Guide
for senior supervisors

for an inspection by the rescue authority during a construction project

Use: For the use of the Rescue Department's staff and clients
Area of use: Areas of the City of Helsinki, Eastern, Central and Western Uusimaa (HIKLU) Rescue Departments

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Section 3.15 VIRVE	HIKLU Structural fire safety	3 June 2022	1.1

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1. Purpose of the guide

The purpose of this guide is to ensure the consistency of the instructions related to the rescue authority's inspection during a construction project (previously: special fire inspection) in the area of the Helsinki, Eastern, Central and Western Uusimaa (HIKLU) Rescue Departments.

This guide is primarily intended for the senior supervisor required by the building permit.

2. Pre-commissioning examination and inspection of the building during construction

The inspection carried out by the rescue authority during construction is an inspection to be conducted at the construction site before a commissioning inspection by Building Control Services, based on section 81a of the Rescue Act 379/2011.

All necessary permit documents approved by the authority, including a fire safety plan or memorandum, must be available during the inspection. Please note that the rescue authority will use the permit service of the area to look into the worksite. The plans available in the service must be up to date. Depending on the area, the Rescue Department may not have access to the permit service of Building Control Services after a statement has been issued, and when you schedule an inspection during construction, the rescue authority of the area will tell you how to submit the documents to the inspector.

All changes related to the building permit should be made through the project's main planning officer, who will check with the authorities what measures the change requires (e.g. change images). This procedure ensures that any change work required will not prevent commissioning.

The rescue authority usually carries out one inspection at the worksite before the commissioning inspection by Building Control Services. If an additional visit to the worksite is ordered from the rescue authority before the inspection, this inspection constitutes a pre-commissioning examination. If the issues found during the inspection require another inspection, the previous inspection will be interpreted as a pre-commissioning examination of the building.

The inspection during construction must be ordered from the Rescue Department sufficiently in advance, at least two weeks before the planned inspection date. Longer processing times should be expected during public holidays, and before the end of the year and summer. If necessary, the appointment can be cancelled or rescheduled if the project is delayed.

When scheduling an inspection, you should take into account the date of the commissioning by Building Control Services. It is advisable to allow sufficient time (at least 2 weeks) between the inspection by the rescue authority and the commissioning to correct any issues identified during the inspection.

An inspection during construction and, if necessary, a pre-commissioning examination of the building are to be booked in accordance with the instructions of the Rescue Department (see paragraph 5).

The senior supervisor and any other persons deemed necessary by the senior supervisor must be present during the inspection. Please note that a record is made of only the inspection visit. Any observations/issues revealed during the preliminary visit are recorded by the worksite itself, unless otherwise instructed by the rescue authority.

2.1 Fees for the pre-commissioning examination and inspection of a building during construction

The fees charged for the inspection during construction and for the pre-commissioning examination of the building can be found on the service price lists of the Rescue Departments involved. The worksite is to send the invoicing information to the rescue authority after the inspection at the latest.

3. Things to consider before the inspection by the rescue authority during construction

3.1 General information

- The entire property, including the buildings and yard area, must be in a condition that makes it safe for users.
- The documents required to be presented during the inspection can be found at the end of this guide (Appendix 1).

3.2 Compartmentalising building parts

- The fire compartmentation parts of the building must be constructed in accordance with the plans submitted to the authorities.
- All service penetrations in fire compartmentation structures must be sealed appropriately (implementation documentation in accordance with the fire stop plan).
- All fire doors must be in working order.
- If the worksite features any compartmentalising building parts approved site-specifically by the building control authority, their documentation must be presented to the rescue authority on request.

3.3 Ventilation equipment

- Ventilation ducts must be fire insulated and fire dampers and other fire barriers must be installed in accordance with an approved ventilation plan, with installation certificates available if requested.
- The spread of flue gases must be restricted appropriately between accommodation facilities and the accommodation rooms of care institutions.
- An emergency stop button must be installed for the ventilation equipment and the box cover must indicate 'ventilation emergency stop'.
- The intervals for the test use of fire dampers and the intervals for the cleaning of the ventilation ducts are to be documented in the building's maintenance record.

3.4 First-aid extinguishing equipment

- First-aid extinguishing equipment must be available in accordance with the authorities' instructions for the placement of first-aid extinguishing equipment in a building (available only in Finnish). The instructions can be found on the website of the Rescue Department of the area.
- The first-aid extinguishing equipment must be correctly in place and clearly indicated with signage. Signs must be at least 20 x 20 cm in size.
- Fire blankets must be provided in the vicinity of stoves and break areas (not compulsory but recommended in the kitchens of residential apartments). The size of the fire blanket must be at least 120 x 180 cm. Fire blankets in public spaces must always be red in colour.
- All fire hose reels must be inspected and found to be in good working condition.
- Any permanent hot work sites must be equipped with the necessary first-aid extinguishing equipment. At least two 6-kg portable fire extinguishers in power class 43A 183BC, one of which may be replaced with a fire hose reel or two portable fire extinguishers in power class 27A 144BC.

3.5 Exit routes and backup routes

- The exit route doors must be locked in such a way that passage without a key is possible (note: also during power outages). For locations requiring special arrangements for locking, a plan for locking the exit routes must be submitted to the rescue authority.
- With regard to backup routes, it must be ensured that their doors (e.g. terrace and balcony doors) can be opened from the inside without a key in an emergency. Backup route windows are to be equipped with fixed opening buttons and limiters that allow an easy opening of up to 100 mm. If the location has backup routes based on side access or balcony hatches to a neighbouring balcony, these should be indicated with signs.

3.6 Exit route lighting (sign and safety lighting) and exit signage

- The exit route lighting system must be operational and standard visibility and signage directions must be ensured throughout the exit route.

- A pre-completed test logbook and maintenance and repair programme have been drawn up for the system and can be found in the property's maintenance folder.

3.7 Fire alarm

- Fire alarm refers to a system in accordance with section 38 of the Decree of the Ministry of the Environment on the Fire Safety of Buildings (848/2017).
- The equipment must undergo a verification inspection by an authorised inspection body. Any issues mentioned in the verification inspection report drawn up by the inspection body must be remedied and a signed record must be drawn up of the measures carried out.
- The lifecycle record (previously: implementation record / planning basis) and a guidance table, if applicable, must be kept near the fire alarm. It must also be commented on by the rescue authority.
- A service and maintenance programme must be drawn up for the equipment.
- The fire alarm equipment must have designated and trained operator(s).
- In locations where the fire alarm controls several different systems (e.g. smoke extraction, public addresses, overpressurisation, fire doors, etc.), a record must be presented to verify the functionality of the controls.
- The route to the fire alarm must be indicated with signage from the outside, with signs reading 'FIRE ALARM'.
- Two (2) sets of location diagrams must be prepared and provided at the fire alarm control centre. If necessary, one (1) set is to be taken to each operating/display panel.

In addition to the above, the following must be taken into account for a fire alarm connected to the emergency response centre:

- An emergency response centre agreement and an alarm transfer agreement must be concluded with the operator.
- An information card and a blueprint of the location must be prepared for the property in an electronic format. They must be presented and sent electronically to the rescue authority in advance.
- A key deposit agreement must be concluded for the location and sent to the rescue authority for signature (only in the Helsinki Rescue Department area).
- A key deposit tube must be installed for the fire brigade, the key deposit lock must be serialised according to the Rescue Department's key instructions, and the property keys to be stored in the deposit must be ready. The local rescue authority will close the key deposit. The request for closure must be made in accordance with the instructions of the local Rescue Department.

3.8 Smoke detectors connected to the power grid

- An installation certificate, a commissioning record, operating instructions and a service and maintenance programme must be drawn up for smoke detectors connected to the power grid. The detectors must be tested with both mains and battery backup power.
- If there is a smoke detector system in public spaces in the location, the main switch in the central unit must be indicated with signage (from outside).
- Mains-powered smoke detectors must be installed on each residential floor at a minimum density of 1 per 60 m2. Mains-powered smoke detectors: Decree of the Ministry of the Interior on the Placement and Maintenance of Smoke Alarms (239/2009), section 3: “Other factors to take into account in the number and placement of smoke alarms besides floor area include the shape of the protected space and any operations that pose a special risk of a fire.”
- Smoke detectors must be placed according to the manufacturer’s instructions.
- The occupant of the apartment must be provided with adequate instructions (occupant folder) on smoke detectors in public spaces.

3.9 Automatic fire extinguishing systems (excluding voluntary fire extinguishing systems, e.g. in small houses)

- An installation certificate must be issued for the equipment by the installer.
- The equipment must undergo a verification inspection by an authorised inspection body. Any issues mentioned in the verification inspection report drawn up by the inspection body must be remedied and a record signed by the site supervisor must be drawn up of the measures carried out.
- A service and maintenance programme must be drawn up for the automatic extinguishing system.
- The automatic extinguishing system must have designated and trained operator(s).
- The protection zone diagrams must be clear and available at the sprinkler centre.
- The shutoff devices of the system must be marked and numbered. Please note! This also applies to closure systems placed on the floors of the building.
- The route to the sprinkler centre must be indicated from the outside with signs reading ‘SPRINKLER CENTRE’.
- The supply connections for the Rescue Department are to be marked with a sign reading ‘SPRINKLER EQUIPMENT, INLET PRESSURE max. __ bar’.

3.10 Emergency access roads

- Rescue vehicle routes (emergency access roads) must be ready and in working order, with a test drive carried out if necessary (e.g. a narrow lifting or turning point).
- The official emergency access roads and lifting points indicated on the building permit plans must be correctly dimensioned, indicated with traffic signs and also described on any signage on the property (see the separate emergency access road planning guide).
- Any designated places for extension ladders must be indicated with signs, e.g. ‘Extension ladder area 3 m x 3 m’.

3.11 **Firefighters lift** (SFS-EN-81-72 / 2020)

- The lift signage must be visible near the firefighters lift, near the switch and in the lift car by the push button panel.
- The lift key related to the commissioning of the lift must be placed in an appropriate location if necessary, and the location of the key is recorded on the information card if one is used. The key storage arrangements must be agreed upon with the Rescue Department of the area.
- The lift must undergo a commissioning inspection by an inspection body, including an inspection of the firefighters lift requirements (incl. the firefighter switch and the equipment required for voice communication in the lift car).
- Power supply to the firefighters lift in the event of a power outage must be ensured (e.g. through a connection preceding the main circuit breaker of the building).
- The Rescue Department must be given an opportunity to carry out a test run of the lift.
- Connections with the Virve authority network must be deemed to be working.
- A maintenance record must be drawn up for the lift for documenting future maintenance and inspection procedures, as well as instructions on how to escape from the lift.

3.12 Smoke extraction and overpressurisation systems

- The smoke extraction system and any overpressurisation equipment of the property are in working order.
- A smoke extraction vent or window in a compartmentalised stairway must primarily feature bottom hinges and open outwards, and it must be openable on the stairwell entrance level.
- The smoke extraction trigger buttons must be indicated with signs that read ‘SMOKE EXTRACTION’ and specify the usage area, e.g. ‘STAIRWELL B’.
- The smoke extraction centre and the smoke exhaust trigger buttons must be indicated with signs from the outside.
- Any externally opening smoke extraction vents and replacement air vents must be clearly indicated with signs when viewed from the opening direction.
- Laminated smoke extraction diagrams and triggering instructions for the Rescue Department must be prepared and installed in place at the smoke extraction centre and, where necessary, by the trigger buttons if there are several buttons or their area of effect is not obvious.
- The smoke extraction trigger centre must be designed to be easy to interpret, and the labelling on the buttons must correspond to the trigger diagram.
- For mechanical smoke extraction fans, flow measurements must be carried out at the intake point.
- Power supply to the smoke extraction system in the event of a power outage must be ensured (through a connection preceding the main circuit breaker of the building).
- The system must be test triggered and the backup power system tested.

- A service and maintenance programme must be drawn up for the equipment.

3.13 Fixed extinguishing water pipes (dry/wet fire main)

- If necessary, the Rescue Department must be given an opportunity to test the operation of the pipes with its own equipment before the rescue authority's inspection during construction. The Rescue Department must be contacted at least two weeks before the desired test date.
- No inspection during construction will be carried out until the extinguishing water pipes have undergone a test (pressure test with compressed air and flushing with water to remove residues from the pipes) or if the Rescue Department has decided that no test is necessary.
- It is a good idea to carry out the test as early as possible in the construction process once the extinguishing water pipes and their connectors and any booster pumps have been installed.
- However, signage can be installed afterwards, before the inspection during construction. See also the guide on designing and implementing fixed extinguishing water pipelines and the fire safety plan drawn up for the location.
- The inlet and outlet connections must be locked if necessary for reasons of appearance, misuse, freezing, dirt accumulation or fire protection. See the Rescue Services' instructions on the design and implementation of fixed extinguishing water pipelines.

3.14 VIRVE authority network and VIRVE 2 public authority communications service

If the location is required by the rescue authorities to be connected to the national authority network (Virve) and the Virve public authority communications service (Virve 2):

- For the Virve authority network (Virve), the location must undergo a final inspection by Suomen Erillisverkot Oy, in which the Virve intranet is approved for use.
- For the Virve public authority communications service (Virve 2), a certificate of the coverage inspection must be presented. The certificate must state that the internal coverage of Virve 2 is in accordance with the needs assessment carried out during the building design phase.
- The needs assessment form and its floor plans must be approved by the rescue authority. For more detailed instructions, see the Rescue Services' guide on installing the authority network and the public authority communications service in buildings.

3.15 Civil defence shelter

- The door and the emergency escape hatch of the civil defence shelter must be indicated with a civil defence shelter sign (blue triangle on an orange background). The sign must be placed on the side of the door/hatch that is visible from the outside in the event of a

situation requiring protection and, if necessary, inside the shelter entry route to remind building users of the location of the shelter.
- The shelter must feature a technical system to facilitate the use of a mobile communication device (GSM indoor antenna tested for functionality) or a phone station connected to the phone network either with its own connection or with a parallel phone connection in the building.
- The equipment and furnishings of the shelter must be installed in place.
- The access route to the shelter must be indicated with signs/stickers all the way from the outside.
- The shelter must undergo sealing and pressure tests and a commissioning inspection, which must be duly documented.
- The smoke extraction system of the shelter must be indicated with signs and the emergency escape route shutter must be set in the open position (if used for smoke extraction).
- The peacetime window/hatch of the emergency escape hatch of the shelter must be equipped with a fixed button if it is designed to be used for smoke extraction. The locks of a hatch/window designed to be opened from the outside for smoke extraction purposes must be designed in such a way that the Rescue Department can easily open them (ask the Rescue Department for more detailed instructions).
- If the pressure relief valve of the shelter is located in a compartmentalising wall structure, it must utilise a suitable fire stop product or other similar component that meets the compartmentalisation class of the structure.
- A civil defence shelter plan/drawing must be laminated and placed on the wall or equipment box of the shelter.
- If the shelter features a floor drain (backflow trap), shut-off instructions must be laminated and placed on the wall near the floor drain.

3.16 Heating systems

- If the location is heated with oil, the equipment must have an installation certificate issued by a Tukes-approved oil burner installation company.
- The oil-based heating system must be inspected by the rescue authority within 3 months of completion and commissioning. The oil-based heating system must also be inspected if its structure is changed substantially.
- All fireplaces and flues must comply with the building permit and be installed in accordance with the installation instructions, taking safe distances into account. It is recommendable to install a carbon monoxide detector near any fireplaces.
- The flue gas temperatures specified by the fireplace manufacturer must be taken into account in the selection of flues. The fireplace manufacturer specifies which flues are compatible with the fireplace.

3.17 Backup power systems

- The fuel tanks of backup power systems must be indicated with chemical warning signs. Any pipelines containing hazardous chemicals must be labelled to indicate the contents of the pipe and the flow direction of the chemical. Furthermore, all valves and connections essential for safe operation, as well as filling and discharge points for hazardous chemicals, must be indicated with signs.
- For large systems, you can check the ratio calculator of the KemiDigi system whether the chemical reporting obligation applies to the system.
- The building's backup power system must be tested and a service and maintenance programme must be drawn up for it.

3.18 Electrical cables (systems intended to operate during a fire)

- The electrical cables, related parts and accessories and installation of the systems intended to be operational during a fire must be implemented properly. Systems that must be operational during a fire include escape route lighting, smoke extraction, smoke detector, fire alarm and fire extinguishing systems (instruction card ST 51.06).
- Only electrical equipment and cables serving the exits of the buildings have been installed in the exits. Other cables and electrical connections in the exits must be enclosed in class EI30 at the least.
- The maximum number of electronic displays / information boards for the use of occupants in the stairwell is one (1) per stairwell.

3.19 Solar power systems

- Installation in accordance with the manufacturer's installation instructions.
- The system must be tested and a service and maintenance programme must be drawn up for it.
- It is recommended that the locations of all switches be indicated with reflective signs and marked on the information card of the solar power system of the property.
- The signs and markings at locations utilising solar power should be sufficiently large when viewed from the Rescue Department's arrival direction to be visible at a safe distance for rescue operations.
- It is also recommended that warning signs be posted at the base of the building's ladder, on external stairs leading to the roof and on all doors leading to the roof.
- If the property has both a solar power system and a backup power system, it should be ensured that in the event of a power grid failure, the backup power system will operate as planned, independently of the solar power system.
- For more detailed instructions, see the guide on fire safety for solar power systems of the partnership network of rescue departments.

3.20 Signage

- The main shutoffs for water, electricity and gas must be indicated with signs from the outside. All doors in the technical facilities must be marked with a text indicating the contents of the room. If gas bottles are stored on site, a sign reading ‘Gas bottles’ must be attached to the storage facility and the external door leading to it. The shutoffs of other gas pipes must also be indicated with signs.
- The route to the civil defence shelter and the extinguishing route to the basement must be indicated with stickers.
- The smoke detector centre, fire alarm centre, smoke extraction centre and sprinkler centre must be indicated with signs.
- The emergency exits, emergency hatches and smoke extraction hatches/windows must be indicated with signs.
- The firefighters lift must be indicated with signs.
- Sufficiently large and easily visible illuminated address numbers must be installed in a prominent position in the line of sight and signboards have been installed where needed. More detailed information on the content of the signboard is included in the HIKLU Rescue Departments’ guide on area signs.
- In buildings with more than three (3) storeys, retroreflective floor numbers must be posted in the stairwells. The size of the retroreflective number must be at least 200 mm and it must be placed on the wall opposite the staircase at a height of roughly 100 cm. This single floor number serves both users and the Rescue Department. The location may also be planned to feature numbers painted for users, e.g. in front of the lift, in which case separate retroreflective number markers will mainly serve the emergency services and their recommended height is around 50 cm.
- Laminated safety signs must be installed in the stairwells of residential buildings, providing information such as the emergency access roads and backup route arrangements (see the separate guide on emergency access road planning).
- A sign indicating the maximum number of persons allowed in the assembly rooms, approved and stamped by the building control authority, must be attached to a wall in the assembly rooms.
- Where necessary, floor signs must be used to enhance the signposting of exit routes from large retail premises and schools.
- A guide map showing the escape routes and the location of extinguishing equipment must be attached to the doors of accommodation rooms (in hotels, motels, etc.) and the classrooms of school buildings. A similar guide map is also recommended for larger public buildings such as hospitals, office buildings and other large buildings where needed.

3.21 Other notes

- The operator must ensure that all furnishings (furniture, curtains, carpets, bed linen) are suitable for their intended use in terms of flammability. For more information see RT 08-11098 (fire safety of furnishings and textiles in public spaces).

- Where needed, the areas in front of exits from production, warehouse and shop facilities and the fire extinguishing equipment must be marked on the floor, e.g. with yellow stripes (paint or

  tape), and electrical switchboards and sliding fire doors must be protected with sufficiently strong crash barriers where necessary.

3.22 Locations with chemicals

- If classified chemicals are to be used or stored on the property, the operator must submit a chemical notification to the rescue authority or Tukes (depending on the quantities involved) well in advance (at least 1 month) before the start of operations.
- Storage facilities for flammable liquids and other classified chemicals must be fire compartmentalised and equipped with adequate ventilation, the storage facilities must be marked with the necessary warning signs, the possibility of chemical leaks must be taken into account (e.g. drainage basins and/or room thresholds must be in place), and floor drains and sewerage must be implemented in such a way that chemicals cannot spread in the event of a leak or fire.
- An explosion protection document must be drawn up before the production phase of the worksite. The measures required by the explosion protection document must be carried out and their effectiveness tested. The document must be available during the inspection by the rescue authority during construction.
- The release of chemicals into the ground, water and drains other than those used to collect leaks must be prevented.
- Any hazardous chemical containers kept outside must be housed in canopied protection basins or in a dual lining tank.
- The management of extinguishing wastewater must be planned and implemented in a manner that takes into account the intended use of the building.

4. Partial commissioning and renovation

- If the building is to be commissioned in phases or renovated in such a way that part of the building will be in normal use at the same time, the following must be done in addition to the aforementioned measures before partial commissioning or renovation. Please check with your local building control services whether partial commissioning is an option in your case.
- The part of the building to be/remain in use must be separated from the worksite part in a manner approved by the authorities, e.g. through EI60 compartmentalisation. In the yard, the construction site must also be fenced off into a separate area.
- A plan must be drawn up for the property’s automatic fire alarm system, automatic fire extinguishing system and extinguishing water pipelines for the duration of the renovation. The plan must also be submitted to the authorities for approval in advance. In the event of a disconnection situation, follow the instructions issued on the temporary disconnection of fire alarms and sprinklers.

- The location’s exceptional evacuation arrangements must be appropriate and temporary exit routes must be indicated with signs. An evacuation arrangement plan must be submitted to the authorities for approval in advance.
- The potential impacts of operations must be ascertained (smoke extraction, lifting points, etc.)

5. More information and contact details

Helsinki City Rescue Department

Contact the structural fire safety advisory team inspector in accordance with the regional division. The regional division can be found on the website of the Helsinki City Rescue Department.

Central Uusimaa Rescue Department

Contact the fire engineer who issued the statement of the rescue authority by email.

Itä-Uusimaa Rescue Department

Contact the fire inspector who issued the statement of the rescue authority by email via paloinsinoori.iu@pelastustoimi.fi

Closure of the key deposit: contact the Rescue Department's Situation Centre, tel. +358 20 111 1400

Länsi-Uusimaa Rescue Department

Scheduling an inspection during construction:

contact the on-duty fire inspector, tel. +358 29 151 2512 (weekdays 9.00–11.30), palotarkastaja.lu@pelastustoimi.fi

Closure of the key deposit: contact the Rescue Department's Situation Centre, tel. +358 29 151 2112

Appendix 1: Inspection documents

The documents listed below must be presented to the fire inspector during the inspection (installation, testing and functionality verified and any issues documented to be corrected). **The items in bold must be sent to the fire inspector in writing in advance.**

Virve

- ☐ **Virve and Virve 2 needs assessment form and floor plan of the coverage areas**
- ☐ **Virve and Virve 2 internal coverage approval form**
- ☐ **Record of the Virve and Virve 2 coverage measurements with floor plans**
- ☐ **Final inspection document for the Virve indoor coverage system (Erillisverkot)**

Fire alarm

- ☐ **Lifecycle record (formerly implementation record)**
- ☐ Verification inspection record
- ☐ Installation certificate
- ☐ **Information card + blueprint**
- ☐ **Key storage agreement (only in the area of Helsinki City Rescue Department)**
- ☐ **Emergency response centre agreement and alarm transfer agreement for locations connected to the emergency response centre**
- ☐ Service and maintenance programme

Extinguishing equipment

- ☐ **Planning principles**
- ☐ Verification inspection record
- ☐ Installation certificate

Extinguishing water pipes

- ☐ Test record for the pressure booster pump of fixed extinguishing water pipes
- ☐ Test run record

Ventilation equipment

- ☐ Records of the functionality of the ventilation system (fire dampers, fire barriers)
- ☐ Test record for the emergency stop button of the ventilation system

Civil defence shelter

- ☐ Inspection/sealing and pressure test records
- ☐ GSM antenna installation certificate/record

Fire hose reels

- ☐ Flow and pressure test record for fire hose reels

Smoke detectors

☐ Test record for mains-powered smoke detectors. (Battery testing noted/recorded)

Evacuation

☐ Exit locking test record (Green door emergencyopening button / ‘break glass’ button)

☐ Exit route lighting (sign and safety lighting) test records (Battery testing noted/recorded)

Compartmentalisation

☐ Test record for automatically closing fire doors

☐ Final report on fire stops

Signage

☐ **Area/plot signpost (fire inspector to comment on before ordering)**

Smoke extraction

☐ Instructions/location diagrams for the smoke extraction centre

☐ Air volume/flow measurement record for mechanical smoke extraction

☐ Operational test record for mechanical smoke extraction

☐ Inspection records for electronic smoke extraction devices (hatches, windows, doors)

Lifts

☐ Firefighters lift inspection record (In the case of operation lifts, separate control functions are to be inspected during the normal lift inspection)

☐ **Firefighters lift plan**

Solar power system and charging points for electric vehicles

☐ Solar power system installation certificate

☐ Solar panel information card (template available on the MOTIVA website)

☐ Installation certificate for electric vehicle charging points

Facilities with a possibility of an explosive atmosphere, e.g. due to dust extraction

☐ Atex document/explosion protection document

Instructions to be added to the information boards of residential buildings

☐ Fire alarm system information card (instructions issued by the Helsinki City Rescue Department)

☐ Stairwell safety guide (emergency procedures, emergency exits and backup route arrangements of the property, etc.)

Instructions to be added to the occupant folder

- ☐ Smoke detector system instructions
- ☐ Sauna heater instructions
- ☐ Instructions for evacuating an apartment
- ☐ Individual backup routes of apartments, e.g. backup route hatch instructions
- ☐ Instruction on electrical safety and the use of electrical equipment at home
- ☐ Instructions regarding the civil defence shelter if the shelter is located on another property
- ☐ Fire safety guide of the housing company

Instructions to be added to the maintenance record

- ☐ Ploughing/cleaning responsibilities for access routes related to rescue operations (backup route bridges, emergency access roads, lifting points, extension ladder points, etc.)
- ☐ Service and maintenance programme for the fire alarm or smoke detectors
- ☐ Service and maintenance programme for the extinguishing equipment