Fire door check log

Walk round every fire door and check each one against the list below. Every three months is common practice in halls, churches and clubs, and more often where a door is in heavy use; your fire risk assessment sets what your building needs. Write the date and a tick in the column, or a cross and the fault number.

Building _____ Year _____ Kept by _____

What to check on each door

1. Opened fully and let go, it closes on its own and latches
2. Not wedged, tied or propped open, and nothing stops it closing
3. The gap round the top and sides is even and small, about 3mm
4. Seals and strips in the edges or frame are all there and undamaged
5. Hinges firm, with no missing or loose screws
6. Door, frame and any glass undamaged, with no holes or new fittings cut in
7. “Fire door keep shut” sign in place (“keep locked” on cupboards)
8. Any device that holds it open lets it go when the alarm sounds

Door (where it is)	Check 1: date and result	Check 2: date and result	Check 3: date and result	Check 4: date and result

Faults found and what was done (date, door, fault, done by)

Checked by (name and signature) _____

Looked over by a second person (name, date) _____