

DECROBOND

Maintenance checklist for doors

Premises

Door

- Door No.
- Location
- Door manufacturer
- Fire assessment Ref.
- Date installed
- Hardware supplier
- Hinge type
- Closer type
- Lock/Latch type

Door leaf

- Is it warped?
- Is it split/cracked
- Other evident damage
- Edge lipping condition
- Meeting edge gap double doors closing correctly
- Closer effective
- Modifications added since last inspection

Doorframe

- Signs of damage
- Well fixed/sealed to surrounding structure
- Max. Leaf/doorframe gap
- Max. Leaf/threshold gap
- Max. Leaf doorstep gap

Seals

- Are edge seals complete
- Any damaged seals
- Protection where necessary at hardware
- Are smoke seals fitted
- If yes, are they in good condition and effective

Glazing

- Glass damage
- Retaining system in good condition
- Retain ing system correctly fixed
- Any change since last inspection (e.g. broken glass replaced).

Hinges

- Correctly fixed
- Working correctly
- Need lubrication

Closers & Selectors

- Correctly fixed
- Working correctly
- Double doors closing in correctly order (where applicable)
- Needing lubrication
- Overrides and latch mechanism/seals

Locks / Latches

- Correctly fixed
- Working correctly
- Needing lubrication

Hold open devices

- Fixed in correct position
- Releases correctly

Bolts

- Aligned with sockets
- Well fixed
- Working correctly
- Damage around bolts

Signs

- Correct fire signage on both sides of door

Additional Hardware

- Added since last inspection (e/g/ letterplates, bolts etc.)

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Maintenance:

Veneered doors:

Polish occasionally as required using standard household furniture polish.

Every 5 years refurbish veneered doors and polished frames as follows:

Clean with white spirit.

Apply soft coloured beeswax using grade 00 wire wool working in a circular motion to ensure the wax fills the grain.

Remove surplus wax using a clean knap free cloth.

Reduce the gloss level by buffing with clean grade 00 wire wool.

Laminate faced doors:

Clean as necessary using warm soapy water.

Treat frames and hardwood lippings as described for Veneered doors.

NOTE: Alternatively lightly sand lippings and re-apply clean lacquer.

Paint grade doorsets:

Clean as necessary with warm soapy water. Re-paint at approx. 5 year intervals following paint manufacturers instructions.

NOTE: Avoid the use of solvent/alcohol based cleaning agents on finished paint surfaces as this may lead to softening of the paint and adversely affect the door operation.

Ironmongery:

Lubricate hardware as required by reference to ironmongery suppliers data.

NOTE: Some items of hardware e.g. Hinges with iolite bearings should not be lubricated.

Where it is necessary to remove and replace worn hardware, and Intumescent seals or gaskets used for the original fit should also be replaced.

Intumescent seals:

Intumescent seals should be inspected monthly for the first year of operation and thereafter at quarterly intervals.

Any worn or damaged smoke seals should be replaced with similar seals.

NOTE: Doorsets receiving replacement smoke seals should be tested and eased as necessary to endure that the seals do not interfere with the operation of the doors. The doors should close and latch from an open angle position under closer force only.

Glass & Glazing:

Where glass is to be replaced the replacement glass should be of the same type as the original glass.

All glazing Intumescent and beading should also be replaced to the same detail as the original installation.

Door adjustments:

Adjustment of fire doors after installation is not recommended. However, where this is necessary, the resultant operating gaps after adjustment should satisfy BS4787 Pt. 1 : 1980.

GENERAL NOTE:

Refer to BS8214 : 2008 for further advice concerning maintenance of fire doors.

MAINTENANCE CHECKLIST