SITE survey. APP

SITE SURVEY REPORT

# Residential Fire Door Checks

| | |
|---|---|
| Prepared for | Northgate Housing |
| Date | 7 Oct 2026 |
| Site | Canal Wharf House |
| Prepared by | A. Shah |

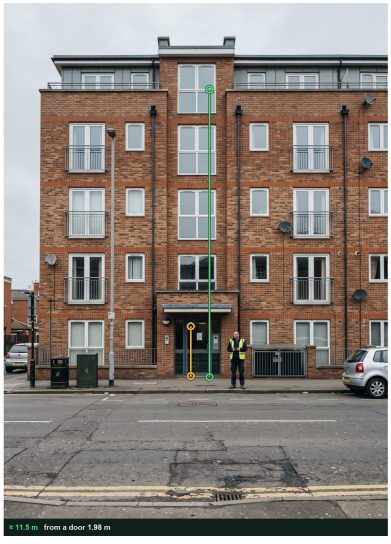
FORM

# Residential Fire Door Checks

## 1. Building and check

| | |
|---|---|
| **Project** | Canal Wharf House: quarterly communal and annual flat entrance fire door checks, Q4 2026 (completed example) |
| **Client** | Northgate Housing |
| **Site** | Canal Wharf House |
| **Site address** | Canal Wharf House, 14 Canal Street, Leeds |
| **Building location** | Main entrance, Canal Street · 53.793520, -1.556080 (SE 29340 33114, ±6 m) |
| **Date** | 7 Oct 2026 |
| **Checked by** | A. Shah, building manager |
| **Is the building above 11 metres in height (measured to the top storey)?** | Yes |
| **Height of the top storey floor above ground (m)** | 11.50 |

**Height of the top storey floor above ground (m): measuring photo**




| | |
|---|---|
| **Height against 11 m** | Above 11 m |
| **Check** | Both |
| **Date of the last communal fire door check** | 9 Jul 2026 |
| **Days since the last communal check** | 90 |

> Regulation 10, Fire Safety (England) Regulations 2022: in a building with two or more flats that is above 11 m, check any fire doors in communal areas at least every 3 months, and use best endeavours to check flat entrance fire doors at least every 12 months. The checks must include that the self-closing devices work. Keep a record of the flat door checks, including the steps taken to try to gain access where it was not granted.

## 2. Doors

### Floors and levels 1: Ground floor

| | |
|---|---|
| **Floor or level** | Ground floor |

### Doors on this floor 1: G-01 stair door

| | |
|---|---|
| **Door reference or flat number** | G-01 stair door |
| **Door** | Communal |
| **Self-closer closes the door fully into the frame** | OK |
| **Latches and is not wedged or held open** | OK |
| **Gaps and seals (intumescent and smoke seals)** | OK |
| **Door leaf, frame, glazing and hinges undamaged** | OK |

**Photos**



| | |
|---|---|
| **Result** | Pass |
| **This floor: doors checked** | 1 |
| **This floor: communal** | 1 |
| **This floor: flat entrance** | 0 |

| | |
|---|---|
| **This floor: passed** | 1 |
| **This floor: doors needing repair** | 0 |
| **This floor: flat doors with no access** | 0 |
| **This floor: self-closers with a defect** | 0 |
| **This floor: gaps or seals with a defect** | 0 |

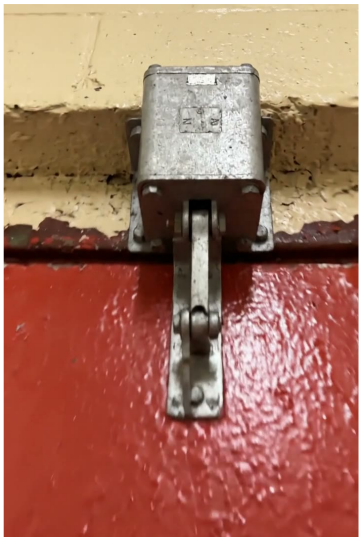
## Floors and levels 2: Second floor

| | |
|---|---|
| **Floor or level** | Second floor |

## Doors on this floor 1: L2-03 corridor door

| | |
|---|---|
| **Door reference or flat number** | L2-03 corridor door |
| **Door** | Communal |
| **Self-closer closes the door fully into the frame** | Defect |
| **Latches and is not wedged or held open** | OK |
| **Gaps and seals (intumescent and smoke seals)** | OK |
| **Door leaf, frame, glazing and hinges undamaged** | OK |
| **What is wrong?** | Closer arm loose; door does not close into the frame. |

**Photos**



| | |
|---|---|
| **Result** | Repair needed |
| **Repair: who will do it, and by when** | Caretaker to refit the closer arm by 10 Oct. |

## Doors on this floor 2: Flat 2.04 entrance door

| | |
|---|---|
| **Door reference or flat number** | Flat 2.04 entrance door |
| **Door** | Flat entrance |
| **Access gained?** | Yes |
| **Self-closer closes the door fully into the frame** | OK |
| **Latches and is not wedged or held open** | OK |
| **Gaps and seals (intumescent and smoke seals)** | OK |
| **Door leaf, frame, glazing and hinges undamaged** | OK |
| **Result** | Pass |
| **This floor: doors checked** | 2 |
| **This floor: communal** | 1 |
| **This floor: flat entrance** | 1 |
| **This floor: passed** | 1 |
| **This floor: doors needing repair** | 1 |
| **This floor: flat doors with no access** | 0 |
| **This floor: self-closers with a defect** | 1 |
| **This floor: gaps or seals with a defect** | 0 |

## Floors and levels 3: Third floor

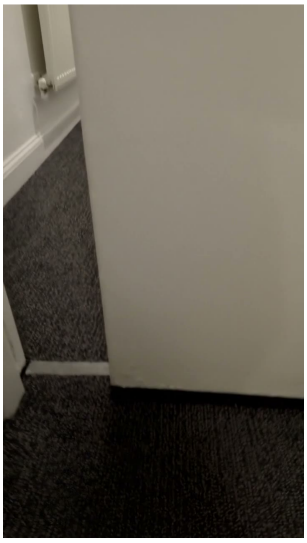
| | |
|---|---|
| **Floor or level** | Third floor |

## Doors on this floor 1: L3-02 corridor door

| | |
|---|---|
| **Door reference or flat number** | L3-02 corridor door |
| **Door** | Communal |
| **Self-closer closes the door fully into the frame** | OK |
| **Latches and is not wedged or held open** | OK |
| **Gaps and seals (intumescent and smoke seals)** | OK |

| | |
|---|---|
| **Door leaf, frame, glazing and hinges undamaged** | OK |

**Photos**



| | |
|---|---|
| **Result** | Pass |
| **This floor: doors checked** | 1 |
| **This floor: communal** | 1 |
| **This floor: flat entrance** | 0 |
| **This floor: passed** | 1 |
| **This floor: doors needing repair** | 0 |
| **This floor: flat doors with no access** | 0 |
| **This floor: self-closers with a defect** | 0 |
| **This floor: gaps or seals with a defect** | 0 |

## Floors and levels 4: Fourth floor

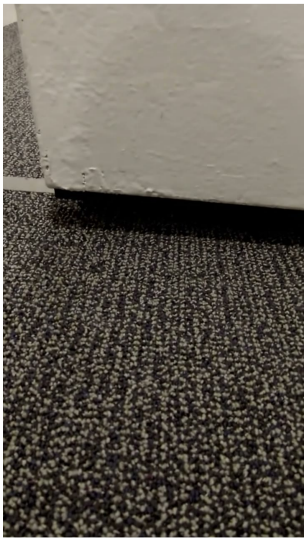
| | |
|---|---|
| **Floor or level** | Fourth floor |

## Doors on this floor 1: L4-01 lobby door

| | |
|---|---|
| **Door reference or flat number** | L4-01 lobby door |
| **Door** | Communal |
| **Self-closer closes the door fully into the frame** | OK |
| **Latches and is not wedged or held open** | OK |

| | |
|---|---|
| **Gaps and seals (intumescent and smoke seals)** | Defect |
| **Door leaf, frame, glazing and hinges undamaged** | OK |
| **What is wrong?** | Gap under the door over 10 mm. |

**Photos**



| | |
|---|---|
| **Result** | Repair needed |
| **Repair: who will do it, and by when** | Fire door contractor to fit a new threshold seal by 21 Oct. |

## Doors on this floor 2: Flat 4.03 entrance door

| | |
|---|---|
| **Door reference or flat number** | Flat 4.03 entrance door |
| **Door** | Flat entrance |
| **Access gained?** | No |
| **Attempts to gain access (dates and how)** | Letter 22 Sep, card left 7 Oct, phone message 7 Oct. Third visit booked for 21 Oct. |
| **Result** | No access |
| **This floor: doors checked** | 2 |
| **This floor: communal** | 1 |
| **This floor: flat entrance** | 1 |
| **This floor: passed** | 0 |
| **This floor: doors needing repair** | 1 |
| **This floor: flat doors with no access** | 1 |

| | |
|---|---|
| **This floor: self-closers with a defect** | 0 |
| **This floor: gaps or seals with a defect** | 1 |
| **Doors checked** | 6 |
| **Communal** | 4 |
| **Flat entrance** | 2 |
| **Passed** | 3 |
| **Doors needing repair** | 2 |
| **Flat doors with no access** | 1 |
| **Self-closers with a defect** | 1 |
| **Gaps or seals with a defect** | 1 |

> At least one self-closer is not working. Regulation 10 checks must include that the self-closing devices work. Record who will repair it and by when.

## 3. Resident information and sign-off

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|---|---|
| **Have residents had the fire door information in the last 12 months?** | Yes |
| **Date it was last given to all residents** | 16 Mar 2026 |
| **Completed by** | A. Shah, building manager |
| **Checker signature** |  |