JW FIRE DOORS

Installation visit planner

Bring the specification and opening information together before a site visit.

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 installation visit

- [ ] **Find the project specification**
  Bring the door schedule, required fire and smoke performance and any project certification requirements.
- [ ] **Identify the openings**
  Mark each new or replacement opening on a plan and flag access control or glazing requirements.
- [ ] **Confirm finishes and handover**
  List the finish, hardware preferences and records the building manager will need.

Visit notes