

24 Point Doorset Maintenance Checklist

This checklist is provided to help the Responsible Person carry out and record routine checks on fire doors. Each doorset may have its own performance requirements, so consult the relevant certification wherever available. According to BS 9999:2017, fire doors in commercial and public buildings should be reviewed at least twice a year. If there is any doubt about whether a door meets the necessary standards, the Responsible Person should arrange for a Competent Person to assess it.

Damage & Modification

- Is there any visible damage to the doorset? ☐
- Is there any signs of door warping, cupping or distortion? ☐
- Are there any modifications to the doorset (not apart of the manufactured design)? ☐

Arrangement & Operation

- Is the doorset square in the opening? ☐
- Is the door plump against the frame? ☐
- Is there a build up of paint or varnish on the doorset? ☐
- Does the doorset fully open, close & latch with no obstructions? ☐
- Are there any loose or missing fixings? ☐
- Are operational gaps between the door & frame within tolerance (3-4mm)? ☐
- Are under door threshold gaps within tolerance (3mm for smoke or 7mm for fire only)? ☐

Ironmongery

- Are all ironmongery components functional with no signs of failure or damage? ☐
- Are there a suitable number of hinges installed (typically 3nr unless larger door or double swing)? ☐
- Signage is clear, un-obscured and compliant to relevant standards (BS5499)? ☐
- Do any installed door closers adequately close within 23 seconds and latch the door without slamming? ☐
- Are all ironmongery components CE/UKCA marked and branded with correct BSI details? ☐
- Is panic hardware functional, unrestricted and compliant to relevant BSI standards? ☐
- Do any hold open devices function correctly and allow the door to close when the fire alarm is activated? ☐

Apertures

- Is the aperture glazing undamaged and provide clear visibility (where required)? ☐
- Are glazed aperture beads securely fixed and undamaged? ☐
- Is all glass kite or fire marked? ☐

Certification & Seals

- Is there a fire label or fire plug present on the doorset? ☐
- If intumescent/smoke seals are present, are they undamaged and functional, and provide suitable compression? ☐
- If drop seals are present, are they fully functional and adjusted correctly (no dragging, full drop)? ☐
- Do locks, hinges and concealed closers have appropriate intumescent protection? ☐