

Fire Door Maintenance Checklist

Your Protection, Our Passion



Checks on your Fire Doors should be completed at least bi-annually - quarterly in high-usage areas. As the first line of defence, it is crucial that they are kept in good condition.

If you are unsure about your duties of how to check them properly, you may prefer one of our experienced risk assessors assist with your first check. This will uncover any serious flaws, and give you an idea of what to look out for in the future. Our technicians can also complete the full periodic inspection on your behalf, giving you confidence that the doors are maintained whilst allowing you to focus on your business.

If you would like assistance with this or have any questions, don't hesitate to call us on 01234 357357 or email sales@blazequel.com.

Door Inventory List

Enter the location of the door in the below table. We also recommend putting a label on the door with the number referenced on this list. This will make it easier to identify each door in the future.

Door No.	Door Location
1.	
2.	
3.	
4.	
5.	
6.	
7.	
8.	
9.	
10.	
11.	
12.	
13.	
14.	
15.	
16.	
17.	
18.	
19.	
20.	

Fire Door Checklist (1-10)

Name of Assessor	Date of Assessment / /	✓ - denotes acceptable ✗ - denotes an issue to be addressed								
	Door No.									
Check Detail	1.	2.	3.	4.	5.	6.	7.	8.	9.	10.
Is the door square (parallel and central) in its frame?										
Does the door fit flat into its frame?										
Is the door damaged?										
Is the frame secured to the wall?										
Is the frame sealed to the wall?										
Is the door gap (top and sides) 3mm or less?										
Is the door gap under the door less than 10mm?										
Are the intumescent seals in place?										
Are the intumescent seals damaged?										
Is there intumescent material under the door furniture?										
Are intumescent seals around the glass? (if applicable)										
Is the glass fire resistant? (look for a kitemark etch)										
Are the hinges good quality steel?										
Are the hinges damaged/worn?										
Does the door engage the latch? (if applicable)										
Does the door stick open in any way?										
Is there an automatic door closer fitted?										
Is the door closer functioning?										
Is the door closer properly adjusted to close the door fully?										
Is the closer damaged/worn?										
Is the hold open device working? (if applicable)										
If it is a double door, do both doors close in line?										
Does the door touch the floor covering?										

Fire Door Checklist (11-20)

Name of Assessor	Date of Assessment / /	✓ - denotes acceptable ✗ - denotes an issue to be addressed								
	Door No.									
Check Detail	11.	12.	13.	14.	15.	16.	17.	18.	19.	20.
Is the door square (parallel and central) in its frame?										
Does the door fit flat into its frame?										
Is the door damaged?										
Is the frame secured to the wall?										
Is the frame sealed to the wall?										
Is the door gap (top and sides) 3mm or less?										
Is the door gap under the door less than 10mm?										
Are the intumescent seals in place?										
Are the intumescent seals damaged?										
Is there intumescent material under the door furniture?										
Are intumescent seals around the glass? (if applicable)										
Is the glass fire resistant? (look for a kitemark etch)										
Are the hinges good quality steel?										
Are the hinges damaged/worn?										
Does the door engage the latch? (if applicable)										
Does the door stick open in any way?										
Is there an automatic door closer fitted?										
Is the door closer functioning?										
Is the door closer properly adjusted to close the door fully?										
Is the closer damaged/worn?										
Is the hold open device working? (if applicable)										
If it is a double door, do both doors close in line?										
Does the door touch the floor covering?										