

Basic Fire Door Monthly Checklist

- ☐ Is the door a fire door? (Look for a label or metal tag on the edge or top of the door.)
- ☐ Does the door close fully on its own? (Open the door and let it go. It should close smoothly and completely.)
- ☐ Is the door frame in good condition? (No cracks, breaks, or damage.)
- ☐ Are the hinges firmly attached? (No loose or missing screws.)
- ☐ Is there any damage to the door? (No holes, cracks, or visible damage.)
- ☐ Is the door free from any objects or materials that block it? (Nothing stopping the door from closing.)
- ☐ Are the seals around the door intact? (Rubber or fire seals should be present and undamaged.)
- ☐ Is the door hardware in good condition? (Handles, locks, and closers work properly.)

Check completed by: _____

Date: _____