

BCA BC BMSC/CIR/2019/001

Building Management Department
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07 February 2019

Chairperson / Secretary
Management Corporation

Dear Sir/Madam,

GUIDELINES ON FIRE SPRINKLER PROTECTION SYSTEM (FSPS) AND CENTRAL AIR-CONDITIONING SYSTEM (CACS)

As part of the amendments to the Building Maintenance and Strata Management Act (“BMSMA”), the definition of ‘common property’ has been revised to include fire sprinkler protection system and central air-conditioning system.

2 A set of guidelines have been prepared to highlight the salient points and good practices relating to the maintenance and management of these systems for management corporations (MCST) to take note of.

3 If you require any clarification on the above, please email to BCA at BCA_Enquiry@bca.gov.sg (on BMSMA) or SCDF at SCDF_CSC@scdf.gov.sg or hotline 1800 286 5555 (on fire safety requirements).

Yours faithfully

Chin Angeline (Ms)
BUILDING MANAGEMENT
DEPARTMENT
for COMMISSIONER OF BUILDINGS
BUILDING AND CONSTRUCTION
AUTHORITY

LTC Han Fook Kuang
FIRE SAFETY CONSULTATION
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DEPARTMENT
SINGAPORE CIVIL DEFENCE FORCE

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Annex A – Guidelines on Fire Sprinkler Protection System (FSPS)

1. Definition of FSPS and its appurtenances as part of the common property.

‘Common property’ as defined under the BMSMA refers to any property in the building or land in the strata titled development which is not comprised in any strata lot and is also used or capable of being used or enjoyed by occupiers of 2 or more units [s2 of BMSMA]. To provide clarity, we are further describing in the revised BMSMA, a list of examples of common elements which are considered as common property, whether or not they are comprised in a lot. The FSPS will be included as common property.

In general, a FSPS is an integrated system which provides active fire protection to the developments and comprised generally of distribution pipes, pumps and fire sprinkler head. As the FSPS is now defined as a common property, the MCST has a duty to manage and maintain the system for safety reasons. This would include fire sprinkler head located in common areas as well as within a lot.

2. Maintenance of FSPS

It is important that the FSPS are well maintained to ensure the system serves its intended purpose. In this regard, the following pointers are recommended:

- a) Notwithstanding that FSPS is a common property, all SPs have a duty to ensure the elements of the FSPS that are located within their lot are properly maintained and not subject to abuse. These would include all the fire sprinkler heads and subsidiary pipe extensions of the FSPS serving the lot.
- b) Also where any part of the FSPS has fallen into disrepair that is obvious to the SP, the SP shall inform the MCST as soon as practicable so that the MCST can assess and carry out appropriate measures to address the problem.
- c) The MCST should give sufficient notice to SP before scheduling any maintenance work or inspection. Likewise, SP should work closely with the MCST to provide proper access to his/her lot or unit for the said purpose.
- d) It is strongly recommended that the MCST carries out regular maintenance and testing of the FSPS in the premises in accordance with the relevant applicable codes of practice (for instance, CP 52). This is to ensure the entire FSPS is in good working conditions.

3. Addition or Alteration Works on FSPS

The following steps shall be observed for any addition or alternation works (A/A works) to the FSPS in a SP’s lot or unit:

- a) SPs shall write in to seek the MCST’s approval on any proposed A/A works to be done on FSPS, arising from reconfiguration or partitioning works on his/her lot or unit (for example, modification works or adding new sprinkler heads and exposed pipes).

- b) SP shall engage a professional (Qualified Person, QP) to submit or lodge the proposed A/A works with SCDF. For information on submission requirements, please refer to SCDF's website at:
- i. https://www.scdf.gov.sg/content/scdf_internet/en/building-professionals/fire-safety-plan-approval.html for fire safety plan submission, and
 - ii. https://www.scdf.gov.sg/content/scdf_internet/en/building-professionals/fire-safety-plan-approval/minor-addition-alteration.html for lodgement of minor addition & alterations works.
- c) MCST shall as soon as practicable give consent to the SP and to provide appropriate means including certain related approved plans for their QP to carry out the A/A works.
- d) After completing the A/A works, it is advisable for the MCST and SP to carry out check on the works.
4. MCST's consent for A/A works relating to FSPS:

MCST should not prohibit SP from carrying out the necessary A/A works on the FSPS (such as installation of additional sprinkler heads within the lot) which are required to meet fire safety requirements by SCDF. Where there is a dispute on such matter, the SP can apply to Strata Titles Board (STB) under section 101(1)(c) of BMSMA to settle the dispute. Please take note that there is an application fee payable to STB. More details on the application to STB can be viewed at STB's website at <http://www.mnd.gov.sg/stb>.

Annex B – Guidelines on Central Air-Conditioning System (CACS)

1. Definition of CACS and its appurtenances as part of the common property.

Common property' as defined under the BMSMA refers to any property in the building or land in the strata titled development which is not comprised in any strata lot and is also used or capable of being used or enjoyed by occupiers of 2 or more units [s2 of BMSMA]. To provide clarity, we are further describing in the revised BMSMA, a list of examples of common elements which are considered as common property, whether or not they are comprised in a lot. The CACS will be included as common property.

In general, a CACS is an integrated system which provides air flow to the developments. There could many different types of models such as Chilled Water Air-Conditioning System, Water Cooled Air-Conditioning System, Variable refrigerant volume air-conditioning system (VRV) or variable refrigerant frequency air-conditioning system (VRF). These systems may comprise generally of chiller, distribution ducts or pipes and fan coil units (FCUs) or air handling units (AHUs). As the CACS is now defined as a common property, the MCST has a duty to manage and maintain the system.

2. Maintenance of CACS

It is important that the CACS are well maintained to ensure the system serves its intended purpose. In this regard, the following pointers are recommended:

- a) Notwithstanding that CACS is a common property, all SPs has a duty to ensure the elements of the CACS that are located within their lot are properly maintained and not subject to abuse. These would include all the FCUs, AHUs and pipes of the CACS serving the lot.
- b) Also where any part of the CACS has fallen into disrepair that is obvious to the SP, the SP should inform the MCST as soon as practicable so that the MCST can assess and carry out appropriate measures to address the problem.
- c) The MCST should give sufficient notice to SP before scheduling any maintenance work or inspection. Likewise, SP should work closely with the MCST to provide proper access to his/her lot or unit for the said purpose.

3. Addition or Alteration Works on CACS

The following steps shall be observed for any addition or alternation works (A/A works) to the CACS in a SP's lot or unit:

- a) SPs shall write in to seek the MCST's approval on any proposed A/A works to be done on CACS, arising from reconfiguration or partitioning works on his/her lot or unit (for example, modification works or adding FCU, duct and pipes).

- b) If submission of plan for approval is required under the Fire Safety Acts, do refer to para 3(b) of Annex A for similar details.
- c) MCST shall as soon as practicable give consent to the SP and to provide appropriate means including certain related approved plans for their QP to carry out the A/A works.
- d) After completing the A/A works, it is advisable for the MCST and SP to carry out check on the works.

Where there is a dispute on matters relating to A/A works to CACS, the SP can apply to Strata Titles Board (STB) under section 101(1)(c) of BMSMA to settle the dispute. Please take note that there is an application fee payable to STB. More details on the application to STB can be viewed at STB's website at <http://www.mnd.gov.sg/stb>.