

# ACME COMPANY

## FIRE DOOR INSPECTION CHECKLIST



Millstone Avenue - Rutherford | Millstone Avenue,

THURSDAY 24TH JULY 2025

### S U M M A R Y

Most fire door components are compliant and well-maintained. However, a few critical areas such as hinge installation and glazing seals require immediate attention to ensure fire integrity.

### Hinges & Closers

Q#	QUESTION	RESPONSE
1.	Are there three hinges on the door, top, middle, and bottom?	YES
2.	Are all of the hinges fixed with the correct number of screws?	NO



24 Jul 25 05:51 PM

Middle hinge secured with only two screws; may compromise door integrity.

3.	Do all of the hinges have a CE stamp on them?	YES
4.	Do the hinges move freely and are they free from any damage and signs of wear?	YES
5.	Does the door have a closer? If yes, proceed and if no, move to the next section.	YES
6.	Does the door close fully within 25 seconds?	YES
7.	Is the door closer free of damage and signs of wear?	YES
8.	Has the door closer been professionally tested once fully installed?	YES
9.	Does the door closer have a CE mark?	YES

### Signs & Labels

Q#	QUESTION	RESPONSE
10.	Are the top and sides of the door checked to ensure it is a certified fire door?	YES

11. Is the door clearly marked as a fire door in accordance with the regulations? **YES**

## Door Seals & Gaps

Q#	QUESTION	RESPONSE
12.	Is there a strip of plastic-like material running around the perimeter of the door seal (intumescent seal), and is it fixed correctly in place with no damage or signs of wear?	<b>YES</b>
13.	When the door is closed, is the gap between the door and its frame consistent around the entire edge of the door?	<b>YES</b>
14.	Are all seals consistent and of the same specification?	<b>YES</b>
15.	Are the seals around any glazing free from damage? <b>Seal at lower glazing corner is cracked and partially detached.</b>	<b>NO</b>

## Fire Door Glazing

Q#	QUESTION	RESPONSE
16.	Is the glazing and its seals intact and free from damage/wear?	<b>YES</b>
17.	Is the glass checked for the necessary performance markers?	<b>YES</b>
18.	If the door does not have glazing, is it checked to see if it is not a door that divides a corridor on an escape route, as a vision panel is required by regulations in these instances?	<b>N/A</b>

## Fire Door Locks

Q#	QUESTION	RESPONSE
19.	Does the door open and close freely without sticking?	<b>YES</b>
20.	Do any latches secure the door when it is closed?	<b>YES</b>
21.	Are all the locks CE marked?	<b>YES</b>
22.	Is the lock fitted with the correct sealant? <b>No visible fire-rated sealant applied around lock fitting.</b>	<b>NO</b>

## General

Q#	QUESTION	RESPONSE
23.	Are there no holes or breaks in the surface of the door or frame?	<b>YES</b>
24.	Are glazing frames and beads completely intact?	<b>YES</b>
25.	Are all doors aligned correctly with no visible damage?	<b>YES</b>
26.	Are there no missing parts?	<b>YES</b>
27.	Are any self-closing devices tested and completely operational?	<b>YES</b>

## COMMENTS & ACTION PLAN

Hinges & Closers >> Hinges & Closers

(AC10047) Are all of the hinges fixed with the correct number of screws?

**FINDINGS** 'No' - Middle hinge secured with only two screws; may compromise door integrity.

**ACTION REQUIRED** Refit middle hinge using the manufacturer-recommended number of screws. Ensure proper torque and alignment.

**PRIORITY** High  
**DUE DATE** 26 Jul 25  
**ASSIGNEE** Jennifer Hunt

Door Seals & Gaps >> Door Seals & Gaps		PRIORITY	Medium
(AC10048) Are the seals around any glazing free from damage?		DUE DATE	28 Jul 25
		ASSIGNEE	Jennifer Hunt
FINDINGS	'No' - Seal at lower glazing corner is cracked and partially detached.		
ACTION REQUIRED	Replace damaged seal around glazing with an approved intumescent glazing gasket. Inspect for proper compression.		

Fire Door Locks >> Fire Door Locks		PRIORITY	Medium
(AC10049) Is the lock fitted with the correct sealant?		DUE DATE	28 Jul 25
		ASSIGNEE	Jennifer Hunt
FINDINGS	'No' - No visible fire-rated sealant applied around lock fitting.		
ACTION REQUIRED	Apply fire-rated intumescent sealant around the lock as per BS EN 1634-1 standards.		

DECLARATION

Jennifer Hunt

Auditor  
(Jennifer Hunt)

AUDITOR'S LOCATION