

SITE SURVEY REPORT

Fire Door Inspection

Prepared for	14 Canal Street, Leeds (fictional)
Date	24 Sept 2026
Site	14 Canal Street, Leeds
Prepared by	P. Walsh

FORM

Fire Door Inspection

1. Building and check details

Project	14 Canal Street, Leeds: fire door inspection (completed example)
Report reference	FDI-2026-0924
Building name and address	Canal Wharf House, 14 Canal Street, Leeds
Date of the check	24 Sep 2026
Checked by, name and role	P. Walsh, fire door inspector, Northgate Housing
Which doors are being checked?	Both
Is the top storey of the building more than 11 metres above ground?	Yes

Doors in communal areas. In a block of flats above 11 metres in height, in England, these must be checked at least every 3 months.

Flat entrance doors. In a block of flats above 11 metres in height, in England, the responsible person must use best endeavours to check these at least every 12 months, and keep a record of the steps taken.

Date of the previous check of these doors	25 Jun 2026
Is there a fire risk assessment that covers the doors?	Yes
Can you reach every door on the schedule today?	No
Which doors can you not reach, and why?	Flat 3.07 entrance door. No answer at the booked time, card left.

2. Door records

Doors checked 1: FD-03-02

Door reference	FD-03-02
Floor and location	Third floor, corridor outside flat 3.05
Type of door	Corridor door
Fire resistance rating shown on the door, if any	FD30S label on the hinge edge

Any damage or alteration to the door, frame or surrounding wall? No

Glass and glazing in the door or side panels No glazing

Hinges and other ironmongery free of obvious defects? Yes

Intumescent strips and smoke seals Damaged or missing in places

Where is the damage? Hinge side

Gap at the top (mm) 3

Gap, hinge side (mm) 3

Gap, latch side (mm) 4

Gap under the door (mm) 12

Limit for this door, from its own documents (mm) 8

Over the limit by (mm) 4

How is the door kept closed? Self-closing device

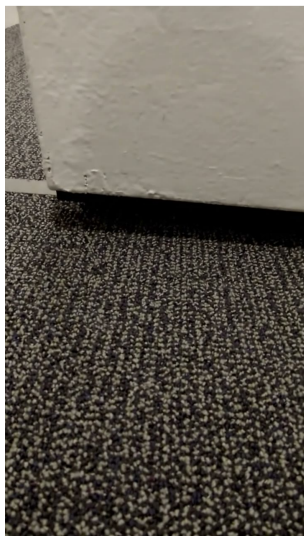
Opened fully and let go: did it close fully into the frame? Yes

Opened to about 15 degrees and let go: did it close fully into the frame? Yes

Result Fail

Which looks most like the main defect? Large gap under the door

Photos of the defect



Remedial action	Bring the bottom gap within 8 mm by adjusting or replacing the leaf, or fitting a threshold approved for this door set. Replace the intumescent strip on the hinge side.
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Priority	This month
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Photos of the door**Doors checked 2: FD-G-01**

Door reference	FD-G-01
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Floor and location	Ground floor, stair core door to the rear exit
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Type of door	Stairway or lobby door
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Fire resistance rating shown on the door, if any	None visible
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Any damage or alteration to the door, frame or surrounding wall?	No
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Glass and glazing in the door or side panels	No glazing
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Hinges and other ironmongery free of obvious defects?	Yes
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Intumescent strips and smoke seals	Undamaged and in contact
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Gap at the top (mm)	3
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Gap, hinge side (mm)	2
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Gap, latch side (mm)	3
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Gap under the door (mm)	6
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Limit for this door, from its own documents (mm)	8
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How is the door kept closed?	Self-closing device
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Opened fully and let go: did it close fully into the frame?	No
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Opened to about 15 degrees and let go: did it close fully into the frame?	No
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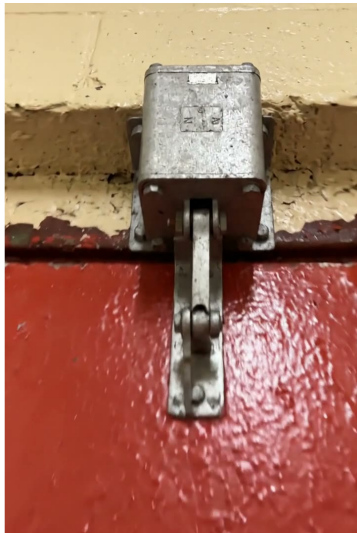
The door does not close fully. A fire door that does not close fully into its frame will not adequately hold back fire and smoke. Regulation 10 requires the check to make sure the self-closing device is working.

What stops it closing?	Closer arm loose at the frame bracket. The door stops short and does not engage the latch.
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Result	Fail
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Which looks most like the main defect?	Closer loose or not closing
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Photos of the defect



Remedial action	Refix or replace the overhead closer and adjust so the door closes onto the latch from any angle.
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Priority	This week
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Photos of the door



Doors checked 3: FE-2.04

Door reference	FE-2.04
Floor and location	Second floor, flat 2.04
Type of door	Flat entrance door
Fire resistance rating shown on the door, if any	FD30S label on the hinge edge
Was access to the flat given, so both sides of the door could be checked?	Yes
Has the door been replaced with one that may not be fire resisting?	No
Letterbox	Closes firmly
Any damage or alteration to the door, frame or surrounding wall?	No
Glass and glazing in the door or side panels	No glazing
Hinges and other ironmongery free of obvious defects?	Yes
Intumescent strips and smoke seals	Undamaged and in contact
Gap at the top (mm)	3
Gap, hinge side (mm)	3
Gap, latch side (mm)	3
Gap under the door (mm)	5

Limit for this door, from its own documents (mm)	8
How is the door kept closed?	Self-closing device
Opened fully and let go: did it close fully into the frame?	Yes
Opened to about 15 degrees and let go: did it close fully into the frame?	Yes
Result	Pass

Doors checked 4: FE-3.07

Door reference	FE-3.07
Floor and location	Third floor, flat 3.07
Type of door	Flat entrance door
Fire resistance rating shown on the door, if any	FD30S label on the hinge edge
Was access to the flat given, so both sides of the door could be checked?	No
Steps taken to gain access	Letter or email to the resident, Visit, with a card left, A choice of times offered
Dates of each attempt, and the outcome	2026-08-27 letter, no reply. 2026-09-10 visit, no answer, card left. 2026-09-17 phone call, appointment agreed for today. 2026-09-24 no answer at the booked time, card left.

Access not granted. Regulation 10 requires a record of the steps taken to check flat entrance doors, including the steps taken to try to gain access.

Result	Not checked
Why was the door not checked?	No access to the flat. Outside face looked sound.

3. Round totals

Doors on the schedule for this round	14
Doors checked	13
Doors that failed	2
Doors passed	11
Share of checked doors that passed (%)	84.6
Doors not checked	1

Doors not checked, and the date planned for them FE-3.07, no access. Second visit booked for 2026-10-08.

Date the next check of the communal doors is due 18 Dec 2026

4. Flat entrance doors: 12 month record

Flats in the block	24
Flat entrance doors checked in the last 12 months	21
Share checked (%)	87.5
Flats still to check	3
Were there flats where access was not granted?	Yes
Which flats, and what steps were taken to gain access?	Flats 1.03, 2.08 and 3.07. Letters sent, a card left on each visit and two choices of time offered.
What will be tried next?	Housing officer to visit with the tenancy team and offer an evening appointment.

5. Remedial work

Did any door fail? Yes

GOV.UK guidance says that where a check finds a fire door needs repair or replacement, the work must be done by a competent contractor as soon as reasonably practicable.

Doors and the work needed	FD-G-01: refix or replace the closer. FD-03-02: reduce the bottom gap and replace the hinge side intumescent strip.
Who will do the work?	Elmfield Facilities Ltd
Target date	1 Oct 2026
Anything done on the day	Caretaker asked to check FD-G-01 is shut on each morning round until the closer is fixed.
Will each door be checked again after the repair?	Yes
Does anything need to go to the fire risk assessor?	No

6. Information for residents

Regulation 10 requires residents to be told that fire doors should be kept shut when not in use, that self-closing devices should not be tampered with, and that faults or damage should be reported immediately.

Has this information been given to all residents in the current 12 month period?

Yes

Date it was given

14 Apr 2026

How was it given?

Letter to each flat

How residents report a fault

Through the Northgate Housing repairs line or the resident portal, as on the noticeboard by the lifts.

Inspector sign-off

Name

P. Walsh

Inspector signature

P. Walsh