

BUILDING / ADDRESS:

FLOOR:

DOOR REFERENCE:

DOOR TYPE: ☐ FLAT ENTRANCE ☐ STAIRWAY / LOBBY ☐ CORRIDOR ☐ PLANT ROOM ☐ OTHER:

CHECK - VISUAL ONLY, NO TOOLS NEEDED		PASS	FAIL	N/A
1	Door leaf, frame and surrounding wall - no splits, warping, holes or damage that would let fire or smoke through. A hole where a lock has been removed, or a door warped out of its frame, both fail.	☐	☐	☐
2	No unauthorised alteration or replacement - the fire door is still the one the fire risk assessment covered. If the resident has fitted a new door, ask for certification it is fire-resisting and competently installed.	☐	☐	☐
3	Glazing - glass in the door and any side or over panels intact and secure in its beading.	☐	☐	☐
4	Letterbox - closes firmly, not jammed or propped open	☐	☐	☐
5	Hinges and ironmongery - screws present and tight; locks, handles, closers and any air transfer grille(s) undamaged.	☐	☐	☐
6	Intumescent strips and seals - undamaged, touching the door edge or frame, not painted over. If no intumescent strips and/or smoke seals are fitted, mark N/A.	☐	☐	☐
7	Gaps - no more than 4mm around the top and sides; bottom gap as small as practicable. A gap tester card is enough. Record the measurement if using scaled gap gauge:	☐	☐	☐
8	Self-closer - door closes fully into the frame from any angle. Open the door fully, release. Then open it about 15°, release. It must fully close into the frame and latch shut. This is the one of the most important checks.	☐	☐	☐
9	Hold-open device - magnetic hold-open releases when you press the test button; double doors must close in the right order.	☐	☐	☐
10	Door not wedged, propped open or obstructed. Escape routes must be kept clear of obstructions.	☐	☐	☐

COMMENTS:

ACTION REQUIRED	BY WHEN	BY WHO

CHECKED BY:

SIGNATURE:

DATE:

Access not gained? Do not leave this sheet blank - record the date, the attempt made and the reason. Every attempt to check a flat entrance door must be kept on record for 12 months.

Any fail: Report it to the Responsible Person. Repairs and replacement must be completed by a competent contractor as soon as reasonably practicable. This is a simple visual checklist to confirm a fire door is still in good order. Judging whether a door is adequate is a matter for the risk risk assessment, not this check. A door does not automatically fail because it does not meet current Building Regulations standards. Always seek professional advice if you are in doubt.