

Access Control Doors

BUILDING MAINTENANCE RECORD

SPECIFIED SYSTEM 3/2: Access Control Doors

1. INSPECTION FREQUENCY:

MONTHLY BY OWNER OR BUILDING MANAGER

Note: Annual IQP inspection is completed on WHITE forms at back of register

2. MONTHLY CHECK MUST ENSURE THAT:-

- All signs relating to door are legible and clearly indicate how to open the door in emergency
- Doors are free from obstruction
- Doors readily open using emergency release switch
- There are no unauthorized locking devices fitted to door
- All door hardware is secure
- SIGNS MUST BE REFURBISHED BEFORE THEY BECOME ILLEGIBLE

THIS PAGE TO BE COMPLETED BY OWNER/MANAGER

MONTH	DATE	SIGNATURE	COMMENTS