

Intercom and Door Entry Service Record

An intercom and door entry service record: system, entrance panels, lock release, door closer, power and battery backup, fire alarm door release, handsets sampled, faults and sign-off.

1. System

Project

Client

Site *

Site address

Service date *

Time

Engineer *

System (choose one)

- ☐ Audio
- ☐ Video
- ☐ Audio and video with fob access
- ☐ IP or app based
- ☐ Other

Manufacturer and model

Scan the panel label

Scanned in the SiteSurvey app. On paper, write the numbers: serial number, model number.

Flats or units served

Is it a residential building with two or more flats, at least 18 m high or with at least 7 storeys?

☐ Yes ☐ No

2. Entrances

Entrance doors (copy this block for each one)

Entrance *

Entrance location

Stand at the panel and tap Mark current location. On estates with several blocks it shows the next engineer where each panel is.

Panel, buttons, speaker and microphone (choose one)

☐ OK ☐ Defect

Camera and lighting (choose one)

☐ OK ☐ Defect ☐ Not fitted

Lock or maglock releases and holds (choose one)

☐ OK ☐ Defect

Door closer and alignment (choose one)

☐ OK ☐ Defect

Releases on fire alarm signal (choose one)

☐ OK ☐ Defect ☐ Not linked

Exit button and emergency break glass (choose one)

☐ OK ☐ Defect

Checks with a defect at this entrance (worked out automatically in the app)

What is wrong?

If applicable: The fire alarm release has a fault in a high-rise residential building. Tell the responsible person now: if it cannot be fixed within 24 hours they must report it to the fire and rescue service.

Photos (photos: attach, or note the file names)

Entrances serviced (worked out automatically in the app)

Entrances with a defect (worked out automatically in the app)

Defects found at entrances (worked out automatically in the app)

Fire alarm releases with a fault (worked out automatically in the app)

If applicable: In high-rise residential buildings in England, automatic door release mechanisms linked to the fire alarm system in the common parts are essential fire-fighting equipment under regulation 7 of the Fire Safety (England) Regulations 2022. The responsible person must check them every month, record the checks and make the record available to residents, and report to the fire and rescue service by electronic means any fault not fixed within 24 hours.

Date of the last recorded monthly check of the fire alarm door release (if applicable)

Before today. From the responsible person's record of monthly checks.

Days since that check (if applicable; worked out automatically in the app)

If applicable: More than a month since the last recorded check. Regulation 7 of the Fire Safety (England) Regulations 2022 asks for monthly routine checks: tell the responsible person.

3. Power and handsets

Power supply (choose one)

☐ OK ☐ Defect

Battery backup tested (choose one)

☐ OK ☐ Defect ☐ Not fitted

Photos of the power supply, battery and handsets (photos: attach, or note the file names)

Handsets sampled (copy this block for each one)

Flat *

Call, speech and video (choose one)

☐ OK ☐ Defect

Door release (choose one)

☐ OK ☐ Defect

Handsets sampled (worked out automatically in the app)

Handsets with a defect (worked out automatically in the app)

Flats sampled (%) (if applicable; worked out automatically in the app)

Defects found (entrances, power and handsets) (worked out automatically in the app)

Result * (choose one)

☐ Working ☐ Working with faults to fix ☐ Not working

Faults and parts needed (if applicable)

Who will fix the faults, and by when (if applicable)

Next service due

Set by the maintenance contract and the maker's instructions.

Days to next due (if applicable; worked out automatically in the app)

If applicable: The next service due date is before the inspection date. Check the date.

Site contact name

Site contact signature

Completed by *

Signature