

Fire Doors Asset Register

Door ID number:	Manufacturer and certificate details:		
Location of door:	Rating information:		
Inspection date:	Installer information:		
Question	Yes	No	Action?
Is the door frame well fitted?			
Are gaps between the door and frame less than 3 mm (or as per the manufactures guidance)?			
Is the door frame free of damage?			
Are seals in good condition, free of damage e.g. paint or wear and tear?			
Does the door open and close freely and without any force?			
When closed, does the door leaf close fully into the latch and frame?			
Do door release mechanisms function correctly (e.g. release on activation of the alarm)			
Is the door wedged open?			
Are hinges free of damage e.g. rust or discolouration?			
Are other fixture and fittings without defect?			
Are correct fire door signs in place?			
Is glazing free from defects?			
Are air transfer grilles in good condition?			
Does the door have the correct certification and labelling applied to it? Is it still legible?			