

Maintenance and Inspection Practices

Testing, inspections, and regular maintenance are essential to help ensure your fire doors are in good working condition. Use the following guidelines to help maintain your fire doors and safeguard your facility:

Conduct testing annually, along with your fire and smoke detectors, to confirm fire doors close automatically and work properly. More frequent testing may be needed if doors are in critical locations or subject to unusual conditions. Refer to manufacturer instructions on the correct way to test your specific fire doors.

Inspect each fire door to confirm that:

- The door is free of holes, breaks, or other signs of excessive wear and tear.
- No door parts are broken or missing.
- The door assembly follows manufacturer guidelines and has not been modified.
- Moving parts such as guides, bearings, hinges, latches, and pulleys are well lubricated.
- The door's automatic closure device is working properly. For example, check that magnets or fusible links, which enable doors to close when activated, are clean, not painted, in the proper location, and in good condition.
- The fire tag/listing label (which includes the door's make, model and serial numbers, and rating), is visible.
- Consult your door's manufacturer for additional inspection information, as instructions vary depending on your fire door type.

Train employees on how to use your facilities' fire doors and conduct regular (daily, if needed) inspections. Inspection training should include information on corrective actions to take if adjustments are needed. Also encourage employees to promptly report damage so you can make necessary repairs.

Important!!!

1. No modification is allowed, the specification of fire door must follow whatever stated in the SIRIM Test report.
2. Bomba/Sirim Tag is required to be visible all the time.



Maintenance Instructions

Door leaf and frame

The door and frame must remain square and should not be able to distort between the stiles, top and frame. The gaps must not be greater than those specified in the manufacturer's installation instructions. This is also true for the meeting stiles of double doors.

If the door leaves have minor surface damage, then these can be repaired. However, if there are any major defects in either the door leaves or the frame, they must be replaced.

Glazed apertures

If the glass is cracked or broken, then it must be replaced immediately. If it is not replaced then in the event of a fire, the smoke and gases will travel through the glass, which means that the fire door will not last its fire rating.

Intumescent fire and smoke seals

If seals have been badly fitted or are damaged, then they must be replaced with the same type that was originally specified. If the smoke seals have to be replaced, then they should be fitted in one continuous length if possible. If fixed piecemeal, they could potentially leak at the joints. You must remember that loose smoke seals left flapping can damage a fire door beyond repair.

Closing and opening devices

With a self-closing device, open the door fully and check it closes without binding on the floor. Open the door to approximately 5 degrees and again check that it closes fully, overcoming any latch or seal. Check door closing speed to be approximately 10 seconds from 90 degrees and ensure that the door does not slam. Adjust speeds as necessary. Ensure that doors are not being wedged open.

Make sure that door hold-open devices are not straining the doors against their self-closing devices. A closer fitted at the top of the door should have the hold-open device fitted at the top of the door. A floor spring at the foot of the door should have the hold-open device fitted at the bottom. Check that mechanical hold-open devices have not been fitted. Hold-open devices on fire doors should be electro-magnetic and connected directly to the fire detection and alarm system, so that they can be released automatically if there is a fire. If fitted, make sure that any electro-magnetic hold-open device is operating correctly and releases immediately when power is removed.

All ironmongery

Make sure that all fixings are secure. Some hinges, closer arms and locks might require lubrication. REMEMBER, where required YOU MUST REPLACE COMPONENTS LIKE-FOR-LIKE, ACCORDING TO THE ORIGINAL SPECIFICATION.



Fire Door Maintenance Checklist

Info	Item	Y/N
Certification	Has the fire door got a Bomba tag with Sirim sticker on door leaf and door frame?	<input type="checkbox"/>
Door Leaf	Does the door leaf sit against the door stop, flush with the frame and is it free of distortion?	<input type="checkbox"/>
	If the door is veneered or lipped, is the glue still holding these products firmly in place?	<input type="checkbox"/>
	Is the door free from damage including dents, chips and holes?	<input type="checkbox"/>
Door Frame	Is the door frame firmly attached to the wall?	<input type="checkbox"/>
	If a planted door stop is present, is it firmly attached?	<input type="checkbox"/>
	Is the frame to door leaf gap consistently 3 to 4mm?	<input type="checkbox"/>
Intumescent/ Smoke/ Acoustic Seals	Are intumescent seals in place? (If not install immediately)	<input type="checkbox"/>
	Are seals free from paint or varnish?	<input type="checkbox"/>
	Are the seals well attached inside the groove in the frame or door leaf?	<input type="checkbox"/>
	Are the seals free from damage?	<input type="checkbox"/>
	If you have a brush or fin type seal, is it free from damage or breakage?	<input type="checkbox"/>
	If fitted, are the smoke and acoustic seals continuous around the frame or door leaf?	<input type="checkbox"/>
Wire Glass	Is the glass free from damage and cracking?	<input type="checkbox"/>
	If the glass has been replaced, is it fire rated glass?	<input type="checkbox"/>
Threshold Gap	Is there a consistent gap under the door that allows it to swing without touching floor covering?	<input type="checkbox"/>
	Is the door to floor covering gap consistently 10mm or less when the door is closed?	<input type="checkbox"/>
Hinges	Is there a minimum of 3 hinges with all the screws fitted?	<input type="checkbox"/>
	Are all the screws the correct size?	<input type="checkbox"/>
	Are the hinges free of metal fragments and oil leakage, which are signs of wear?	<input type="checkbox"/>
Door Closers	Is the closer correctly attached to the door and frame?	<input type="checkbox"/>
	Is the closer free from damage and not leaking?	<input type="checkbox"/>
	Open the door to 5 degrees or 75mm. Does it close and engage with the latch?	<input type="checkbox"/>
Lock and Latch	Does the latch hold the door firmly in place without rattling?	<input type="checkbox"/>