

Residential Fire Door Checks

Fire door checks for blocks of flats under the Fire Safety (England) Regulations 2022: the building's top storey height, quarterly communal and annual flat entrance door checks, self-closers, gaps, seals and damage, counts of doors passed and needing repair, access attempts and resident information.

1. Building and check

Project

Client

Site *

Site address

Building location

Mark it at the main entrance. On an estate it shows which block was checked. Tap Mark current location on site. It saves the coordinates, a grid reference and the accuracy.

Date *

Time

Checked by *

Is the building above 11 metres in height (measured to the top storey)?

☐ Yes ☐ No

Height of the top storey floor above ground (m) (if applicable)

Measured from the ground on the lowest side to the floor of the top storey (Approved Document B, Appendix D). Take it from the drawings or a survey, or measure it from a photo of the elevation with a door as the reference. Measuring from a photo gives an estimate.

Height against 11 m (if applicable; worked out automatically in the app)

If applicable: The measured height and the answer above do not agree. Confirm the height from the drawings or a survey before deciding whether the regulation 10 checks apply.

Check * (choose one)

☐ Quarterly communal fire doors ☐ Annual flat entrance doors ☐ Both

Date of the last communal fire door check (if applicable)

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

If applicable: More than 92 days since the last communal check. Above 11 m, regulation 10 requires communal fire doors to be checked at least every 3 months.

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.

If applicable: Not above 11 m: the 3-monthly and 12-monthly checks in regulation 10 do not apply, but where residents would evacuate through common parts they must still be given the fire door information, and fire doors must still be maintained under the Fire Safety Order.

2. Doors

Floors and levels (copy this block for each one)

Floor or level *

Doors on this floor (copy this block for each one)

Door reference or flat number *

Scan the door tag

Scanned in the SiteSurvey app. On paper, write the numbers: door id, certification number.

Door (choose one)

☐ Communal ☐ Flat entrance

Access gained? (if applicable)

☐ Yes ☐ No

Attempts to gain access (dates and how) (if applicable)

Self-closer closes the door fully into the frame (choose one)

☐ OK ☐ Defect

Latches and is not wedged or held open (choose one)

☐ OK ☐ Defect

Gaps and seals (intumescent and smoke seals) (choose one)

☐ OK ☐ Defect

Door leaf, frame, glazing and hinges undamaged (choose one)

☐ OK ☐ Defect

What is wrong? (if applicable)

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

Result * (choose one)

☐ Pass ☐ Repair needed ☐ No access

Repair: who will do it, and by when (if applicable)

This floor: doors checked (worked out automatically in the app)

This floor: communal (worked out automatically in the app)

This floor: flat entrance (worked out automatically in the app)

This floor: passed (worked out automatically in the app)

This floor: doors needing repair (worked out automatically in the app)

This floor: flat doors with no access (worked out automatically in the app)

This floor: self-closers with a defect (worked out automatically in the app)

This floor: gaps or seals with a defect (worked out automatically in the app)

Doors checked (worked out automatically in the app)

Communal (worked out automatically in the app)

Flat entrance (worked out automatically in the app)

Passed (worked out automatically in the app)

Doors needing repair (worked out automatically in the app)

Flat doors with no access (worked out automatically in the app)

Self-closers with a defect (worked out automatically in the app)

Gaps or seals with a defect (worked out automatically in the app)

Next communal fire door check due (if applicable)

Regulation 10: at least every 3 months for buildings above 11 m.

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

Next flat entrance door check due (if applicable)

Regulation 10: best endeavours at least every 12 months for buildings above 11 m.

Days to the next flat door check (if applicable; worked out automatically in the app)

If applicable: A next check date is before the date of this check. Check the dates.

If applicable: The next communal check is more than 92 days away. Above 11 m, communal fire doors must be checked at least every 3 months.

If applicable: 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 ☐ No

Date it was last given to all residents (if applicable)

If applicable: Residents must be told that fire doors should be kept shut when not in use, that residents and their guests should not tamper with the self-closing devices, and that faults or damage to doors should be reported to the responsible person straight away. New residents are told as soon as reasonably practicable after moving in, and all residents within each 12 months.

Completed by *

Signature