

SITE SURVEY REPORT

Access Control Service Record

Prepared for	Kennet Property Management Ltd
Date	30 Sep 2026
Site	Mercer House, Reading
Prepared by	K. Osei

FORM

Access Control Service Record**1. Record details and scope**

Project	Mercer House, Reading: access control six-monthly service (completed example)
Site or premises address	Mercer House, 22 Friar Street, Reading
Client or organisation	Kennet Property Management Ltd
Record date	30 Sep 2026
Person completing the record	K. Osei

This records authorised servicing, not a security accreditation, fire strategy approval or permission to defeat escape controls. Do not record passwords, PINs or access credentials.

HSE maintenance guidance requires safe work arrangements. Government fire guidance addresses escape routes and doors; changes to access-controlled exits need the appropriate fire-safety review and approved procedures.

2. Equipment and scope

Access control system ID, model and location	Access control system KPM-AC-01, door controllers in the ground floor comms room
Competent person and authorisation	K. Osei, access control engineer, Thames Secure Systems Ltd (authorisation TSS-ENG-118)
Manufacturer or approved procedure reference	Manufacturer maintenance guide and Thames Secure Systems procedure TSS-PM-07 rev 5
Work or inspection scope and exclusions	Six-monthly service of 12 controlled doors. Excludes software upgrades and the car park barrier.

3. Door scope

Door IDs and areas covered	D01 to D12: main entrance, reception, first and second floor corridor doors, stair cores
Client authority and test window	Building manager P. Roche, test window 07:00 to 09:00 before staff arrive
Escape-route interfaces and approved test reference	Fire alarm release of all escape doors, approved test TSS-FAT-22 with the fire alarm contractor present
People and monitoring services notified	Building manager, reception, and the alarm receiving centre put on test 07:05 to 08:40

4. Service checks

Visible reader and lock condition checked	Acceptable
Door alignment and closure observed	Action needed
Action, limitation or reason not applicable	D06, first floor corridor double doors: closer arm on the right leaf has come apart and the door does not close onto the maglock.
Authorised credential and access-rule tests recorded	Acceptable
Approved exit and emergency interface checks recorded	Acceptable
Power and fault indications checked under procedure	Action needed
Action, limitation or reason not applicable	Power supply in the comms room showing a battery fault. Battery dated 2022, replaced on this visit.
Controlled test/event log reference	Event log export KPM-AC-0930, test card TSS-TEST-04
Work done and configuration change reference	Replaced standby battery in the comms room power supply. No configuration changes.

Non-sensitive condition evidence



5. Handover

Use decision	Restricted use
Restrictions, isolation and person informed	D06 not securing while the closer is broken. Building manager P. Roche told, door locked manually at night until repaired.
Repair or follow-up job reference	TSS-JOB-40912

6. Actions and review

Are further actions required? Yes

Further action 1: Replace door closer on D06 right leaf and check the door secures on the maglock. Job TSS-JOB-40912.

Action and evidence reference	Replace door closer on D06 right leaf and check the door secures on the maglock. Job TSS-JOB-40912.
Person responsible	Kennet Property Management, door contractor
Target date	7 Oct 2026
Action status	Open

Further action 2: Replace standby battery in the comms room power supply.

Action and evidence reference	Replace standby battery in the comms room power supply.
Person responsible	K. Osei
Target date	30 Sep 2026
Action status	Completed
Completion evidence	New battery fitted and dated, fault cleared on the panel at 08:20.
Outstanding limitations and information to pass on	D06 still to be repaired. Retest after the closer is replaced.
Record status	Further work needed
Reviewed by	P. Roche, building manager
Review date	1 Oct 2026
Author signature	

K. Osei

Signing records the information entered. It does not itself certify legal compliance, remove a limitation or authorise unsafe work.