SITE survey. APP

SITE SURVEY REPORT

Fire Extinguisher Inspection Record

Prepared for	Kingsgate Estates Ltd
Date	6 Oct 2026
Site	Kingsgate Business Centre
Prepared by	A. Novak

FORM

Fire Extinguisher Inspection Record

1. Inspection details

Project	Kingsgate Business Centre: monthly extinguisher check (completed example)
Client	Kingsgate Estates Ltd
Site	Kingsgate Business Centre
Site address	Kingsgate Business Centre, Milton Keynes
Date of the check	6 Oct 2026
Responsible person for the premises	Kingsgate Estates Ltd
Type of check	Monthly check by the premises

Home Office guidance. Carry out brief checks to make sure extinguishers remain serviceable; in normal conditions a monthly check should be enough. Maintenance by a competent person should be carried out annually.

In England and Wales the Regulatory Reform (Fire Safety) Order 2005, article 17, requires the responsible person, where necessary to keep people safe, to make sure equipment provided for fire safety, such as extinguishers, is subject to a suitable system of maintenance and is kept in an efficient state, in efficient working order and in good repair.

2. Extinguishers

Floors and areas 1: Ground floor, reception and server room

Floor or area	Ground floor, reception and server room

Extinguishers in this area 1: KG-01

Extinguisher ID or number	KG-01
Type	Water
Size (litres or kg)	6 litres
Year of manufacture	2016
Date of the last service (from the label)	11 Feb 2026
Days since the last service	237
Date of the last extended service or overhaul	2 Mar 2021

Services overdue	1
In its place, visible and easy to reach	OK
Identification sign or label present	OK
Safety pin and tamper seal in place	OK
Pressure gauge in the green (stored pressure types)	OK
No damage, dents, corrosion or leaks	OK
Hose, horn and nozzle not cracked or blocked	OK
Operating instructions readable and facing outwards	OK
Bracket or stand secure, handle at a height that is easy to lift off	OK
Checks with a defect	0
Has it been used or partly discharged?	No
Result	Pass

Extinguishers in this area 2: KG-02

Extinguisher ID or number	KG-02
Type	Carbon dioxide (CO2)
Size (litres or kg)	2 kg
Year of manufacture	2019
Date of the last service (from the label)	11 Feb 2026
Days since the last service	237
Services overdue	0
In its place, visible and easy to reach	OK
Identification sign or label present	OK
Safety pin and tamper seal in place	OK
Pressure gauge in the green (stored pressure types)	Not applicable
No damage, dents, corrosion or leaks	OK
Hose, horn and nozzle not cracked or blocked	OK

Operating instructions readable and facing outwards	OK
Bracket or stand secure, handle at a height that is easy to lift off	OK
Checks with a defect	0
Has it been used or partly discharged?	No
Result	Pass
This area: extinguishers checked	2
This area: checks with a defect	0
This area: services overdue	1
This area: extinguishers failed	0
This area: extinguishers passed	2

Floors and areas 2: First floor, office corridor fire point

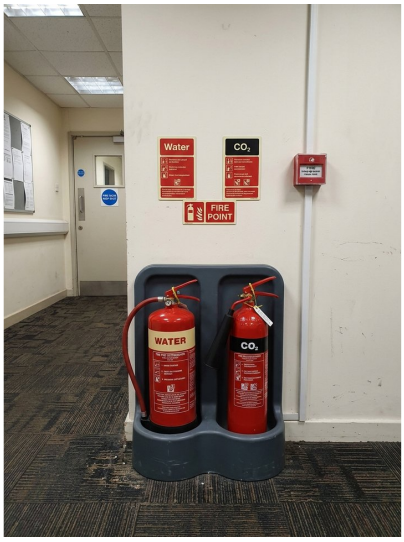
Floor or area	First floor, office corridor fire point

Extinguishers in this area 1: KG-03

Extinguisher ID or number	KG-03
Type	Water
Size (litres or kg)	6 litres
Year of manufacture	2019
Date of the last service (from the label)	11 Feb 2026
Days since the last service	237
Date of the last extended service or overhaul	14 Feb 2024
Services overdue	0
In its place, visible and easy to reach	OK
Identification sign or label present	OK
Safety pin and tamper seal in place	OK
Pressure gauge in the green (stored pressure types)	OK
No damage, dents, corrosion or leaks	OK

Hose, horn and nozzle not cracked or blocked	OK
Operating instructions readable and facing outwards	OK
Bracket or stand secure, handle at a height that is easy to lift off	Defect
What is wrong?	Stand pushed behind the door swing; moved back to the marked fire point.
Checks with a defect	1
Has it been used or partly discharged?	No
Result	Fail

Photos of the fault



What was done, and what is still needed?	Stand moved back to the marked fire point and rechecked.
Replacement or spare left in place	Not needed

Extinguishers in this area 2: KG-04

Extinguisher ID or number	KG-04
Type	Carbon dioxide (CO2)
Size (litres or kg)	2 kg
Year of manufacture	2021
Date of the last service (from the label)	11 Feb 2026
Days since the last service	237
Services overdue	0

In its place, visible and easy to reach	OK
Identification sign or label present	OK
Safety pin and tamper seal in place	OK
Pressure gauge in the green (stored pressure types)	Not applicable
No damage, dents, corrosion or leaks	OK
Hose, horn and nozzle not cracked or blocked	OK
Operating instructions readable and facing outwards	OK
Bracket or stand secure, handle at a height that is easy to lift off	OK
Checks with a defect	0
Has it been used or partly discharged?	No
Result	Pass
This area: extinguishers checked	2
This area: checks with a defect	1
This area: services overdue	0
This area: extinguishers failed	1
This area: extinguishers passed	1

Floors and areas 3: Goods-in

Floor or area	Goods-in

Extinguishers in this area 1: KG-05

Extinguisher ID or number	KG-05
Type	Foam
Size (litres or kg)	6 litres
Year of manufacture	2015
Date of the last service (from the label)	2 Sep 2025
Days since the last service	399
Date of the last extended service or overhaul	14 Sep 2020

Fire Extinguisher Inspection Record

Services overdue	2
In its place, visible and easy to reach	Defect
What is wrong?	Pallets stacked in front of it.
Identification sign or label present	OK
Safety pin and tamper seal in place	Defect
What is wrong?	Tamper seal missing.
Pressure gauge in the green (stored pressure types)	OK
No damage, dents, corrosion or leaks	OK
Hose, horn and nozzle not cracked or blocked	OK
Operating instructions readable and facing outwards	OK
Bracket or stand secure, handle at a height that is easy to lift off	OK
Checks with a defect	2
Has it been used or partly discharged?	Yes
Result	Fail

Photos of the fault



What was done, and what is still needed?	Pallets moved. Extinguisher taken out of service; service company booked.
Replacement or spare left in place	Spare 6 litre foam KG-S1 left on the bracket
This area: extinguishers checked	1

This area: checks with a defect	2
This area: services overdue	2
This area: extinguishers failed	1
This area: extinguishers passed	0
Extinguishers checked	5
Extinguishers failed	2
Extinguishers passed	3
Passed (%)	60
Checks with a defect	3
Services overdue	3

> Services overdue. Book them with a competent person, and record the booking as a further action.

Were all extinguishers on the premises checked?	Yes
Has this check been entered in the fire safety log book?	Yes

3. Actions and sign-off

Are further actions needed?	Yes

Further actions 1: Service company to recharge KG-05 and carry out its overdue annual and extended services.

What needs doing?	Service company to recharge KG-05 and carry out its overdue annual and extended services.
Who will do it?	Firecare Services
Due date	10 Oct 2026
Status	Open

Further actions 2: Extended service of KG-01 (last done March 2021) at the next service visit.

What needs doing?	Extended service of KG-01 (last done March 2021) at the next service visit.
Who will do it?	Firecare Services
Due date	10 Oct 2026
Status	Open

Further actions 3: Mark a keep-clear zone in front of the goods-in extinguisher.

What needs doing?	Mark a keep-clear zone in front of the goods-in extinguisher.
Who will do it?	A. Novak
Due date	8 Oct 2026
Status	Open
Inspector name	A. Novak
Position or company	Facilities coordinator, Kingsgate Estates
Inspector signature	

Signing records what was found on the day. It is not a guarantee of condition and does not replace any examination, test, design check or repair needed from a competent person.