

# CHECKLIST FOR SMALL BUILDINGS (LESS THAN 300m<sup>2</sup>)

Building Name: \_\_\_\_\_ Date: \_\_\_\_\_  
Building Address: \_\_\_\_\_  
Building Owner: \_\_\_\_\_

## Read these notes carefully before you start:

- This checklist should be read in conjunction with the Fire Safety Standard and the “How to comply with the Fire Safety Standard” guideline.
- This checklist is only for budget accommodation buildings that were built, approved, or for which an application was made prior to 1 January 1992 and have a floor area less than 300 m<sup>2</sup>.
- Read all notes carefully as you progress through the checklist as they will guide you to the Compliance Checklists that apply to your building.
- For some parts of the Standard, there are a number of options to choose from. Read each option carefully to determine the best solution for your building. You only need to comply with one option for each applicable provision.
- Italicised words in the checklist have been defined in the “Definitions” section of the Fire Safety Standard.
- The reference number for each compliance checklist, relates to the acceptable solutions in the Fire Safety Standard (e.g. Compliance Checklist A1 (a) would address the requirements of acceptable solution A1 (a) in the Standard).

# CHECKLIST FOR SMALL BUILDINGS (LESS THAN 300m<sup>2</sup>)

## A1 – Early Warning Systems

If your building is:

- not more than 2 storeys in height and of *Type B or C construction*; **or**
- not more than 3 storeys in height and of *Type A construction*.



Go to Compliance Checklist A1(a)

If your building is:

- more than 2 storeys in height and of *Type B or C construction*; **or**
- more than 3 storeys in height and of *Type A construction*.



Go to Compliance Checklist A1(b)

### Compliance Checklist A1(a)

Explanatory Notes and Options	Compliance Questions	Do you comply?	
		YES	NO
There are 3 options from which a building owner may choose			
<b>Option 1</b>			
Interconnected <i>smoke alarms</i> are wired such that detection of smoke in one alarm will activate all other connected <i>smoke alarms</i> .	<i>Smoke alarms</i> are installed on or near the ceiling in every <i>bedroom</i> .	<input type="checkbox"/>	<input type="checkbox"/>
	<i>Smoke alarms</i> are installed on or near the ceiling in every <i>common area</i> not less than 10.2m apart.	<input type="checkbox"/>	<input type="checkbox"/>
	<i>Smoke alarms</i> are installed on or near the ceiling:		
	• In every enclosed or internal corridor, hallway associated with a <i>bedroom</i> or <i>common area</i> , at a maximum of 5.1m centres, <b>or</b>	<input type="checkbox"/>	<input type="checkbox"/>
	• If there is no enclosed or internal corridor or hallway, in an area between the <i>bedrooms</i> and the remainder of the building.	<input type="checkbox"/>	<input type="checkbox"/>
	<i>Smoke alarms</i> are installed on or near the ceiling on each <i>storey</i> .	<input type="checkbox"/>	<input type="checkbox"/>
	<i>Smoke alarms</i> in enclosed or internal corridors, hallways or <i>common areas</i> are interconnected.	<input type="checkbox"/>	<input type="checkbox"/>
<i>Smoke alarms</i> comply with AS3786.	<input type="checkbox"/>	<input type="checkbox"/>	
<i>Smoke alarms</i> are powered by:			
• a consumer mains power supply, where available; <b>or</b>	<input type="checkbox"/>	<input type="checkbox"/>	
• a tamper-proof lithium battery, where a consumer power supply is not available.	<input type="checkbox"/>	<input type="checkbox"/>	
<b>Option 2</b>			
	A <i>smoke detection system</i> with detectors installed in locations as per A1(a)(i)(A), with an interconnected audible alarm system and a local fire indicator panel is installed in the building.	<input type="checkbox"/>	<input type="checkbox"/>
<b>Option 3</b>			
	A <i>smoke detection system</i> complying with AS 1670.1 is installed.	<input type="checkbox"/>	<input type="checkbox"/>

# CHECKLIST FOR SMALL BUILDINGS (LESS THAN 300m<sup>2</sup>)

## Compliance Checklist A1(b)

Explanatory Notes	Compliance Questions	Do you comply?	
		YES	NO
There is only one option for building owners to comply with			
This system is required to be connected to the QFRS.	A <i>smoke detection system</i> complying with AS1670.1 is installed in the building.	<input type="checkbox"/>	<input type="checkbox"/>

## A2 – Emergency Lighting

Explanatory Notes and Options	Compliance Questions	Do you comply?	
		YES	NO
There are 4 options from which a building owner may choose to comply.			
<b>Option 1</b>			
	An emergency light is incorporated within and activated by the smoke alarm as required in A1.	<input type="checkbox"/>	<input type="checkbox"/>
<b>Option 2</b>			
An electrician is able to wire the <i>smoke alarms</i> to the existing lighting.	The existing lighting located in the enclosed or internal corridor, hallway or other <i>common areas</i> is activated by the <i>smoke alarms</i> .	<input type="checkbox"/>	<input type="checkbox"/>
<b>Option 3</b>			
	Provision of an emergency lighting system in accordance with part A2(b)(i) of the fire safety standard.	<input type="checkbox"/>	<input type="checkbox"/>
<b>Option 4</b>			
	Provision of an emergency lighting system in accordance with part A2(b)(ii) of the fire safety standard.	<input type="checkbox"/>	<input type="checkbox"/>

## A3 – Occupant Density

### Compliance Checklist A3(a) & (b)

Explanatory Notes and Options	Compliance Questions	Do you comply?	
		YES	NO
Building owners must comply with both requirements below.			
Divide the area of the room by 2.5. i.e., a room 6m x 4m = 24m <sup>2</sup> divided by 2.5 = 9.6, therefore 9 people maximum are permitted in this room.	A minimum space of 2.5m <sup>2</sup> is provided for each person occupying the bedroom.	<input type="checkbox"/>	<input type="checkbox"/>
	A 900mm wide clear path is provided within each bedroom to the door of that room.	<input type="checkbox"/>	<input type="checkbox"/>

# CHECKLIST FOR SMALL BUILDINGS (LESS THAN 300m<sup>2</sup>)

## A4 – Travel Distances

If your building accommodates *non-itinerant* people with an *evacuation impairment*



Go to Preliminary Questions A4(a)

If your building **does not** accommodate *non-itinerant* people with an *evacuation impairment*



Go to Preliminary Questions A4(c)

### Preliminary Questions A4(a)

Do you have a *fire-isolated passageway, fire-isolated ramp or fire-isolated stairway*?

- If **Yes** you must meet the requirements below, and then go to **Compliance Checklist A4(a)**
- If **No**, go directly to **Compliance Checklist A4(a)**

- The corridor, passageway, ramp or stairway is contained within a *fire-resisting enclosure*.
- The corridor, passageway, ramp or stairway provides direct egress to a road or open space.
- The *fire-resisting enclosure* is an enclosed space within which a person will be adequately protected from the effects of a fire external to the enclosure for a period of not less than 60 minutes.

Do you have an external stairway/ramp that is being used in lieu of an internal *fire-isolated stairway*?

- If **Yes** you must meet the requirements below, and then go to **Compliance Checklist A4(a)**
- If **No**, go directly to **Compliance Checklist A4(a)**

- The stairway must be constructed of reinforced/prestressed concrete or steel in no part less than 6mm thick.
- Fire doors opening onto the stairway must be fire resistance rated to 60 minutes.
- Widows must be either:
  - Located more than 2 m above the line of the treads or ramp or the *path of travel* at ground level OR
  - Located more than 2 m from the stairway or ramp or the path of travel at ground level OR
  - Fire rated to 60 minutes or fixed closed OR
  - Protected by internal or external wall-wetting sprinklers.

The travel distance will be the distance from a doorway of a *bedroom* or any other point on a *storey* not in a *bedroom* and the point of egress to a road, *fire-isolated passageway, fire-isolated ramp, fire-isolated stairway, external stairway/ramp* used in lieu of an internal *fire-isolated stairway or open space*.

**Note:** *Exit* travel distance within a *fire-isolated passageway, fire-isolated ramp or fire-isolated stairway* is not calculated in the *exit* travel distance.

# CHECKLIST FOR SMALL BUILDINGS (LESS THAN 300m<sup>2</sup>)

## Compliance Checklist A4(a)

**NOTE – You may use Schedule 5, Evacuation Impairment Assessment Checklist, to ascertain the number of occupants needing evacuation assistance.**

Explanatory Notes and Options	Compliance Questions	Do you comply?																									
		YES	NO																								
<p>There are a range of options from which a building owner may choose.</p> <p>Use the information to the right to identify the appropriate option</p>	<ul style="list-style-type: none"> <li>If you do not have self closing door mechanisms on the <i>bedroom</i> doors, go to <b>Option 1 or Option 4.</b></li> <li>If you have self closing mechanisms on the <i>bedroom</i> doors, but no sprinkler system, go to <b>Option 2.</b></li> <li>If you have self closing door mechanisms on the <i>bedroom</i> doors and a sprinkler system, go to <b>Option 3.</b></li> </ul>																										
<b>Option 1</b>																											
<p>Answer this option if you do not have self closing door mechanisms on the <i>bedroom</i> doors.</p>	<p>Do you comply with the <i>exit</i> travel distance corresponding to your minimum support ratio?</p> <table border="1" style="margin-left: auto; margin-right: auto;"> <thead> <tr> <th colspan="2"></th> <th>All Types of Building Construction</th> </tr> </thead> <tbody> <tr> <td rowspan="10" style="writing-mode: vertical-rl; transform: rotate(180deg);">Minimum Support Ratio</td> <td>1:1</td> <td>30m</td> </tr> <tr> <td>1:2</td> <td>0</td> </tr> <tr> <td>1:3</td> <td>0</td> </tr> <tr> <td>1:4</td> <td>0</td> </tr> <tr> <td>1:5</td> <td>0</td> </tr> <tr> <td>1:6</td> <td>0</td> </tr> <tr> <td>1:7</td> <td>0</td> </tr> <tr> <td>1:8</td> <td>0</td> </tr> <tr> <td>1:9</td> <td>0</td> </tr> <tr> <td>1:10</td> <td>0</td> </tr> </tbody> </table>			All Types of Building Construction	Minimum Support Ratio	1:1	30m	1:2	0	1:3	0	1:4	0	1:5	0	1:6	0	1:7	0	1:8	0	1:9	0	1:10	0	<input type="checkbox"/>	<input type="checkbox"/>
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<b>Option 2</b>																											
<p>Answer this option if you do have self closing door mechanisms on <i>bedroom</i> doors but do not have a sprinkler system installed in the building.</p>	<p>Do you comply with the <i>exit</i> travel distance corresponding to your minimum support ratio?</p> <table border="1" style="margin-left: auto; margin-right: auto;"> <thead> <tr> <th colspan="2"></th> <th>All Types of Building Construction</th> </tr> </thead> <tbody> <tr> <td rowspan="10" style="writing-mode: vertical-rl; transform: rotate(180deg);">Minimum Support Ratio</td> <td>1:1</td> <td>30m</td> </tr> <tr> <td>1:2</td> <td>25</td> </tr> <tr> <td>1:3</td> <td>15'</td> </tr> <tr> <td>1:4</td> <td>10'</td> </tr> <tr> <td>1:5</td> <td>6'</td> </tr> <tr> <td>1:6</td> <td>4</td> </tr> <tr> <td>1:7</td> <td>2</td> </tr> <tr> <td>1:8</td> <td>1</td> </tr> <tr> <td>1:9</td> <td>0</td> </tr> <tr> <td>1:10</td> <td>0</td> </tr> </tbody> </table>			All Types of Building Construction	Minimum Support Ratio	1:1	30m	1:2	25	1:3	15'	1:4	10'	1:5	6'	1:6	4	1:7	2	1:8	1	1:9	0	1:10	0	<input type="checkbox"/>	<input type="checkbox"/>
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### Notes to Option 2:

- Additional travel distance is allowed by using the following compliance options where indicated as applicable in Table A.

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In single *storey* buildings in which travel in different directions to alternative *exits* is available from *bedroom* doorways and the building's *fire safety management plan* requires monthly evacuation drills, travel distances may be increased:

- (a) up to a maximum of 15 m if all *smoke alarms* are interconnected; or
- (b) up to a maximum of 15 m if a *smoke detection system* is installed that complies with A1(a)(ii) of this code; or

up to a maximum of 20 m where a *smoke detection system* is installed to AS 1670.1 requirements

2. For the purposes of Option 2 a *bedroom* with self-closing doors must be a *smoke compartment*.

Option 3																											
<p>Answer this option if you have self closing door mechanisms on <i>bedroom</i> doors and a sprinkler system is installed in the building.</p>	<p>Do you comply with the <i>exit</i> travel distance corresponding to your minimum support ratio?</p> <table border="1" style="margin-left: auto; margin-right: auto;"> <thead> <tr> <th colspan="2"></th> <th style="background-color: #cccccc;">All Types of Building Construction</th> </tr> </thead> <tbody> <tr> <td rowspan="10" style="writing-mode: vertical-rl; transform: rotate(180deg);">Minimum Support Ratio</td> <td>1:1</td> <td>40m</td> </tr> <tr> <td>1:2</td> <td>40</td> </tr> <tr> <td>1:3</td> <td>40</td> </tr> <tr> <td>1:4</td> <td>38</td> </tr> <tr> <td>1:5</td> <td>29</td> </tr> <tr> <td>1:6</td> <td>23</td> </tr> <tr> <td>1:7</td> <td>19</td> </tr> <tr> <td>1:8</td> <td>15</td> </tr> <tr> <td>1:9</td> <td>13</td> </tr> <tr> <td>1:10</td> <td>11</td> </tr> </tbody> </table>			All Types of Building Construction	Minimum Support Ratio	1:1	40m	1:2	40	1:3	40	1:4	38	1:5	29	1:6	23	1:7	19	1:8	15	1:9	13	1:10	11	<input type="checkbox"/>	<input type="checkbox"/>
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2. For the purposes of Option 3, a *bedroom* with self-closing doors must be a *smoke compartment*.

Option 4
<p>In buildings of two <i>storeys</i> or less, sprinkled in accordance with Specification 14.01 of this code, and where;</p> <p>(B) all <i>smoke alarms</i> are interconnected or the building has a <i>smoke detection system</i> that complies with A1 (a) (ii) of this code; and</p> <p>(C) the <i>minimum support ratio</i> is at least 1:5; and</p> <p>(D) the building's <i>fire safety management plan</i> requires a monthly evacuation drill; and</p> <p>(E) the maximum travel distance from <i>bedroom</i> doorways to a point from which travel in different directions to alternative <i>exits</i> is available does not exceed 10m;</p> <p><b>the building's maximum travel distance is 25 m and can be extended;</b></p> <p>(a) by an additional 3 m if the building is less than 500 m<sup>2</sup> in <i>floor area</i> or it is divided into <i>smoke compartments</i> of 500 m<sup>2</sup> or less;</p> <p>(b) by an additional 5 m if the <i>smoke detection system</i> is installed to AS 1670.1 requirements; or</p> <p>(c) by an additional 8 m if the building complies with both (i) and (ii)</p>

# CHECKLIST FOR SMALL BUILDINGS (LESS THAN 300m<sup>2</sup>)

## Preliminary Questions A4(c)

If you have a sprinkler system in your building	➔	<b>Go to to A5 Emergency Escape</b>
If you have a <i>required non-fire-isolated stairway</i> greater than 1 m in height	➔	<b>Go to Compliance Checklist A4(c)</b>
If you do not have a <i>required non-fire-isolated stairway</i> greater than 1 m in height	➔	<b>Go to to A5 Emergency Escape</b>

## Compliance Checklist A4(c)

Explanatory Notes and Options	Compliance Questions	Do you comply?	
		YES	NO
<b>Building owners must comply with both requirements below</b>			
	Travel from any point on a <i>storey</i> , (other than within a <i>bedroom</i> ), must not exceed 18 m to the start of a <i>required stairway</i> or ramp.	<input type="checkbox"/>	<input type="checkbox"/>
	<i>Required stairways</i> or ramps must discharge:		
	<ul style="list-style-type: none"> <li>• within 15m of a door leading directly to a road or <i>open space</i> at ground level <b>or</b></li> <li>• within 30m from one of two doorways that open directly to <i>open space</i> if the travel to those doors is in the opposite direction.</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>

Go to to **A5 – Emergency Escape**

## A5 – Emergency Escape

## Compliance Checklist A5(e)

Explanatory Notes and Options	Compliance Questions	Do you comply?	
		YES	NO
<b>Building owners must comply with all requirements below.</b>			
Refer to guideline on “Application of the Fire Safety Standard” for assistance on alternative means of egress.	<i>Exits</i> that are <i>required</i> as alternative means of egress are distributed as uniformly as practicable within or around the storey served and in positions where unobstructed access to at least 2 <i>exits</i> is readily available from all points on the floor including lift lobby areas.	<input type="checkbox"/>	<input type="checkbox"/>
	<i>Exits</i> that are <i>required</i> as alternative means of egress are not less than 9 m apart.	<input type="checkbox"/>	<input type="checkbox"/>
	<i>Exits</i> that are <i>required</i> as alternative means of egress are not more than 45 m apart.	<input type="checkbox"/>	<input type="checkbox"/>
	<i>Exits</i> that are <i>required</i> as alternative means of egress are located so that alternative paths of travel do not converge such that the paths of travel are not less than 6 m apart at any point.	<input type="checkbox"/>	<input type="checkbox"/>

Go to **Compliance Checklist A5(f)**

# CHECKLIST FOR SMALL BUILDINGS (LESS THAN 300m<sup>2</sup>)

## Compliance Checklist A5(f)

Explanatory Notes and Options	Compliance Questions	Do you comply?	
		YES	NO
<b>Building owners must comply with all requirements below</b>			
<p>It is unsafe to provide a door which opens directly on to steps as a person may trip and fall.</p> <p><i>Bedroom</i> doors do not have to swing in the direction of egress.</p> <p>A person seeking egress should not have to open a lock or operate other door fixings to escape.</p>	The building has at least one exit.	<input type="checkbox"/>	<input type="checkbox"/>
	The unobstructed height of each <i>required exit or path of travel</i> is not less than 2000mm except at doorways where this may be reduced to 1980mm.	<input type="checkbox"/>	<input type="checkbox"/>
	The unobstructed width of each <i>required exit or path of travel</i> must not be less than 900mm nominal, except at doorways.	<input type="checkbox"/>	<input type="checkbox"/>
	Doorways in a <i>required exit or path of travel</i> at which there is a step greater than 190mm include a landing 750mm long.	<input type="checkbox"/>	<input type="checkbox"/>
	<p>Doors in each <i>required exit or path of travel</i> swing in the direction of the nearest required exit, unless it is the only required exit from the building and is fitted with a device for holding it in the open position</p> <p><b>or</b></p> <p>Slide open provided that:</p> <ul style="list-style-type: none"> <li>▪ the door is in a required exit and</li> <li>▪ the door can be opened under a manual force of not more than 110N and</li> <li>▪ a sign with the word "SLIDE" and a directional arrow is installed on the door.</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>

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**You have completed the compliance assessment of your building.**