



<b>Building Name</b>	13-14 Woodbridge Road
<b>Property Address</b>	DEMO BUILDING – Sample Only.  13-14 Woodbridge Road Guildford Surrey
<b>Report Date</b>	Friday, 27 June 2025
<b>Name</b>	Contractor Name
<b>Accreditation scheme no.</b>	158/29755. Admin



A handwritten signature in blue ink, appearing to read 'Sam Jones', is written over a horizontal line.

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## EXECUTIVE SUMMARY

### INSPECTION TYPE:

VISUAL (NON – INVASIVE) – BASED ON A VISUAL NON-INVASIVE INSPECTION OF THE SURROUNDING STRUCTURE AND SEALING METHOD BETWEEN SURROUNDING STRUCTURE AND DOOR FRAME, FRAME, DOOR LEAF & DIFFERENT IRONMONGERY COMPONENTS THAT MAKE UP THE DOOR ASSEMBLY/ SET

### PURPOSE & ROLE OF A FIRE DOOR

A fire door is an engineered safety device which must be maintained physically and operationally such that it will fulfil its life-safety and property protection roles in a fire by:

- Restricting the initial development of a fire - a correctly installed and maintained fire-resisting door can help to suppress a fire by restricting the amount of oxygen available to it.
- Restricting the spread of fire and its by-products (smoke and gases) through a building.
- Protecting escape routes, ensuring that occupants have sufficient time to safely evacuate a building.

### FIRE DOOR RATINGS

- Fire doors are tested under BS 476 or EN 1634 then designated an integrity rating based on their fire resisting performance.
- An 'FD30' fire door would provide a 30-minute fire resistance with an "S" suffix denoting smoke resistance – i.e., FD30S.

### FIRE 'DOORS' VS 'DOORSETS'

- A fire door set is a complete unit consisting of a door frame and a door leaf or leaves, supplied with all essential parts from one supplier. This guarantees that the entire door set and components, will match the fire-tested, original design and fire certificate.
- The integrity of a fire door may be compromised and thereby, its certification voided if it is installed into an existing frame which may be poorly nstalled, damaged or structurally unsound.
- Therefore, wherever practicable, fire door sets should be used. Summary section

### THE IMPORTANCE OF FIRE DOOR MAINTENANCE

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Despite their critical role, fire doors are typically one of the most neglected and overlooked fire precautions in a building. It is only when a fire occurs that the life safety and/or property protection consequences of poorly manufactured, installed or maintained fire doors become apparent. Regular testing and maintenance of fire doors and components is necessary to ensure that they will perform predictably in the event of a fire. It is also a legal duty under Article 17 of the Regulatory Reform (Fire Safety) Order 2005 to suitably maintain fire doors; "The 'Responsible Person' must ensure the premises and any facilities, equipment and devices provided in respect of the premises under this Order; are subject to a suitable system of maintenance."

### **COMPETENCE OF FIRE DOOR INSTALLERS AND MAINTENANCE OPERATIVES**

The installation and on-going maintenance of fire doors should only be conducted by persons specifically trained to do so, ideally as part of a third party accredited process. A fire door's ability to resist fire and smoke can be seriously compromised if it is not installed and maintained to prescribed standards.

## **DECLARATION**

I declare that the work undertaken fully complies with the requirements of the Q-Mark Fire Door Maintenance scheme and that the work undertaken complies with Regulation 4 and 7 of the Building Regulations for England and Wales or in accordance with the local regulations in force at the specific job site location.

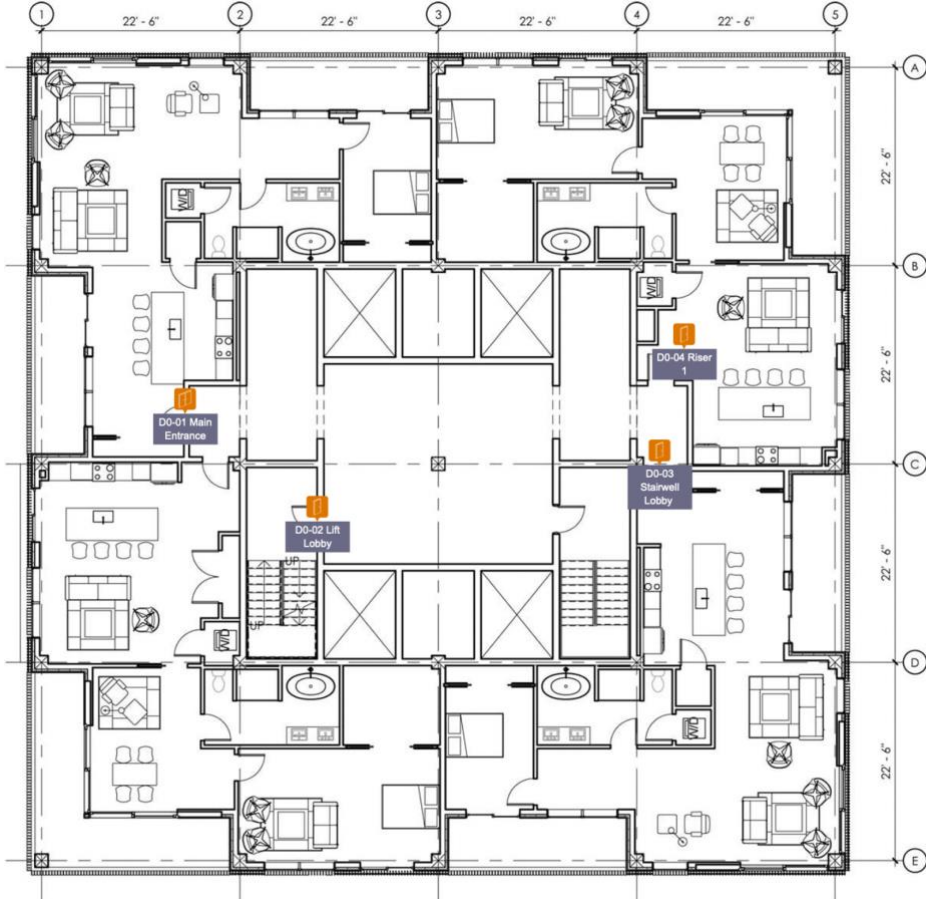
## Action Level & Timeframe Summary

Level	Action Priority
N/A	Not applicable or compliant.
Low	Low level risk in a non-critical location. Low level non-compliance with remediation(s) or replacement(s) recommended within 12 months.
Moderate	In a location deemed moderate risk usually within or linked to an evacuation route. Moderate non-compliance with remediation(s) or replacement(s) recommended within 9-12 months.
High	In a location deemed as high risk usually in a principal position. High level non-compliance with remediation(s) or replacement(s) recommended within 3-6 months.
Critical	In a location deemed as critical and in a principal position. Critical level of non-compliance with remediation(s) or replacements(s) recommended within 3 months.
Replace	Unable to remediate to make compliant and needs replacement.

## Test Evidence Grading Summary

Level	Test Evidence Available
N/A	Not applicable.
1	Clear test evidence/report, historical assessment/inspection, 3rd party certification or project assessment and complete records at time of inspection. Clear evidence that installation was carried out by a 3rd party certified contractor.
2	Clear test evidence/report, historical assessment/inspection, 3rd party certification or project assessment and complete records at time of inspection. No evidence that installation was carried out by a 3rd party certified contractor.
3	No documentary evidence other than manufacturer identifier marking or labelling showing fire rating and certificating body.
4	No records or visible marking or labelling denoting as a Fire Door. Declared by Responsible Person as Fire Resisting.

**Floorplan: 13-14 Woodbridge Road - Ground Floor**



## Door summary

Door Details				Inspection Details							Gaps (Head/Threshold/Leading/Hinge)			Seals & Intumescents			Components					Action Level & Timeframe	Test Evidence Grading	Last Inspection	Maintenance		
Floor	Door ID/Location Ref	Fire Rating	Serial	Inspection Date	Door Leaf	Vision Panel	Side Panel	Over Panel	Frame Assembly	Surrounding Construction	Door to Frame	Gaps	Frame to Wall	Action	Frame/leaf Intumescents	Frame/leaf Smoke Seals	Threshold Seals	Hinges	Lockset	Closer	Signage					Other	
Ground Floor	D0-01 Main Entrance	FD60(S)	FDNA000100	20/06/2025	✓	✓	N/A	N/A	✓	✓	✓	///	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	N/A	N/A	N/A	Pass	No Outstanding Actions
Ground Floor	D0-02 Lift Lobby	FD60	FDNA000101	20/06/2025	✓	N/A	N/A	N/A	✓	✓	!	///	✓	✓	✓	✓	✓	!	✓	✓	✓	✓	N/A	Moderate	Level 2	2 Failures	Action Required (2)
Ground Floor	D0-04 Riser 1	FD60	FDNA000104	20/06/2025	!	N/A	N/A	N/A	✓	✓	✓	///	✓	!	✓	✓	✓	!	✓	✓	✓	✓	N/A	Moderate	Level 2	3 Failures	Action Required (3)
Level 1	D1-01 Main Entrance	FD60(S)	FDNA000105	24/06/2025	!	✓	N/A	N/A	✓	✓	✓	///	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	N/A	N/A	N/A	1 Failures	Action Required (1)

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**Door ID/Location Ref: D0-02 Lift Lobby | Ground Floor**

Friday, 20 June 2025

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**Last Inspection Detail**

Status: Failed

**Inspection Items**



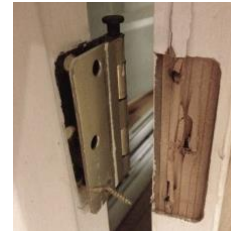
**Components: Door to frame**

**Reason for failure:**

ART No 09: Door-set has incorrect gaps as a result of poor installation or movement of the frame, ART No 23: Damage is present for which there is no applicable Accepted Repair Technique

**Actions:**

ART23 - ART No 23: Repair Technique (Calling in expertise)



**Components: Hinges**

**Reason for failure:**

ART No 23: Damage is present for which there is no applicable Accepted Repair Technique

**Actions:**

ART08.2 - ART No 08: Repair Technique Option 2  
(Replacement hinge with an alternative hinge)

ART23 - ART No 23: Repair Technique (Calling in expertise)

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**Inspection work summary:**

Completed by: A.N. Inspector - 04/02/2026 10:12

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**Door ID/Location Ref: D0-04 Riser 1 | Ground Floor**

Friday, 20 June 2025

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**Last Inspection Detail**

Status: Failed

**Inspection Items**



**Components: Door Leaf**

**Reason for failure:**

ART No 17: Door leaf damaged beyond repair and requires replacement, ART No 01: Damage to lipping

**Actions:**

ART17 - ART No 17: Repair Technique (Replacement Door Leaf)



**Components: Correct action**

**Reason for failure:**

ART No 08: Worn hinges causing door leaf to drop, resulting in incorrect gaps / problems with door-set operation

**Actions:**

ART10 - ART No 10: Repair Technique (General Maintenance)



**Components: Hinges**

**Reason for failure:**

ART No 08: Worn hinges causing door leaf to drop, resulting in incorrect gaps / problems with door-set operation, ART No 13: Door leaf has dropped due to loose hinge fixing, ART No 10: General Operational Maintenance Required

**Actions:**

ART08.1 - ART No 08: Repair Technique Option 1 (Replacement hinge with an identical hinge)  
ART10 - ART No 10: Repair Technique (General Maintenance)

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**Inspection work summary:**

Completed by: A.N. Inspector - 04/02/2026 11:32

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**Door ID/Location Ref: D1-01 Main Entrance | Level 1**

Tuesday, 24 June 2025

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**Last Inspection Detail**

Status: Failed

**Inspection Items**



**Components: Door Leaf**

**Reason for failure:**

ART No 01: Damage to lipping

**Actions:**

ART01.1 - ART No 01: Repair Technique Option 1 (lipping has split and has gouges)

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**Inspection work summary:**

Completed by: A.N. Inspector - 04/02/2026 12:33

## Remedial Cost Estimate

Floor	Door ID/Location Ref	Action required by date	Summary Actions	Cost Estimate
Ground Floor	D0-02 Lift Lobby	20/09/2025	ART No 08: Repair Technique Option 2 (Replacement hinge with an alternative hinge) ART No 23: Repair Technique (Calling in expertise), ART No 23: Repair Technique (Calling in expertise)	£TBC
Ground Floor	D0-04 Riser 1	20/09/2025	ART No 08: Repair Technique Option 1 (Replacement hinge with an identical hinge) ART No 10: Repair Technique (General Maintenance), ART No 10: Repair Technique (General Maintenance), ART No 17: Repair Technique (Replacement Door Leaf)	£TBC
Level 1	D1-01 Main Entrance	24/09/2025	ART No 01: Repair Technique Option 1 (lipping has split and has gouges)	£TBC