



ILLUSTRATIVE IMAGE

This is not a photograph from a survey or client site.

FIRE DOOR RECORDS

A clearer way to see what needs doing.

A shareable example of PFC's door register, routine check log, access attempts and remedial action tracking.

EXAMPLE PORTFOLIO

Harbour View House | 8 fictional doors | 23 September 2026

A working view of the whole building.

This demonstration connects dates, observations and ownership so a property team can see what requires attention.

8

doors

3

overdue

2

record gaps

3

actions

REVIEW THESE FIRST

- 01

Overdue checks

HV-001, HV-004 and HV-006 have planned check dates before 23 September 2026. The responsible person should confirm the next visits.
- 02

Records to correct

HV-005 has no interval selected. HV-008 has a newer check in the log than the date held on the door register.
- 03

Actions to progress

A-001 is overdue. A-003 has a closed stage but no evidence reference, so its completion record still needs attention.

HOW THE FLAGS WORK

The dates are calculated from intervals chosen by the user. A status is a planning prompt, not a finding that a door passes or fails. The responsible person decides the appropriate interval and action for the building.

One door. A traceable next step.

The example below links a door reference to a dated check, an observation and an assigned action. Every detail is fictional.



ILLUSTRATIVE IMAGE - NOT EVIDENCE

HV-001

Ground floor lobby

Communal door

Last check 01 Apr 2026

Next date 01 Jul 2026

OVERDUE

1

Check recorded

CHK-001 | 01 APR 2026

Closer did not fully close the leaf from a partly open position. The record points to an evidence reference.

2

Action assigned

A-001 | TARGET 01 JUL 2026

Investigate and adjust the closer, subject to client approval. The action has an owner and a target date.

3

Close with evidence

STAGE IN PROGRESS

Record the completion date and work reference when the remedial work is evidenced. A closed stage with missing evidence is flagged.

What this pack can and cannot do

It helps organise records for handover and follow-up. It does not certify a doorset, determine compliance or replace a fire risk assessment or competent specialist survey.

07762 185385 | portsmouthfirecompliance@outlook.com