

Fire Door Surveys

How the contract would work

MKCC will provide a prioritised programme identifying what work is required where. Delivery against the programme will be a tracked performance measure linked to contracted requirements.

Data will be managed as per the programme which will include:

- Time frame for relevant documents to be received by MKCC in the way specified
- Information following on site works to be with MKCC within the time frame set within the performance indicators
- Information is to be titled as per MKCC instruction such as “BLOCK NAME” “BLOCK NUMBER” – “UPRN” – “SURVEY TYPE (ASBESTOS RI, FRA ETC) – “Survey Reference” - “DATE” (Block name must match format of contract list provided)
- Information to be submitted as required which may include any of the following; MKCC Housing Management System (NEC), MKCC email account, MKCC share point location, other system
- Information to be the right way up and legible

Management and oversight:

- Contractor will provide a name individual to manage the contract and remain responsible for performance
- Contractor to share a training matrix for key positions which will be updated 6 monthly
- Contractor not anticipated to subcontract works out, if this becomes an issue, contractor to request of MKCC in advance where the same standards and terms will be expected to be applied
- Regular meetings will be set up as per the performance indicators which are expected to be face to face. Meeting frequencies will vary according to volume of work and performance
- Performance indicators will be established that will be required to be reported against regularly
- clear escalation processes will be established and adhered to in event of any issues found on site or elsewhere
- invoicing is to be monthly valuation submissions for approval prior to invoice submissions.
- work done is subject to an MKCC audit – this will feed into valuation review and approvals
- contractor to undertake own audits against the specification and address any issues promptly

Remedial works:

- Contractor to provide report on all remedial requirements and actions arising from their discipline including risk profile and recommended timescales for completion via the monthly reporting.
- Any immediate hazards should be reported to the MKCC H&S Team by phone at the time of inspection/survey with a follow up email, detailing the problem and recommended remedial action

Enabling access:

- Where access is required to individual dwellings, the access process is to be managed in line with MKCC Access Protocol.
- MKCC will share an access process for contractor to work through. This will include contact to residents, carding, letters and then referral to MKCC

Performance will be managed through regular meeting and performance indicators. The indicators are likely to include:

- submission of information as per the specification covering timeliness and quality
- providing performance reports as required
- health and safety, data security and management
- availability of key role holders

Fire Door Surveys

A	Activity
	Under Fire Door Surveys as required by the Regulatory Reform (Fire Safety) Order 2005 and Fire Safety (England) Regulations 2022
B	Property Type
	Block - communal doors
	Block dwellings - entrance doors
C	Supplier Credentials/Accreditations
	UKAS Accredited
	It is a mandatory requirement that all appointed suppliers hold a current SSIP accreditation.
	ISO9001
D	Survey/Inspection Frequency
	Quarterly - Communal Fire doors
	Annually – All flat entrance doors onto communal areas
	Communal doors include cross corridor doors, riser, electrical cupboards, stores, loft hatches, other.
E	Estimated Volume
	828 Blocks
	Incorporating circa:
	5500 Entrance Doors
	2750 High Risk Communal Doors
F	Anticipated Contract Duration
	2 - 3 Years
G	Brief Scope
	Quarterly - Communal Fire doors
	Annually – All flat entrance doors onto communal areas
	Asset Tagging of doors - All doors should be asset tagged with unique identifying number

1	Use best endeavours to check all flat entrance doors at least every 12 months in accordance with regulation 10 of the Fire Safety (England) Regulations 2022
2	Carry out checks on any fire doors in communal areas at least every 3 months in accordance with regulation 10 of the Fire Safety (England) Regulations 2022
3	As required intrusive surveys are to be carried out in order to confirm the compliance of door sets
4	A record of inspection should be created for each inspection stating the doors that have been inspected, picture, items that have been inspected, condition of items/pass fail for items and door as whole, any remedial actions taken at time of inspection, any recommended remedial actions with recommended time frames for actioning.
5	Fire door inspections should be carried out in line with current guidance to identify any obvious damage or issues and should check:
	a. The resident has not replaced a fire-resisting flat entrance door with a new, non-fire-resisting door
	b. Letterboxes are firmly closed and not jammed open.
	c. If a letterbox has been fitted to a door that did not previously have one - and if so check that it is suitable for use in a fire resisting door and fitted correctly
	d. There is no damage to, or defects in, the door, frame or the securing wall that might affect the ability to resist the spread of fire or smoke
	e. For any alterations that may affect their fire resisting qualities
	f. The condition of the fire-resisting glass and glazing system in the door panels, and any associated side or over panels forming part of the doorset, retains their ability to resist the spread of fire and smoke.
	g. There are no obvious defects in the hinges (for example missing or loose screws), or any other element of the ironmongery (for example ventilation grilles).
	h. Intumescent strips and smoke seals, if present, are undamaged, make contact with the door edge or frame, and have not been painted over during decoration activities.
	i. The gap between the door and the frame is not too large
	j. There is an effective self-closing device on fire doors of flat entrances and fire doors within common parts ensuring the door will close fully into its frame when opened to any angle under the action of the self closing device
6	Inspections to be documented and itemised and include but not be limited to structural Integrity, asses the door leaf, door frame, self closer, hinges, door selector, locks and handles, panic hardware, aperture and glazing. Inspect passive protection features surrounding the door including intumescent door strips, cold smoke seals, gaps between door, frames and threshold. Check fire safety signage is compliant.
7	Surveys of front entrance doors (tenant and leaseholders) will be on a “best endeavour” basis, in line with MKCC access process. MKCC will engage residents through annual fire safety matters letter, with on-going no access referred to MKCC housing safety team (Tenant Engagement Officer).
8	Access to each flat is to be arranged by the contractor with residents following MKCC access process ensuring that flexibility is offered to enable residents to provide access.

9	Records should be kept on all steps taken to complete inspections including access attempts and correspondence with residents. This is to be provided to MKCC in line with access process
10	In the case of tenant or leaseholder doors – where there is no access for a quarterly or annual inspection the job will remain open and the due date not altered in order to show where inspections become overdue.
11	Where an inspection has been carried out at a later date to others in the block, the next inspection should be carried out in line with the other doors in the block to enable all doors within a block, where possible, to remain on the same inspection schedule to reduce return visits.
12	Asbestos Surveys to be provided to and checked by the operative prior to intrusive inspections
H	Programme
	MKCC will provide a full programme at the tender stage.
I	Operational Process
	The operational approach will follow MKCC Outline Process
J	Reporting Specifics
	See Outline Process.