

Appendix A

Fire ☐ Door S/N _____ Rating _____ (Hour / Min)
Smoke ☐ Bldg. _____ Floor _____ Wing _____ Location# _____ Other _____
Door Construction _____

**** NO responses require an explanation. A work order number is needed for each NO and needs to be included in line of the deficiency. Turn in completed inspection form to Safety Office ****

1. Order of Operations for Preventative Maintenance

A. Adjust and torque all screws on hinges to proper setting. Yes ☐ N/A ☐ No ☐ (Explain)

Lubricate the door hinges per material and manufactures recommendations. Yes ☐ N/A ☐ No ☐ (Explain)

Tightened and lubricate the door latch hardware to ensure moves freely. Yes ☐ N/A ☐ No ☐ (Explain)

Adjust the door closure properly and secure hardware. Adjust the backcheck speed and closing speed been so that properly functioning. Yes ☐ N/A ☐ No ☐ (Explain)

Does the door close at proper speed? Yes ☐ N/A ☐ No ☐ (Explain)

2. Fire Doors

A. Have the visual inspections been performed on both sides of the door? Yes ☐ N/A ☐ No ☐ (Explain)

B. Is the door free from damage or missing parts that could create a hazard? Yes ☐ N/A ☐ No ☐ (Explain)

C. Will the assembly close under fire conditions and assembly door will reset after test?

Yes ☐ N/A ☐ No ☐ (Explain) _____

Has the hardware been examined and free from any inoperative hardware, parts, or defects? Yes ☐
N/A ☐ No ☐ (Explain) _____

D. Is the door free from any signs of dry rot in the wood core of the door? Yes ☐ N/A ☐ No ☐ (Explain)

E. Are the chains and cable inspections free from excessive wear and stretching?

Yes ☐ N/A ☐ No ☐ (Explain) _____

3. **Swinging Fire Doors**

A. Is the door free from open holes or breaks in the surface of either the door or the frame?

Yes ☐ N/A ☐ No ☐ (Explain) _____

Is the glazing, vision light frames, and glazing beads intact and securely fastened in place? Yes ☐
N/A ☐ No ☐ (Explain) _____

Is the door, frame hinges, hardware and non-combustible threshold secured, aligned, and in working
order with no visible signs of damage? Yes ☐ N/A ☐ No ☐ (Explain) _____

Are any parts missing or broke? Yes ☐ N/A ☐ No ☐ (Explain) _____

Does the clearance under the bottom of the door not exceed $\frac{3}{4}$ inch, and if the door mounted more
than 38 inches above the floor then clearance cannot $>3/8$ "? Yes ☐ N/A ☐ No ☐ (Explain)

Does the clearance between the top and vertical edges of the door and the frame exceed 1/8 inch for wood doors and 1/8" (+/- 1/16") for steel doors as measured from pull side? Yes ☐ N/A ☐ No ☐ (Explain)

Is the self – closing device operational and can the active door fully close when operated from the full open position? Yes ☐ N/A ☐ No ☐ (Explain)

If a coordinator is installed can the inactive leaf close before the active leaf?
Yes ☐ N/A ☐ No ☐ (Explain)

Does the positive latching hardware operate and secure the door when it is in the closed position? Yes ☐ N/A ☐ No ☐ (Explain)

Are the auxiliary hardware items free from interfering with the proper operation of the door and are not installed on the door frame? Yes ☐ N/A ☐ No ☐ (Explain)

If any field modifications been made to the door or frame, do they NOT void the rated fire label? Yes ☐ N/A ☐ No ☐ (Explain)

Are gaskets and edge seals required and present and intact? Yes ☐ N/A ☐ No ☐ (Explain)

Are the fire rated labels visible on the door and frame? Yes ☐ N/A ☐ No ☐ (Explain)

Printed Name: _____ Signature: _____

Date: _____