

SITE SURVEY REPORT

Fire Door Installation Record

Prepared for	Westway Housing Association
Date	2 Oct 2026
Site	Kingsmead Court, Swindon
Prepared by	L. Adeyemi

FORM

Fire Door Installation Record

1. Record details and scope

Project	Kingsmead Court, Swindon: flat entrance door 2.04 (completed example)
Site or premises address	Kingsmead Court, Bath Road, Swindon
Client or organisation	Westway Housing Association
Record date	2 Oct 2026
Person completing the record	L. Adeyemi, clerk of works, Westway Housing Association

This is an installation evidence record, not third-party certification, a fire-resistance test or a claim that a generic gap value suits every doorset.

Government fire guidance highlights the importance of fire doors and compatible components. Record the specified doorset evidence and manufacturer installation instructions; routine fire-door checks are a different task from installation verification.

2. Door and approved specification

Door ID, location and opening reference	FD-2.04, flat 2.04 entrance door from the second floor corridor
Specified performance and design reference	FD30S flat entrance doorset as specified in door schedule DS-KC-01 rev C
Doorset manufacturer, product and traceability	Doorset from Thamesdown Doorsets Ltd, range FE30, doorset label TD-FE30-26-1183
Product evidence and installation instruction revision	Manufacturer's evidence pack FE30-EV rev 4 and installation instruction FE30-INS rev C
Installer and competence reference	M. Patel, Kingsmead Joinery Ltd, manufacturer installer training record KJ-TR-027

3. Installation checks

Leaf, frame and components match approved specification	Acceptable
Frame fixings and supporting wall recorded	Acceptable
Perimeter sealing evidence recorded before concealment	Acceptable
Hinges, closer, latch and other hardware match specification	Action needed

Action, limitation or reason not applicable	Overhead closer fitted is a different model from the one listed in FE30-EV rev 4. Installer asked to swap to the listed closer; not to be treated as equivalent without manufacturer approval.
Glazing and seals checked against product evidence	Acceptable
Closing and latching checked under approved procedure	Not checked
Action, limitation or reason not applicable	Closing and latching to be checked after the closer is replaced.

4. Measured evidence

Gap or installation measurement 1: Head gap, centre

Measurement point and parameter	Head gap, centre
Actual result and unit	3 mm
Acceptance criterion and source	2 to 4 mm per FE30-INS rev C
Instrument and calibration reference	Gap gauge GG-12
Comparison	Within criterion

Gap or installation measurement 2: Hinge side gap, middle hinge

Measurement point and parameter	Hinge side gap, middle hinge
Actual result and unit	3 mm
Acceptance criterion and source	2 to 4 mm per FE30-INS rev C
Instrument and calibration reference	Gap gauge GG-12
Comparison	Within criterion

Gap or installation measurement 3: Threshold gap, latch side

Measurement point and parameter	Threshold gap, latch side
Actual result and unit	9 mm
Acceptance criterion and source	Not more than 8 mm per FE30-INS rev C
Instrument and calibration reference	Gap gauge GG-12
Comparison	Outside criterion
Exception and response	Threshold strip to be packed as allowed in FE30-INS rev C, then remeasured.

Fixings and sealing before concealment



Departures, approved solutions and reinspection	Closer model differs from the evidence pack. Replacement closer ordered; reinspection booked after fitting.
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5. Handover

Recipient and operation/maintenance documents	Westway Housing building safety team, with the FE30 maintenance guide
Separate installation certificate reference where issued	Installer's certificate to be issued after reinspection
Outstanding restrictions and release decision	Door not released for occupation until the closer is replaced and latching and threshold gap are rechecked.

6. Actions and review

Are further actions required?	Yes
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Further action 1: Replace closer with the model listed in FE30-EV rev 4

Action and evidence reference	Replace closer with the model listed in FE30-EV rev 4
Person responsible	M. Patel
Target date	7 Oct 2026
Action status	In progress

Further action 2: Pack threshold and remeasure; check closing and latching

Action and evidence reference	Pack threshold and remeasure; check closing and latching
Person responsible	L. Adeyemi

Target date	7 Oct 2026
Action status	Open
Outstanding limitations and information to pass on	Frame fixings and perimeter seal photo evidence held by the installer; not seen on site before the architrave was fixed.
Record status	Further work needed
Reviewed by	C. Doherty, building safety manager
Review date	5 Oct 2026
Author signature	

L. Adeyemi

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