

SITE SURVEY REPORT

Residential Fire Door Checks

Prepared for	Northgate Housing
Date	7 Oct 2026
Site	Canal Wharf House
Prepared by	A. Shah

FORM

Residential Fire Door Checks

1. Building and check

Project	Canal Wharf House: quarterly communal and annual flat entrance fire door checks, Q4 2026 (completed example)
Client	Northgate Housing
Site	Canal Wharf House
Site address	Canal Wharf House, 14 Canal Street, Leeds
Building location	Main entrance, Canal Street · 53.793520, -1.556080 (SE 29340 33114, ±6 m)
Date	7 Oct 2026
Time	09:00
Checked by	A. Shah, building manager
Is the building above 11 metres in height (measured to the top storey)?	Yes
Height of the top storey floor above ground (m)	11.50

Height of the top storey floor above ground (m): measuring photo



Height against 11 m	Above 11 m
Check	Both
Date of the last communal fire door check	9 Jul 2026

Days since the last communal check

90

Regulation 10, Fire Safety (England) Regulations 2022: in a building with two or more flats that is above 11 m, check any fire doors in communal areas at least every 3 months, and use best endeavours to check flat entrance fire doors at least every 12 months. The checks must include that the self-closing devices work. Keep a record of the flat door checks, including the steps taken to try to gain access where it was not granted.

2. Doors

Floors and levels 1: Ground floor

Floor or level

Ground floor

Doors on this floor 1: G-01 stair door

Door reference or flat number

G-01 stair door

Door

Communal

Self-closer closes the door fully into the frame

OK

Latches and is not wedged or held open

OK

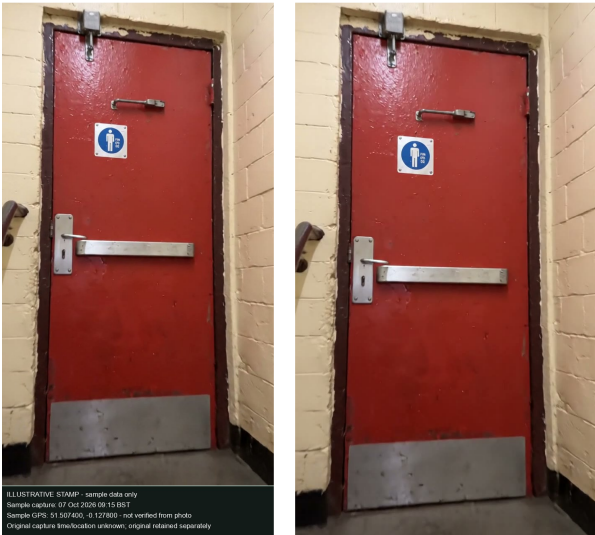
Gaps and seals (intumescent and smoke seals)

OK

Door leaf, frame, glazing and hinges undamaged

OK

Photos



Illustrative stamp: 7 Oct 2026 09:15 BST · sample GPS 51.5074, -0.1278. Original photo capture date/location unverified.

Result	Pass
This floor: doors checked	1
This floor: communal	1
This floor: flat entrance	0
This floor: passed	1
This floor: doors needing repair	0
This floor: flat doors with no access	0
This floor: self-closers with a defect	0
This floor: gaps or seals with a defect	0

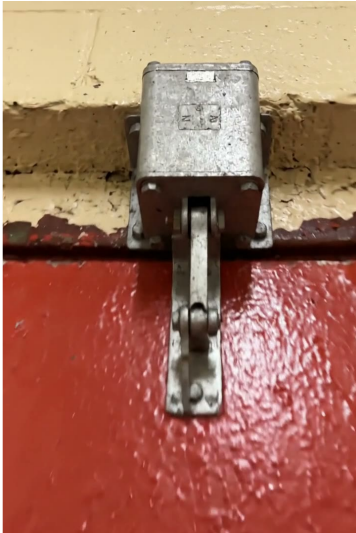
Floors and levels 2: Second floor

Floor or level	Second floor
----------------	--------------

Doors on this floor 1: L2-03 corridor door

Door reference or flat number	L2-03 corridor door
Door	Communal
Self-closer closes the door fully into the frame	Defect
Latches and is not wedged or held open	OK
Gaps and seals (intumescent and smoke seals)	OK
Door leaf, frame, glazing and hinges undamaged	OK
What is wrong?	Closer arm loose; door does not close into the frame.

Photos



Result	Repair needed
Repair: who will do it, and by when	Caretaker to refit the closer arm by 10 Oct.

Doors on this floor 2: Flat 2.04 entrance door	
Door reference or flat number	Flat 2.04 entrance door
Door	Flat entrance
Access gained?	Yes
Self-closer closes the door fully into the frame	OK
Latches and is not wedged or held open	OK
Gaps and seals (intumescent and smoke seals)	OK
Door leaf, frame, glazing and hinges undamaged	OK
Result	Pass
This floor: doors checked	2
This floor: communal	1
This floor: flat entrance	1
This floor: passed	1
This floor: doors needing repair	1
This floor: flat doors with no access	0

This floor: self-closers with a defect	1
--	---

This floor: gaps or seals with a defect	0
---	---

Floors and levels 3: Third floor

Floor or level	Third floor
----------------	-------------

Doors on this floor 1: L3-02 corridor door

Door reference or flat number	L3-02 corridor door
-------------------------------	---------------------

Door	Communal
------	----------

Self-closer closes the door fully into the frame	OK
--	----

Latches and is not wedged or held open	OK
--	----

Gaps and seals (intumescent and smoke seals)	OK
--	----

Door leaf, frame, glazing and hinges undamaged	OK
--	----

Photos



Result	Pass
--------	------

This floor: doors checked	1
---------------------------	---

This floor: communal	1
----------------------	---

This floor: flat entrance	0
---------------------------	---

This floor: passed	1
--------------------	---

This floor: doors needing repair	0
----------------------------------	---

This floor: flat doors with no access	0
---------------------------------------	---

This floor: self-closers with a defect	0
--	---

This floor: gaps or seals with a defect	0
---	---

Floors and levels 4: Fourth floor

Floor or level	Fourth floor
----------------	--------------

Doors on this floor 1: L4-01 lobby door

Door reference or flat number	L4-01 lobby door
-------------------------------	------------------

Door	Communal
------	----------

Self-closer closes the door fully into the frame	OK
--	----

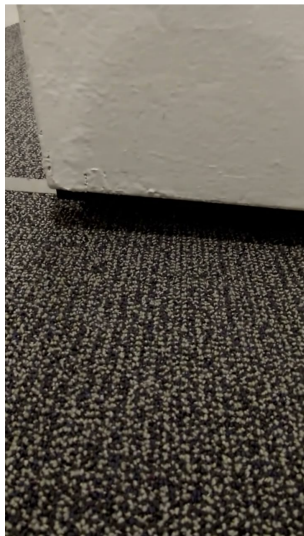
Latches and is not wedged or held open	OK
--	----

Gaps and seals (intumescent and smoke seals)	Defect
--	--------

Door leaf, frame, glazing and hinges undamaged	OK
--	----

What is wrong?	Gap under the door over 10 mm.
----------------	--------------------------------

Photos



Result	Repair needed
--------	---------------

Repair: who will do it, and by when	Fire door contractor to fit a new threshold seal by 21 Oct.
-------------------------------------	---

Doors on this floor 2: Flat 4.03 entrance door

Door reference or flat number	Flat 4.03 entrance door
Door	Flat entrance
Access gained?	No
Attempts to gain access (dates and how)	Letter 22 Sep, card left 7 Oct, phone message 7 Oct. Third visit booked for 21 Oct.
Result	No access
This floor: doors checked	2
This floor: communal	1
This floor: flat entrance	1
This floor: passed	0
This floor: doors needing repair	1
This floor: flat doors with no access	1
This floor: self-closers with a defect	0
This floor: gaps or seals with a defect	1
Doors checked	6
Communal	4
Flat entrance	2
Passed	3
Doors needing repair	2
Flat doors with no access	1
Self-closers with a defect	1
Gaps or seals with a defect	1

At least one self-closer is not working. Regulation 10 checks must include that the self-closing devices work. Record who will repair it and by when.

3. Resident information and sign-off

Have residents had the fire door information in the last 12 months?	Yes
Date it was last given to all residents	16 Mar 2026

Completed by

A. Shah

Signature

A. Shah
