

Automatic Fire Doors or Windows Monthly by Owner

BUILDING MAINTENANCE RECORD

SPECIFIED SYSTEM 3/3: Automatic Fire Doors or Windows

1. INSPECTION FREQUENCY: MONTHLY BY OWNER OR BUILDING MANAGER
ANNUAL BY IQP

2. MONTHLY CHECK MUST ENSURE THAT:-

- Hold open devices work correctly and are in good order
- Doors are free from obstruction and able to close
- Doors have no damage to them
- Doors close and seal correctly to the latch position
- Priority closing devices operate to allow doors to close in correct order
- Doors do not bind on carpet or floor coverings
- Intumescent and smoke seals are not damaged or painted
- All door hardware is secure
- Fire Door or Smoke Control Door signs are in place and legible
- Note any faults or repairs below

SIGNS MUST BE REFURBISHED BEFORE THEY BECOME ILLEGIBLE

THIS PAGE TO BE COMPLETED BY OWNER/MANAGER

| MONTH | DATE | SIGNATURE | COMMENTS |
|-------|------|-----------|----------|
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |