

FIRE DOOR MAINTENANCE CHECK LIST

Premises: <input style="width: 90%;" type="text"/>	Door No: <input style="width: 90%;" type="text"/>
Location: <input style="width: 90%;" type="text"/>	Date: <input style="width: 90%;" type="text"/>

<input checked="" type="checkbox"/>	Pass
<input checked="" type="checkbox"/>	Fail (record overleaf)

Door gaps and damage	
Are the gaps around the top and sides of the door consistently less than 4mm when closed	<input type="checkbox"/>
Is the door a good fit into its frame	<input type="checkbox"/>
Is the door frame firmly attached to the wall	<input type="checkbox"/>
Is the frame including its door stops undamaged	<input type="checkbox"/>
Is the door free from damage including dents, and holes	<input type="checkbox"/>
If the door is veneered or lipped, is the glue still holding these products firmly in place	<input type="checkbox"/>
Is the doors threshold gap no more than 10mm, allowing the door to swing unhindered	<input type="checkbox"/>
If the door is fitted with a threshold seal, does the seal make contact with the floor covering when the door is closed	<input type="checkbox"/>

Door closers	
Does the doors closure system close the door as designed	<input type="checkbox"/>
Is the closer securely attached to the door and frame	<input type="checkbox"/>
Is the closer free from damage and not leaking	<input type="checkbox"/>
If hung in pairs, do doors close in line if both opened and released together	<input type="checkbox"/>
If hold-open device is used, does the device release the door when required	<input type="checkbox"/>
Are doors without closers kept locked shut	<input type="checkbox"/>

Intumescent / smoke / acoustic seals	
If fitted, are the intumescent seals or intumescent cold smoke seals around the door or frame undamaged	<input type="checkbox"/>
Are the seals well attached inside the groove in the frame or the door	<input type="checkbox"/>
Are the seals free from paint	<input type="checkbox"/>

Hinges	
Does the door have three fire rated hinges fitted	<input type="checkbox"/>
Are the hinges firmly fixed, with no missing or broken screws	<input type="checkbox"/>
Are the hinges free of metal fragments and oil leakage (these are signs of wear)	<input type="checkbox"/>

Glazing and glass (checks also apply to glass panels forming part of the fire rated partition)	
Is the intumescent seal continuous and attached to the glass and bead	<input type="checkbox"/>
Are the glazing beads well attached to the frame and free from damage	<input type="checkbox"/>
Is the glass free from damage and cracking	<input type="checkbox"/>
If the glass has been replaced, is it fire rated glass	<input type="checkbox"/>
If glazing panels are below 1500 mm from the bottom of door, is the glass safety glass	<input type="checkbox"/>

Door furniture	
Has the door got a CERTIFIRE fire door label or certification plug	<input type="checkbox"/>
If not, can it be confirmed that the door is in fact a fire door	<input type="checkbox"/>
Is all door furniture correctly installed and securely fitted to the door (no rattles)	<input type="checkbox"/>

Mandatory signage	
Does the door have the correct mandatory signage displayed	<input type="checkbox"/>
Subject to the type of door, is there a mandatory sign on both sides of the door	<input type="checkbox"/>

REMEMBER

If in doubt about any of the above checks, contact the door manufacturer or a third-party certified door installer / inspector.

If the fire door does not pass all aspects of this checklist then it could fail!

MAINTENANCE RECORD

Don't forget!

- Check and record monthly the operation of automatic doors and emergency escape doors
- All fire doors should be inspected every six months and a record kept (See overleaf)

