, parts 22,23 and 31.1 – installation to BS 8214:1990. This will normally include any kitchen, lounge/dining room or bedroom. These should be hung on three hinges which comply with BS EN1935 to leave gaps not greater than 4mm to the head and stiles and not more than 8mm at the bottom.

If a production size fire door will not provide a minimum overall gap of 4mm and 8mm respectively then either:-

- a) A single strip of hardwood lipping may be glued and pinned to the door edges.
  - b) A BS 476 fire door blank may be cut to size and the vertical edges finished with hardwood lipping as above.
- 1.2 Insert a **combined intumescent strip/smoke seal** to routed edges of the stiles and top rail of the door. Alternatively the strip can be fitted to the jambs and head of the frame or lining.
- 1.3 **Door stops do not need to be changed providing they are sufficient to retain the door.** If new planted stops are fitted they must be fixed by 38mm No.10 SG screws at 230mm centres.
- 1.4 Provide and fix the following ironmongery.
1. Self closing device of an approved type (Perko, Briton, Dorma or similar. **Garden gate type springs and rising butt hinges are not acceptable**).
  2. Latch - Mortice latch, tubular mortice latch, mortice sash lock, all complete with suitable knob or lever furniture; or cylinder rim nightlatch. **We would recommend the fitting of a combined lock and latch unit. This is lockable from the outside with the use of a key, and on the room side by means of a thumb turn.**

**NOTE: Locks do not have to be provided on internal doors – however if they are fitted they must meet the above specification**

- 1.5 Exit doors which are required to be fastened during occupation of the premises must be made to open easily and immediately from the inside, without the use of a key.

## 2.0 Fire Safety Signs

- 2.1 Provide and fix to all fire doors, a sign stating **"FIRE DOOR KEEP SHUT"** in minimum lettering of 5mm.
- 2.2 Provide and fix to any understairs cupboard door, or cupboard door situated off the ground floor hallway or any landing, a sign stating **"FIRE DOOR KEEP LOCKED SHUT"** in minimum lettering of 5mm.
- 2.3 All fire safety signs should comply with BS 5499.
- 2.4 Fire Safety Check list notices (as enclosed) should be provided and sited on the inner faces of all fire doors.

## 3.0 Glazing

Replace any glazing above a Fire Door with fire resistant glazing (such as Pyroshield or Georgian Wired) in a fixed frame, each pane of which must not exceed 1.2m<sup>2</sup> in area. The Glass in its framework must satisfy BS 476:Parts 20-23. **If no glazing is present above any fire door then this item can be disregarded.**

**All glazing in a fire resisting wall, partition, screen or door is to be installed in accordance with BS Published Document PD6512: Part 3: 1987, to provide a fire resistance of not less than 30 minutes.**

## 4.0 Walls

- 4.1 All walls indicated on the plan by a thickened line shall achieve at least half hour of fire resistance and for that purpose be totally imperforate. Where the construction already achieves this standard then this item can be disregarded.

**Existing brick/block walls will normally achieve half hour fire resistance.**

- 4.2 If you are constructing any partitions within the property then timber studding not less than 75mm x 50mm at not more than 600mm centres faced on both sides with 12.5mm plasterboard or other approved material must be used to achieve half hour fire resistance. Joints must be taped and the whole surface skimmed.

## 5.0 Ceilings

- 5.1 Provide one hour fire resistance to the whole of the basement/ground floor ceiling by underdrawing with 2 layers of 12.5mm plasterboard or other approved material (joints to be staggered). Joints to be taped and the whole surface skimmed. **If no basement is present this item can be disregarded.**
- 5.2 Remove any polystyrene tiles from ceilings to the common hallway or landings. Make good the underlying surface with a plaster finish skim coat if necessary.

**If no polystyrene tiles are present this item can be disregarded.**

## 6.0 Loft Hatch

- 6.1 Line the loft hatch on the upper face (loft side) with 12.5mm plasterboard or other approved material ensuring the hatch is a good fit within the surrounding frame.

## **7.0 Cupboards**

### **Understairs Cupboards where the underside of the timber staircase is visible and unprotected.**

- 7.1 Provide and fix to the soffit and inner face of the spandrel of the staircase, including the inner face of the door, 12.5mm thick plasterboard or other approved material, finished with a 6mm thick coat of finishing plaster, to achieve an imperforate, half-hour fire resistance. The cupboard should be kept locked shut upon completion.

### **Airing Cupboards/Storage cupboards opening onto the Hallway or Landing Areas**

- 7.2 Remove all materials from the cupboard. Protect the cupboard by lining the inside, including the door, with 12.5mm plasterboard or other approved material and keep locked shut.

or

If the cupboard is to be used by the occupying tenants then protect the cupboard by lining the inside with 12.5mm plasterboard or other approved material and fit a fire door as per Item 1.0.

## **8.0 Gas/Electric Meter situated within the Hallway**

- 8.1 Provide and fix a suitable fire resisting enclosure to the gas/electric meter if situated in the entrance hall. This should consist of 12.5mm plasterboard or other approved material on a timber framework with a top hung door (if a side hung door is fitted it must be provided with a self closing device).

**If the meters are not situated within the entrance hallway this item can be disregarded.**

## **9.0 Fire Warning System**

- 9.1 Supply and install an electrically operated fire warning system supplied from batteries trickle charged from the mains supply in accordance with BS 5839 part 6:2004 of type Grade A LD2 coverage throughout the building. The control panel must conform to BS EN 54-2 and should be sited in a prominent position within the entrance hallway near the main front door. Fire retardant cabling should be used in the installation.

**The alarm system must be clearly audible throughout all parts of the premises. In order to achieve the required 75db(A) within each bedroom we recommend the fitting of a sounder within each room.**

- 9.2 Smoke detectors should provide detection to all areas within the property. This will include any hallway/landing, bedroom, living room,

dining room etc. Generally bathrooms and WC's will not require any detection within them.

All smoke detectors to be optical beam devices complying with BS 5839: Part 5.

- 9.3 Heat detectors should be provided within any kitchen or room which has cooking facilities provided.

All heat detectors to be rate of rise temperature type, complying with BS 5445: Part 5.

- 9.4 Manual break glass call points must be provide on exit doors and on each landing area within the property.

- 9.5 Provide a certificate of design, installation and commissioning in accordance with BS 5839 Part 1:2002.

(Note that BS 5839 recommends that the occupiers should receive the manufacturers instructions concerning the operation and maintenance of the alarm system)

## **10.0 Emergency Lighting**

- 10.1 Supply and install a secondary lighting system in accordance with BS 5266: Part 1:1988, supplied with electricity from a source independent of the main supply.

- 10.2 The secondary lighting should sufficiently illuminate all stairways, corridors and exit routes to enable persons to make their way out of the premises and should come into operation automatically on failure of the main lighting.

- 10.3 The system should be capable of maintaining the necessary level of illumination for a minimum period of ONE hour from the time of failure or disconnection of the normal supply.

- 10.4 An Emergency Lighting certificate should be duly submitted upon works completion.

## **11.0 N.I.C.E.I.C.**

- 11.1 All electrical work must be carried out in accordance to 16th Edition of the I.E.E. Regulations and must be installed by a member of N.I.C.E.I.C.

Upon completion of the work a Completion and Inspection certificate must be submitted.

## **12.0 Fire Protection Equipment**

- 12.1 Provide a 9 litre water **or** 3 litre Hydrospray type fire extinguisher within the ground floor hallway & any landing area so that an extinguisher is accessible on each level within the property.

- 12.2 Provide a 2kg Carbon Dioxide or Dry Powder type fire extinguisher within the kitchen.
- 12.3 Provide a fire blanket within the kitchen.
- 12.4 All fire extinguishers should be mounted on wall brackets at a convenient height, bearing in mind the physical capabilities of the occupants.
- 12.5 Portable fire extinguishers should conform to BS EN 3:1996 and must be installed and maintained as outlined in BS 5306. Schemes for conforming to these standards are produced by B.A.F.E. (British Approvals for Fire Equipment)

### **13.0 Fire Precautions**

- 13.1 All fire precautions required shall be maintained at all times.

### **14.0 Occupants**

- 14.1 The occupiers should be made fully aware of the fire precautions within the building.

### **15.0 Building Regulations**

- 15.1 All works must be carried out in accordance with the current Building Regulations.

### **16.0 Key to symbols on fire drawings**

SD	Smoke detector
HD	Heat detector
SA	Interlinked smoke alarm
HA	Interlinked heat alarm
IP	Fire alarm control panel
CP	Call point
EL	Emergency lighting
CO2	2 kg carbon dioxide fire extinguisher
H2O	Water type fire extinguisher
FB	Fire blanket

## HOUSE IN MULTIPLE OCCUPATION FIRE SAFETY CHECK LIST

1. In the event of fire:
  - ✓ **Raise the alarm**
  - ✓ **Call the fire brigade immediately**
  - ✓ **Make sure that everyone has left the building safely**
  - ✓ **Tackle the fire with the equipment provided ONLY if it is safe to do so, i.e. if it will not put you or others at risk**
  - ✓ **Contain the fire by closing the door of the room involved**
  - ✓ **Evacuate to the agreed assembly point**
  - ✓ **Meet the fire brigade on arrival and give them as much Information as possible**
  - ✓ **Don't let anyone go back inside until told it is safe to do so by the fire brigade**
2. Keep staircases and escape routes clear and accessible at all times. Exit doors must open easily
3. Store combustible materials outside the building. Empty waste bins and clear rubbish daily
4. Do not use portable heaters. Ensure that guards are securely fitted to installed heating equipment where required
5. Use electrical equipment safely, e.g. electric blankets, irons etc, and always follow the manufacturers instructions. Switch off and unplug after use
6. Check your premises last thing at night and close all doors
7. Check regularly that fire equipment and smoke alarms are in working order
8. **Never wedge, tie or jam open fire doors.** When not in use they should be allowed to close securely into their frame, forming a barrier to fire and smoke
9. Never tamper with items installed to protect your health and safety



HILLINGDON  
LONDON