



HOW TO CHECK FIRE DOORS

A pocket-sized guide to the basics of fire door inspection

FD FIRE DOOR 2019

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What the law says about Fire Door Inspections

Article 17 of the Fire Safety Order makes it a legal requirement to ensure that fire resisting doors and escape doors are correctly installed and adequately maintained in order for them to be fit for purpose. The authorities have the power to enforce the Fire Safety Order and do prosecute or even close buildings down where breaches are discovered. Building owners need 'competent persons' as referenced in the Fire Safety Order to help them comply with fire door regulations.

Fire Door Inspection and Maintenance

Fire doors should be regularly inspected for damage that may prevent the door from performing in the event of a fire. Any issues should be fixed as soon as possible using compatible, correct fire rated components. The selection of suitable components is supported by the Fire Certificate and door schedule.

To check compatibility of components, always check the Fire Certificate data sheet or contact the fire door manufacturer. By not using compatible components as listed on the Fire Certificate, fire certification of the door will be invalidated.

Frequency of Inspection

Periodic checks should be carried out at least once every six months. Newly occupied buildings may require more frequent checks in the first year of use - Doors where traffic is high are likely to be more susceptible to damage and should be checked more frequently than other doors in the building. E.g. once per week/month (depending on usage)

THE ANATOMY OF A FIRE DOOR

DOOR LEAF

- Tested and certificated fire door leaf
- With identification label/mark
- Undamaged and suitable fire rating
- Fitted all with compatible* ironmongery and compatible* components
- Fitted to ensure the correct gaps between the doorleaf and frame when the door is closed

DOOR CLOSER

- Suitable for use on the specific fire door and detailed on the fire door certificate
- Fitted with the correct intumescent protection (if required) and fixings
- Adjusted to ensure the door closes snugly against the frame and the door is easy to operate

FIRE AND SMOKE SEALS, GAPS BETWEEN DOOR AND FRAME

- Full perimeter seal (top, sides, bottom of door)
- Seals made from the correct material and to the size and specification that is detailed on the fire door certificate
- Suitable rating and configuration to match the fire rating of the door leaf
- Smoke seals fill gap between door and frame when door is closed, around entire perimeter of the doorleaf

FRAME

- Tested fire door frame design
- Correct material and dimensions for specific fire door rating
- Compatible* with the door leaf
- Securely fitted to aperture, with the correct fixings and gap filling materials used behind the architrave, as detailed on the fire door certificate

HINGES

- Suitable for use on a fire door, with the correct identification markings
- Fitted with the correct intumescent pads (if required)
- Fitted with the correct fixings
- Fitted in the correct location on the fire door, as detailed in the fire certificate
- Standard height fire doors should have a minimum of three hinges to prevent the door from warping in a fire

LOCK OR LATCH

- Suitable for use on the specific fire door and listed on the fire door certificate
- Fitted with the correct intumescent protection and fixings as detailed on the fire door certificate
- Fitted in the correct location using the correct fixings

LETTERPLATE

- Suitable for use on the specific fire door and detailed on the fire door certificate as a compatible* component
- Fitted in the correct location within the fire door leaf
- Fitted using the correct intumescent protection and fixings
- The aperture must be prepared and the components fitted by an individual who is competent to do so
- Compatible* with the fire certificate and fitted by a competent person with correct fixings and intumescent protection

THRESHOLD SEAL AND GAPS

- Threshold seal is suitable for use on the specific fire door leaf
- Threshold smoke seal completely fills the gap when the door is closed

SIGNAGE

- Check the correct signage is fitted in the correct location on the fire door leaf - Fire Door Keep Shut

GLAZED VISION PANEL AND AIR TRANSFER GRILLE

- Only fitted in a factory controlled environment by a competent and trained individual.
- Fitted using ALL the correct components (fire rated glass, intumescent system, glazing bead system, and fixings as detailed on the fire door certificate)
- Fitted in the correct location in the doorleaf, and not exceeding any size limitations as detailed on the fire door certificate
- Compatible* with the specific fire door leaf.

*Compatible means listed on the current fire door certificate

FOR MORE INFORMATION:

www.fdfiredoor.co.uk

How to check a Fire Door

1. Identify the type of Fire Door –

- a. Certificated Door - If the door is certificated it will have a label on the top edge of the door leaf or a plug in the hinge side of the leaf.
Where doors are certificated the evidence of performance and compatible components will be documented – evidence will usually be found in your O&M Manuals.
- b. Nominal Door. A door with no visible identification on the leaf or frame.
Where a door has no evidence/identification available you must seek the services of a certificated fire door inspector to provide advice/assessment of the doors and frames ability to resist fire and smoke.

2. 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?

3. 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)

4. 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?

5. 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?

6. 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?

7. Hold Open Devices

(only electronically powered allowed)
Does the hold open device release the door when required?

8. Lock and Latch

Does the latch hold the door firmly in place without rattling?

9. 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?

10. 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?

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 the above checklist to make sure your building, staff and you 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 above 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, contact FD Fire Door / brian@fdfiredoor.co.uk to find a certificated fire door inspector 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 fire door inspections e-mail brian@fdfiredoor.co.uk or call 07366 824 124

Disclaimer

This guide is intended for educational purposes only and is not intended to replace a fire door inspection carried out by a qualified, certificated professional. If you have any doubts about the fire doors installed in your premises, please get in touch. brian@fdfiredoor.co.uk



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