

To : Hong Kong Fire Services Department, Fire Safety Command, Support Division,
Fire & Ambulance Services Academy, 4/F, Teaching Block, 11 Pak Shing Kok Road,
Tseung Kwan O, Kowloon, Hong Kong.
(Attn: Building Fire Safety Envoy Unit) Tel : 2411 8717 Fax : 2411 8677

Building Fire Safety Envoy Services Report

Building Name : _____ District : _____
Envoy Name : _____ Envoy No. : _____
Contact Tel : _____ Fax : _____

(Please add a tick in the appropriate box, use additional paper if needed)

- (a) Reporting of fire hazards (excluding wedged-open smoke-stop doors).
Details : _____
- (b) Closing of wedged-open smoke stop doors.
Details : _____
- (c) Organizing building fire drill/ fire safety publicity activities, etc.
Details : _____
- (d) Distributing fire safety pamphlets/leaflet to occupants of the building.
Details : _____
- (e) Reporting of damage/obstruction to building FSI for arranging repair.
Details : _____
- (f) Participating BFSE talks organized by the Fire Services Department.
Details : _____
- (g) Offering suggestions which are accepted for improving the BFSE Scheme.
Details : _____
- (h) Contributing articles/photos which are published in the BFSE/FSA Newsletter.
Details : _____
- (I) Introducing new comers as BFSEs.
Details : _____
- (j) Ensuring the building FSI/equipment are being inspected in every 12 months.
Details : _____
- (k) Putting the building FSI inspection certificate on building public notice board.
Details : _____
- (l) Special devotion - assist in evacuation/saving life in case of fire/emergencies.
Details : _____

Signature : _____ Date : _____