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Fire Door Assembly Inspection Checklist

Beginning with the 2007 edition and continuing with subsequent editions, *NFPA 80 – Standard for Fire Doors and Other Opening Protectives* (Section 5.2 “Inspection and Testing”) requires all fire door assemblies to be inspected not less than annually. In addition, the 2013 and 2016 editions mandate inspections after installation and after maintenance work.

When fire and life-safety codes reference one of these editions of the standard with regard to maintaining fire door assemblies, this requirement becomes effective and enforceable in jurisdictions where the code has been adopted. The Centers for Medicare and Medicaid Services (CMS) has adopted the 2012 edition of NFPA 101 – The Life Safety Code, which references the 2010 edition of NFPA 80. Inspections by the Joint Commission and other CMS-approved accrediting organizations are based on these publications. Therefore, health care facilities that are subject to inspections by the Joint Commission are required to provide documentation of their fire door assembly inspections.

Each fire door assembly must be inspected using the following criteria:

1. Labels are present and legible.*
2. No holes or breaks in the door or frame.
3. Glazing and glass kit / glass beads are intact and securely fastened.
4. Door, frame, and hardware are in proper working order.
5. No missing or broken parts.
6. Door clearances are within allowable limits.
7. Door closer / spring hinges are operational and the door is self-closing.
8. Coordinator ensures that door leaves close in proper sequence (pairs only).
9. Door is self-latching in the closed position.
10. Opening is not equipped with auxiliary hardware items which interfere with operation.
11. No field modifications have been performed that void the label.
12. Gasketing and edge seals, where required, are present, continuous, and of the proper type for a fire door.
13. Signage on door covers less than 5% of door face and is not attached with mechanical fasteners.*

For additional information about fire door assembly inspection requirements, visit iDigHardware.com/firedoor.

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* Items 1 and 13 on the list of inspection criteria were added in the 2013 edition of NFPA 80.

Opening #: _____ Rating: _____

Compliant?: Yes No

Opening Location: _____

Notes: _____

Operation

- Door does not swing freely: ___
- Door does not close properly: ___
- Door does not latch reliably: ___
- Coordinator does not work properly: ___
- Electronic holder does not release: ___
- Door rubs on: floor frame other door

Frame

- Not securely anchored to wall: ___
- Open holes / unused fastener holes: ___
- Frame is misaligned: ___
- Label missing: ___
- Label illegible: ___
- Non-compliant field modification: ___
- Incorrect / broken / missing glass: ___
- Broken / missing glazing bead: ___
- Glazing bead incorrectly fastened: ___
- Non-compliant glass light configuration: ___

Door

- Incorrect Clearance: ___
- Open holes / unused fastener holes: ___
- Damaged / delaminated door: ___
- Rust-through: ___
- Label missing: ___
- Label illegible: ___
- Non-compliant field modification: ___
- Incorrect / broken / missing glass: ___
- Broken / missing glazing bead: ___
- Glazing bead incorrectly fastened: ___
- Non-compliant glass light configuration: ___
- Non-compliant plant-ons: ___
- Signage more than 5% of door: ___
- Signage attached with screws: ___
- Door not installed: ___

Hinges / Pivots

- Incorrect type: ___
- Missing hinge / pivot: ___
- Missing / incorrect fasteners: ___
- Not securely fastened: ___

Flush Bolts / Coordinator

- Incorrect type: ___
- Missing / damaged bolt(s): ___
- Missing / damaged strike(s): ___
- Coordinator not functioning properly: ___
- Bolt does not engage strike: ___
- Missing / incorrect fasteners: ___
- Not securely fastened: ___

Lockset / Latchset

- Missing / damaged lock/latchset: ___
- Missing / damaged strike: ___
- Non-compliant latch throw: ___
- Non-listed latch: ___
- Latch does not engage strike: ___
- Missing / incorrect fasteners: ___
- Not securely fastened: ___

Fire Exit Hardware

- Missing / damaged device: ___
- Missing / damaged strike: ___
- Missing / damaged latch(es): ___
- Non-listed device (dogging present): ___
- Actuating portion less than half of door width: ___
- Latch does not engage strike: ___
- Missing / incorrect fasteners: ___
- Not securely fastened: ___
- Non-compliant mullion: ___

Door Closer

- Missing / damaged closer: ___
- Missing / damaged arm: ___
- Missing / incorrect fasteners: ___
- Not securely fastened: ___
- Closer leaking: ___
- Hold-open arm: ___

Other

- Seals damaged, missing, or incorrect type: ___
- Non-compliant protection plate: ___
- Non-compliant signage: ___