

SITE SURVEY REPORT

Fire Safety Checks

Prepared for	Harland Property Partners
Date	25 Sep 2026
Site	Elmfield House, Harrogate
Prepared by	D. Byrne

FORM

Fire Safety Checks**1. Check details**

Project	Elmfield House, Harrogate: fire safety checks (completed example)
Check reference	FSC-2026-039
Site	Elmfield House
Client	Harland Property Partners
Address	Elmfield House, 22 Station Parade, Harrogate
Date of the check	25 Sep 2026
Responsible person, or who acts for them on site	K. Mensah, building manager
Type of premises	Office or shop

Regulatory Reform (Fire Safety) Order 2005, article 17. In England and Wales, the responsible person must make sure the premises and the fire safety equipment and devices provided are subject to a suitable system of maintenance, and are kept in efficient working order and in good repair, where that is needed to keep people safe. This form records routine checks that form part of that system.

Did you see the fire safety log book? Yes

Did you see the fire risk assessment for the premises? Yes

2. Fire extinguishers

Are you checking the fire extinguishers on this visit? Yes

Home Office guidance. Carry out brief checks to make sure extinguishers remain serviceable. In normal conditions a monthly check should be enough. Maintenance by a competent person should be carried out annually. Fire safety risk assessment: offices and shops.

Extinguishers by floor or area 1: Ground floor

Floor or area Ground floor

Extinguishers in this area 1: EXT-01

Extinguisher number EXT-01

Position in this area	Reception, by the main exit
Type	Water
In its place, easy to see and easy to reach?	Yes
Has it been used, or is the pin or tamper seal missing or broken?	No
Pressure gauge	In the green
Any damage, corrosion, leaks or a damaged hose or horn?	No
Date on the service label	8 Sep 2026
Days since the last service	17
Result	Pass

Extinguishers in this area 2: EXT-02

Extinguisher number	EXT-02
Position in this area	Comms room door
Type	Carbon dioxide (CO2)
In its place, easy to see and easy to reach?	Yes
Has it been used, or is the pin or tamper seal missing or broken?	No
Pressure gauge	No gauge fitted
Any damage, corrosion, leaks or a damaged hose or horn?	No
Date on the service label	8 Sep 2026
Days since the last service	17
Result	Pass
This floor or area: extinguishers checked	2
This floor or area: extinguishers failed	0

Extinguishers by floor or area 2: First floor

Floor or area	First floor
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Extinguishers in this area 1: EXT-03

Extinguisher number	EXT-03
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Position in this area	Stair landing
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Type	Water
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In its place, easy to see and easy to reach?	Yes
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Has it been used, or is the pin or tamper seal missing or broken?	No
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Pressure gauge	In the green
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Any damage, corrosion, leaks or a damaged hose or horn?	No
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Date on the service label	8 Sep 2026
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Days since the last service	17
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Result	Pass
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Extinguishers in this area 2: EXT-04

Extinguisher number	EXT-04
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Position in this area	Print room door
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Type	Carbon dioxide (CO2)
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In its place, easy to see and easy to reach?	Yes
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Has it been used, or is the pin or tamper seal missing or broken?	No
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Pressure gauge	No gauge fitted
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Any damage, corrosion, leaks or a damaged hose or horn?	No
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Date on the service label	8 Sep 2026
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Days since the last service	17
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Result	Pass
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This floor or area: extinguishers checked	2
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This floor or area: extinguishers failed	0
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Extinguishers by floor or area 3: Second floor

Floor or area	Second floor
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Extinguishers in this area 1: EXT-05

Extinguisher number	EXT-05
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Position in this area	Kitchenette
Type	Water
In its place, easy to see and easy to reach?	Yes
Has it been used, or is the pin or tamper seal missing or broken?	No
Pressure gauge	In the green
Any damage, corrosion, leaks or a damaged hose or horn?	No
Date on the service label	14 Aug 2025
Days since the last service	407

Service overdue. The service label is more than 12 months old, and the Home Office guide says maintenance by a competent person should be carried out annually.

Result	Fail
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Photos of the fault



What was done, and what is still needed?	Missed at the September service visit. Service company asked to return and service it.
This floor or area: extinguishers checked	1
This floor or area: extinguishers failed	1

Extinguishers by floor or area 4: Basement

Floor or area	Basement
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Extinguishers in this area 1: EXT-06

Extinguisher number	EXT-06
Position in this area	Plant room, by the door
Type	Carbon dioxide (CO2)
In its place, easy to see and easy to reach?	Yes
Has it been used, or is the pin or tamper seal missing or broken?	No
Pressure gauge	No gauge fitted
Any damage, corrosion, leaks or a damaged hose or horn?	No
Date on the service label	8 Sep 2026
Days since the last service	17
Result	Pass
This floor or area: extinguishers checked	1
This floor or area: extinguishers failed	0
Were all extinguishers in the building checked?	Yes

3. Emergency lighting

Are you testing the emergency lighting on this visit?	Yes
Which test?	Monthly functional test
Date of the last full duration test	12 Mar 2026

Home Office guidance. Testing typically includes a monthly function test, operating the test facility for long enough to make sure each emergency lamp lights, and an annual full discharge test. It is good practice to keep a record of tests. Fire safety risk assessment: offices and shops.

Record the results for	Each circuit
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Emergency lighting by floor or area 1: Basement

Floor or area	Basement
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Luminaires or circuits in this area 1: EL-B

Luminaire or circuit reference	EL-B
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Position in this area	Plant room and stair, 4 luminaires
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Charge indicator	Lit
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Result	Pass
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This floor or area: luminaires or circuits tested	1
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This floor or area: luminaires or circuits failed	0
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Emergency lighting by floor or area 2: Ground floor

Floor or area	Ground floor
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Luminaires or circuits in this area 1: EL-G

Luminaire or circuit reference	EL-G
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Position in this area	Reception, corridors and rear exit, 9 luminaires
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Charge indicator	Lit
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Result	Pass
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This floor or area: luminaires or circuits tested	1
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This floor or area: luminaires or circuits failed	0
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Emergency lighting by floor or area 3: First floor

Floor or area	First floor
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Luminaires or circuits in this area 1: EL-1

Luminaire or circuit reference	EL-1
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Position in this area	Stair landing and offices, 8 luminaires
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Charge indicator	Lit
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Result	Pass
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This floor or area: luminaires or circuits tested	1
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This floor or area: luminaires or circuits failed	0
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Emergency lighting by floor or area 4: Second floor

Floor or area	Second floor
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Luminaires or circuits in this area 1: EL-2

Luminaire or circuit reference	EL-2
Position in this area	Corridor, offices and kitchenette, 8 luminaires
Charge indicator	Lit
Result	Pass
This floor or area: luminaires or circuits tested	1
This floor or area: luminaires or circuits failed	0
Did the test cover every luminaire in the building?	Yes

4. Fire alarm weekly test

Are you doing the weekly fire alarm test on this visit?	Yes
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Home Office guidance. All types of fire warning system should be tested once a week. For electrical systems, operate a manual call point with the test key, using a different call point for each successive test. It is good practice to test the alarm at the same time each week. Fire safety risk assessment: offices and shops.

Is the alarm connected to an alarm receiving centre?	Yes
Was the centre told before the test?	Yes
Call point used today (number and location)	MCP 6, second floor stair door
Call point used at the last weekly test	MCP 5, first floor stair door
Did the panel show the call point you operated?	Yes
Did the sounders operate?	Yes
Did staff and other people hear the alarm?	No
Did linked systems operate, such as door holders releasing?	Yes
Was the panel back to normal after it was reset?	Yes

What was wrong, and where?

Sounder in the basement plant room could not be heard over the running plant by the person stationed there.

Photos of the panel or the fault**Date of the last service by a competent person**

17 Jul 2026

Days since the last service

70

5. Escape routes, exits, fire doors and signs

Routes to the exits

Clear

Are combustible materials stored on an escape route?

No

Fire exit doors

All open easily

Is the way from the final exits to the assembly point clear and safe?

Yes

Did you find a fire door wedged or propped open?

No

Did the fire doors you passed close fully into their frames?

No

Did you see damage to any door, frame, seal or closer?

Yes

Which doors, and what did you find?

Second floor corridor double doors. Closer arm hanging loose from the right hand leaf, so that leaf does not close.

Photos of the doors



Exit and escape route signs	In place and legible
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Are any exit signs text only, with no running man pictogram?	No
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6. Fire drill

Was a fire drill held on this visit?	No
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gov.uk guidance. You should carry out at least one fire drill per year and record the results, and keep them as part of your fire safety and evacuation plan. The Home Office guide adds that drills may be needed more often, as the fire risk assessment decides or where staff turnover is high.

Date of the last drill on record	16 Apr 2026
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Days since the last drill	162
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7. Summary and actions

Extinguishers checked	6
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Luminaires or circuits tested	4
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Extinguishers failed	1
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Luminaires or circuits failed	0
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Areas with a fault	3
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Are any actions needed?	Yes
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Actions 1: Fire alarm

Area	Fire alarm
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What needs to be done?	Alarm engineer to check sounder levels in the basement plant room and add a beacon or louder sounder if needed.
Priority	Within a week
Owner	K. Mensah
Due date	2 Oct 2026

Actions 2: Fire doors

Area	Fire doors
What needs to be done?	Refix the closer on the second floor corridor doors and check both leaves close fully.
Priority	Within a week
Owner	Elmfield Facilities Ltd
Due date	2 Oct 2026

Actions 3: Fire extinguishers

Area	Fire extinguishers
What needs to be done?	Service EXT-05 in the second floor kitchenette.
Priority	Within a month
Owner	K. Mensah
Due date	23 Oct 2026
Who was told the results before you left?	K. Mensah, building manager
Next routine check due	2 Oct 2026

Checked by

Name	D. Byrne
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Checked by signature

