

FIRE DOOR MAINTENANCE CHECK LIST

Premises:		Location:	
Door No:		Date:	

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

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

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

Intumescent / smoke / acoustic seals	
If fitted, are the intumescent seals or intumescent cold smoke seals around the door or frame undamaged	
Are the seals well attached inside the groove in the frame or the door	
Are the seals free from paint	

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

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	
Are the glazing beads well attached to the frame and free from damage	
Is the glass free from damage and cracking	
If the glass has been replaced, is it fire rated glass	
If glazing panels are below 1500 mm from the bottom of door, is the glass safety glass	

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

Mandatory signage	
Does the door have the correct mandatory signage displayed	
Subject to the type of door, is there a mandatory sign on both sides of the door	

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)

