

ORBIS Environmental and Safety



Fire Door Inspection Example Template

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Introduction

Our inspection involved a comprehensive examination of all fire doors in your facility, including visual inspection and functional testing. We also checked if your fire doors comply with the relevant standards and regulations.

The report we have provided highlights the findings of our inspection, including any deficiencies or issues we identified, as well as our recommendations for remediation. We have categorized our observations according to their level of severity and provided corresponding actions for each.

If you find the need for support and assistance using this checklist, or to have qualified and certified inspectors provide support, please contact:

info@orbisenvironmental.com – General support

01656 470 044

rldavies@orbisenvironmental.com – Specific Technical support

Ryan Lloyd-Davies – Principal Consultant

Aide-Memoir

ITEM	OBSERVATIONS	ACTIONS
Asset Tag	Does the door have an asset tag?	No – affix tag and record
Door Fully Closing:	Does the fire door fully close and shut tight by use of its own Self Closing (SC) Device?	A tolerance of <3mm away from any doorstop is acceptable
	Does the fire door slam shut with force?	SC device requires adjusting to dampen closing action
	Fire door does not close fully?	Is it slow to close or restricted? Has the door dropped on its hinges?
Gaps:	Are the frame gaps to top and both sides of door bigger than 3 mm	Yes – requires repairing/ replacing
	Is the gap between bottom of door leaf and finished floor bigger than 3 mm but smaller than 8mm	>3mm, fit drop-down seal >8mm, replace
Door Closer Operation:	Is the door Self Closer fixed to door and frame securely, and does the door open under reasonable force?	Has the door closing arm been separated from the frame? Is there any oil leaking from the door SC device?
		Yes – requires repairing New closing device required
Door Handles:	Is the door handle functioning correctly?	Take appropriate action as necessary, including reporting to maintenance as a priority repair
	Are they loose or missing?	
	Can the door be opened without the use of a key if on an escape route in direction of travel to the fire exit?	
Door Seals:	Does the door have intumescent seals around the top and 2 edges (not the bottom of the door) or in the doorframe?	No – fix new seals to all 3 edges
	Are the fire seals/cold smoke seals in good condition, not missing or damaged?	If damaged or missing all sides must be replaced
	Have any smoke seals/brushes been compromised with paint or varnish?	If compromised, replace all sides
Glazing in Door:	Is the glazing in the fire door loose, does it rattle or is it broken?	Yes – requires repairing
	Are the Vision Panels in the door clear and unobstructed to provide safety to door users on both sides of the leaf?	If no markings exist to confirm specification, replace
Door Hinges:	Does the door leaf have 3 or more hinges?	A requirement for a fire door is that it must have a minimum of 3 steel hinges
	Are they loose, or screws missing?	Hinges need to be repaired to make doors close fully shut and ensure door integrity
	Are hinges clear of physical metal abrasion?	Hinge should not be bent or distorted, and knuckles should be in line, showing no sign of distress
Door Hold Open Devices:	Electromagnetic hold open devices not working, units damaged or not holding door etc.?	Yes – requires repairing
	Door-guard fitted and not holding door open?	Where not working, remove and do not replace
Doors Wedged Open:	Is the fire door wedged or propped open using devices such as wedges or cabin hooks?	Remove, or report appropriately. Only an Approved Device complying BS5839 may hold open a fire door.
Holes:	Are there any obvious breaches? I.e. holes in door, frames or on walls above or to the sides of fire doors	Yes – requires repairing
Signage:	Are blue circular fire door keep shut signs missing?	Yes – fit new signs

**Most fire doors are required to be 30 minutes (FD30), these are usually 43-45mm thick. FD60 doors are usually ~54mm thick.

***If the door is clearly hollow, it cannot be classified as a nominal fire door.

Important Notice:

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DSEAR Assessment completed by ORBIS Environmental and Safety

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