

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) Date stamped Pictorial Evidence (Panic bar mechanism)	Factory should inspect all the means of egress against lockable feature, obstructions and presence of electrical appliances and stored combustible materials.
		1.2	Path of egress blockage or obstruction Date stamped Pictorial Evidence	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.
		1.3	Combustible storage at stair Date stamped Pictorial Evidence	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.
		1.4	Presence of electrical appliances Date stamped Pictorial Evidence	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.
		2.1	Quantity and type (e.g. oxidizing, flammable, corrosive) of chemicals stored Date stamped Pictorial Evidence	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.
2	Hazardous occupancies	2.2	Quantity and type of chemicals (e.g. oxidizing, flammable, corrosive) in production floor Date stamped Pictorial Evidence	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 Factory should record and preserve supporting date stamped photographic evidences for the location where those in-process chemical is kept.
		3.1	Inspection and maintenance of Fire door considering all parameters as per NFPA 80, Chapter 5 Date stamped pictorial evidence	Factory should submit inspection and maintenance report of Fire door considering all parameters as per NFPA 80, Chapter 5. Factory should record and preserve supporting date stamped photographic evidences of inspection and maintenance of installed fire doors.
3	Fire Separation Maintenance	3.2	Inspection and maintenance of Fire Protection Construction (e.g. gypsum board, expansion gap sealant, fire damper, fire rated shutter etc.) Date stamped pictorial evidence	Factory should submit inspection and maintenance report of Fire Protection Construction (e.g. gypsum board, expansion gap sealant, fire damper, fire rated shutter etc.) 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.)
		4.1	Weekly/monthly/quarterly/semi-annually/annually report for Standpipe/Sprinkler/Fire Pump (As per NFPA 25 Chapter 5,6 and 8) Date stamped pictorial evidence for visual inspection, Inspection, Changing and Cleaning Date stamped video graphic evidence for testing	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. 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.
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) Date stamped pictorial evidence for Inspection Date stamped video graphic evidence for testing	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). 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.
		6.1	Inspection, Testing and maintenance report considering all parameters as per NFPA 10, Chapter 5,6,7 and 8 Date stamped pictorial evidence	Factory should submit monthly inspection, testing and maintenance report considering all parameters as per NFPA 10, Chapter 5,6,7 and 8. Factory should record and preserve supporting date stamped photographic evidences of inspection, testing and maintenance of all the fire extinguishers.
		7.1	Inspection and testing documents for emergency lights, exit signage including means of egress components illumination Date stamped pictorial evidence	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. 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	Safety Maintenance of Utility System	7.2	Maintenance of Heating Ventilation and Air-condition (HVAC) Date stamped pictorial evidence	Factory should regularly maintain its HVAC system complying the fire separation requirement. Factory should record and preserve supporting date stamped photographic evidences for conforming fire separation integrity within the building.
		7.3	Boiler maintenance Date stamped pictorial evidence	Factory should submit regular inspection and operational testing report or boiler (if any). 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 Date stamped pictorial evidence of performing the tasks	Factory should submit regular inspection and operational testing report of compressor (if any). Factory should record and preserve supporting date stamped photographic evidences of inspection and testing of compressor.
		7.5	Flammable gas connection and cylinder maintenance Date stamped pictorial evidence	Factory should regularly maintain its Gas connection and cylinders complying the safety requirement (if any). Factory should record and preserve supporting date stamped photographic evidences for conforming periodic maintenance of gas connection and cylinders.