



Fire Door Maintenance Checklist

10 planned preventive maintenance tasks · Free PDF from PM Assist

A practical starting point for planned preventive maintenance. Always refer to the manufacturer's O&M manual and site-specific requirements.

Visual Checks

- ☐ Check the gap around the leaf is even and within tolerance (typically ~3 mm)
- ☐ Confirm intumescent and smoke seals are intact, continuous, and undamaged
- ☐ Inspect hinges (typically 3) for security, wear, and correct fixings
- ☐ Confirm glazing, beading, and any vision panels are intact and fire-rated
- ☐ Check 'Fire door keep shut/locked' signage is present on both faces as required
- ☐ Inspect the leaf and frame for damage, splitting, or unauthorised alterations

Functional Checks

- ☐ Verify the door closes fully onto the latch from any open position
- ☐ Check the self-closing device operates correctly and is not disconnected
- ☐ Verify the door is not wedged, propped, or held open without an approved device

Record Keeping

- ☐ Record inspections, defects, and remedial actions against each door reference

Maintenance Frequency

Quarterly

- Inspect communal fire doors (Fire Safety (England) Regs 2022)
- Check closers, gaps and seals
- Log each door

Annually

- Inspect flat entrance fire doors
- Full assembly check including glazing and hardware
- Review remedial works