# Fire door inspection checklist

## 01 The visit

Door (number and location)

Date

Location

Checked by (printed name)

## 02 The yearly inspection

13 checks

| CHECK | OK | FAIL | NOTE |
|---|---|---|---|
| 1. Labels on the door and frame clearly visible and legible | ☐ | ☐ | |
| 2. No open holes or breaks in the door or frame | ☐ | ☐ | |
| 3. Glazing, vision light frames and glazing beads intact and fastened, where fitted | ☐ | ☐ | |
| 4. Door, frame, hinges, hardware and noncombustible threshold secured, aligned and working, with no visible damage | ☐ | ☐ | |
| 5. No missing or broken parts | ☐ | ☐ | |
| 6. Clearances within limits (see below) | ☐ | ☐ | |
| 7. The closer works: the door closes completely from fully open | ☐ | ☐ | |
| 8. On pairs with a coordinator, the inactive leaf closes before the active one | ☐ | ☐ | |
| 9. Latching hardware engages and holds the door shut | ☐ | ☐ | |
| 10. No auxiliary hardware that stops the door working | ☐ | ☐ | |
| 11. No field changes that void the label | ☐ | ☐ | |
| 12. Edge protection, gaskets and edge seals present and intact, where required | ☐ | ☐ | |
| 13. Signs on the door within the limits NFPA 80 sets | ☐ | ☐ | |

## 03 The monthly walk

5 checks

| CHECK | OK | FAIL | NOTE |
|---|---|---|---|
| Door closed, or held open only by a device that releases on the fire alarm | ☐ | ☐ | |
| Open it fully and let it go: it closes and latches on its own | ☐ | ☐ | |
| Nothing stored in the swing of the door | ☐ | ☐ | |
| Label still visible; no new holes, damage or signs | ☐ | ☐ | |
| Hold-open devices, where fitted: door releases when the device is tested | ☐ | ☐ | |

## 04 Defects and sign-off

Defects found, or no defects

Work orders written

Signature