SITE survey. APP

SITE SURVEY REPORT

# Access Control Service Record

| | |
|---|---|
| Prepared for | Kennet Property Management Ltd |
| Date | 30 Sep 2026 |
| Site | Mercer House, Reading |
| Prepared by | K. Osei |

FORM

# Access Control Service Record

## 1. Record details and scope

| | |
|---|---|
| **Project** | Mercer House, Reading: access control six-monthly service (completed example) |
| **Site or premises address** | Mercer House, 22 Friar Street, Reading |
| **Client or organisation** | Kennet Property Management Ltd |
| **Record date** | 30 Sep 2026 |
| **Person completing the record** | K. Osei |

This records authorised servicing, not a security accreditation, fire strategy approval or permission to defeat escape controls. Do not record passwords, PINs or access credentials.

The Regulatory Reform (Fire Safety) Order 2005, article 14, requires emergency exit doors to open easily and immediately, and article 17 requires the responsible person to keep fire safety equipment and devices maintained in good working order. BS 7273-4:2015 sets how door release mechanisms on escape routes should be actuated by the fire alarm, and BS EN 60839-11-1:2013 covers the performance of electronic access control systems. The Workplace (Health, Safety and Welfare) Regulations 1992, regulation 18, require doors and gates to be suitably constructed and fitted with safety devices where needed. Any change to an access-controlled exit needs a fire safety review.

## 2. Equipment and scope

| | |
|---|---|
| **Access control system ID, model and location** | Access control system KPM-AC-01, door controllers in the ground floor comms room |
| **Technician competence or authorisation reference** | K. Osei, access control engineer, Thames Secure Systems Ltd (authorisation TSS-ENG-118) |
| **Manufacturer or approved procedure reference** | Manufacturer maintenance guide and Thames Secure Systems procedure TSS-PM-07 rev 5 |
| **Work or inspection scope and exclusions** | Six-monthly service of 12 controlled doors. Excludes software upgrades and the car park barrier. |

## 3. Door scope

| | |
|---|---|
| **Client authority and test window** | Building manager P. Roche, test window 07:00 to 09:00 before staff arrive |
| **Escape-route interfaces and approved test reference** | Fire alarm release of all escape doors, approved test TSS-FAT-22 with the fire alarm contractor present |
| **People and monitoring services notified** | Building manager, reception, and the alarm receiving centre put on test 07:05 to 08:40 |

## 4. System checks

| | |
|---|---|
| **Authorised credential and access-rule tests recorded** | Acceptable |
| **Power and fault indications checked under procedure** | Action needed |
| **Action, limitation or reason not applicable** | Power supply in the comms room showing a battery fault. Battery dated 2022, replaced on this visit. |
| **Checks acceptable** | 1 |
| **Checks needing action** | 1 |
| **Checks not done** | 0 |

## 5. Doors

### Doors by floor or area 1: Ground floor

| | |
|---|---|
| **Floor or area** | Ground floor |

### Doors in this area 1: D01

| | |
|---|---|
| **Door ID** | D01 |
| **Position in this area** | Main entrance |
| **Type** | Double door |
| **Indoor or outdoor** | Outdoor |
| **Gate or door position (GPS)** | Main entrance, Friar Street · 51.456742, -0.972861 (SU 71461 73584, ±6 m) |
| **Locking** | Maglock |
| **Is this door on an escape route?** | Yes |
| **Reader and credential** | Working |
| **Lock and release** | Working |
| **Exit device or break glass** | Working |
| **Door closes and secures** | Yes |
| **Reader height (mm)** | 1050 |
| **Result for this door** | Pass |

## Doors in this area 2: D02

| | |
|---|---|
| **Door ID** | D02 |
| **Position in this area** | Reception to the lift lobby |
| **Type** | Single door |
| **Indoor or outdoor** | Indoor |
| **Locking** | Maglock |
| **Is this door on an escape route?** | Yes |
| **Reader and credential** | Working |
| **Lock and release** | Working |
| **Exit device or break glass** | Working |
| **Door closes and secures** | Yes |
| **Reader height (mm)** | 1050 |
| **Result for this door** | Pass |

## Doors in this area 3: D03

| | |
|---|---|
| **Door ID** | D03 |
| **Position in this area** | Reception to the ground floor offices |
| **Type** | Single door |
| **Indoor or outdoor** | Indoor |
| **Locking** | Electric strike |
| **Is this door on an escape route?** | No |
| **Reader and credential** | Working |
| **Lock and release** | Working |
| **Exit device or break glass** | Working |
| **Door closes and secures** | Yes |
| **Reader height (mm)** | 980 |

**Reader height (mm): measuring photo**




| | |
|---|---|
| **Result for this door** | Pass |

**Photos of the door, reader and any defect**



## Doors in this area 4: D09

| | |
|---|---|
| **Door ID** | D09 |
| **Position in this area** | Stair core A |
| **Type** | Single door |
| **Indoor or outdoor** | Indoor |
| **Locking** | Maglock |
| **Is this door on an escape route?** | Yes |
| **Reader and credential** | Working |

| | |
|---|---|
| **Lock and release** | Working |
| **Exit device or break glass** | Working |
| **Door closes and secures** | Yes |
| **Reader height (mm)** | 1050 |
| **Result for this door** | Pass |

## Doors in this area 5: D10

| | |
|---|---|
| **Door ID** | D10 |
| **Position in this area** | Stair core B |
| **Type** | Single door |
| **Indoor or outdoor** | Indoor |
| **Locking** | Maglock |
| **Is this door on an escape route?** | Yes |
| **Reader and credential** | Working |
| **Lock and release** | Working |
| **Exit device or break glass** | Working |
| **Door closes and secures** | Yes |
| **Reader height (mm)** | 1050 |
| **Result for this door** | Pass |

## Doors in this area 6: D11

| | |
|---|---|
| **Door ID** | D11 |
| **Position in this area** | Comms room |
| **Type** | Single door |
| **Indoor or outdoor** | Indoor |
| **Locking** | Electric lock in the door |
| **Is this door on an escape route?** | No |
| **Reader and credential** | Working |
| **Lock and release** | Working |
| **Exit device or break glass** | Not fitted |

| | |
|---|---|
| **Door closes and secures** | Yes |
| **Reader height (mm)** | 1050 |
| **Result for this door** | Pass |
| **This floor or area: doors checked** | 6 |
| **This floor or area: passed** | 6 |
| **This floor or area: passed with advisory** | 0 |
| **This floor or area: failed** | 0 |
| **This floor or area: faults on readers, locks and exit devices (reader and credential)** | 0 |
| **This floor or area: faults on readers, locks and exit devices (lock and release)** | 0 |
| **This floor or area: faults on readers, locks and exit devices (exit device or break glass)** | 0 |

## Doors by floor or area 2: First floor

| | |
|---|---|
| **Floor or area** | First floor |

## Doors in this area 1: D04

| | |
|---|---|
| **Door ID** | D04 |
| **Position in this area** | Corridor, east |
| **Type** | Double door |
| **Indoor or outdoor** | Indoor |
| **Locking** | Maglock |
| **Is this door on an escape route?** | Yes |
| **Reader and credential** | Working |
| **Lock and release** | Working |
| **Exit device or break glass** | Working |
| **Door closes and secures** | Yes |
| **Reader height (mm)** | 1050 |
| **Result for this door** | Pass |

## Doors in this area 2: D05

| | |
|---|---|
| **Door ID** | D05 |
| **Position in this area** | Corridor, west |
| **Type** | Double door |
| **Indoor or outdoor** | Indoor |
| **Locking** | Maglock |
| **Is this door on an escape route?** | Yes |
| **Reader and credential** | Working |
| **Lock and release** | Working |
| **Exit device or break glass** | Working |
| **Door closes and secures** | Yes |
| **Reader height (mm)** | 1050 |
| **Result for this door** | Pass |

## Doors in this area 3: D06

| | |
|---|---|
| **Door ID** | D06 |
| **Position in this area** | Corridor, centre |
| **Type** | Double door |
| **Indoor or outdoor** | Indoor |
| **Locking** | Maglock |
| **Is this door on an escape route?** | Yes |
| **Reader and credential** | Working |
| **Lock and release** | Working |
| **Exit device or break glass** | Working |
| **Door closes and secures** | No |
| **Reader height (mm)** | 1050 |
| **Result for this door** | Fail |

| | |
|---|---|
| **Advisory or fault, and what was done** | Closer arm on the right leaf has come apart, so the door does not close onto the maglock. Building manager told, door locked by hand at night until the closer is replaced. |

> Escape route. A failed door on an escape route must not stop people getting out. Record the interim measure and who was told in Handover.

**Photos of the door, reader and any defect**



| | |
|---|---|
| **This floor or area: doors checked** | 3 |
| **This floor or area: passed** | 2 |
| **This floor or area: passed with advisory** | 0 |
| **This floor or area: failed** | 1 |
| **This floor or area: faults on readers, locks and exit devices (reader and credential)** | 0 |
| **This floor or area: faults on readers, locks and exit devices (lock and release)** | 0 |
| **This floor or area: faults on readers, locks and exit devices (exit device or break glass)** | 0 |

## Doors by floor or area 3: Second floor

| | |
|---|---|
| **Floor or area** | Second floor |

## Doors in this area 1: D07

| | |
|---|---|
| **Door ID** | D07 |
| **Position in this area** | Corridor, east |

| | |
|---|---|
| **Type** | Double door |
| **Indoor or outdoor** | Indoor |
| **Locking** | Maglock |
| **Is this door on an escape route?** | Yes |
| **Reader and credential** | Working |
| **Lock and release** | Working |
| **Exit device or break glass** | Working |
| **Door closes and secures** | Yes |
| **Reader height (mm)** | 1050 |
| **Result for this door** | Pass |

## Doors in this area 2: D08

| | |
|---|---|
| **Door ID** | D08 |
| **Position in this area** | Corridor, west |
| **Type** | Double door |
| **Indoor or outdoor** | Indoor |
| **Locking** | Maglock |
| **Is this door on an escape route?** | Yes |
| **Reader and credential** | Working |
| **Lock and release** | Working |
| **Exit device or break glass** | Working |
| **Door closes and secures** | Yes |
| **Reader height (mm)** | 1050 |
| **Result for this door** | Pass |
| **This floor or area: doors checked** | 2 |
| **This floor or area: passed** | 2 |
| **This floor or area: passed with advisory** | 0 |
| **This floor or area: failed** | 0 |
| **This floor or area: faults on readers, locks and exit devices (reader and credential)** | 0 |

| | |
|---|---|
| **This floor or area: faults on readers, locks and exit devices (lock and release)** | 0 |
| **This floor or area: faults on readers, locks and exit devices (exit device or break glass)** | 0 |

## Doors by floor or area 4: External

| | |
|---|---|
| **Floor or area** | External |

## Doors in this area 1: D12

| | |
|---|---|
| **Door ID** | D12 |
| **Position in this area** | Rear yard gate |
| **Type** | Gate |
| **Indoor or outdoor** | Outdoor |
| **Gate or door position (GPS)** | Rear yard gate, Merchant Place · 51.456981, -0.973512 (SU 71416 73610, ±7 m) |
| **Locking** | Maglock |
| **Is this door on an escape route?** | Yes |
| **Reader and credential** | Working |
| **Lock and release** | Working |
| **Exit device or break glass** | Working |
| **Door closes and secures** | Yes |
| **Reader height (mm)** | 1100 |
| **Result for this door** | Pass |

**Photos of the door, reader and any defect**



| | |
|---|---|
| **This floor or area: doors checked** | 1 |
| **This floor or area: passed** | 1 |
| **This floor or area: passed with advisory** | 0 |
| **This floor or area: failed** | 0 |
| **This floor or area: faults on readers, locks and exit devices (reader and credential)** | 0 |
| **This floor or area: faults on readers, locks and exit devices (lock and release)** | 0 |
| **This floor or area: faults on readers, locks and exit devices (exit device or break glass)** | 0 |
| **Doors checked** | 12 |
| **Passed** | 11 |
| **Passed with advisory** | 0 |
| **Failed** | 1 |
| **Doors passed (%)** | 92 |
| **Faults on readers, locks and exit devices** | 0 |

Failed doors. Set the use decision on the next page to Restricted use or Out of service, and add an action for each one.

| | |
|---|---|
| **Controlled test/event log reference** | Event log export KPM-AC-0930, test card TSS-TEST-04 |
| **Work done and configuration change reference** | Replaced standby battery in the comms room power supply. No configuration changes. |

**Non-sensitive condition evidence**



## 6. Handover

| | |
|---|---|
| **Use decision** | Restricted use |
| **Restrictions, isolation and person informed** | D06 not securing while the closer is broken. Building manager P. Roche told, door locked manually at night until repaired. |
| **Repair or follow-up job reference** | TSS-JOB-40912 |

## 7. Actions and review

| | |
|---|---|
| **Are further actions required?** | Yes |

**Further action 1: Replace door closer on D06 right leaf and check the door secures on the maglock. Job TSS-JOB-40912.**

| | |
|---|---|
| **Action and evidence reference** | Replace door closer on D06 right leaf and check the door secures on the maglock. Job TSS-JOB-40912. |
| **Person responsible** | Kennet Property Management, door contractor |
| **Target date** | 7 Oct 2026 |
| **Action status** | Open |

**Further action 2: Replace standby battery in the comms room power supply.**

| | |
|---|---|
| **Action and evidence reference** | Replace standby battery in the comms room power supply. |
| **Person responsible** | K. Osei |
| **Target date** | 30 Sep 2026 |
| **Action status** | Completed |

| | |
|---|---|
| **Completion evidence** | New battery fitted and dated, fault cleared on the panel at 08:20. |
| **Outstanding limitations and information to pass on** | D06 still to be repaired. Retest after the closer is replaced. |
| **Record status** | Further work needed |
| **Reviewed by** | P. Roche, building manager |
| **Review date** | 1 Oct 2026 |
| **Author signature** |  |

Signing records the information entered. It does not itself certify legal compliance, remove a limitation or authorise unsafe work.