

Fire Door Function Checklist

Fire door location: _____ Fire door reference _____

Date of check: _____ Check completed by: _____

This form has been designed to help the Responsible Person in a building complete and document fire door function checks. Locate certification documents for specific requirements of your door where possible. Complete one checklist for each door. As per the recommendations of BS 9999:2017, all fire doors in non-domestic properties should be inspected every six months. For more information about fire door inspections visit safelincs.co.uk/fire-door-maintenance

1. GAPS & SEALS

- Is the gap between the door and the frame the correct size?** It should be between 2mm and 4mm at the top and sides.
- Is the gap under the door the correct size?** The gap at the bottom of a fire door should be no more than 8mm - 10mm. Smoke controlled doors are recommended to have a flexible seal fitted. Where this isn't practicable, the gap must be no more than 3mm.
- Are the intumescent seals fitted around the door or frame present & in good condition?**

Use a Safelincs Gap Gauge to check the size of the gap between the door and frame.

2. HINGES & IRONMONGERY

- Are there at least 3 securely fitted hinges?** All the screws should be intact and the same size.
- Are the hinges & ironmongery free from visible damage and oil leaks?** Check for dents and missing screws.

3. DOOR CLOSER

- Is the door closer in good condition?** Check for signs of damage or disengagement.
- Does the closer shut and latch the door closed from any position?** Check 75mm from closed position.

The door closer should close the door completely within 25 seconds from any position.

4. DOOR & DOOR FRAME

- Is the fire door free from visible damage?** Check that door leaves are not structurally damaged or excessively bowed or deformed.
The door should not protrude more than 1mm from the frame.
- Is the frame free from visible damage?** Check for dents or missing pieces.

- Where fitted, are ventilation grilles fire rated?** If you're unsure, this can be verified by a competent person.

If you have a smoke resistant transfer grille, it needs to be tested with the alarms to ensure correct function.

5. SIGNAGE

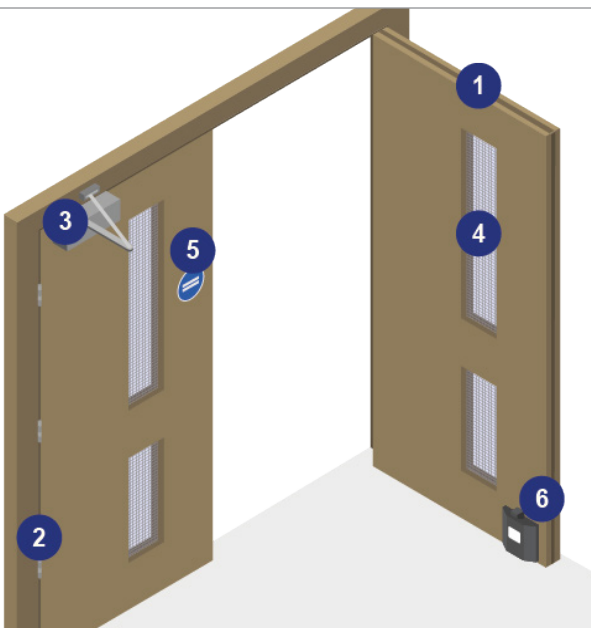
- Does the fire door have the correct signage fitted?** Fire doors should be clearly marked.

Signage may be required on both sides of the door and should be in accordance with BS5499.

6. HOLD OPEN DEVICES eg. Retainers

- Does the hold open device allow the door to close when the fire alarm sounds?**

Fire doors should never be tied, propped or wedged open. If evidence of this is found, it should be addressed through user education and by fitting a legal device like a fire door retainer.



ACTION POINTS

Whilst Safelincs has made every effort to provide accurate information on the date of creation of this checklist, we cannot accept any liability relating to loss or damage arising from the information contained here. Any action points arising from the check should be attended to as soon as possible. Safelincs do not accept any responsibility for assessing the competency and training of the Responsible Person and their ability to complete this check list.

Need help with fire doors? Contact our friendly team.
www.safelincs.co.uk or call 0800 433 4289.