

SITE SURVEY REPORT

Fire Door Inspection

Prepared for	Elm Court Management (sample organisation)
Date	25 Sep 2026
Site	Elm Court, Block A
Prepared by	P. Walsh, Building Safety Officer

Sample report. The property, people and organisations are fictional. The photographs are stills taken from the Walk Cam clips shown on sitesurvey.app. A report records what was found and when. It does not certify any door. Keeping the doors in working order depends on the responsible person's actions.

FORM

1. Building and check details

Report reference	FD-2026-0925 (sample)
Building	Elm Court, Block A. Six storeys, 20 flats
Top storey above 11 metres	Yes, as recorded in the fire risk assessment
Responsible person	Elm Court Management (sample organisation)
Type of check	Routine check of fire doors in communal areas
Checked by	P. Walsh, Building Safety Officer
Date and time	Fri 25 Sep 2026, 07:45 to 09:50
Previous communal door check	Fri 26 Jun 2026
Fire risk assessment covers the doors	Yes
Method	Visual check of each door, gap gauge and the two self-closing tests. No tools used, nothing taken apart
What this check does not cover	Whether each door is the right type for where it is fitted. That is a matter for the fire risk assessment

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2. Doors checked on this round

Doors on the communal door schedule	24
Doors checked	24
Stairway and lobby doors	12 checked, 1 failed (FD-21)
Corridor doors	6 checked, 2 failed (FD-03, FD-09)
Plant room, service cupboard and riser doors	6 checked, 0 failed. All kept locked shut
Doors passed	21
Doors failed	3
Share of doors passed	87.5%

Doors not checked	None
Doors held open on magnetic devices	None in this block
Date the next check of the communal doors is due	Fri 18 Dec 2026, within 3 months of this check

3. Doors that failed, as filmed

WALK CAM

Fire door round, Elm Court Block A

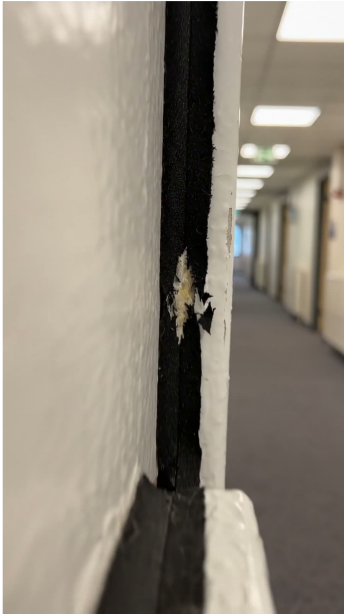
Communal doors, ground floor to level 2 · Fire door inspection

1. Gaps
Flat 3 corridor door. Gap under the door about 12 millimetres, over tolerance. Door closes but does not latch every time. Seals along the top and both sides are intact. Door leaf has dropped slightly at the latch side.



2. Seals

Level 2 corridor door, FD-09. Intumescent strip damaged on the hinge side. Replace. Torn through about halfway up, with the core showing. Paint on the frame edge is chipped beside it. Rest of the strip is in contact with the door edge.

**3. Closer**

Ground floor rear lobby door, FD-21. Closer arm loose, door not latching. Fail, repair this week. Overhead closer is fixed to the wall above the door. Fixings at the arm bracket have worked loose. Push bar works.



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4. Door record: FD-03

Door	FD-03. Level 1 corridor, beside Flat 3
Rating shown on the door	FD30S
Door, frame and wall	No damage that affects the fit. Leaf has dropped slightly at the latch side
Glazing	None
Hinges	Three hinges, all screws present and tight
Intumescent strips and smoke seals	Intact, in contact with the door edge, not painted over
Gap at the top and sides	Top 3 mm, hinge side 3 mm, latch side 3 mm
Gap under the door	12 mm
Limit for this door in the door schedule	8 mm (sample figure, taken from this door's own schedule)
Over the limit by	4 mm
Self-closing test, from fully open	Closed fully into the frame
Self-closing test, from about 15 degrees	Closed to the frame but did not latch on 2 of 3 attempts
Result	Fail
Remedial action	Bring the gap under the door within 8 mm by adjusting the leaf, or replace the drop seal with one approved for this door set
Note on parts	Any replacement seal, threshold or packing must be approved for this door set. An unapproved part can take the door outside its tested specification
Priority	This month

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5. Door record: FD-09

Door	FD-09. Level 2 corridor
Rating shown on the door	FD30S
Door, frame and wall	Paint chipped on the frame edge, hinge side. No split or hole
Glazing	None
Hinges	Three hinges, all screws present and tight

Intumescent strips and smoke seals	Damaged on the hinge side, torn through about halfway up. Sound elsewhere
Gap at the top and sides	Top 3 mm, hinge side 4 mm, latch side 3 mm
Self-closing test, from fully open	Closed fully into the frame
Self-closing test, from about 15 degrees	Closed fully into the frame
Result	Fail
Remedial action	Replace the damaged strip on the hinge side with a strip approved for this door set
Priority	This month

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6. Door record: FD-21

Door	FD-21. Ground floor, rear lobby
Rating shown on the door	None visible. Door is painted
Door, frame and wall	No damage to the door. Paint flaking on the wall above the frame
Glazing	None
Ironmongery	Push bar works. Closer arm bracket loose on the door
Intumescent strips and smoke seals	None seen. Referred to the fire risk assessor
Gap at the top and sides	Top 4 mm, hinge side 3 mm, latch side 4 mm
Self-closing test, from fully open	Did not close fully. Stopped short of the latch
Self-closing test, from about 15 degrees	Did not close fully
Result	Fail
Remedial action	Refix the closer arm, adjust the closer, test again from fully open and from about 15 degrees
Priority	This week

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7. Remedial work and target dates

FD-21, closer	Refix arm and adjust. Target Fri 2 Oct 2026. First priority, door does not close
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FD-03, gap and latching	Adjust the leaf, or replace the drop seal with one approved for this door set. Target Fri 9 Oct 2026
FD-09, seal	Replace the hinge side strip with one approved for this door set. Target Fri 9 Oct 2026
Who will do the work	Northgate Fire Doors Ltd (sample contractor), confirmed by the responsible person as competent for fire door repairs
Order raised	Fri 25 Sep 2026, reference WO-1187 (sample)
Steps taken on the day	Caretaker told about FD-21. Door checked shut at the end of the round
Check after repair	Each door to be checked again, with photographs, when the work is finished
Referred to the fire risk assessor	Yes. FD-21 has no rating visible and no strips or seals seen. Assessor to confirm whether the door is suitable for the rear lobby

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8. Flat entrance doors: 12 month record

Flats in the block	20
Flat entrance doors checked in the last 12 months	17
Share checked	85%
Flats still to check	3
Access not granted	3 flats (Flats 7, 12 and 18)
Steps taken to gain access	Letter to each resident, visit with a card left, second letter offering a choice of times
Dates of each attempt, and the outcome	Mon 3 Aug 2026, letter, no reply. Mon 17 Aug 2026, visit, no answer, card left. Mon 7 Sep 2026, second letter with a choice of times, no reply from any of the three flats
Next step	Evening and Saturday appointments offered for October 2026

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9. Information for residents

Fire door information last given to all residents	Mon 2 Feb 2026, by letter to each flat
What it said	Keep fire doors shut when not in use. Do not tamper with self-closing devices. Report any fault or damage straight away

New residents since then

2 households. Information given in the welcome pack

How to report a faultElm Court Management. Phone 0300 000 0000. Email
firedoors@elmcourt.example

FORM**Inspector sign-off**

Name

P. Walsh, Building Safety Officer

Signed

Date and time25 Sep 2026, 09:50
