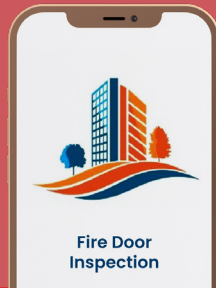




Fire Door Inspections

Book | Inspect | Tender | Manage

Specifications & Reports
Communal & Demised Doors
Emails & Workflow Tools



The Tools

✓ Apps:

Inspection (fire door surveyor)

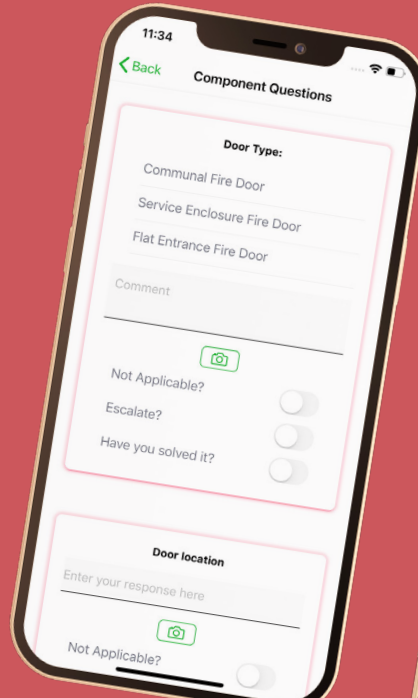
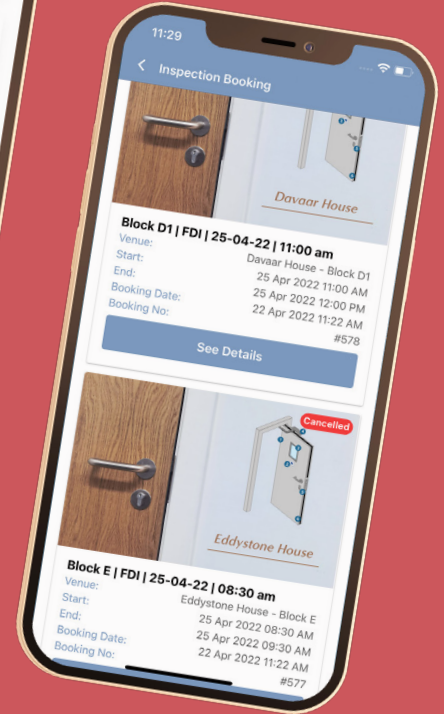
Booking (resident/property manager)

✓ Systems:

Diary

Full Report

✓ Pass/Fail Certificate for each flat/door





Bill of Quantities



Workflow tools to close actions

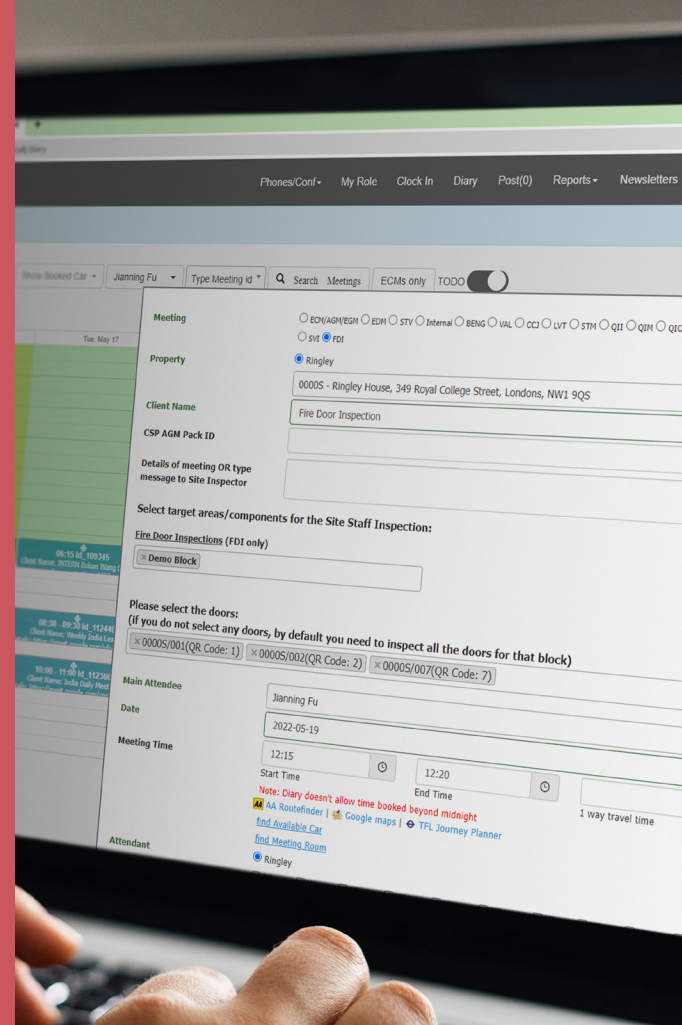


Email Templates

- Please book
- Our Certificate & next steps
- Circulars explaining what if works are not done
- Threat of reporting owner to Local



Enforcement Routemap



The Toolkit

Our Fire Door Inspection Toolkit (FDI Toolkit) comes with

1. Interface to upload your list of fire doors



2. Booking App for residents to book their inspections



3. Diary for Inspectors to see Inspections



4. Video and photo capture of supporting evidence

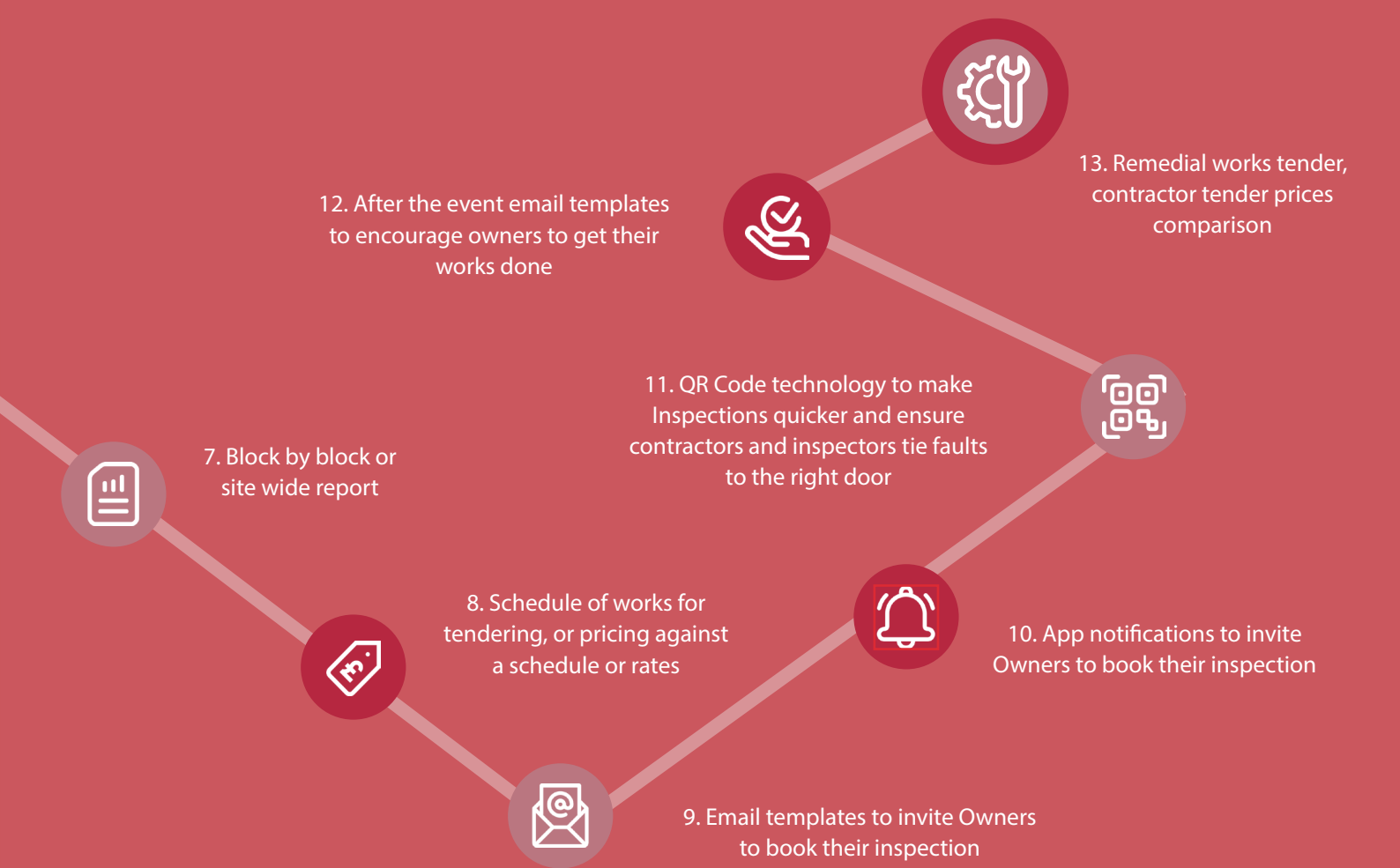


5. Fire Door Inspectors App to carry out inspections



6. Usefully named PDF Inspection Certificates One per owner





The Toolkit : How it Works

To use the FDI App you need:

1. To download the App from Google Play or the App Store and how to search 'Ringley Site Inspection' App

2. To buy QR codes

The recommended format of your QR Codes is simply that the QR Code stores a unique number. This is because the QR Codes are used in conjunction with the FDI App and so when the User opens the FDI App and opens the correct site inspection report before scanning the code, rather than the QR Code being used to open a website.

3. Next you need to put the QR Codes up on all communal fire doors (1 sticker on each leaf of each communal fire door and each leaf of each riser cupboard door). The purpose of this is to remove any risk of confusion, identifying exactly which door is being inspected and/or later being remediated.

4. At the same time as putting the QR Codes on the doors, an excel spreadsheet needs to be created to log each door along with the QR Code assigned. The data to be collected is below: It is optional whether or not to put QR Codes on private residents front doors, as these are relatively easily identifiable by the Block and Flat number. However, whether

Table Row	QR CODE*	Location	Unit	Entrance	Category*	Asset Type*	Floor Level*	Description
Example	000001	flat 1	1	Main entrance	Communal or Apartment	Single Door Double Door L/R	1st Floor	FD 30/ FD 60

* in table are required field

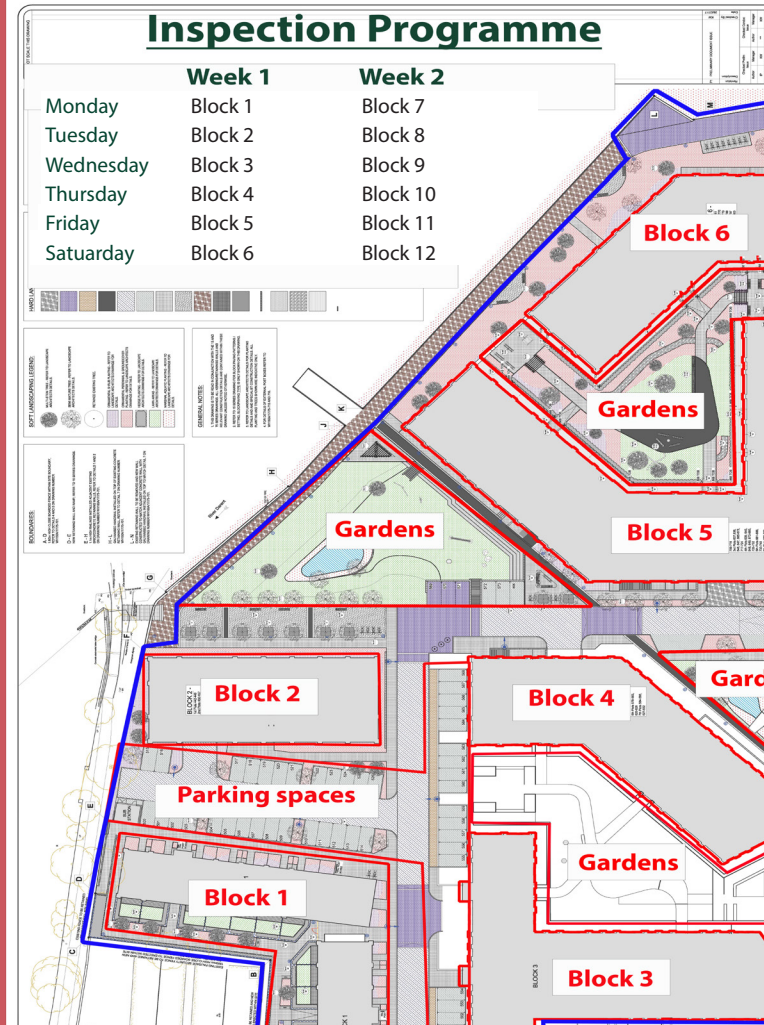
you put QR Codes on residential apartment doors or not, you still need an excel with a list of doors in the same format.

It is worth thinking how you want to have your private residents flat door reports named, as the naming convention of each PDF will follow what you put in the import EXCEL.

Which will produce PDF reports names like:
3000_prospect place_caldy island_apartment 1

5. Your spreadsheet then needs to be provided to App Super Admin to be imported. This makes the doors available for inspection.

Buy QR codes:
<https://www.patlabelsonline.co.uk/>



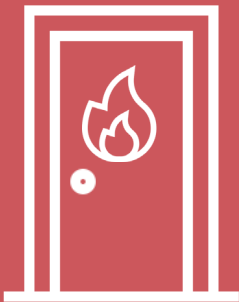
Carrying out Fire Door Inspections

Communal Fire Doors

There is no further preparation that you need to do. If you have imported your doors, they will be available for inspection. You don't need to fix an inspection to a particular date you can just work through them.

Residents Front Doors

Unless you intend to go door knocking, residents fire door inspections need to be booked. Depending on how large your site you need to consider how best to manage logistics.



3 IN 5

on average 3 in 5 fire
doors have faults

Get Started

Talk to us to get
set up



Our tool kit supports the booking arrangements. We recommend you release inspections one block at a time, then when the 1st day fills up to release another day. This is to save inspectors wasted time between inspections.

Suggested
email template

[www.ringley.co.uk/
fire_door_inspection_app/
please_book_email](http://www.ringley.co.uk/fire_door_inspection_app/please_book_email)

Owners, Estate Agents and Tenants should be notified to ensure as many inspections as possible can be booked in bulk. At all times Owners need to be advised that if they dont sign up and require an individual appointment later this will be at a significantly higher cost. Say 50 instead of 15.

Suggested
email template

[www.ringley.co.uk/
fire_door_inspection_app/
chaser_email](http://www.ringley.co.uk/fire_door_inspection_app/chaser_email)



Fire Door Inspection Certificate

The system gives you TWO types of PDF report.

1. Individual Owners Inspection Certificate
2. Site Wide or Block by Block Inspection Report

The Individual Owners Inspection Certificate is a PDF per property and using a traffic light system shows whether each of the tests is passed, then the Report categorises the door inspection as:

PASS

FAIL - Remedial works required

FAIL - Replace door

FAIL - Replace doorset

Owners will need these Certificates as part of their pre-sales packs to satisfy incoming purchasers. To make things easy for Managing Agents the reports are suitably named, the names follow the convention of the EXCEL list of doors that each Client provides for ease, e.g.

3000_prospect place_caldy island_apartment 1

No. of Fire door checks

- 59 communal
- 47 riser
- 40 owners

Certificates provided for pre-sales packs.



Bill of Quantities

Depending on the size of your site you may want the report converted and collated into a Bill of Quantities that is instantly ready for tendering.

A Bill of Quantities will contain this:

1) Title Page

2) Faults and Quantit

e.g. Hinge replacement	52 doors
Missing screws	16 doors

3) QR code and Door locations for each faults

4) Actions required notes for each faults



Recommended Approach to Remedial Works

The law (Fire Safety Act 2021), is quite clear that owners private front doors still belong to them. What has become a service charge responsibility is the duty to inspect owners front doors where they adjoin a communal area ONCE a year.

The requirement for communal doors is SIX MONTHLY and has been so since the Fire Safety Order Regulatory Reform Regulations 2005.



Frequently Asked Questions

Q: Whose is responsible for the repairs to residents' doors?

A: The legal Property Owner i.e. the leaseholder.

Q: Can works to private front doors be treated as a communal service charge item?

A: No, because service charge monies cannot be spent on matters relating to a non communal areas, i.e., a demised flat.

Q: Can works to private front doors be an OPT IN communal programme?

A: Yes, by simple agreement the parties can opt in for an additional service and be charged an charge for works to their door.

Q: What happens to check if works have been done?

A: Ultimately, this decision is a Client decision;

- Reinspection is an option.
- Submission of evidence to confirm works are done is an option also.
- Checking works have been done is important. Depending on the severity of the works a judgement has to be made; for example inspecting whether missing screws have been fitted, could be by way of the owner submitting a photo.
- For larger works an ITEMISED invoice and photos from an ACCREDITED FIRE DOOR INSTALLATION COMPANY may suffice. Alternatively, re-inspection is an option.
- The exact strategy is for the Responsible Person to be happy with. As in case of fire, it is he or she that will have to defend their policy to any Fire Service Investigation.

Theat or Incentive?

What threats or incentives are there to motivate owners to get works done?



1. A circular to all owners with repairs required. The points this need to be made:

- That repairs are the owners responsibility
- That not doing the works will cause the fire Strategy of the building to need to be changed to 'get out' and a 'waking watch' (fire wardens patrolling the building 24 hours a day with enough wardens on site so that each part of the building is inspected at no more than 15 minute intervals
- A summary of legal options that are available to force them to get works done
- Help by way of locally accredited contractors or at least a list of fire door installer accreditation bodies such as BMTrada or FDIS so owners know what they should be looking for
- Specifications to be met, e.g. type of screw, type of hinge
- If it is the block/site policy, the option to sign up to a voluntary communally managed programme of fire door remedial works



2. A letter stating an intention to report the Property Owner to the Local Authority
As the Fire Service only have enforcement jurisdiction over communal areas it is each Local Authority that has enforcement restriction over apartments. These powers are given in the Housing Act 2004. In such letter Owners can be reminded that enforcement notices served go on the public register and so may frustrate proceedings if or when they want to sell their property.



3. Section 38 Breach Notice

A Section 38 Breach Notice would call for the repairs listed on the FAIL Certificate to be carried out within a given timescale. Not complying with Repairs Notice would add to the weight to any Court or Tribunal proceedings.



4. Court Order for Specific Performance

Proceedings in the County Court to seek an Order for Specific Performance specifically requiring the owner to do the necessary remedial works.



5. Forfeiture

Most leases have a clause that require the owner to comply with laws, bye laws, regulations and statues. Not doing so is a breach of lease which ultimately could lead to forfeiture action being taken against them. Forfeiture is the term used for the process which terminates the lease meaning the property reverts to the ownership of the freeholder. This option is only available in a traditional Freehold: Leasehold scenario or where a management company owns the Freehold.

Since forfeiture proceedings can only start where the breach of lesse is confirmed by way of a Court or Tribunal judgement. So in practical terms the Fire Door Inspection Report and FAIL Certificate would form evidential.documents in a First Tier Tribunal Claim. And, after obtaining the Tribunal judgement confirming the breach a Solicitor would be appointed to commence forfeiture proceedings.





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The Ringley Group partner
Building Owners, Investors and Managing Agents
to deliver new income streams

Get in touch with us today!

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