

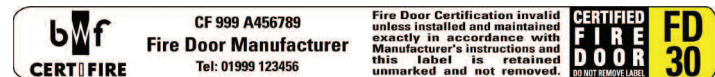
Fire Door Maintenance Checklist



Label

Has the fire door got a BWF-CERTIFIRE Fire Door Scheme label on the top edge? (see image below)

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 and is it free from 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 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? (tolerance of +/- 1mm)

Intumescent/Smoke/Acoustic Seals

Are intumescent seals in place? (if not, 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?

Hinges

Are there a minimum of 3 hinges with all the screws fitted?

Are all the screws the correct size?

Are the hinges free from metal fragments and oil leakage, which are signs of wear?

Are the hinges free from packing?

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?

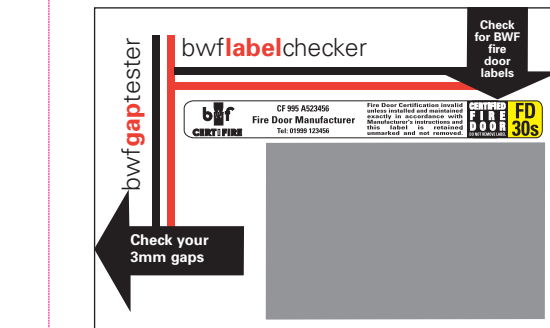
If glazing panels are below 1500mm from the bottom of the door, is the glass safety glass?

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?

For an easy way to check for gaps and labels, e-mail us at firedoors@bwf.org.uk for a free Gap Tester.



**TO AVOID LIABILITY,
CHECK THEM EVERY SIX MONTHS.**



**THE CONSEQUENCES OF THE
FAILURE OF A FIRE DOOR COULD
BE CATASTROPHIC.**

The lives of your colleagues are in your hands.

The Regulatory Reform (Fire Safety) Order, effective from October 2006, makes the fire safety of your work place the responsibility of one selected person.

**AS THE FACILITY, OFFICE OR MAINTENANCE
MANAGER YOU COULD BE RESPONSIBLE.**

Use this checklist to make sure your building, staff and yourself are fully covered.

Fire doors are an essential part of any fire safety plan, but they will only fulfil their role if they are in correct working order. Use the maintenance checklist overleaf every 6 months (3 months for a high usage building), to ensure the safety of your colleagues is maintained.



WE ARE HERE TO HELP

If your fire doors fail any of the elements on the checklist, visit www.bwf.org.uk/firedoors for a list of certificated fire door and component suppliers in your area that you can trust to ensure your fire doors meet all fire safety regulations.

If you have any questions about the checklist and your responsibilities, or to find out more about the BWF-CERTIFIRE Scheme, visit www.bwf.org.uk/firedoors, e-mail firedoors@bwf.org.uk or call 0870 458 6939

Further free copies of the maintenance checklist can be downloaded from our website, along with a guide to fire doors and fact cards about key elements of fire door safety.

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