JW FIRE DOORS

Maintenance visit planner

Match the reported defects to the right doors before the repair 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 maintenance visit

- [ ] **Identify the report entries**
  Select the relevant pages and match each defect to a door reference or location.
- [ ] **Gather product information**
  Set aside any available door labels, hardware details and earlier repair records.
- [ ] **Agree access for repairs**
  Note busy periods, room bookings or access arrangements that may affect the work.

Visit notes