SITE survey. APP

SITE SURVEY REPORT

HMO Fire Safety Check

Prepared for	Victoria Road Lets
Date	7 Oct 2026
Site	22 Victoria Road HMO
Prepared by	F. Marsh

FORM

HMO Fire Safety Check

1. Property

Project	22 Victoria Road HMO: quarterly fire safety check (completed example)
Client	Victoria Road Lets
Site	22 Victoria Road
Site address	22 Victoria Road, Nottingham
Property location	52.958310, -1.145920 (SK 57471 40445, ±6 m)
Date	7 Oct 2026
Checked by	F. Marsh
Storeys	3
Occupants	6
Type	Bedsits (separate lets)
Date of the fire risk assessment	14 Aug 2025
Days since the fire risk assessment	419

> The fire risk assessment is more than a year old. Article 9 of the Fire Safety Order says it must be reviewed regularly to keep it up to date, and particularly when there is reason to suspect it is no longer valid or there has been a significant change. Check when it was last reviewed.

> LACORS Housing: fire safety is national guidance for landlords and enforcing officers on fire safety in HMOs and other housing. Where the Fire Safety Order applies, it requires a fire risk assessment of the common parts, and LACORS says in practice the whole premises need to be taken into account. LACORS says the Order does not apply to a shared house let as a whole to occupants who have exclusive use of it.

2. Fire precautions

Escape route clear, with no storage or ignition sources	Defect
What is wrong?	Bicycle stored in the ground floor hall, narrowing the way to the front door; moved to the back yard and tenant told.
Fire doors to rooms and kitchens close and latch	OK
Fire detection and alarm tested and working	OK

Emergency lighting working, where fitted	Not applicable
Fire blanket in kitchens, extinguishers where provided	Defect
What is wrong?	Fire blanket in the shared kitchen taken off its hook and left on the worktop by the hob; put back on the hook by the door.
Fire safety signs, where the risk assessment calls for them	OK
No overloaded sockets or unsafe heaters	OK
Bins and rubbish stored away from the escape route	OK

Photos of any problems









Checks OK	5
Checks with a defect	2
Not applicable	1

> Defects found. Set an action for each one with who will fix it and by when, and tell the landlord or managing agent.

3. Rooms

Rooms 1: Room 1

Room	Room 1
Detector working?	Yes
Fire door closes and latches?	Yes
Fire checks failed in this room	0

Rooms 2: Room 2

Room	Room 2
Detector working?	Yes
Fire door closes and latches?	Yes
Fire checks failed in this room	0

Rooms 3: Room 4

Room	Room 4
Detector working?	No
Fire door closes and latches?	Yes
Fire checks failed in this room	1
Issues	Heat alarm not sounding on test; mains supply light on. Replace the head.

Rooms 4: Shared kitchen

Room	Shared kitchen
Detector working?	Yes
Fire door closes and latches?	Yes
Fire checks failed in this room	0

Rooms 5: Room 3

Room	Room 3

Detector working?	Yes
Fire door closes and latches?	No
Fire checks failed in this room	1
Issues	Door stops about 50 mm short of the latch; closer needs adjusting.
Rooms checked	5
Detectors not working	1
Room fire doors not closing	1
Rooms with both checks OK	3

> A detector is not working or a room fire door does not close and latch. Tell the landlord or managing agent now and set an action to fix it.

4. Actions and sign-off

Are further actions needed?	Yes

Further actions 1: Adjust the room 3 door closer so the door closes and latches.

What needs doing?	Adjust the room 3 door closer so the door closes and latches.
Who will do it?	Maintenance
Due date	9 Oct 2026
Status	Open

Further actions 2: Replace the room 4 heat alarm head and test it from the panel.

What needs doing?	Replace the room 4 heat alarm head and test it from the panel.
Who will do it?	Sparkwell Electrical
Due date	8 Oct 2026
Status	Open

Further actions 3: Ask the fire risk assessor to review the assessment (dated August 2025) and confirm nothing has changed.

What needs doing?	Ask the fire risk assessor to review the assessment (dated August 2025) and confirm nothing has changed.
Who will do it?	Victoria Road Lets
Due date	31 Oct 2026

Status	Open
Inspector name	F. Marsh
Position or company	Property manager
Checker 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.