SITE survey. APP

SITE SURVEY REPORT

Fire Door Inspection

Prepared for	14 Canal Street, Leeds (fictional)
Date	24 Sep 2026
Site	14 Canal Street, Leeds
Prepared by	P. Walsh

FORM

Fire Door Inspection

1. Building and check details

Project	14 Canal Street, Leeds: fire door inspection (completed example)
Report reference	FDI-2026-0924
Building name and address	Canal Wharf House, 14 Canal Street, Leeds
Date of the check	24 Sep 2026
Which doors are being checked?	Both
Is the top storey of the building more than 11 metres above ground?	Yes

> Doors in communal areas. In a block of flats above 11 metres in height, in England, these must be checked at least every 3 months.

> Flat entrance doors. In a block of flats above 11 metres in height, in England, the responsible person must use best endeavours to check these at least every 12 months, and keep a record of the steps taken.

Date of the previous check of these doors	25 Jun 2026
Is there a fire risk assessment that covers the doors?	Yes
Can you reach every door on the schedule today?	No
Which doors can you not reach, and why?	Flat 3.07 entrance door. No answer at the booked time, card left.

2. Door records

Floors and areas 1: Ground floor

Floor or area	Ground floor

Doors on this floor 1: FD-G-01

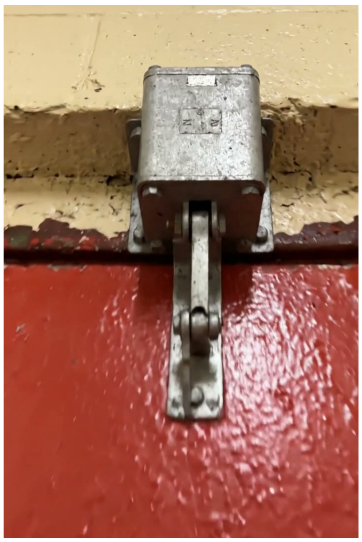
Door reference	FD-G-01
Where on this floor	Stair core door to the rear exit
Type of door	Stairway or lobby door

Fire resistance rating shown on the door, if any	None visible
Any damage or alteration to the door, frame or surrounding wall?	No
Glass and glazing in the door or side panels	No glazing
Hinges and other ironmongery free of obvious defects?	Yes
Intumescent strips and smoke seals	Undamaged and in contact
Gap at the top (mm)	3
Gap, hinge side (mm)	2
Gap, latch side (mm)	3
Gap under the door (mm)	6
Limit for this door, from its own documents (mm)	8
How is the door kept closed?	Self-closing device
Opened fully and let go: did it close fully into the frame?	No
Opened to about 15 degrees and let go: did it close fully into the frame?	No

> The door does not close fully. A fire door that does not close fully into its frame will not adequately hold back fire and smoke. Regulation 10 requires the check to make sure the self-closing device is working.

What stops it closing?	Closer arm loose at the frame bracket. The door stops short and does not engage the latch.
Result	Fail
Which looks most like the main defect?	Closer loose or not closing

Photos of the defect



Remedial action	Door wedged shut and the closer arm refixed on the day as a temporary repair. Replace the overhead closer and adjust so the door closes onto the latch from any angle.
Priority	Today

Photos of the door



Doors on this floor 2: FD-G-02

Door reference	FD-G-02
Where on this floor	Entrance lobby to the lift lobby
Type of door	Stairway or lobby door
Fire resistance rating shown on the door, if any	FD30S label on the hinge edge

Any damage or alteration to the door, frame or surrounding wall?	No
Glass and glazing in the door or side panels	Sound
Hinges and other ironmongery free of obvious defects?	Yes
Intumescent strips and smoke seals	Undamaged and in contact
Gap at the top (mm)	3
Gap, hinge side (mm)	3
Gap, latch side (mm)	3
Gap under the door (mm)	6
Limit for this door, from its own documents (mm)	8
How is the door kept closed?	Held open on a magnetic device

> Use the test button, where there is one, to release the door. Do not pull the door from its magnet.

Opened fully and let go: did it close fully into the frame?	Yes
Opened to about 15 degrees and let go: did it close fully into the frame?	Yes
Result	Pass
This floor: doors checked	2
This floor: doors failed	1
This floor: to fix today	1

Floors and areas 2: Second floor

Floor or area	Second floor

Doors on this floor 1: FE-2.04

Door reference	FE-2.04
Where on this floor	Flat 2.04
Type of door	Flat entrance door
Fire resistance rating shown on the door, if any	FD30S label on the hinge edge

Was access to the flat given, so both sides of the door could be checked?	Yes
Has the door been replaced with one that may not be fire resisting?	No
Letterbox	Closes firmly
Any damage or alteration to the door, frame or surrounding wall?	No
Glass and glazing in the door or side panels	No glazing
Hinges and other ironmongery free of obvious defects?	Yes
Intumescent strips and smoke seals	Undamaged and in contact
Gap at the top (mm)	3
Gap, hinge side (mm)	3
Gap, latch side (mm)	3
Gap under the door (mm)	5
Limit for this door, from its own documents (mm)	8
How is the door kept closed?	Self-closing device
Opened fully and let go: did it close fully into the frame?	Yes
Opened to about 15 degrees and let go: did it close fully into the frame?	Yes
Result	Pass
This floor: doors checked	1
This floor: doors failed	0
This floor: to fix today	0

Floors and areas 3: Third floor

Floor or area	Third floor

Doors on this floor 1: FD-03-02

Door reference	FD-03-02
Where on this floor	Corridor outside flat 3.05
Type of door	Corridor door

Fire resistance rating shown on the door, if any	FD30S label on the hinge edge
Any damage or alteration to the door, frame or surrounding wall?	No
Glass and glazing in the door or side panels	No glazing
Hinges and other ironmongery free of obvious defects?	Yes
Intumescent strips and smoke seals	Damaged or missing in places
Where is the damage?	Hinge side
Door leaf height (mm)	1990

Door leaf height (mm): measuring photo



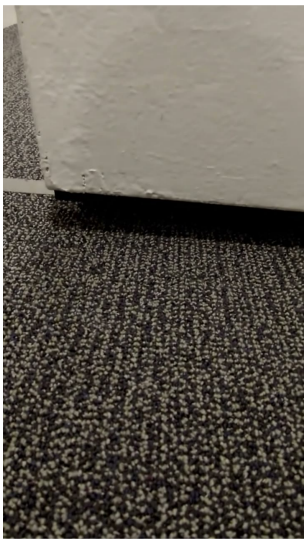
Door leaf width (mm)	870

Door leaf width (mm): measuring photo



Gap at the top (mm)	3
Gap, hinge side (mm)	3
Gap, latch side (mm)	4
Gap under the door (mm)	12
Limit for this door, from its own documents (mm)	8
Over the limit by (mm)	4
How is the door kept closed?	Self-closing device
Opened fully and let go: did it close fully into the frame?	Yes
Opened to about 15 degrees and let go: did it close fully into the frame?	Yes
Result	Fail
Which looks most like the main defect?	Large gap under the door

Photos of the defect

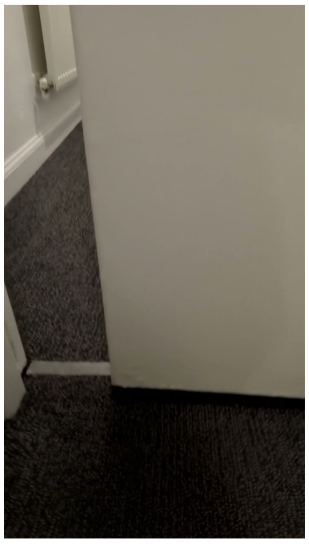




Remedial action	Bring the bottom gap within 8 mm by adjusting or replacing the leaf, or fitting a threshold approved for this door set. Replace the intumescent strip on the hinge side.
Priority	This month

Photos of the door





Doors on this floor 2: FE-3.07

Door reference	FE-3.07
Where on this floor	Flat 3.07
Type of door	Flat entrance door
Fire resistance rating shown on the door, if any	FD30S label on the hinge edge
Was access to the flat given, so both sides of the door could be checked?	No
Steps taken to gain access	Letter or email to the resident, Visit, with a card left, A choice of times offered
Dates of each attempt, and the outcome	2026-08-27 letter, no reply. 2026-09-10 visit, no answer, card left. 2026-09-17 phone call, appointment agreed for today. 2026-09-24 no answer at the booked time, card left.

> Access not granted. Regulation 10 requires a record of the steps taken to check flat entrance doors, including the steps taken to try to gain access.

Result	Not checked
Why was the door not checked?	No access to the flat. Outside face looked sound.
This floor: doors checked	1
This floor: doors failed	1
This floor: to fix today	0

3. Round totals

Doors on the schedule for this round	5
Doors checked	4
Doors that failed	2
Failed doors to fix today	1

> At least one door failed with priority Today. Make it safe or tell the responsible person before you leave site.

Doors passed	2
Share of checked doors that passed (%)	50
Doors not checked	1
Doors not checked, and the date planned for them	FE-3.07, no access. Second visit booked for 2026-10-08.
Date the next check of the communal doors is due	18 Dec 2026

4. Flat entrance doors: 12 month record

Flats in the block	24
Flat entrance doors checked in the last 12 months	21
Share checked (%)	88
Flats still to check	3
Were there flats where access was not granted?	Yes
Which flats, and what steps were taken to gain access?	Flats 1.03, 2.08 and 3.07. Letters sent, a card left on each visit and two choices of time offered.
What will be tried next?	Housing officer to visit with the tenancy team and offer an evening appointment.

5. Remedial work

Did any door fail?	Yes

> GOV.UK guidance says that where a check finds a fire door needs repair or replacement, the work must be done by a competent contractor as soon as reasonably practicable.

Who will do the work?	Elmfield Facilities Ltd

Target date	1 Oct 2026
Anything done on the day	Caretaker asked to check FD-G-01 is shut on each morning round until the closer is fixed.
Will each door be checked again after the repair?	Yes
Does anything need to go to the fire risk assessor?	No

6. Information for residents

> Regulation 10 requires residents to be told that fire doors should be kept shut when not in use, that self-closing devices should not be tampered with, and that faults or damage should be reported immediately.

Has this information been given to all residents in the current 12 month period?	Yes
Date it was given	14 Apr 2026
How was it given?	Letter to each flat
How residents report a fault	Through the Northgate Housing repairs line or the resident portal, as on the noticeboard by the lifts.

Inspector sign-off

Inspector name	P. Walsh
Inspector signature	