

**SINGAPORE CIVIL DEFENCE FORCE  
FIRE SAFETY & SHELTER DEPARTMENT  
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*Please quote our ref. no. in all future correspondences*

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DID: 68481470

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5 Jan 2004

President, Singapore Institute of Architects (SIA)  
President, Institution of Engineers, Singapore (IES)  
President, Association of Consulting Engineers, Singapore (ACES)  
President, Real Estates Development Association of Singapore (REDAS)  
Registrar, Board of Architects (BOA)  
Registrar, Professional Engineers Board (PEB)

Dear Sirs,

**Household Shelter (HS) Door Handle**

Arising from discussions during the last Fire Safety & Shelter Department (FSSD) Standing Committee meeting in Nov 2003, it was decided that QPs should be informed of the correct installation of the HS door handle. The door handle that is permanently connected to the spindle is to be installed on the *inside* of the HS. The other door handle that is attached to the spindle by means of a set screw is to be installed on the *outside* of the HS. Please refer to Annex A for illustration of a typical door lockset. This configuration would allow the occupants to open the HS door from inside of the HS, in the event that the set screw is loosened and the door handle (outside HS) becomes detached.

2 When supervising the installation of the HS door handle to the HS door, QPs should ensure that the abovementioned configuration is observed. We would appreciate it if you could disseminate the contents of this circular to members of your Institution or Association.

3 Should you require further clarifications on the above items, please contact the undersigned at 68481470 or MAJ Chan Keen Mun at 68481406.

Yours faithfully,

CPT Ng Shu Heng  
for Commissioner  
Singapore Civil Defence Force

cc

Members of FSSD Standing Committee

President, SISV

CEO, HDB

Attn: Director Mr Lau Joo Ming

CE, LTA

Attn: Dr Chin Kian Keong

CEO, BCA

Attn: Deputy CEO (Building Control)

Director (Special Functions)

Senior Manager (CSDS)

Senior Engineer (CSDS)

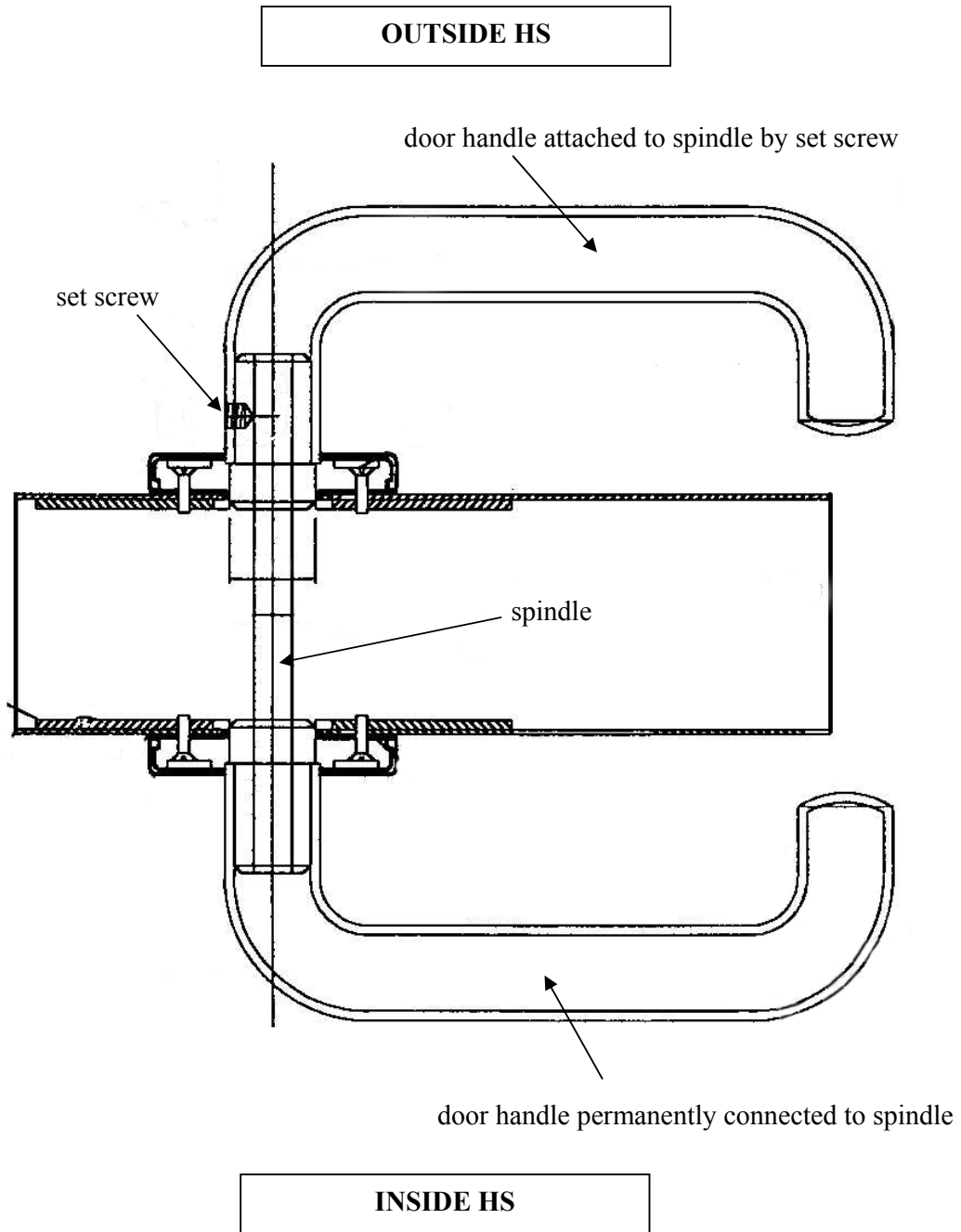


Figure 1: Schematic of typical HS door lockset