

A4.4.5.3 Fire Door Maintenance Checklist

- Has the fire door got a BWF-CERTIFIRE Fire Door Scheme label on the top edge?
- If not, can you confirm that the door is in fact a fire door and has been certificated as such?

Door Leaf

- Does the door leaf sit against the door stop, flush with the frame and is it free of distortion?
- If the door is veneered or lipped, is the glue still holding these products firmly in place?
- Is the door free from damage including dents, chips and holes?

Door Frame

- Is the door frame firmly attached to the wall?
- If a planted door stop is present, is it firmly attached?
- Is the frame to door leaf gap consistently 3mm?

Intumescent/Smoke/Acoustic Seals

- Are intumescent seals in place? (If not install immediately)
- Are seals free from paint or varnish?
- Are the seals well attached inside the groove in the frame or door leaf?
- Are the seals free from damage?
- If you have a brush or fin type seal, is it free from damage or breakage?
- If fitted, are the smoke and acoustic seals continuous around the frame or door leaf?

Hinges

- Is there a minimum of 3 hinges with all the screws fitted?
- Are all the screws the correct size?
- Are the hinges free of metal fragments and oil leakage, which are signs of wear?
- Are the hinges free from packing?
- Are the hinges marked with CE stamp or BSEN 1935 grade 13

Door Closers

- Open the door to 5 degrees or 75mm. Does it close and engage with the latch?
- Is the closer correctly attached to the door and frame?
- Is the closer free from damage and not leaking?
- If unlatched, does the closer hold the door in line with the frame and intumescent seal?
- If hung in pairs, do they close in line if both opened and released together?

Hold Open Devices – only electronically powered allowed

- Does the hold open device release the door when required?

Lock and Latch

- Does the latch hold the door firmly in place without rattling?

Glazing and Glass

- 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 1500mm from bottom of door, is the glass safety glass?

Threshold Gap

- Is there a consistent gap under the door that allows it to swing without touching floor covering?
- Is the door to floor covering gap consistently 10mm or less when the door is closed?

If the Fire Door does not pass ALL aspects of this Checklist then it may fail