

Fire Door Safety Checklist



Fire door safety is a crucial aspect of any building's fire protection strategy. Ensuring that your fire doors are in proper working condition can mean the difference between life and death in the event of an emergency. This guide will help businesses recognise the key elements of fire door safety to comply with regulations and safeguard occupants.

Fire Doors are essential for:

- ✓ Containing fires and smoke
- ✓ Providing safe escape routes
- ✓ Minimising property damage

Without regular checks and maintenance, even the highest-quality fire doors can fail in an emergency. By following this checklist, you can ensure your fire doors are compliant and functional.

1

DOOR LABEL & CERTIFICATION

Ensure each fire door is certified and has a label on the edge indicating the fire rating, manufacturer certification, and fire resistance duration (e.g., 30, 60, 90 minutes).

Print and use the check boxes to track your progress



2

INTACT & PROPERLY FITTED DOOR

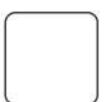
A fire door must fit properly in its frame, with no damage or obstruction. It should close fully, with a gap no larger than 3mm.



3

OPERATIONAL SELF-CLOSING MECHANISM

The self-closing mechanism is vital for fire doors. Ensure it operates smoothly, closes fully, latches without help, and isn't obstructed.



Fire Door Safety Checklist

4

INTUMESCENT & SMOKE DOOR SEALS

Intumescent and smoke seals expand in heat to block fire and smoke. Check seals for damage, ensure they are intact and fit tightly around the door.

5



DOOR HINGES

Fire door hinges must be sturdy and fire-rated. Ensure they are secure, undamaged, and properly lubricated, with at least three hinges installed.

6

GLAZING & GLASS PANELS

Fire door vision panels must be fire-rated and intact. Check for cracks, proper seals, and that glazing beads are secure.

7



SIGNAGE

Fire doors must have clear "Fire Door—Keep Shut/Locked" signs on both sides. Ensure signs are visible, intact, and unobstructed.

8

NO MODIFICATIONS

Unauthorised modifications can weaken fire doors. Check for added vents or removed parts, ensure hardware is fire-rated, and avoid drilling holes.

9

GAPS & CLEARANCES

Ensure gaps around the fire door are consistent: no more than 3mm at the sides and 8mm at the bottom. Regularly check clearances during maintenance.

Fire Door Safety Checklist

How to keep Fire Doors compliant



ROUTINE INSPECTIONS & MAINTENANCE

- ✓ Test the self-closing mechanism
- ✓ Check for wear and tear on seals, hinges, and glazing
- ✓ Ensure signage is visible and legible



TRAINING & AWARENESS

- ✓ Provide regular training sessions on fire door safety and proper
- ✓ Display fire door safety reminders throughout the building
- ✓ Encourage staff to report any issues with fire doors immediately

Next Steps...

For a detailed fire door safety audit, contact Global Facilities. Our certified inspectors can assess your building's fire door compliance and provide expert recommendations and remedial works.

GET IN TOUCH

0208 304 0185

facilities@globalgroup.co.uk

www.globalfm.co.uk

