SITE survey. APP

SITE SURVEY REPORT

Smoke Vent and AOV Inspection

Prepared for	Kingsley Court RMC
Date	3 Oct 2026
Site	Kingsley Court
Prepared by	M. Price

FORM

Smoke Vent and AOV Inspection

1. System

Project	Kingsley Court: quarterly AOV test (completed example)
Client	Kingsley Court RMC
Site	Kingsley Court
Site address	Kingsley Road, Leicester
Test date	3 Oct 2026
Engineer	M. Price, Vent Services
System	Natural smoke vents (AOVs)
Maximum opening time (seconds)	60
Is it a residential building with two or more flats, at least 18 m high or with at least 7 storeys?	No

> Article 17 of the Fire Safety Order: where needed to keep people safe, fire safety equipment and devices must be subject to a suitable system of maintenance and kept in an efficient state, in efficient working order and in good repair.

2. Controls

Control panel healthy, no faults showing	OK
Battery backup tested	OK
Activates from the smoke detector	OK
Fire service override switch works	OK
System resets and vents close afterwards	OK
Control checks with a defect	0

3. Vents

Vents by stair, level or area 1: Stair A

Stair, level or area	Stair A

Vents in this area 1: Stair head, roof

Position (stair head, corridor, lobby)	Stair head, roof
Type	Roof vent
Opens fully	OK
Time to open (seconds)	74
Opening time check	Slower than the maximum
Clear of obstructions	OK
Actuator, chain and seals	Defect
What is wrong?	Opened fully but took 74 s against 60 s in the O&M manual. Actuator labouring on the last third of its stroke; hinge pins dry.
Checks with a defect	2
This stair, level or area: vents tested	1
This stair, level or area: vents with a defect	1
This stair, level or area: vents slower than the maximum	1
This stair, level or area: openings smaller than the design	0
This stair, level or area: defects found (controls and vents)	2

Vents by stair, level or area 2: Stair B

Stair, level or area	Stair B

Vents in this area 1: Level 4 landing

Position (stair head, corridor, lobby)	Level 4 landing
Type	Window AOV
Opens fully	OK
Time to open (seconds)	32
Opening time check	Within the maximum
Clear of obstructions	OK
Actuator, chain and seals	OK

Clear frame opening width (m)	0.72

Clear frame opening width (m): measuring photo



Clear frame opening height (m)	0.87

Clear frame opening height (m): measuring photo



Design free area (m²)	0.50
Frame opening area (m²)	0.63
Opening against the design	At least the design free area
Checks with a defect	0

Photos



This stair, level or area: vents tested	1
This stair, level or area: vents with a defect	0
This stair, level or area: vents slower than the maximum	0
This stair, level or area: openings smaller than the design	0
This stair, level or area: defects found (controls and vents)	0

Vents by stair, level or area 3: Level 3

Stair, level or area	Level 3

Vents in this area 1: Corridor

Position (stair head, corridor, lobby)	Corridor
Type	Window AOV
Opens fully	OK
Time to open (seconds)	35
Opening time check	Within the maximum
Clear of obstructions	Defect
Actuator, chain and seals	OK
What is wrong?	Planter on the sill would block the window; removed and resident told.
Checks with a defect	1

This stair, level or area: vents tested	1
This stair, level or area: vents with a defect	1
This stair, level or area: vents slower than the maximum	0
This stair, level or area: openings smaller than the design	0
This stair, level or area: defects found (controls and vents)	1
Vents tested	3
Vents with a defect	2
Vents slower than the maximum	1
Openings smaller than the design	0
Defects found (controls and vents)	3

Defects found. Record each one, what was done on the day and what is still needed, and who will fix it by when.

Result	Faults found
Faults and action	Stair A roof vent slow to open (74 s against 60 s): hinge pins lubricated on the day, actuator to be checked and replaced if needed. Level 3 corridor planter removed on the day.
Who will fix the faults, and by when	M. Price, Vent Services: actuator check on Stair A roof vent by 17 October 2026
Completed by	M. Price, Vent Services
Engineer signature	