

Date:

Inspection carried out by:

Door/screen reference number:

Date of next inspection due:

1. Check any project documentation and visually check the item & confirm that the door is in fact a fire door and has been certificated as such.



Comments:

2. Door Leaf. Does the door leaf sit against the frame rebate and is it free from distortion? Is the door free from damage including dents and holes?



Comments:

3. Door Frame. Is the door frame firmly attached to the wall? Is the frame to door leaf gap consistently 3mm? (tolerance of +/- 1mm)



Comments:

4. Intumescent/Smoke/Acoustic Seals. Are intumescent seals in place? (if not, procure from AEL – number below) install immediately. Are the seals well attached inside the groove in the frame or door leaf? Are the seals continuous around the frame? Are the seals free from damage? If you have a brush or fin type seal, is it free from damage?



Comments:

5. Hinges. Are the hinges all intact with all the screws fitted? Are all the screws the tight? Are the hinges free from metal fragments and oil leakage, which are signs of wear?



Comments:

6. Door Closers. Open the door to 5 degrees or 75mm. Does it close and engage with the latch? Is the closer correctly and securely 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?



Comments:

7. Hold Open Devices (only electronically powered allowed). Does the hold open device release the door when required?



Comments:

8. Lock & Latch. Does the latch hold the door firmly in place without rattling? Is there any play or looseness in the operation of the handles or the key/thumbturn?



Comments:

9. Glazing and Glass. Is the fibre seal and silicone top seal continuous and attached to the glass and bead? Are the glazing beads well attached to the frame and free from damage? There should be a gap of approximately 1mm at each end of all beads to allow for expansion in the case of fire. Is the glass free from damage, cloudiness and cracking? If the glass has been replaced, is it the correct fire rated glass for the overall system (check that all kitemarks match)?



Comments:

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



Comments:

If your fire doors or screens fail any of the elements on the checklist, visit www.a-e-l.co.uk for contact details to procure replacement parts to ensure your fire doors & screens meet all fire safety regulations. If you have any questions about the checklist and your responsibilities visit -

www.a-e-l.co.uk , e-mail info@a-e-l.co.uk or call **01695-732132**.

Further free copies of the maintenance checklist can be downloaded from our website. A copy of the completed checklist should be filed with the O&M Manual as an ongoing record that checks and maintenance have been carried out in order to fulfil your obligations under the Regulatory Reform (Fire Safety) Order: 2005. This should be done once every 6 months unless the door/screen is in a high-traffic area, in which case it should be done every 3 months.