Fire door inspection checklist

Check each fire door regularly, at a frequency set by your fire risk assessment.

Site		**Asset / ID**	
Date		**Time**	
Checked by		**Signature**	

#	Check	Pass	Fail	Notes
1	Door closes fully on its own from any open position			
2	Door is not wedged or propped open			
3	Self-closer works and is not damaged			
4	Hinges secure, with no missing screws			
5	Gaps around the door even, around 3mm (check your door's guidance)			
6	Intumescent strips and smoke seals in place and undamaged			
7	Door leaf and frame not damaged			
8	Glazing not cracked or broken			
9	"Fire door keep shut" signage in place			
10	Hold-open devices release when the alarm sounds (where fitted)			

Defects found and action taken:

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These are general checklists. Always follow the manufacturer's instructions and your own risk assessment, and adapt the items to your equipment. They don't replace expert inspections required by law or guidance, such as LOLER thorough examinations or annual racking inspections.