

Guidelines for Submitting 90-Day Fire Safety Maintenance Report				
S/N	Code Provision	S/N	Key Points & Corresponding Evidence Type	Recommendations
1	Inspection reports of means of egress	1.1	Locking feature (Panic bar mechanism)	Factory should inspect all the means of egress against lockable feature, obstructions and presence of electrical appliances and stored combustible materials.
			Date stamped Pictorial Evidence (Panic bar mechanism)	
		1.2	Path of egress blockage or obstruction	Factory should record and preserve supporting date stamped photographic evidences of inspection of means of egress against lockable feature, obstructions, presence of electrical appliances and stored combustible materials.
			Date stamped Pictorial Evidence	
		1.3	Combustible storage at stair	
			Date stamped Pictorial Evidence	
2	Hazardous occupancies	2.1	Presence of electrical appliances	Factory should maintain the list storage quantities of all the chemicals used in the factory. Chemical storage should be fire separated properly from the adjacent occupancies or located at a safe distance as per BNBC requirement.
			Date stamped Pictorial Evidence	
		2.2	Quantity and type (e.g. oxidizing, flammable, corrosive) of chemicals stored	Factory should record and preserve supporting date stamped photographic evidences for the fire separation or safe location of the chemical storage.
			Quantity and type of chemicals (e.g. oxidizing, flammable, corrosive) in production floor	Factory should keep in-process chemical in any production area following the requirement of BNBC Part 3 Table 3.2.1 & Table 3.2.7
			Date stamped Pictorial Evidence	Factory should record and preserve supporting date stamped photographic evidences for the location where those in-process chemical is kept.
3	Fire Separation Maintenance	3.1	Inspection and maintenance of Fire door considering all parameters as per NFPA 80, Chapter 5	Factory should submit inspection and maintenance report of Fire door considering all parameters as per NFPA 80, Chapter 5.
			Date stamped pictorial evidence	Factory should record and preserve supporting date stamped photographic evidences of inspection and maintenance of installed fire doors.
		3.2	Inspection and maintenance of Fire Protection Construction (e.g. gypsum board, expansion gap sealant, fire damper, fire rated shutter etc.)	Factory should submit inspection and maintenance report of Fire Protection Construction (e.g. gypsum board, expansion gap sealant, fire damper, fire rated shutter etc.)
			Date stamped pictorial evidence	Factory should record and preserve supporting date stamped photographic evidences of inspection and maintenance of installed fire protection construction (e.g. gypsum board, expansion gap sealant, fire damper, fire rated shutter etc.)
4	Inspection, testing and maintenance of the fire protection system (standpipe/sprinkler/ fire pump)	4.1	Weekly/monthly/quarterly/semi-annually/annually report for Standpipe/Sprinkler/Fire Pump (As per NFPA 25 Chapter 5,6 and 8)	Factory should submit weekly/monthly/quarterly/semi-annually/annually (whenever applicable as per yearly maintenance schedule) inspection, testing, maintenance report of installed Standpipe/Sprinkler/Fire Pump as per NFPA 25 Chapter 5,6 and 8.
			Date stamped pictorial evidence for visual inspection, Inspection, Changing and Cleaning	Factory should record and preserve supporting date stamped photographic evidences of any visual inspection, inspection, changing, cleaning of the components and date stamped video-graphic evidence of testing of installed Standpipe/Sprinkler/Fire Pump.
			Date stamped video graphic evidence for testing	
5	Inspection, testing and maintenance documents for Central Fire Detection System	5.1	Weekly/monthly/quarterly/semi-annually/annually report for CFDS (As per NFPA 72 Chapter 14)	Factory should submit weekly/monthly/quarterly/semi-annually/annually (whenever applicable as per yearly maintenance schedule) inspection, testing, maintenance report of installed CFDS as per NFPA 72 Chapter 14).
			Date stamped pictorial evidence for Inspection	Factory should record and preserve supporting date stamped photographic evidences of any inspection, changing, cleaning of the components and date stamped video-graphic evidence of testing of installed CFDS.
			Date stamped video graphic evidence for testing	
6	Inspection, testing and maintenance of Fire Extinguisher	6.1	Inspection, Testing and maintenance report considering all parameters as per NFPA 10, Chapter 5,6,7 and 8	Factory should submit monthly inspection, testing and maintenance report considering all parameters as per NFPA 10, Chapter 5,6,7 and 8.
			Date stamped pictorial evidence	Factory should record and preserve supporting date stamped photographic evidences of inspection, testing and maintenance of all the fire extinguishers.
7	Safety Maintenance of Utility System	7.1	Inspection and testing documents for emergency lights, exit signage including means of egress components illumination	Factory should submit the report of emergency power backup test for emergency lights and exit signages on monthly basis and for 90 minutes back-up test on annual basis.
			Date stamped pictorial evidence	Factory should submit the report of illumination test for exit signages and the means of egress (i.e. aisles, exit door, stair and corridor) on monthly basis.
		7.2	Maintenance of Heating Ventilation and Air-condition (HVAC)	Factory should regularly maintain its HVAC system complying the fire separation requirement.
			Date stamped pictorial evidence	Factory should record and preserve supporting date stamped photographic evidences for conforming fire separation integrity within the building.
		7.3	Boiler maintenance	Factory should submit regular inspection and operational testing report of boiler (if any).
			Date stamped pictorial evidence	Factory should record and preserve supporting date stamped photographic evidences of inspection and testing of boiler.
		7.4	Inspection and operational testing report of compressor	Factory should submit regular inspection and operational testing report of compressor (if any).
			Date stamped pictorial evidence of performing the tasks	Factory should record and preserve supporting date stamped photographic evidences of inspection and testing of compressor.
		7.5	Flammable gas connection and cylinder maintenance	Factory should regularly maintain its Gas connection and cylinders complying the safety requirement (if any).
			Date stamped pictorial evidence	Factory should record and preserve supporting date stamped photographic evidences for conforming periodic maintenance of gas connection and cylinders.