

Fire Door Checklist

Please use the summary and tick-box checklist below to help you ensure your fire doors are in good working order and will be effective in the event of a fire

1. Is the door a fire door? If in doubt check with your supervisor. It is good practice to number the fire doors to assist in record keeping.
2. Open the door halfway and let it close: it should latch automatically. If the door doesn't latch, you may need to adjust the door closer.
3. Ensure the smoke seals are in place and aren't worn out or covered over (paint etc).
4. Check for damage to the fire door: dents, holes etc - anything that will impact on the integrity of the fire door
5. The three hinges should be secure (all screws in place!) and in good condition.
6. Gaps around the fire door should be less than 4mm on the top and sides, and less than 8mm between the bottom of the door and the floor.
7. Check you have the correct signage on the door - in most cases signs will be needed on both sides of the door.
8. Make sure there are no obstructions near the fire door.

Check carried out by:	
Date:	
Signed:	

Fire Door Checklist

Please feel free to print this checklist to assist you in keeping records

1. Firedoor ID no.																		
2. Closes to latch																		
3. Smoke seals																		
4. Holes or dents																		
5. Hinges secure																		
6. Gaps correct																		
7. Correct signage																		
8. No Obstructions																		