

Fire Safety Protocol 15



**Fire Door
Maintenance Record**

Fire Door Maintenance Record:

Premise:		Area/Location:	
Door Reference Number:		Work Reference Number:	
Compliance achieved	YES	NO	Remedial Action Required
			YES
			NO

The maintenance of Fire Doors is a statutory requirement in accordance with BS 8214:2016. *Code of practice for fire door assemblies*. The Fire Door Maintenance Record demonstrating compliance with statutory requirements comprising of:

Assessment	YES	NO
DOOR LEAF		
Does the door leaf sit against the door stop and is it flush with the frame?	YES	NO
Is the door free from damage, including chips or holes?	YES	NO
DOOR FRAME		
Is the frame securely fixed into place without any movement?	YES	NO
Is the door-stop firmly attached to the frame free from damage?	YES	NO
Is the frame to leaf gap less than 4mm?	YES	NO
INTUMESCENT/SMOKE SEALS		
Are intumescent seals in place around the leaf and/or within the frame?	YES	NO
Are the seals well fitted and secure within the rebated grooves?	YES	NO
Is there a brush strip installed within the leaf or frame?	YES	NO
Is the brush intact in all faces?	YES	NO
HINGES		
Are there a minimum of 3 hinges in place per leaf and are all screws in place?	YES	NO
Is the hinge free from any sign of wear, metal fragments or oil leakage?	YES	NO
Are the hinges marked with CE stamp or BSEN 1935 grade 13?	YES	NO
DOOR CLOSERS		
Is there a surface-mounted closer in place and does it close the door at 75mm?	YES	NO
Is the door-closer and closing arm securely attached to the door and frame?	YES	NO
Is the closer free from wear, oil leakage or loose joints that affect performance?	YES	NO

IRONMONGERY		
Is there a door latch or lock fitted within the leaf?	YES	NO
Does the latch engage and hold the door in-line with the frame?	YES	NO
Is there statutory fire safety door (blue and white) signage in place on both sides of the leaf?	YES	NO
GLAZING AND GLASS		
If a vision panel is present, is it clear and can you see seals behind the glazing bead?	YES	NO
Is the glass free from damage, cracking or chips and the retaining bead intact?	YES	NO
Is the glass bead marked with any BS certification or etching?	YES	NO
THRESHOLD GAPS		
Is the door-to-floor covering gap consistently 10mm or less when closed?	YES	NO
Does the door open fully without rubbing on floor covering?	YES	NO

Name of Competent Person (Print):	
Signature:	
Date:	