

**SINGAPORE CIVIL DEFENCE FORCE
FIRE SAFETY BUREAU**

25A PATERSON ROAD, SINGAPORE 238511. FAX: 8386427



ANNEX 12

FSB/ 34/86

DID: 8386453

13 Nov 98

FAX: 8386436

Registrar, Board of Architects (BOA)
Registrar, Professional Engineers Board (PEB)
President, S'pore Institute of Architects (SIA)
President, Institution of Engineers, S'pore (IES)
President, Association of Consulting Engineers, S'pore (ACES)

Dear Sirs

**GUIDELINES FOR MINOR ADDITION/ALTERATION WORKS IN
COMMERCIAL SPACES OF MRT TRANSIT STATIONS**

This circular describes the guidelines for minor addition/alteration works in commercial spaces of MRT transit stations which shall be implemented with immediate effect (see Annex A). If there is any doubt to these guidelines, the Transit Operator or the Qualified Person is advised to consult Building Control Unit (BCU) of LTA for clarification.


2. In addition to complying with the requirements of the Fire Safety Act, Fire Safety (Building Fire Safety) Regulations, Fire Safety Bureau's Fire Safety Handbook on Minor Addition/Alteration Works, the Transit Operator shall comply with the above guidelines when carrying out minor addition and alteration works for fire safety works, fire protection works and mechanical ventilation works in commercial spaces of transit stations.
3. The simplified system of carrying out works that are categorised as minor addition/alteration of fire safety works, fire protection works and mechanical ventilation works will not apply to the following trades and services:
 - a. Computer school
 - b. Tuition centre
 - c. Childcare centre
 - d. Aerobic centre/dance studio
 - e. Gymnasium.

Addition/Alteration Works for fire safety works, fire protection works and mechanical ventilation works for the above trades shall be submitted under Building Plan submission.

4. For Addition/Alterations Works within the Civil Defence bound of protection, choice of materials and fixing methods of all equipment including the design of wall, partition, ceiling, signage, etc., shall comply with the requirements of the Civil Defence Shelter Bureau. The Qualified Person shall submit plans and calculations to the Chief Structural Engineer's Office of PWD (which is acting on behalf of Civil Defence Shelter Bureau) for clearance. A copy of the clearance is to be submitted to BCU for record.

5. We would appreciate it if you could convey the contents of this letter to members of your Institution/Association/Board.

Yours faithfully


Teo Lim Teck
Secretary, FSB Standing Committee
for Commissioner
Singapore Civil Defence Force

cc
Director-General of Public Works
Director, BCD
All members of FSB Standing Committee
President, REDAS
President, IFE
President, SISV
CEO, SMRT
CEO, HDB
CEO, PSA
CEO, JTC
CEO, LTA (Attn: Mr. Mohinder Singh)
CE, PSB (Attn: Ms Tan Chiew Wan/Mr. Lau Keong Ong)