



भारत सरकार  
केन्द्रीय लोक निर्माण विभाग  
कार्यालय उपमंडल-5, विद्युत निर्माण मंडल-1, उद्योग भवन,  
नई दिल्ली-110011, फोन नं 23061677, 23378459

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दिनांक : 24/5/2015

कार्यालय ज्ञापन

विषय : Fire Safety precautions w.r.t. Window / Split Type Air-Conditioners in Government Building.

Peak summer season is in full swing. During this period, chances of fire incidents become more imminent due to heavy current drawn by AC Units. The following precautions must be scrupulously followed so as to avoid possibility of fire incidents due to Window / Split type AC Units.

1. **Joints must be avoided in AC wires.** It is generally found that there are multiple joints in AC wires which is the single most common cause of Electric Fire due to heat generated in it which spreads quickly to inflammable materials like curtains, paper files etc.
2. It must be ensured that all AC units are comprehensively serviced before operation and filter is cleaned regularly through authorized service agency, which increases cooling as well as results in less electric consumption.
3. Never use AC Units on normal plug points or temporary extension boards except on covered MCB's.
4. Switch off air-conditioners, lights, fans, exhaust fans, heat convectors, fax machines, computer monitor, printer/scanner/UPS, inverters, photocopiers, TV's and other office equipments when they are not in use. Switch on only those lights, fans, air-conditioners or other equipments which are required for functioning office. Do not leave air-conditioners, heat convectors, lights, fan and other electrical equipments and gadgets in 'ON' position before leaving the room.
5. Keep the doors / windows of air-conditioned rooms close to avoid loss of conditioned air. Provide automatic door closers.
6. Use air-conditioner fan/blowers and fans at low speed.
7. Set the thermostat of air-conditioners at a little higher level of 25° C or more for comfort to increase saving the energy in summers. Every single degree of change reduces air-conditioning bill by 10%.
8. In summers reduce load on air-conditioners by putting curtains/blinds/shades on windows.
9. Window type air-conditioners/split type AC's being highly energy intensive equipments; they should be serviced at least thrice in a year as per the recommendations of manufacturers. The servicing included cleaning of air filters, cleaning of condensers/cooling coil, service and oiling of fan motors, checking of

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2. Chief Security Officer for kind information  
3. HVAC Engineer for kind information

fasteners, checking of electrical spares, checking of current/voltage and checking of room temperature and grill temperature.

10. Replace old air-conditioners which have out-lived their useful life i.e. 7 years as per CPWD maintenance manual 2012 and have become unserviceable with star rated Energy Efficient air conditioners.

Compliance of above items may kindly be sent to the undersigned.

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सहायक अभियन्ता(वि०)  
उपमंडल-5, वि०नि०मं०-1,  
के०लो०नि०वि०, उद्योग भवन,  
नई दिल्ली - 110011

To

1. Shri Narian, Das, Director, Department of commerce, Udyog Bhawan. New Delhi.
2. Shri S.P Katnauria, Director, Ministry of Textlies, Udyog Bhawan. New Delhi.
3. Ms. Varsha Sinha, Jt DGFT, Office of DGFT, Udyog Bhawan. New Delhi.
4. Shri K.S. Samarender Nath, Director, Ministry of Steel, Udyog Bhawan. New Delhi.
5. Shri A.K Chaube, Deputy Secretary, Ministry of MSME, Udyog Bhawan New Delhi.
6. Ms Parven Gupta, Deputy Secretary, Ministry of Heavy Industry & P.E, Udyog Bhawan. New Delhi.
7. Shri Anil Raj Kumar, Addl. Development Commissioner (HL), Udyog Bhawan. New Delhi.
8. Shri D. Praveen, Dy. Secretary, Department chemicals and Petro Chemicals, Shastrri Bhawan, New Delhi.
9. Shri D.S Parihar, Under Secretary, (G.A) Department of D.I.P.P, Udyog Bhawan, New Delhi.
10. Assitant Commandant, CISF, Udyog Bhawan, New Delhi.
11. Shri Pawan Kumar Harsh, Assistant Engineer, Central Public Works Department (Civil), Udyog Bhawan, New Delhi.
12. The Executive Engineer(E), E.C.D-I CPWD I.P Bhawan, New Delhi.
13. Shri P.K Rajput, Tech, Director, NIC, DIPP Udyog Bhawan, New Delhi with the request to upload in the website of Department for wide publicity.

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