JW FIRE DOORS

Inspection visit planner

Plan access and gather the door information you already hold.

Site / postcode

Visit date

Site arrangements

- [ ] **Identify the doors**
  List the site postcode, floors and door references. An approximate count is enough to start.
- [ ] **Arrange access**
  Identify who can open locked areas and when occupied rooms or flats can be accessed.
- [ ] **Flag site arrangements**
  Note sign-in details, parking, opening hours and any restrictions on photography.

For this inspection visit

- [ ] **Find the door schedule**
  Gather any plans, door list or relevant fire strategy extract showing the intended specification.
- [ ] **Gather earlier findings**
  Set aside previous inspection records and any repairs carried out since the last visit.
- [ ] **Agree the report format**
  Tell us how you identify doors and who needs the photographs and action list.

Visit notes