



UK Fire Compliance Ltd
42 Great Bridge Street
West Bromwich
B70 0BN



Table 1 – Walk Around User Copy

ITEM	OBSERVATIONS		ACTIONS
Door Fully Closing	(1) Does the fire door fully close & shut tight by use of its own Self Closing (SC) device?		(1) Yes – the fire door working & effective.
	(2) Does the fire door slam shut with force?		(2) SC device requires adjusting to dampen closing action.
	(3) Fire door does not close fully?	Is it slow to close or restricted?	(3a) The self-closing device requires adjusting.
		Has the door dropped on its hinges?	(3b) Yes – requires adjusting.
Door Closer Operation	Is the door self closer fixed to door and frame securely?	(1) Has the door closing arm been separated from the frame?	(1) Reaffix.
		(2) Is there any oil leaking from the door SC device?	(2) New closing device required.
Door Handles	(1) Is the door handle functioning correctly? (2) Are they loose or missing? (3) Can the door be opened without the use of a key, if on an escape route in direction of travel to the fire exit?		Take appropriate action as necessary, including reporting to maintenance as a priority repair
Door Seals	(1) Does the door have intumescent seals around the top and 3 edges (not the bottom of the door) or in the doorframe?		(1) Found on new doors, older fire doors may just have 25mm (1") doorstops in lieu
	(2) Are the fire seals in good condition, not missing or damaged?		(2) If damage or missing, this must be repaired.
	(3) Does the door (or frame) have cold smoke seals in the form of brushes or a rubber strip? Are they in good condition, missing, damaged?		(3) If damage or missing then they must be repaired as a priority.
Glazing In Door	(1) Is the glazing in the fire door loose, does it rattle or is it broken?		(1) Yes – requires repairing.
	(2) Are the Vision Panels in the door clear and unobstructed to provide safety to door users on both sides of the leaf?		(2) Vision panels are provided for safety on circulation routes, inner rooms, hazardous routes Labs etc and remaining clear and unobstructed.
Door Hinges	(1) Does the door leaf have 3 or more hinges?		(1) A requirement for a fire door is that it must have a minimum of 3 steel hinges.
	(2) Are they loose or screws missing?		(2) Hinges need to be repaired to make door close fully shut and insure door integrity.
Door Hold Open Devices	(1) Electromagnetic hold open not working; units hanging off door or walls etc.		(1) Yes-requires repairing.
	(2) Dorgard fitted and not holding door open		(2) Check Dorgard maintenance documentation.
Doors Wedged Open	It is an offence under both Reference A & B to interfere with safety equipment (fire doors or fire fighting equipment).		Remove obstruction report persons (if known) to a superior. Only an Approved Device complying BS 5839 may hold open a fire door

Table 3 – Door Check Record Sheet

Note: Each fire door placed on the register will need to be identified with a reference number such as Ground Floor – G/1; First Floor – 1/1; Second Floor 2/3 ...

[illegible]



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Fire Warden: Emergency Escape Route Monthly Check

Name :

Date:

Address:

Area Checked:

Fire Warden:

Item	Y	N	N/A	Summarise below any faults or concerns	Date Rectified
Escape Routes					
1.Are fire escape routes clear? (No stored equipment, furniture, etc).					
2.Are smoke/intumescent seals on fire doors or frames in good condition?					
3.Are fire exit doors clear of obstructions? (Not hidden by displays, posters, etc).					
4.Do any self-closing fire doors fully close when the fire alarm system is activated?					
5.Can fire exits be easily and immediately opened? (Without use of key or similar).					
6.Are external fire escape routes clear and safe? (Well lit, clear of vehicles, etc).					
Fire Waring Systems					
7.Are manual call points clearly visible? (Not hidden behind furniture, displays, etc).					
8.Is the fire alarm panel showing 'normal'? (If showing 'fault' inform UK Fire – 0800 1700 234					
Escape Lighting					
9.Are emnergency exit signs clear and conspicuous to all building users?					
10.Are emergency exit routes adequately lit at all times?					
Fire Fighting Equipment					
11.Are fire extinguishers visible/easily accessible? (Not hidden by equipment, etc).					
12.Are fire extinguishers within their annual test period? (As per the attached label)?					
Fire Signs And Notices					
13.Do fire doors have the appropriate sign (e.g. 'Fire Door, keep shut')?					
14.Are fire evacuation notices showing an appropriate fire assembly point?					
General					
15.Spare					