SITE SURVEY REPORT

Intercom and Door Entry Service Record

Prepared for	Victoria Court Management Co
Date	6 Oct 2026
Site	Victoria Court
Prepared by	J. Moss

FORM

Intercom and Door Entry Service Record

1. System

Project	Victoria Court: annual door entry service (completed example)
Client	Victoria Court Management Co
Site	Victoria Court
Site address	Victoria Court, Northampton
Service date	6 Oct 2026
Engineer	J. Moss, Kestrel Entry Ltd
System	Audio and video with fob access
Manufacturer and model	Northgate DE-400 series
Flats or units served	24
Is it a residential building with two or more flats, at least 18 m high or with at least 7 storeys?	Yes

2. Entrances

Entrance doors 1: Main entrance

Entrance	Main entrance
Entrance location	52.243180, -0.891070 (SP 75813 61134, ±5 m)
Panel, buttons, speaker and microphone	OK
Camera and lighting	OK
Lock or maglock releases and holds	OK
Door closer and alignment	Defect
Releases on fire alarm signal	OK
Exit button and emergency break glass	OK
Checks with a defect at this entrance	1
What is wrong at this entrance?	Closer slamming; adjusted latch speed.

Photos



Entrance doors 2: Rear door to bins

Entrance	Rear door to bins
Entrance location	52.242960, -0.891410 (SP 75790 61109, ±6 m)
Panel, buttons, speaker and microphone	OK
Camera and lighting	Not fitted
Lock or maglock releases and holds	OK
Door closer and alignment	OK
Releases on fire alarm signal	OK
Exit button and emergency break glass	OK
Checks with a defect at this entrance	0

Entrance doors 3: Car park door

Entrance	Car park door
Entrance location	52.242790, -0.890890 (SP 75826 61090, ±7 m)
Panel, buttons, speaker and microphone	OK
Camera and lighting	Not fitted
Lock or maglock releases and holds	OK
Door closer and alignment	OK
Releases on fire alarm signal	Defect

Exit button and emergency break glass	OK
Checks with a defect at this entrance	1
What is wrong at this entrance?	Maglock did not release on the fire alarm test signal: interface relay stuck. Relay replaced and retested OK before leaving, but recorded as found.
Entrances serviced	3
Entrances with a defect	2
Defects found at entrances	2
Fire alarm releases with a fault	1

> In high-rise residential buildings in England, automatic door release mechanisms linked to the fire alarm system in the common parts are essential fire-fighting equipment under regulation 7 of the Fire Safety (England) Regulations 2022. The responsible person must check them every month, record the checks and make the record available to residents, and report to the fire and rescue service by electronic means any fault not fixed within 24 hours.

Date of the last recorded monthly check of the fire alarm door release	28 Aug 2026
Days since that check	39

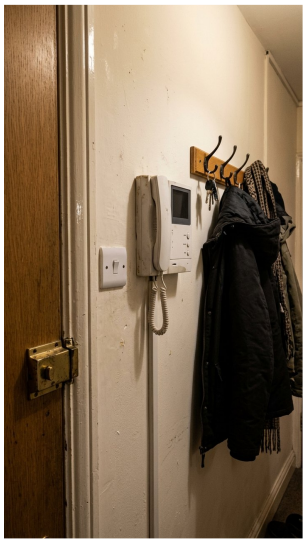
> More than a month since the last recorded check. Regulation 7 of the Fire Safety (England) Regulations 2022 asks for monthly routine checks: tell the responsible person.

3. Power and handsets

Power supply	OK
Battery backup tested	Defect

Photos of the power supply, battery and handsets





Handsets sampled 1: 3

Flat	3
Call, speech and video	OK
Door release	OK

Handsets sampled 2: 18

Flat	18
Call, speech and video	OK
Door release	OK

Handsets sampled 3: 21

Flat	21
Call, speech and video	OK
Door release	OK

Handsets sampled 4: 12

Flat	12
Call, speech and video	Defect
Door release	OK
Handsets sampled	4
Handsets with a defect	1
Flats sampled (%)	16.7
Defects found (entrances, power and handsets)	4
Result	Working with faults to fix
Faults and parts needed	Backup battery failed load test: replace. Flat 12 handset video faulty. Car park door fire release relay replaced on the day; responsible person told, as the release is essential fire-fighting equipment in this building.
Who will fix the faults, and by when	J. Moss to fit a new battery and the flat 12 handset by 20 Oct.
Site contact name	L. Evans, managing agent

Site contact signature



Completed by	J. Moss

Signature

