|  |  |  |
| --- | --- | --- |
| **Element** | **Information Required** | **Comments** |
| Building |  |  |
| Location |  |  |
| Zone |  |  |
| Ward |  |  |
| Door Number |  |  |
| **Door Frame** | **Measurements** |  |
| * Depth |  |  |
| * Width |  |  |
| * Height |  |  |
| * Gaps over 4mm? |  |  |
| Any Damages |  | |
| **Door Leaf** | **Measurements** |  |
| * Depth |  |  |
| * Width |  |  |
| * Height |  |  |
| **Seals** | **Yes / No** |  |
| Intumescent strip in good condition? |  |  |
| Cold smoke seal in good condition? |  |  |
| **Hinges** | **Yes / Number** |  |
| Number of hinges? |  |  |
| All screws in place in hinges? |  |  |
| CE Marks on door furniture? |  |  |
| **Locks / Latches** | **Yes / No** |  |
| Fully Latching? |  |  |
| **Closer** | **Yes / No** |  |
| Closing Speed (7 seconds minimum)? |  |  |
| **Vent / Grill** | **Yes / No** |  |
| Is it intumescent? |  |  |
| **Glass** | **Yes / No** |  |
| Is glass etched? |  |  |
| Beading in good condition? |  |  |
| **Other** |  |  |
| Is door linked to fire alarm? |  |  |
| Detail any damage |  |  |
| Correct Signage attached? |  |  |
| Door closes fully on activation of fire alarm? |  |  |
| Are magnetic locks linked to fire alarm? |  |  |

Hazard Rooms / Areas & Required Fire Door Signage

Chemical Stores \*\*\* keep locked shut.

Cleaner’s Rooms \*\*\* keep locked shut.

Clothes Storage / Staff changing.

Dayrooms: Automatic Fire door keep clear.

Disposal Rooms \*\*\* keep locked shut.

Laboratories: Automatic Fire door keep clear

Plant rooms \*\*\* keep locked shut.

Switch rooms \*\*\* keep locked shut.

Lift Motor Rooms \*\*\* keep locked shut.

Linen Storeroom\*\*\* keep locked shut.

Relatives’ Overnight Rooms: Automatic Fire door keep clear.

Staff (overnight) On-call Rooms; Automatic Fire door keep clear.

All Other Storerooms \*\*\* keep locked shut.

Ward Kitchens \*\*\* keep locked shut.

X-ray Film, Server rooms and Record Stores \*\*\* keep locked shut.

Corridor doors / staircase and lift lobbies. Automatic Fire door keep clear.

All Fire Doors with \*\*\* can be inspected every 2 years.

All other Fire Doors can be inspected every year.

All failed Fire Doors must be referred to a remedial action job list and must be re-inspected once the remedials have been carried out.

Procedure

1. Check hinges are secure – all screws in place and are steel screws not brass.
2. Ensure door closes fully into door jamb.
3. Check Gaps.
4. Check smoke seals / signage and intumescent strips are in good condition.
5. Check all edges are in good condition.
6. Check vision panels are OK.
7. Check Security devices and Magnetic locks operate correctly.

|  |  |  |
| --- | --- | --- |
| **Fire Door Result** | **Signature Required against result of inspection** | **Date** |
| **Pass** |  |  |
| **Fail** |  |  |

|  |  |
| --- | --- |
| **Review Date** |  |